

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

Committee or Working Group: Pohnpei Campus Monthly Meeting		
Date: October 26, 2012	Time: 12:30 p.m.	Location: PSBDC Room #2



Additional Attendees:	
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Agenda/Major Topics of Discussion:	
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- Accreditation Checklist
- Budget Development
- Accreditation Rubrics
- Reports
- Miscellaneous
- Adjournment

Discussion of Agenda/Information Sharing:

The meeting started off with an opening prayer by Mr. Taylor Elidok. ACD Grilly Jack then opened and welcomed everyone to the meeting. He also expressed his apology for leaving your busy schedule to attend this meeting but this is an advised from the President. In order to accomplish the accreditation checklist, it is now recommended that each campus should hold a monthly meeting to accommodate the checklist for faculty, staff, and students.

Budget Development:

ACD expressed the importance of how to develop assessment plan to avoid shortfall in the next fiscal year; and how activities are lead to student learning.

Accreditation Rubrics:

ACD encouraged everyone to visit the accreditation website to get familiar with the three (3) accreditation rubrics: 1) program review, 2) planning, and 3) student learning. Before only supervisors are asked to take the quiz but now, the consultant advised the President to encourage everyone to take the quiz.

Reports:

ACD briefly explained how the monthly and quarterly reports are done. Monthly reports highlights activities, however quarterly reports only accomplishments or activities that are completed from previous reported activities.

Miscellaneous:

A committee was formed by the President to write up the education master plan and it will be shared with everyone when it is done.

ACD would like to re-enforce the betelnut policy. It is clearly stated in the college mission to provide clean environment for student learning. He then reminded everyone to work together not citing the students only but this will apply to faculty and staff as well.

The president was not able to attend this meeting because NC is also holding the same meeting at this time so ACD is planning to invite him in mid November for our next campus meeting.

Maria announced to the faculty members to stay behind after this meeting so they can have their faculty meeting. She questioned if instructional meeting will still be separate or will be

combined with the campus meeting?

Debra recommended that the next meeting be held in the gym/Student Services Center.

Stanley asked if there is any deadline to the accreditation quiz?

---ACD answered the deadline is by January 2013 in order to give ALO ample time to compile before the visit in March.

ACD finally thanked everyone for what each one has contributed up to this point and again apologized for not providing lunch.

The meeting was adjourned at 1:15 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:

Maureen Mendiola

Date Distributed:

10/26/12

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments