

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

Committee or Working Group:	Division Chair
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Date:	Time:	Location:
10/30/2012	8:00 am	Blue Plate Cafe

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	
DCTE	Grilly Jack	X	

Additional Attendees:	none
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ DAP 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"> ○ Division Meeting Minutes – The minutes must be posted on wiki. State campuses are forming their own pages. DAP will find out the process for setting up a page to post these minutes. ○ Mid-year Graduation – Graduation is scheduled for Dec. 20. Please make sure that everyone in the division has a cap and gown. You may still order new ones from Joey, but this needs to be done asap. The dress code for graduation is long pants and shoes. No shorts and sandals under the gowns. ○ Part-time Faculty evaluations – Be sure that all part-time faculty have been evaluated and send completed observation forms to VPIA office. Part-time faculty must be evaluated each semester and preferably before mid-term. ○ Budget 2013 – Review your 2013 budgets, determine priorities and spend wisely. ○ CCSSE Survey – Community College Survey of Student Engagement – COM will be participating in this survey early during the spring semester. There is a survey for both students and faculty. This survey is a product of the Center for Community College Student Engagement and well-established. Classes chosen for the survey will be selected by the Center early during the spring semester. More information will be sent in the near future. ○ Accreditation work – VPIEQA has requested a short meeting with division chairs to assign specific tasks for accreditation work. Date and time will be announced. ▪ Social Sciences <ul style="list-style-type: none"> ○ The Social Science division held is meeting and reviewed the 2013 budget and established priorities for spending.

- The division discussed the assessment project for institution student learning outcomes and identified the courses for data collection.
- Finally the division set dates for assessment projects for the Micronesian Studies program.
- **HTM/Business**
 - The division meeting is held on the second Thursday of each month. This month, they focused on a mid-term course level assessment and how to address student deficiencies. The faculty agreed to utilize the Blue Plate Café area as a study/tutor center and faculty would be available for assistance. Students seem reluctant to use the service so far.
 - The HTM faculty members are planning course modifications for HTM 165 and HTM 220. These two courses are more lab/lecture classes since these students operate the Blue Plate Café.
 - HTM are planning their spring experiential learning trip. This year they will go to Yap and work with a former student who is now working with a chef at the Manta ray Bay Hotel.
- **Language and Literature**
 - The division held its meeting last Friday. The division finalized the Institution Level Outcomes assessment for the division by identifying courses and projects to submit for the institution level assessment.
 - The division is nearly finished with the authentic assessment project and peer observations.
 - The chair of the division has begun making contacts with individuals to be members of the Liberal Arts Advisory board. Several of the people contacted were already asked to serve on another advisory board for the college. **Members of Pohnpei campus again requested that the College consider having one executive advisory board and then members of that board can split into to smaller groups where they have specific interests or areas of expertise.**
 - The division also reviewed the 2013 budget and identified areas of need. Anyone requesting funding in the division must link the request to a SLO.
 - The division has made a recommendation to hire 1 music instructor and 2 English instructors. There are 2 more English positions open in the division and the ad hoc committee is waiting for the applications.
 - The division is working on course modifications for EN 120a and EN 120b. The modification is based on Gen. Ed. and course level assessment results. The modification will try to establish continuity between the two courses and yet maintain a quality that enables the course to articulate with other regional colleges.
- **Business/CIS**
 - The division has one vacant position, which was a replacement for a former instructor. That position was removed from the 2013 budget. VPIA is now working to get the position back in the budget.
 - The division received two servers from the Bank of FSM. They are planning on the best uses for these servers to aid student learning in the CIS program.
 - The Business Advisory Council met on Oct. 23. The division will now work to implement suggestions made by the advisory council. One suggestion is to hold non-credit computer trainings after the New Year. DCTE will assist with getting modules approved and the trainings coordinated.
- **Trade and Technology**
 - The division has identified capstone courses for ILO assessment.
 - Authentic assessment project is nearly complete.
 - The mechanic instructor position is still open. They hope to have someone hired before spring semester begins.
 - Gardner Edgar successfully completed training on Fiber Optic Installation and is recertified to teach courses in this area. Current courses will need minor modifications to include new techniques.

- **Education**
 - 7 students submitted applications to the Partnership BA in Elementary Education program for spring admission.
 - The division has processed over 20 applications for 3rd Year in Teacher Preparation for spring semester.
 - The division is still in the process of reviewing applicants for the art instructor position.
 - Two instructors will participate in the ILO assessment project – those teaching ED 292.
 - Dr. Womack conducted an assessment of teachers at Ohmine Elementary School to see how well they new content related to the education standards. Results should be available soon.
- **Health Sciences**
 - The division is in the process of forming an advisory council to cover the areas of public health, HCOP, nursing and AHEC. So far 5 people have expressed an interest including one high school principal.
 - **There is a need for one more nursing instructor next year as the program moves into level two courses. This position is no longer funded under AHEC. AHEC budget was cut almost \$100,000 and all vacant positions were removed.**
 - **The STEP-UP Director and college have identified a lab for the donated research equipment. The identified lab is the agriculture lab, but this facility needs some modifications. The equipment is due to arrive on Nov. 12.**
- **Math/Science**
 - The division has submitted a recommendation for a math instructor, but will re-advertise for a science instructor.
 - Kathy Hayes has decided to remain with the division at least until her contract has expired.
 - The division’s math tutoring center is almost full everyday. However, students in MS 096 this semester are not doing very well. The division should reconsider offering MS 095.
- **Pohnpei Campus**
 - The campus has 3 vacant positions – auto mechanic instructor, LRC personnel, and math instructor.
 - They held a campus wide meeting with division meetings immediately after to review the accreditation checklist and establish priorities from that list.
 - The acting Dean shared information on a situation with Gear-Up teachers who are being compensated while still on the DOE time clock. A report has been sent to the State Attorney General to look into the matter and those teachers may have to repay for being paid twice. This is an issue that needs monitored with all the Trio grants so that relationships with DOE, the State and the College are not damaged further.

Comments/Upcoming Meeting Date & Time/Etc.:
▪ Nov. 29, 2012, is the next meeting. Sponsor is the Language and Literature Div.

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:	10/30/12
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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:				
<ul style="list-style-type: none"> • DAP to take concern of multiple advisory councils to VPIA and request for one executive council. • Need for nursing instructor, but no funding. • Agriculture lab needs remodeled to house STEP-UP research lab equipment. Nov. 12, 2012. 				
Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments