

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

Committee or Working Group:	Division Chair
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Date:	Time:	Location:
08/01/2011	1:30 pm	Board of Regents Conf. Room

Members Present:			
Titles/Reps	Name	Present	Absent
Director, Academic Programs**	Karen Simion	X	
Chair, Agriculture/Natural Resources	Kiyoshi Phillip	X	
Chair, Business Administration	Joe Felix, Jr. (Rafael Pulmano)	X	
Chair, Education	Magdalena Hallers		X
Chair, Exercise Sports Science	Roldan Laquerta		X
Chair, Languages & Literature	Resida Keller	X	
Chair, Math and Sciences	Snyther Biza	X	
Chair, Social Sciences	Mariana Ben-Dereas (Delihna Manuel)	X	
Public Health	Paul Dacanay	X	

Additional Attendees:	none
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ Updates from DAP ▪ Division Updates ▪ Concerns/Requests

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> ▪ Updates from DAP <ul style="list-style-type: none"> ○ Schedule for fall semester – Need another MS 100 (Yenti Vergin will teach); L/L division has 15 classes with staff and only 2 new instructors. Zachary Sands will teach 4 (2 EN 110 and 2 EN 120b), Amy Ulm will teach 5 (2 EN 120a and 3 EN/CO 205); 3 EN 120b classes, 2 EN/CO 205 classes and 1 EN 208 class need instructors. Ray Garcia will teach PH 109 if Pohnpei campus has a classroom available after 5 pm. The Business division needs one instructor for Business Math. All divisions need to look at how they can add courses to the schedule. We are expecting maybe 400 more students. ○ New faculty are Zachary Sands and Amy Ulm in the Language and Literature Division. The Math and Natural Science division are in the process of reviewing applications. Dr. Likiaksa will be teaching in the Health Science division for PH. ○ Schedule for faculty include, Faculty meeting on Wed. after the Micronesian Cultural Center proposal, Accreditation update and lunch on Thurs. and Freshmen registration and webinar on Friday. Try to stay around the office at 2pm on Tues. for one of the freshmen games. Freshmen registration will be Aug. 5. OAR is printing course selection forms with English and math already on them. Advisors are already assigned and peer guides will assist the freshmen to the correct office for advising. Send the freshmen back to OAR for step 5. ○ Registration process – Regular registration is in building B Aug. 9 - 11. Step 1 is OAR and students have a sealed paper for course selection. Step 2 is the Business Office and students will leave with a receipt stapled to the first paper. Step 3 is FAO and there will be a signature on the course selection form from FAO. Step 4 is advising, and please remind students to return to Building B for Step 5. ○ The College is on probation and just addressing the four items currently cited will not fix our

problem. If the college is not proficient in program review and assessment by 2012, we might as well consider that we will be on 'show cause'. **Program Reviews and assessment reports and plans must be in by the end of the month from all campuses.** Appendix T in the curriculum handbook and worksheets #1, 2, and 3 from the IAP handbook are what is needed. Both have been around for 3 or more years. There is no justification for funding a program if there is no data on how the program is running.

- A list of division chair responsibilities was shared mostly as reminders.

Comments/Upcoming Meeting Date & Time/Etc.:

- September, 2011 is the next meeting

Handouts/Documents Referenced:

- Division Chair list of responsibilities
- Curriculum Handbook, Appendix T
- IAP Handbook

College Web Site Link:

- <http://www.comfsm.fm/irpo/assessment.html> - IAP Handbook

Prepared by:	Karen Simion, DAP	Date Distributed:	8/02/11
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Approval of Minutes Process & Responses:

Submitted by:	Karen Simion	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments