

COM-FSM Chuuk Campus  
**MANAGEMENT COUNCIL (MC) MEETING MINUTES**

<b>Date:</b> Wednesday, October 25, 2017	<b>Time:</b> 2:06-4:19 pm	<b>Location:</b> Dean's Conference Room
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<b>Members Present</b> (Quorum: 5) = 6 in attendance			<b>Absent</b>
•Mixon Jonas (I)	• Ben Akkin (A)	• Wilson Bisalen (SS)	• Kind Kanto (Chair)
• Roger Arnold (I)	• Marie Mori-Pitiol (A)	• Mike Abbe (CRE)	• Memorina Yesiki (SS)
		• Alton Higashi (eo)	• Ryian Raymond (SBA)

<b>Agenda / Major Topics of Discussion:</b>	
I. Call to Order II. Attendance III. Minutes of Previous Meeting IV. Announcements <sup>(1)</sup> V. Old Business <sup>(2)</sup> VI. New Business <sup>(3)</sup> VII. Adjournment	(1) Campus Clean-Up and Beautification Report (Ben) FoE Work Group Assignments (Wilson) Spring Semester 2018 Schedule of Courses (Mixon) (2) Assessment Plan 2017 (Mixon/Alton) By-Product Account and Other Matters (Marie) Academic Talent Showdown (Wilson) Fishing Derby (Alton) (3) Meseiset Special Edition (Alton, by request) Program Assessment and Program Review (Alton) COM-FSM 25th Anniversary Preparation (Roger) Program Proposals for Chuuk State DOE (Roger)

**Discussion on Agenda / Major Topics of Discussion**

I. <b>Call to Order:</b> By Mixon with opening prayer by Mike. II. <b>Attendance:</b> Above. III. <b>Minutes of Previous Meeting</b> (October 9, 2017): Adopted unanimously, as amended. Under V(A) of the minutes, the SBA funding for Fall 2017 is expected at \$4,800, not \$4,860. In addition, Alton asked members to read minutes ahead of the meeting and to use electronic voting for adoption or not. IV. <b>Announcements:</b> A. Mixon called upon members to present division/office news. 1. Ben reported that campus <b>clean-up and beautification</b> (Sat, Oct 21) did well. He thanked Instruction for providing refreshment and assigned Administration to provide refreshment for the next event on Saturday, November 18. 2. Wilson reported that the <b>SBA Micro Green-Up</b> (Fri, Oct 27) was to take place on and off campus, as scheduled. He requested that all persons wear green attire. Since the event will be held 3-5 pm, all personnel are expected to be present. B. Wilson explained that he continues to work on the <b>FoE working group assignments</b> . There will be five groups, and all personnel each will be assigned to a group. SBA Council members will also be assigned to groups. He will report the final assignments at our next Management Council meeting (Nov 29). C. Mixon presented the final draft <b>Spring Semester 2018 Schedule of Courses</b> . Discussion included a few changes. V. <b>Old Business:</b> A. <b>Assessment Plan 2017:</b> Alton distributed five templates to members: (i) ACCJC Rubrics; (ii) Core Values; (iii) CCSSE survey benchmarks; (iv) Faculty Evaluation, as revised; and (v) Administrative Accountability. 1. He explained that key persons would be responsible for coordinating distribution of these forms to personnel and students. Once data are collected on these forms, Alton will assist the Assessment Committee in data analysis and reporting. 2. <b>CONSENSUS:</b> <i>That the Assessment Committee convene its first meeting as soon as possible in order to designate key persons responsible for each template/form.</i>
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- B. By-Product Account: Marie disseminated the By-Product Memo form and explained that, to establish such account for the snack bar, the original Snack Bar board must initiate submission of the form. Subsequently, the process for review and approval will jump-start automatically. In addition, Marie is requested to submit a written report on snack-bar earnings. The original funding began at \$1,000 and has more than \$6,000 in receipts.
- C. Academic Talent Showdown (Fri, Dec 1): Wilson reported that showdown planning is on schedule and that there are enough faculty-created questions (easy/middlish/hard) from all instructional divisions. He was advised to discuss with math instructors ways to simplifying math questions, inasmuch as they were determined by students to be too difficult to answer during the showdown. Also, Wilson must begin regional training/review by instructors/tutors no later than mid-November.
- D. Fishing Derby (Wed, Dec 13): Alton reported that a draft letter, to be signed by Kind, will be sent to potential donors of prizes for the event.

**VI. New Business:**

- A. Meseiset Special Edition (Vol. 5, No. 7): Alton reported that a special 6-page edition of the Meseiset will be released (Mon, Oct 30) in memoriam to recently deceased Cecile Oliveros.
- B. Program Assessment and Program Review: Alton reported that Chuuk Campus must submit these assessment/review reports on non-instructional programs no later than the end of this semester. Kind is held responsible for overseeing such reports.
- C. 25th Anniversary Preparations: Roger reported that plans and preparations are underway, and that the Planning Committee seeks more ideas on what activities can be sponsored to commemorate our 25th anniversary. Since the event overlaps Founding Day and Cultural Day next year, these two activities should be incorporated. Another potential is to sponsor a College Fair as well as ground-breaking of our new campus site. The Committee will hold its next meeting on Friday, October 27.
- D. Program Proposals for CSDOE: Roger reported that the “bridge” proposal was not approved for funding, and that other ideas for RFPs should be invited.

**Next Meeting:** Wednesday, November 29, 2017 (unless SBA requests emergency meeting to discuss SBA budget request for Nov/Dec 2017).

**Hand-Outs / Documents Referenced / Attachments:** (1) Minutes of Oct 9 special meeting; (2) Spring Semester 2018 schedule of courses; (3) Assessment Plan 2017 assignments; (4) Training on ACCJC rubrics (template); (5) Training on core values (template); (6) CCSSE benchmarks (template); (7) Faculty evaluation (template); (8) Administrative accountability (template); (9) By-product account memo (form); and (10) Fishing derby draft letter.

**Prepared by:** Alton Higashi

**Date distributed:** Thursday, October 26, 2017

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

- Administration: to provide refreshment for the next campus clean-up/beautification (Nov 18).
- Wilson: to complete the FoE working group assignments and to present such assignments at our next MC meeting (Nov 29).
- Mixon: to finalize the Spring Semester 2018 Schedule of Courses before early registration begins.
- Kind: to convene the newly established Assessment Committee as soon as possible and to designate key personnel responsible for coordinating use of the five templates/forms.  
*[NOTE: Members of the Assessment Committee are, as follows: Kind, Mixon, Wilson, Rick Chiwi, Danie Mamangon, and Miuty Nokar.]*
- Roger: to look into the operations of the Snack Bar board and to give it impetus in submitting the by-product memo in order to establish a by-product account.
- Kind: to find out the number of non-instructional programs for which assessment/review reports must be written and submitted to Palikir no later than the end of this semester.