

**College of Micronesia – FSM
Committee Minutes Reporting Form**

Committee or Working Group:	Pohnpei Campus Instructional Division	
Date:	Time:	Location:
September 28, 2012	12:30 p. m.	Classroom #4

Members

Titles/Rep	Name	Present	Absent
Chairperson/IC	Maria Dison	X	
HTM/BU Division Chair	Debra Perman	X	
T&T Division Chair	Gardner Edgar	X	
ACE Site Coordinator/Faculty	Shirley Jano	X	
AFT Faculty	Charles Aiseam	X	
English Faculty	Stacy Tadlock		X
English/SS Faculty	Taylor Elidok	X	
Math Faculty	Stanley Etse	X	
Math Faculty (WT volunteer)	Cindy McCord	X	
Science Faculty	Emmanuela Garcia	X	
Science Faculty (WT volunteer)	Lefric Enwall		

Additional Attendees:	Deeleeann Daniel Anna Dela Cruz Cindy Pastor Jean Ranahan Joycelyn Roby
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Agenda/Major Topics of Discussion:

1. Approval of minutes from August 20 meeting
2. Faculty meeting schedule
3. Academic advisement
4. Classroom observation
5. Monthly reports
6. Program assessment
7. Spring 2013 class schedule
8. Program coordinator

Discussion of Agenda/Information Sharing:

1. Motion was made to adopt August 20 minutes and seconded; there was no discussion. Minutes were unanimously approved by all present.
2. Proposed to meet on the last Friday of the month at 12:30-1:30 instead of the last Thursday due to conflict with classes. All agreed to the proposed schedule.
3. Each full time faculty is assigned a list of student for academic advisement based on majors. This is in response to requests made by majority of the academic advisors.
4. As recommended by DAP, classroom observations will be conducted earlier in the semester. IC will be observing the Division Chairpersons plus full and part time instructors for AFT and general education courses starting next week or prior to mid-term exams. Division Chairpersons will conduct observation of divisional instructors while ACE Site Coordinator will observe instructors for ACE courses.
5. IC requested division heads and others to continue submitting the monthly reports on the last Thursday of the month to coincide with the faculty monthly meeting and to allow for ample time to compile and timely submission. Everyone would then be able to share highlights during the meeting.
6. Program assessments—IC reminded everyone that program assessment reports and plans are due today.

7. Early registration for Spring 2013 is scheduled for November 5-9 so class schedules need to be updated. During the last Division Chair's meeting, DAP recommended Pohnpei Campus to start classes at 8:00 a.m. like the National campus for easier scheduling of meetings. Majority of the faculty at today's meeting recommended to keep the starting time at 8:30 a.m. Reasons for wanting to keep the schedule as is include, unlike the National campus there are no dorms at Pohnpei Campus; students live off campus and have to commute from their homes, from previous experience 8:00 a.m. classes have high rate of tardiness and absences.
8. The team discussed the possibility of implementing program coordinators starting Spring 2013. IC reminded the instructors to review and comment on the draft duties and responsibilities that was sent earlier and recommended that all related programs be assigned one program coordinator rather than having a program coordinator for each program.
9. Betel nut chewing and spitting has become a problem. Instructors are asked to help enforce the betelnut policy by reporting students who refuse to comply.

The meeting adjourned at 1:30 p.m. with the next meeting scheduled for October 26, 2012.

Handouts/Documents Referenced:

1. Aug. 20, 2012 minutes
2. Program Coordinator's Duties and Responsibilities (draft)—emailed prior to meeting

College Web Site Link:

Prepared by:	<i>Adleen Shed, Clerk</i> <i>Typist</i>	Date Distributed:	<i>10/23/12</i>
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Approval of Minutes Process & Responses: Minutes distributed for comments 10/23/12; August 20 minutes approved and will be posted on the wiki.

Submitted by:	<i>Adleen Shed</i>	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

- 1) Aug. 20 minutes: unanimously approved
- 2) New schedule for faculty meeting on the last Friday of the month at 12:30-1:30—unanimously approved
- 3) Academic advisement changes—approved and changes made as recommended by respective advisors
- 4) Classroom observations—unanimous agreement on conducting class observation earlier in the semester or before mid-term and assignment of observers
- 5) Monthly reports –agreement to submit on the last Thursday of the month
- 6) Program assessments & plans—Division Chairs will ensure that all pending work is completed
- 7) Class schedules for Spring 2013—Division Chairs will send revisions to IC within a week
- 8) Program Coordinators—recommend to get clarification on benchmarks to qualify a program to have a coordinator