

COM-FSM Chuuk Campus

**INSTRUCTION COMMITTEE MEETING MINUTES**

<b>Date:</b> Friday, 02/10/17	<b>Time:</b> 2:16-3:15 PM	<b>Location:</b> Multipurpose Conference Room
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<b>Members Present</b> (Quorum: 5)	<b>Absent</b>
<ul style="list-style-type: none"> <li>•Rick Chiwi      •Danie Mamangon      •Roslyn Reynold</li> <li>•Alton Higashi      •Kersweet Eria</li> </ul> <p><i>[NOTE: Dean Kind Kanto and IC Mixon Jonas were invited but did not attend.]</i></p>	<ul style="list-style-type: none"> <li>•Roger Arnold</li> <li>•Atkin Buliche</li> </ul>

<b>Agenda / Major Topics of Discussion:</b>	
<ul style="list-style-type: none"> <li>I. Call to Order</li> <li>II. Attendance</li> <li>III. Minutes of Previous Meeting:</li> <li>IV. Announcements (1)</li> <li>V. Old Business (2)</li> <li>VI. New Business (3)</li> <li>VII. Adjournment</li> </ul>	<ul style="list-style-type: none"> <li>(1) Approval of AFT Proposal by Curriculum Committee Third-Year Program for Teacher Preparation Multi-Grade Instruction</li> <li>(2) Draft Terms of Reference (TOR) Committee Membership: Public Health Vocational Education Programming at Chuuk Campus Faculty Development Training Schedule</li> <li>(3) Scheduling of Courses (Sum2017, Fall2017)</li> </ul>

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

<ul style="list-style-type: none"> <li>I. <b>Call to Order:</b> By Chairman Rick with his opening prayer.</li> <li>III. <b>Minutes of the Previous Meeting</b> (Jan 29, 2016): Adopted.</li> <li>IV. <b>Announcements:</b> <ul style="list-style-type: none"> <li>A. <b>Approval of AFT Proposal by Curriculum Committee:</b> Alton announced, on behalf of Roger, that his AFT proposal for Chuuk Campus was approved by COM-FSM Curriculum Committee on 02/06/17. The proposal now goes to the Executive Committee for review and approval before being submitted to the Board of Regents for final approval.                             <ul style="list-style-type: none"> <li>1. As a proposal, it duplicates the same intent and purpose as a vocational education program being taught at Pohnpei Campus. Mixon is expected to oversee program facilitation and implementation.</li> <li>2. According to Roger, we should not encounter implementation problems inasmuch as we have available instructors and instructional space. If EC/BOR action to approve is speedy, we may begin this program by Fall 2017.</li> </ul> </li> <li>B. <b>Third-Year Program for Teacher Preparation:</b> Alton reported, on behalf of Kind, that we should be able to reinstate this program at Chuuk Campus during Summer 2017, with two courses – PY 300 (Educational Psychology) and EN 220 (Writing for Teachers). Mixon is expected to oversee program facilitation and implementation.                             <ul style="list-style-type: none"> <li>1. We should encourage additional students (with AS/AA degree) to take the essay test required for admission. Also, TY-TP students may need financial aid, and two sources are potential – FAFSA funding and SDP (Staff Development Program) assistance from the Chuuk State Department of Education (CSDOE).</li> <li>2. At least for Summer 2017 and Fall 2017, we have sufficient instructional space, scheduling of courses (only in the afternoons), and certification of instructors.</li> </ul> </li> <li>C. <b>Multi-Grade Instruction (MGI):</b> Alton reported, on behalf of Kind, that we hope to initiate instruction with 21 CSDOE teachers, to be selected by CSDOE central office, sometime in March/April 2017. Funding was a whopping \$600,000! Mixon is expected to oversee program facilitation and implementation.                             <ul style="list-style-type: none"> <li>1. CSDOE has a problem of not enough classroom teachers at a number of elementary schools, and they need to be trained in how to teach 2 or more grade levels at the same time.</li> </ul> </li> </ul> </li> </ul>
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2. As a program, Chuuk Campus is presently experiencing program coordination, including the identification and selection of certified instructors
3. Also, program oversight by Chuuk Campus administration is sorely needed if we expect MGI success.

**V. Old Business:**

- A. Draft Terms of Reference: Each COM-FSM committee (system-wide or state-campus) is expected to have appropriate “terms of reference”. They are like by-laws that govern how the committee is to be run. The first draft TOR for our Instruction Committee was completed 05/12/15, but no final action to approve has yet been forthcoming. The draft remains incomplete, and committee members are expected to identify committee responsibilities. Ideas were discussed, and Secretary Alton is expected to prepare another draft ready for final review and approval by the committee at its next meeting.
- B. Committee Membership: Discussion focused on two points, as discussed below.
  1. First, Roslyn is coordinating a number of health-related courses, including nursing. By definition, such courses comprise an instructional program. By executive order, Rick declared that “health and nursing” shall be considered as an instructional division at Chuuk Campus, and that Roslyn shall become a full member of this committee. The draft TOR shall reflect this decision.
  2. Second, Kersweet is the coordinator of our Learning Resources Center, which includes both the library and media center. As such, he brings to our committee any necessary information on both sections of our Instructional Department. Our committee therefore does not require a separate member representing the Media Center, and Kersweet shall as its representative as well.
- C. VocEd Programming: Alton explained that this matter is a long-standing program at Chuuk Campus; however, we are grateful that AFT, as a certificate program, is an open door to VocEd in Chuuk, and we hope that AFT’s success signals a growing effort to have more VocEd programming at Chuuk Campus in the very near future. Mixon is expected to oversee such program facilitation and implementation.
- D. Faculty Development Training Schedule: Based on administrative talk, our committee finds it dismaying that the so-called “monthly” faculty development workshops have been held sporadically. Discussion focused on the need to plan and schedule these workshops better. Mixon is expected to oversee such program facilitation and implementation.

**VI. New Business:**

- A. Scheduling of Courses: In the past several years the biggest issue surrounding scheduling of courses for each new semester is recurring conflict of time for students. This problem recurs because the Office of the Instructional Coordinator needs to work better with individual instructors in scheduling courses. To be sure, Mixon is expected to oversee such activity routinely; however, he needs to recognize that, in earlier years, successful scheduling of courses was also routine simply because faculty assistance was very high. The committee seeks to reinstate this faculty assistance.

**Next Meeting:** To be announced.

**Hand-Outs / Documents Referenced / Attachments:** Agenda; minutes of our last meeting in January 2016; and draft terms of reference

**Prepared by:** Alton Higashi

**Date distributed:** Tuesday, February 14, 2017

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

- Mixon: to provide oversight of program facilitation and implementation for the AFT proposal, Third-Year Program for Teacher Preparation, and Multi-Grade Instruction. Such oversight is in the realm of his duties and responsibilities.
- Mixon: to set up committee-of-the-whole task forces to assist his good office in various program facilitation and implementation, including faculty development workshops and scheduling of courses.
- Alton: to prepare a final draft of the committee’s Terms of Reference.
- Kind and Mixon: to attend our committee meetings, if they expect to know what is happening in instruction on campus.