

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

Committee or Working Group:	Division Chair
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Date:	Time:	Location:
9/27/2012	8:00 am	Kia's Restaurant

Members Present:			
Titles/Reps	Name	Present	Absent
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	X	
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 (ill)
DCTE	Grilly Jack	X	

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ DAP concerns and updates ▪ Division Updates ▪ DCTE updates

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> ▪ Updates from DAP <ul style="list-style-type: none"> ○ 1st year experience course – DAP made a request for assistance in preparing the draft course outline for a first year experience course. A small group will be formed consisting of 2 faculty members and 1 -2 student services staff. The course is scheduled to begin in fall 2014. ○ Spring Schedule – Early registration is scheduled for Nov. 5 – 9 and the spring schedule should be updated before those dates. Pohnpei campus and National campus should be running on the same schedule. DAP asked for group to recommend starting time and free time for both campus. The division chairs agreed that the DAP should just make the decision. Spring schedules for National campus are due into DAP by Oct. 5. ○ Assessment plans and reports/Accreditation survey/ Accreditation “Basic” course – All were reminded to have these three items complete by Oct. 12, 2012. We will try to achieve the 100% requested by the ALO. ▪ Social Sciences <ul style="list-style-type: none"> ○ The Social Science Club has elected new officers and planned activities for the year. The first activity is to clean the National campus as a community service project. Next semester the students will assist with recruitment into the Micronesian Studies program. ○ This year’s assessment project is again looking at the research projects, but using a revised rubric that reflects what the division is interested in evaluating. ○ Assessment plans for both the Micronesia Studies and Trial Counselor programs are posted on wiki.

- **HTM/Business**
 - The 4 students who went to Japan to attend a trade show have returned. They will conduct presentations on their experiences next week. These presentations will serve as a recruitment tool for the program.
 - HTM club is up and running.
 - Blue Plate Café will open to the public on Oct. 25, 2012.
 - The division meetings are used to focus on this year's assessment project. The plans will be posted on wiki this week.
- **Language and Literature**
 - The Languages and Literature division has made contact with potential members of an advisory group. The group is small with members representing employers of our graduates. This small group will work with other advisory groups to collect information on the language skills and needs of COM-FSM students.
 - The division website is up. Go to "Academics" on the website, then "Divisions". The site is designed to be interactive for students and hopefully engaging students through the type of technology the students are now using.
 - The Division has opened a Writing Center. The other division should share samples of writing required in their classes. This way if students come to the Center for tutoring, the tutors will be informed of the types of writing required by the instructor.
 - EN 120a and EN 120b are being revised based on the assessment results from the Liberal Arts assessment and the Gen. Ed. assessment. Some of the proposed changes are adopting a new textbook to help connect the two courses more, focusing more on quality writing rather than quantity writing, and working to make classes available so that students take EN 120a one semester and EN 120b the following semester.
 - The division plans to have all open positions filled by the end of Oct. There are 4 English positions and 1 music position. The division is currently interviewing for 2 English positions and the 1 music position.
- **Business/CIS**
 - IT is installing software for CIS courses such as Adobe Photo Shop and others for the courses taught in the program.
 - The division is preparing a survey to collect information in preparation for revising the program to better prepare students for employment.
 - Computer lab is open from 1:00 pm to 2:00 pm on MWF for student use.
 - The Young Executive Club (YES) has elected new officers and planned this year's activities.
 - The division has one open position. Interviews are planned for the end of October.
- **Trade and Technology**
 - Pohnpei Campus is recommending one overall advisory group with members that may break into specialized groups for more focused advise. The reasoning is that the College may look unorganized if each division creates an advisory group and then many of the same people are asked to serve on several of the advisory groups.
 - All T & T programs have student clubs. The activities are focusing on helping students prepare resume's and filling out job applications.
 - The division is completing the authentic assessment assignment given during the fall workshops.
 - Toolkits were made available in the bookstore and most students purchased the necessary toolkit.
 - The division has one position open for an auto mechanic instructor.
- **Education**
 - Hawaii Community College faculty representing students with special needs, specifically people who are deaf. The group met with education students to share what it is like working with people who are deaf and experiences of people who are deaf. The group is reviewing

our FL 109 American Sign Language course and will send recommendation to update the course.

- Education division is concentrating this year's assessment on the ED 392 practicum course. The division has scheduled a four different of observations of students doing practice teaching for data collection. These sessions will be video taped.
- There are 18 student interns and student teachers in the Partnership BA program this semester.
- The division held a workshop on Sat., Sept. 22, 2012, for the master teachers supervising the student interns and student teachers. The workshop was very productive.
- The division is in process of reviewing applications for the art instructor.
- Teacher Corps recruited 10 new students.

▪ **Health Sciences**

- Assessment plans and reports will be posted on wiki by the end of today, Sept. 27, 2012.
- Public Health is preparing a student survey to collect health information on students. The results will be used to adjust the content of the health promotion course and activities to better meet the needs of the students.
- The health science division will have one advisory council for Public Health, Nursing, Exercise and Sport Science and the Area Health Education Center.
- The division needs one more mentor for the PH 316 research class. The mentor will be paid \$300 for the two semesters.

▪ **Math/Science**

- The division has 2 positions open – one for a math instructor and one for a marine science/natural science instructor.
- The division is writing the worksheet #2 for the science and math General Education assessment for school year 2012-2013.
- The Marine Science, Agriculture and HCOP assessment plans still need to be posted on wiki.
- The recycling project continues to operate and is run by two work study students. Please continue to use the recycle bins for the right materials.
- The math instructors are continuing to offer workshops at PICS and MHS. The workshops at this time are focusing on teacher training in math content.

▪ **Pohnpei Campus**

- The computer labs have to be monitored. Phyllis Silbanuz used to do this on a voluntary basis when her office was located between the two labs. She moved over 1 year ago. The labs have experienced a number of thefts and the environment is such that students cannot study in the labs due to noise.
- Starting fall, courses will be offered according the proposed sequence in the catalog.

***Division Chairs have requested that the Human Resource Office prepare a checklist or at least indicate which applications are complete or incomplete when sending applications to ad hoc committees for review.**

****All division chairs are complaining about the number of students chewing betel nut in the class rooms, outside the class rooms, and spitting everywhere. This problem seems to be getting worse. What to do????**

*****The Curriculum and Assessment Committee needs to finish the division chair and program coordinator responsibilities and policies associated with those. The committee also needs to revise the program review process and establish clear timelines for submission of program reviews.**

******Request OAR to update class lists in a timely manner when students withdraw.**

Comments/Upcoming Meeting Date & Time/Etc.:
▪ Oct. 25, 2012, is the next meeting. Sponsor is the HTM division at Blue Plate Café.

Handouts/Documents Referenced:
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College Web Site Link:
▪ http://wiki.comfsm.fm/Committee_Minutes/Division_Chairs

Prepared by:	Karen Simion, DAP	Date Distributed:	9/27/12
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Approval of Minutes Process & Responses:

Submitted by:	Karen Simion	Date Submitted:	9/27/2012
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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