

**College of Micronesia – FSM  
Committee (Working Group) Minutes Reporting Form**

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| <b>Committee or Working Group:</b> | <b>Division Chair</b> |
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| <b>Date:</b> | <b>Time:</b> | <b>Location:</b>      |
| 8/30/2012    | 8:00 am      | Kia's Conference Room |

**Members Present:**

| <b>Titles/Reps</b>             | <b>Name</b>       | <b>Present</b> | <b>Absent</b> |
|--------------------------------|-------------------|----------------|---------------|
| Director, Academic Programs**  | Karen Simion      | X              |               |
| Chair, Business/HTM            | Debra Perman      | X              |               |
| Chair, Business Administration | Joe Felix, Jr.    | X              |               |
| Chair, Education               | Magdalena Hallers | X              |               |
| Chair, Languages & Literature  | Ross Perkins      | X              |               |
| Chair, Math and Sciences       | Snyther Biza      | Off-island     |               |
| Chair, Social Sciences         | Delihna Ehmes     | X              |               |
| Chair, Health Sciences         | Paul Dacanay      | X              |               |
| Chair, Trade & Tech.           | Gardner Edgar     | X              |               |
| AC/VC, Pohnpei Campus          | Maria Dison       | X              |               |
| DCTE                           | Grilly Jack       | X              |               |

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| <b>Additional Attendees:</b> | none |
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**Agenda/Major Topics of Discussion:**

- DAP information sharing
- Division Updates

**Discussion of Agenda/Information Sharing:**

- **Updates from DAP**
  - **Reminders/Requests**
    - Shared Board of Regents directives from the August 10, 2012 meetings.
    - Reminded everyone to review the Accreditation Work Checklist posted on googledocs for sections that are applicable and to insert comments or notes when a project is complete.
    - Remember to submit monthly reports so only highlights are shared at this meeting. Use the quarterly report form that was sent earlier this week.
    - All program coordinators should make sure that 2011-2012 assessment reports are posted on wiki pages. Also, 2012-2013 assessment plans need to be posted as well.
    - The protocols for committee membership were shared by VPIA and sent to all deans, ICs and division chairs. The campus dean and division chair are responsible to assign faculty and staff to committees. These people should make sure that the campus or division is well represented on all standing committees. Faculty members are encouraged to serve on a committee for at least one year. New faculty members may join a committee after the first semester to allow time to adjust to the college and environment. Part-time faculty members may volunteer to serve on a standing committee, but part-time faculty are not compensated for that service.
    - The mid-level management team consisting of directors and deans had its second meeting and are now officially organized. This team will aid in sharing information and closing communications gaps that occurred after the restructuring of committees last year.
    - Convocation will be held on Sept. 14, 2012, in the practice gym. The VPIA will send

an email to announce this event.

- **Institute for Student Learning and Excellence in Teaching (ISLET) will begin again this school year. National campus division chairs, please submit a preferred day and time. ISLET will meet one time each month.**

- **HTM/Business**

- Japanese Bento Project, part of the Rainbownesia effort, will take place first week of September. Japanese students will visit and use local produce to devise recipes. These dishes will be offered at the Blue Plate Café and hopefully adopted by local restaurants in the future. A second phase of the project is to do a photo shoot which will be used to promote Micronesia as a tourist destination. 4 HTM students were selected to travel to Tokyo this fall for a tradeshow as part of this project. The students will represent FSM as this is in connection with the Tourism Bureau.
- Blue Plate Café will open for stakeholders on Oct. 16, for Special guests on Oct. 18 and to the public each Thursday after that.

- **Language and Literature**

- Ross Perkins is the new division chair for Languages & Literature division.
- The revised observation form for authentic assessment needs to be sent soon as some faculty members are ready or nearly ready for the observation. DAP drafted the form this week and is waiting for comments.
- The division is re-opening the Writing Center. Posters will be placed on campus and a notice sent out through email. Please encourage students to seek help. The division faculty members will be the tutors.
- How does one go about disposing of unused or old equipment?

- **Math/Science**

- The division chair is off-island conducting GIS training for the FSM. No one attended as the acting division chair is in class at the time of the meeting.
- The division is very short staffed this semester with several members resigning or on sick leave.

- **Trade & Technical Division**

- Gardner has been taking CISCO training to learn more about computer networking. When he finishes the 4<sup>th</sup> course, the plan is to integrate the skills into the current program or update the current program so students will have the updated skills to be competitive in the job market.
- The College and US Embassy have been sponsoring the “Arts Envoy & Woodworking Project. The project came to a successful end on Aug. 9.
- The Trade and Tech division will be piloting a program to assist graduating students in finding jobs. The division will hold workshops on resume writing, how to prepare for and survive and interview, etc.

- **Social Science**

- The division reminded Trade & Tech that they promised to check the copy machine to see if it can be fixed.
- The Social Science club will be the students working with the Japanese Bento project and handling the photo shoot part of the trip.
- The division chair and Trial Counseling program coordinator met with the part-time faculty teaching the trial counseling courses. The group wrote the assessment plan for this school year.
- The division has decided to conduct more peer observations throughout the year as a result of the authentic workshop required observation.

- **Business/CIS**

- The division would like feedback on assessment plans in a timelier manner. This is actually the responsibility of the CAC..

- The division is reforming the advisory board and requested suggestions on who should serve on this board. Some recommendations were to keep the group small and use representatives from the Chamber of Commerce or Small Business Development Center.
- The Young Executive Society (YES), a student organization, will hold its first meeting for the year next week.
- Recommendations for faculty of the year – each division should select a faculty of the year and recognize that person during the annual awards day. DAP also encouraged each division chair to nominate someone for each of the categories for awards. Sometimes only one or two people are nominated for an award and sometimes the same people are nominated over and over.
- **Some of the chairs in the computer lab are broken. Who is responsible for replacing those chairs or providing furniture for classrooms?**
- **Health Sciences**
  - The division needs one more mentor for the students in the PH 316 Research class. This person must assist 3 students with a research project by providing suggestions and feedback on ideas and work. The mentor is paid \$300 for the semester.
  - The PH faculty are currently providing training on two modules for public health workers, are preparing for a training on substance abuse for mental health workers and organizing for the Child Wellness grant project that Dr. Rally Jim will be coordinating.
  - **It is difficult to have classes in the Fine Arts class room because students hang out around the building playing movies, music and just generally being very loud.**
- **Education**
  - 18 students are registered for the student teaching/internship UOG course this fall. There are 12 student teachers placed at Ohmine, Kolonia, and Netts. The six interns are at their respective schools.
  - McREL has offered to provide technical assistance to schools in FSM particularly in the area of data base and teacher effectiveness. There is a workshop scheduled for Oct.
  - Sylvia Henry continued her master’s program work over the summer in School of International Training. The plans are for her to finish in May 2013.
- **Pohnpei Campus IC**
  - Classes are very full. Most of the instructors are overloaded once again. All special contracts were forwarded to VPIA for final signature.
  - Justification for classes under 10 was sent to VPIA.

**Comments/Upcoming Meeting Date & Time/Etc.:**

- Thursday, Sept. 25, 2012 at 8:00 am. Sponsor is division the Social Science Division at Blue Plate Café.

**Handouts/Documents Referenced:**

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**College Web Site Link:**

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| <b>Prepared by:</b> | Karen Simion, DAP | <b>Date Distributed:</b> | 8/31/2012 |
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**Approval of Minutes Process & Responses:**

|                      |              |                        |  |
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| <b>Submitted by:</b> | Karen Simion | <b>Date Submitted:</b> |  |
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| <b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b> |                 |                    |                                 |                 |
|---|-----------------|--------------------|---------------------------------|-----------------|
| •   |                 |                    |                                 |                 |
| <b>Action by President:</b>   |                 |                    |                                 |                 |
| <b>Item #</b>   | <b>Approved</b> | <b>Disapproved</b> | <b>Approved with conditions</b> | <b>Comments</b> |
|   |                 |                    |                                 |                 |