**College of Micronesia – FSM**

**Technical Advisory Council Minutes Reporting Form**

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| **Division** | **Technology & Trade** |

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| **Date:** February 26,2016 | **Time:**11:30am | **Location:** Conference Room |
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| **Members Present/Absent:** |
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| **Additional Attendees:** |  |

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| A**genda/Major Topics of Discussion:** |
| 1. Program Strategic Direction 2. Program course of study   a. Certificate of Achievement in Construction Electricity  b. AAS degree in BT major in Construction Electricity   1. Challenges of the program 2. Terms of Reference (TOR) 3. Other matters |

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| **Discussion of Agenda/Information Sharing:** |
| Acting Chairperson of the council Cirilo “Loy” Recana called the meeting to order at 11:30 a.m. He welcomed and thanked everyone for coming.  Welcoming Remarks delivered by CTEC Director Grilly Jack and thanked the attendees for coming to this advisory council meeting. He also gives his short talk about the importance of the council and how it will help the college in assessing the programs.  Division Chair Gardner Edgar gives his brief introduction on advisory council, he emphasize the intention of the council and how important their role in the college program improvement to deliver effectively.   1. Program Strategic Direction  * The presiding chair presents to the group using power point presentation the strategic direction for construction electricity trade and where the program leading is heading to. * Presiding chair also stress to the council that their recommendation will be a guiding factors for the program in developing its course contents. * A suggestion was raised by RJ electrical reps Ms. Jean Maglaqui that it is essential to our students be trained fully so that when the right job opportunity comes they are competent to work in their trade.  1. Program Course of Study  * Electrical instructor Romino Victor presents to the group the course of study for certificate program major in construction electricity. * He stressed out the credit hours for each courses in the certificate program and how many contact hours they spent in each. A hard copy of his presentation was distributed. * Electrical instructor Cirilo Recana next presented the curriculum for Associate of Applied Science degree (AAS) in Building Technology major in Construction Electricity. * Description and brief history of AAS Building Technology major in CE. * Credits course vs. Contact hours per course required in General education and Technical/major course requirements. * A copy of the full program was distributed to the council for their reference.  1. Challenges of the Program  * With the formation of the advisory council for construction electricity, the presiding chair presented some challenges that the council will focus and help the program specifically in improving the courses through their recommendations and support within their term (Spring 2016 to Fall 2016)  1. Terms of Reference (TOR)  * T&T Chair briefly discuss the content and usefulness of the TOR to the advisory council. He mentioned some importance with respect to the responsibility of the council and their inputs as guiding principles for the program to become more effective. * CTEC Director challenges the group that this council was formed as part owner of the program in helping our student graduate to become well trained workforce.  1. Other matters  * Members of the advisory council were given the chance to talk. * The council members were so positive in this undertaking and thankful for being part of the council. * Next meeting’s agenda will focus on TOR and meeting will be announced via email communication.   Meeting adjourned at 12:30 p.m. |
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| **Comments/Upcoming Meeting Date & Time/Etc.:** |
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| **Handouts/Documents Referenced:** |
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| **College Web Site Link:** |
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| **Prepared by:** | Cirilo Recana | **Date Distributed:** | 02/29/2016 |

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| **Approval of Minutes Process & Responses:** |
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| **Submitted by:** |  | **Date Submitted:** |  |

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| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:** | | | | |
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| **Action by President:** | | | | |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |
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