College of Micronesia – FSM
Minutes Reporting Form

Meeting Group:	ICT Committee

Date:	Time:	Location:
January 25, 2022	3:00-4:00PM Pohnpei/Kosrae Time 2:00-3:00PM Chuuk/Yap Time	Zoom

Members Present:

Titles/Representative	Name	Present	Absent	Remarks
Chair	Edper Castro (NC)	✓		
Vice-Chair	Petrus Ken (FMI)	✓		
Secretary	Danilo Ibarrola (CTEC)	✓		
CTEC Faculty Rep	Phyllis Silbanuz	✓		
CTEC Faculty Rep	Nelchor Permitez	✓		
CC Faculty Rep	Atkin Buliche	✓		
CC System Spec.	John Dungawin	✓		
NC Admin Services	Eugene Edmund		✓	
KC Staff	Renton Isaac	✓		
KC Faculty Rep	Hiroki Noda	✓		
KC Faculty Rep	Penina Tulensru		✓	
FMI Staff	Lee Rus		✓	
YC Faculty	Rhoda Velasquez	✓		
YC Staff	Berton Miginigad	✓		
NC OARR	Vasantha Senarathgoda		✓	
NC Faculty Rep	Dennis Gearhart	✓		
NC Faculty Rep	Mike Dema	✓		

NC Staff	Chris Gilimete	✓		
NC Staff	Tetaake Yee Ting	✓		
LRC Rep	Juvelina Recaña	✓		
SBA Rep	JR Sasao		✓	

Additional Attendees:	Shaun Suliol

Agenda:
1. Review of Administrative Data (BP8300)
2. Review of Internet (BP8400)

Agenda/Major Topics of Discussion:

1. Review of Administrative Data (BP8300)

1. Chair started the meeting by presenting the agenda.
2. Chair shares a copy of the BP 8300 Administrative Data including the different comments from the members and discusses it one by one.

   a. Phyllis asked if Micronesia Board and Education Policy 1977 was the same as FSM Code Title 40. Chair shared a link and explains that the 1st FSM Code was in 1982 not 1977 and the second edition is in 1997. He concluded that the Micronesia Board and Education Policy 1977 is not the same as the FSM Code Title 40.
   b. Phyllis mentioned that it should not be student offenses but rather student records as per FERPA (Family Educational Rights and Privacy Act). In FERPA it says it "protects the privacy of student education records". So, student records or student educational records should be appropriate wordings here.
   c. Rhoda comments that students' grades are covered in BP4800 and BP4802. But she thinks to consider both, students' records and offenses.
   d. Dennis suggests checking the Administrative Policy 8300.
   e. Chair asks the Committee to vote if the phrase "student's offenses" needs to be changed.
   f. Before the voting process proceeded, Rhoda asked "Who keeps the records of students' offenses?"
   g. Tetaake responded that it's security and forwarded it to the Students' Services. Phyllis added that there is a Student Conduct Board.
   h. The Committee voted to retain the phrase "student's offenses".

     i. Chair follows it up with Phyllis' comment to remove the word fax or fax machine. Rhoda answered "We need to retain fax and fax machine in the policy. Fax is still commonly used in many businesses today. It is more secure."

    j. Nel suggested to adding "any form of electronic data transfer" which will cover even the other platform which uses technology.

    k. Phyllis asked also about data being hand-delivered or sent through the mail?

    l. Dennis asked "Why do we need to discuss how it disseminated? Just say, "dissemination in any form...."

    m. Tetaake and Juvel agree with Dennis' comments and added to concentrate on the technology that the College is using at the moment.

    n. Nel added that the 8000 series of BP policy are geared towards Information technology and does not cover manual or hand deliver request.

    o. Chair asked the Committee to vote if the phrase "any form of electronic data transfer" will be added.

    p. Majority of the members voted yes. Tetaake moved to adapt the changes in BP8300 and Nel seconded.

2. **Review of Internet (BP8400)**
    1. Chair shares a copy of the BP 8400 Internet and discusses the comments from the members.

       a. Phyllis asked why it only cites "academic programs". What about administration and other entities like UB (Upper Bound) etc?

       b. Chair asked the Committee if there is a need to change it to "provided to support the academic programs of the College and administrative functions"?

       c. Tetaake commented that it may pose several problems if is limited to the word "academic programs" because there are other programs that are non-academic such as our very own work-study program,

       d. Nel commented that maybe the reason for using "academic programs" is COM-FSM is considered as an academic institution.

       e. Director Shaun added that the use of "academic programs" encompasses all programs that support the academic programs of the College. So, it is understood that all programs are included and it is everything that we do, from the Instructional side to the Administrative side.

       f. Tetaake suggested using terms and language that are used in accreditation.

       g. Nel added that "academic programs" is broad enough to cover all programs of the College or the whole Educational Institution.

       h. Rhoda suggest 'academic programs and administrative services"

       i. Nel suggested retaining the term.

       j. Director Shaun "academics at the College".

       k. Committee members select on the three suggestion and voted to retain the term "academic programs".

       l. Chair proceeded to discuss another comment from Phyllis regarding reselling of institutional access to the internet is prohibited.

       m. Dennis answered that the purpose of the phrase is to warn people about selling their internet passwords to others.

       n. Nel agrees with Dennis.

       o. Tetaake suggested making it simple like "misusing of internet access and privilege".

p. Director Shaun explains that phrase is added to prevent students from selling their passwords and to prevent the College from selling internet connections on behalf of the provider.

q. Committee members voted not to change or remove the phrase "Reselling institutional access to the Internet is prohibited'.

r. Nel moved to adapt the changes to BP 8400 and it was seconded.

3. Nel moved the meeting to be adjourned. Rhoda seconded and the meeting was adjourned at exactly 3:58 pm.

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Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

BP8300 and AP8300 (Administrative Data)

BP8400 and AP8400 (Internet)

College Web Site Link:

Board Policy – Information Technology

| Prepared by: | Danilo S. Ibarrola | Date Distributed: | 01/26/2022 |

Approval of Minutes Process & Responses:

Name	Aye	Nay	Remarks	Date voted
Edper Castro (NC)	✓			01/26/2022
Petrus Ken (FMI)	✓			01/27/2022
Danilo Ibarrola	✓			01/26/2022
Phyllis Silbanuz	✓			01/26/2022
Nelchor Permitez	✓			01/26/2022
Atkin Buliche	✓			01/26/2022
John Dungawin	✓			01/26/2022
Eugene Edmund				
Renton Isaac	✓			01/26/2022
Hiroki Noda	✓			01/26/2022
Penina Tulensru				
Lee Rus				
Rhoda Velasquez	✓			01/26/2022

Berton Miginigad	✓			01/26/2022
Vasantha Senarathgoda	✓			01/26/2022
Dennis Gearhart	✓			01/26/2022
Mike Dema	✓			01/26/2022
Chris Gilimete	✓			01/26/2022
Juvelina Recaña	✓			01/26/2022
Tetaake Yee Ting				
JR Sasao				

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