**College of Micronesia – FSM**

**Committee (Working Group) Minutes Reporting Form**

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| **Committee or Working Group:** | **Kosrae Campus Faculty and Staff** |

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| **Date: October 11, 2012** | **Time: 2:00-3:20 p.m.** | **Location: LR2** |
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| **Members Present:** |
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| **Titles/Reps** | **Name** | **Present** | **Absent** | **Reason** |
| Dean/ Dean’s office | Kalwin Kephas | X |  |  |
| Coordinator Instructional Affair | Nena Mike | X |  |  |
| Coordinator CRE | Kenye Killin | X |  |  |
| Coordinator Student Services | Arthur Jonas | X |  |  |
| Faculty/Carpentry | Nestor Acosta |  | X |  |
| Agent/CRE Agriculture | Jackson Albert | X |  |  |
| Faculty/Education | Rosalinda Bueno | X |  |  |
| Supr./Maintenance and Security | Teodoro Bueno | X |  |  |
| Janitor/Maintenance and Security | Srue Charley |  | X |  |
| Acct. Clerk/Bookstore | Elsa Cornelius | X |  |  |
| Research Assistant/CRE | Salik Cornelius |  | X |  |
| Spec.(OAR)/Student Services | Dokowe George | X |  |  |
| System Spec./IEQA | Renton Isaac |  | X |  |
| Faculty/Lang. Lit. | Skipper Ittu | X |  |  |
| HE/CRE | Shirley Jackson | X |  |  |
| Utility/Maintenance and Security | John Johnnyboy | X |  |  |
| Faculty/Lang. Lit. | Robert Jonas | X |  |  |
| Nurse/Student Services | Meryulyn Livaie | X |  |  |
| Spec (FAO)/ Student Services | Eileen Nena | X |  |  |
| IT Techn./ IEQA | Hiroki Noda |  | X |  |
| FO/Administration | Alik Phillip | X |  |  |
| AHE/ Instructional Affairs | Roslyn Reynolds | X |  |  |
| Faculty/Electronics | Murphy Ribauw |  | X |  |
| Secretary/ Office of Dean | ShrueMiako Sahm |  | X |  |
| Agent (youth)/CRE | Paliknoa Sigrah |  | X |  |
| Faculty/Agriculture | Tara Tara | X |  |  |
| EFNEP/CRE | Julie Timothy | X |  |  |
| Researcher/CRE | Mohan Virendra Verma, PhD | X |  |  |
| LRC techn./Instructional Affairs | Michael Williams | X |  |  |

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| **Additional Attendees:** |

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| Pt instructorSecurity officerCustodian | Wiggin SigrahBeaker KunTolenna Tolenna |

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| A**genda/Major Topics of Discussion:** |
| * Minutes of 9/27/2012
* Report from standing committees
* Local standing committee assignments for FY 2013
* Budget 2013 and 2014
* Concerns about first term

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| **Discussion of Agenda/Information Sharing:** |
| * Minutes of 9/27/2012
	+ - The minutes of September 27, 2012 meeting was adopted with minor revisions.
* Report from standing committees
	+ - HR – assignments to review the policy IV-3 and return on Monday.
		- RAR – Reviewing essay prompts for Nov COMET; review was not completed due to too much discussion. Each member to select ten prompts and send to chair.
			* Remark that it should be done earlier; what happened to those previous prompts. Use the pool for new essay items. Recommend that we use the pool more often.
		- Senate - Held one meeting,
		- CAC – Current reviewing TOR; revising the membership in addition to other comments and recommendation on the 20-member committee. Assessment Coordinator needs to be hire; to be in the IRPO office. Major responsibility and to consolidate all assessment plan and activities. ID an appropriate assessment tool or software such as TrackDat, etc. Plus – revisiting the responsibilities of program coordinator, in relation to program review and assessment. Reviewing course outlines, most have been approved. A tracking system for completed course outlines. Recommend course approval by CAC. Meeting next week, Monday.
		- The M Team is exploring two assessment tools: TrackDat and TK20 for adoption. It is also reviewing a draft TOR. M Team – IAH and worksheets. Translate program objectives into student learning outcomes.
		- PRC – meeting 2 weeks ago, a joined meeting with the finance committee. Where the assumptions come from?
		- Finance Committee – Selected chairs at last meeting.
		- Facilities and Environment – charging parking at front of LRCDC – patching up holes.
		- CRE - Soliciting inputs for cooperative research and extension activities.
* Local standing committee assignments for FY 2013
	+ - Nine local standing committees were established at Kosrae Campus mirroring those for the college wide committees. A new committee for Campus Events and Food [Social Activities] was also established.
		- Committees will organize and each own terms of reference drafted; should assistance in developing TORs be needed, see the Dean.
* Budget 2013 and 2014
	+ - A brief announcement on the FY 2013 budget included the following facts:
			1. Funding for current fiscal year is lower than the previous; budget for instructional program has been reduced drastically in salaries and supplies.
			2. In the Student Services department, tutoring services is reduced by 50%.
			3. Budget for utilities is $20K.
* Initial discussions around how to save and cut costs of operations went for a brief moment. However, members of staff and faculty suggested ways to share and save costs.
* Concerns about first term
	+ - No discussion was made on this topic. [ Please correct me]

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| **Comments/Upcoming Meeting Date & Time/Etc.:** |
| Next meeting is subject to call on a Friday in November.**Handouts/Documents Referenced:** |
| * Meeting Minutes September 27, 2012: [[KC Staff and Faculty] Minutes-September 2012.docx](%5BKC%20Staff%20and%20Faculty%5D%20Minutes-September%202012.docx) and local standing committees assignments: [Human Resources\Local Committees.docx](../../Human%20Resources/Local%20Committees.docx)
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| **College Web Site Link:** |
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| **Prepared by:** | Kalwin  | **Date Distributed:** | 10/17/12 |

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| **Approval of Minutes Process & Responses:** |
| Submit your comments and respond before Friday, 10/19 before final copy is sent to VPIA. |

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| **Submitted by:** |  | **Date Submitted:** |  |

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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** |
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