

COM-FSM Chuuk Campus
FACULTY MEETING MINUTES

Date: Friday, 02/05/16	Time: 12:10-1:00 PM	Location: Computer Lab
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Members Present: Erencia Saipwerik, Rick Chiwi, Lynn Sipenuk, Alton Higashi, Abraham Rayphand, Danie Mamangon, Cecile Oliveros, Roger Arnold, Herner Braiel, Ben Bambo Sr., Andita Meyshine, Atkin Buliche.
Excused: Miuty Nokar. **Absent:** Genevy Samuel, Roslyn Reynold, Kersweet Eria, Edson Asito.

Agenda / Major Topics of Discussion	
<ul style="list-style-type: none"> I. Call to Order II. Attendance III. Minutes of Previous Meeting (12/04/15) IV. Announcements(1) V. Schedule of Courses (Sum2016, Fall2016, Spr2017) VI. Faculty Development(2) VII. Miscellany(3) VIII. Adjournment 	<ul style="list-style-type: none"> (1) Self-Study Report VPIEQA/President Visitation to Chuuk Campus ACCJC Visitation Class Syllabus Early Warning Deficiency Notice Mid-Term Evaluation Academic Deficiency Notice Textbook Orders (2) Monthly Schedule and Topics/Presenters (3) Mini-Summit Draft Minutes

Discussion on Agenda / Major Topics of Discussion

- I. **Call to Order:** By Erencia, with opening prayer by Atkin.
- II. **Attendance** (above) by sign-up sheet.
- III. **Minutes of Previous Meeting (12/04/15):** Approved, as circulated, by consensus.
- IV. **Announcements/Reminders/Updates:**
 - A. **Mini-Summit Draft Minutes:** Lynn distributed draft copies of our Mini-Summit (01/16/16) meeting. She requested our review of the minutes, along with the Chuuk dinner (01/06/16) meeting notes.
 - 1. The purpose of the dinner meeting was to set up strategies in addressing COM-FSM concerns and issues, such as administrative accountability, program evaluation, purposeful dialog, and problem-solving.
 - 2. The mini-summit draft minutes reviews our participants’ discussions on participatory governance, alternative pathways to staff/faculty involvement in problem-solving and decision-making in the COM-FSM system and on Chuuk Campus. In addition, the draft minutes include background information for staff/faculty who did not attend the mini-summit in Pohnpei.
 - B. **Self-Study Report:** Palikir officials wrote this report to be submitted to WASC/ACCJC and requested review from COM-FSM employees. Erencia asked Chuuk Campus administrators/staff/faculty to review the report.
 - C. **VPIEQA/President Visitation to Chuuk Campus:** VPIEQA Frankie Harriss will visit our campus Feb 8-9 and discuss with us a number of COM-FSM concerns and issues. President Joseph Daisy will visit us Feb 10-11 and initiate with Michael Rota a mock accreditation visit. The President will also meet with administrators/staff/faculty/students.
 - D. **ACCJC Visitation:** ACCJC’s Dr. James Dire will visit Chuuk March 10-13 to assess accreditation activities on campus. His assessment can determine the future of COM-FSM and Chuuk Campus.
 - E. **Class Syllabus:** Again Erencia called upon all faculty to submit their course syllabi to her office.
 - F. **Early Warning Deficiency Notice:** These notices are due Feb 8 from instructors. OAR’s Tandy Marar will receive them, forward them to our Counseling Office and then to students, so that students can better achieve academic success.
 - G. **Mid-Term Evaluation:** Mid-terms are scheduled for the week of Feb 29 to Mar 1. Instructors are advised to administer mid-terms, as necessary.

H. Academic Deficiency Notice: Deadline for submitting academic deficiency notices is March 4.

I. Textbook Order: Erencia advised all instructors to submit their textbook orders for the next three semesters.

V. Schedule of Courses: Erencia distributed the first draft of our schedule of courses for Sum2016, Fall2016, and Spr2017. Each academic division must review the draft and recommend changes, as necessary.

VI. Faculty Development: Erencia distributed a tentative timeline for additional faculty development dates: Feb25, Mar4, Mar18, Apr8, and Apr15. The timeline is subject to revision.

VII. Miscellany: Peer Counseling programming

A. We discussed the need to reinstate a peer counseling program on campus. Due to budgetary constraints, the program was terminated. All the same, there was consensus that the program must be reinstated, and discussion centered around potential funding.

1. For one thing, as a member of the system-wide Finance Committee, Herner should attempt to get COM-FSM to reinstate funding for peer counseling.

2. Also, we should look into faculty donations as possible as well as voluntary contributions. We may seek to tap into our snack-bar earnings.

B. Consensus: *That Chuuk Campus establish an ad hoc peer counseling committee to discuss potential options for funding a reinstated peer counseling program.*

1. Chairperson shall be Roger Arnold.

2. Membership should include both student services and instructional personnel and be procured by co-optation.

Next Meeting: Friday, 02/26/16, 12 noon to 1:00 pm.

Hand-Outs / Documents Referenced / Attachments: 12/04/15 faculty meeting minutes; mini-summit draft minutes; timeline of faculty/staff development meetings (Spr2016)

Prepared by: Alton Higashi

Date distributed: Monday, February 8, 2016

Summary Decisions / Recommendations / Action Steps / Motions with Timeline/Responsibilities

- All instructors: to review the mini-summit draft minutes and submit comments directly to Lynn.
- All instructors: to review the self-study report for potential discussion with VPIEQA Frankie.
- All instructors: to welcome President Daisy and to participate in mock accreditation.
- All instructors: to submit their course syllabi to Erencia.
- All instructors: to prepare early warning deficiency notices, mid-term exams, and academic deficiency notices.
- All instructors: to submit textbook orders.
- All academic divisions: to review the draft schedule of courses and recommend changes.
- All instructors: to review the tentative timeline for faculty development dates.
- Roger: to co-opt members for the ad hoc peer counseling committee and to discuss potential options for funding a reinstated peer counseling program on campus.