

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

<b>Committee or Working Group:</b>	Languages and Literature Division
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<b>Date:</b> August 8, 2012	<b>Time:</b> 10:00pm	<b>Location:</b> Writing Center

<b>Members Present:</b>	<b>Members Absent:</b>								
<table border="1"> <tr> <td>▪ Ross Perkins</td> <td>▪ John Ranahan</td> </tr> <tr> <td>▪ Resida S. Keller</td> <td>▪ Amy Delyla Ulm</td> </tr> <tr> <td>▪ Leilani Biza</td> <td>▪ Chen Zhengxu</td> </tr> <tr> <td>▪ Monica Rivera</td> <td>▪ Nasako Weires-Madse</td> </tr> </table>	▪ Ross Perkins	▪ John Ranahan	▪ Resida S. Keller	▪ Amy Delyla Ulm	▪ Leilani Biza	▪ Chen Zhengxu	▪ Monica Rivera	▪ Nasako Weires-Madse	<ul style="list-style-type: none"> <li>▪ Yolina S. Yamada</li> </ul>
▪ Ross Perkins	▪ John Ranahan								
▪ Resida S. Keller	▪ Amy Delyla Ulm								
▪ Leilani Biza	▪ Chen Zhengxu								
▪ Monica Rivera	▪ Nasako Weires-Madse								

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ul style="list-style-type: none"> <li>▪ Course Syllabi: Due on first day of class (Email to Yolina and Cc me)</li> <li>▪ Course Level Assessment: Due at end of semester (Email Yolina and Ce me)</li> <li>▪ Office hours: Email to Yolina and post outside office (5 hours per week)</li> <li>▪ Writing Center: Volunteer 1 hour per week: (Email day and time to me)</li> <li>▪ Committee work: Make sure you are serving on a committee; you will report actions at monthly division meetings.</li> <li>▪ Recycle: try to recycle use paper for copies.</li> <li>▪ Ad Hoc Committee: Amy Delyla (chair), Monica, Nasako, John, to review for Music and ESL positions.</li> <li>▪ IOM Volunteer training coming up in a month for teachers and students.</li> <li>▪ Monthly reports: I'm required to write a monthly report, so if you are doing something in your class that you want reports; please share.</li> </ul>

<b>Discussion of Agenda/Information Sharing:</b>

<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>

<b>Handouts/Documents Referenced:</b>

<b>College Web Site Link:</b>

<b>Prepared by:</b>	Ross Perkins	<b>Date Distributed:</b>	
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<b>Approval of Minutes Process &amp; Responses:</b>

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
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1.			
<b>Action by President:</b>	<b>Item numbers:</b>	<b>Date:</b>	<b>Comments/Conditions:</b>
<b>Approved:</b>			
<b>Approved with conditions:</b>			
<b>Disapproved:</b>			