

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

Committee or Working Group:	Division Chair
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Date:	Time:	Location:
January 24, 2013	8:00 am	Kia's Restaurant

Members Present:			
Titles/Reps	Name	Present	Absent
Dean, Academic Programs**	Karen Simion	X	
Chair, Business Administration	Joe Felix, Jr.	X	
Chair, Education	Magdalena Hallers	X	
Chair, Health Sciences	Paul Dacanay	X	
Chair, Languages & Literature	Ross Perkins	X	
Chair, Math and Sciences	Snyther Biza	X	
Chair, Social Sciences	Delihna Ehmes	X	
Chair, Hospitality & Tourism Management/Bus.	Debra Perman	X	
Chair, Vocational Education	Gardner Edgar	X	
Director, VCTE	Grilly jack	X	
IC, Pohnpei Campus	María Dison		X

Additional Attendees:	None.
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ Reminders and Information from DAP ▪ Updates from each division

Discussion of Agenda/Information Sharing:
<p>Dean of Academic Programs</p> <ul style="list-style-type: none"> • Early Registration for summer session is scheduled for April 8 – 12. Textbook orders for summer and fall are due by March 1, 2013. SCHEDULES for summer and 2013-2014 need to be complete by March 1, 2013. • Authentic assessment results were very disappointing except from Yap campus where they achieved 100% completion. You may still submit observation forms until the end of January to be counted on the report. Encourage everyone to do this as evidence for our SLO report on proficiency. • The ALO has requested information on how we are making sure that students are aware of slos. She sent some questions to ask students and would like faculty to send their story as evidence. Inform your divisions. • Everyone needs to read the accreditation reports which include our self-study, the two follow-up reports, the SLO report and the mid-term report to be submitted in March. Also read the responses from the Commission. Each person should be able to answer questions about any of the reports and especially those sections related to your areas. • ILO assessment data was collected in the fall semester. A draft report should be available for review by the end of the month. ILO assessment will continue in the spring semester. • Continue with the excellent dialogue on assessment and assessment results. Begin looking at assessing outcomes with more than one set of data (triangulation). If you need assistance, ask. Some current examples are the Micronesian Studies Program assessment and the Education Program Assessment. <p>Language and Literature Division</p> <ul style="list-style-type: none"> • The Division has three new faculty members: Dr. Monty Vierra, Christina Madison, and Kasiano

Paul who moved over from Social Science division. The result is that this division has no overload for this semester. However, the division is still looking for a music instructor and will hire one more full-time English instructor beginning this summer.

- The Writing Center is open every day. The schedule is posted outside the Center so please refer students there for assistance.
- The division has submitted data for authentic assessment and ILO assessment.

Business/CIS Division

- The Business division has 2 open positions – replacements for R. Yauvoli and A. Dumo.
- The division chair and Business Adm. Program coordinator met with the Tuna Commission to formalize possible internship opportunities for students. The Commission is donating computers and parts to COM-FSM.
- The CIS students have formed a student organization. The name of the organization is “BYTE” which is Bright Young Techno Entrepreneurs.
- The division is planning a short-term training between the division and Micronesia Registration Advisors (MRA). Negotiations are on-going and hopefully the training will start soon.

Social Science

- The division held its first meeting for the semester and discussed the draft assessment report for the Micronesian Studies program. The report is a good example of triangulated assessment.
- This year the students were admitted to the Trial Counselor program by cohort and most of them will graduate this summer.
- Delihna Ehmes and John Haglelgam are assisting with a course for NGO’s funded by a grant through the US Embassy. The course is in the development stage. We are part of the group assigned to put together the course module. The course is expected to launch in mid March of this year. John will be one of the instructors co-teaching the course. The course will run MWF for 2 hours as a trial.
- John Haglelgam is working on a textbook for SS 205 Micronesian Government and Politics this semester.
- A group of Japanese students will visit on February 3. They will listen to a presentation on the history of Micronesia with a focus on the Japanese occupation of FSM.

Health Sciences

- The division is scheduling an advisory council meeting for some time in Feb. Members have been invited, but a final date for the meeting is not finalized.
- The Nursing program is working on getting better organized. A few students were accepted to the program without completing the pre-requisite courses. These students now have to go back and make-up several courses. The program will be needing a third instructor by fall to meet the demand of offering 3 levels – introductory, 1st level and 2nd level courses.
- The lab for the equipment donated by STEP-UP is ready and waiting for the equipment to arrive. There is an ongoing application for summer research interns. Any student may apply for these research opportunities.
- Public Health faculty members are working with FSM Health to provide a Basic PH course for in-service PH workers. The participants will receive credit for the course.
- PH Health and Nursing students are forming a student organization. The purpose of the club will be to regularly promote healthy lifestyles.
- PH faculty members are ready to distribute the health survey for students. It will be available next week.

Career & Technical Education

- The division is continuing the practice of running workshops for students on resume writing and interview skills. They had only a few participants last semester, but are hoping more students will get interested in learning these skills.

- The division has written and is administering an exit survey for the graduating students.
- C & TE faculty held a retreat and focused on ways to make the programs more cost effective. One idea was to increase lab fees for the courses. Lab fees haven't changed since the courses were originally started, but the price of materials to run the courses have increased.
- A new auto mechanic instructor is hired: Nestor Mangubat.
- The division is in the process of opening a repair shop. Students will be doing the repairs. Opening date to be announced.

Hospitality & Tourism Management/Bus

- Two faculty members are under loaded this semester due to enrollment. The instructors are organizing workshops and tutorials for the students and assessment projects.
- The division chair is working on course outline revisions and the budget manual.
- The HTM student club is focusing on community service this semester.

Education

- A full-time art instructor is hired: Greg Navintsky.
- The division is administering the Teacher Competency Test to third year students and the Gates and NSTT to the second year students as part of their assessment project. The division also video taped the ED 392 and ED 292 practicum presentations.
- The BA program has 6 student teachers and 2 student interns.
- *One major concern is that committee work is still getting lost. The committees still don't know where to send documents or what happens when some documents seem to be approved. There should be a training for those serving as the chair of the committees.*

Math/Science

- The division is finishing up worksheet #3 for all program assessments in the division. Kathy Hayes has volunteered to help with the HCOP assessment. Kiyoshi Phillip and Mark Kostka are working on the Agriculture assessment and Brian and Allain are completing the Marine Science assessment.
- Leslie Linkkila is a new part-time instructor this semester. She is teaching a section of Human Nutrition.
- Some members of the division are experimenting with Engrade, an electronic grading system. This group will be sharing their impressions at the end of this semester.

Dir. of VCTE

- The College is putting together a training on advisory boards so both the college and the advisory board members will fully benefit from each other.

Comments/Upcoming Meeting Date & Time/Etc.:

- Next meeting is Feb. 21, 2013 hosted by the Health Science division at Blue Plate Café.

Handouts/Documents Referenced:

College Web Site Link:

- http://wiki.comfsm.fm/Committee_Minutes/Division_Chairs

Prepared by:

Karen Simion, DAP

Date Distributed:

Approval of Minutes Process & Responses:

Submitted by:	Karen Simion	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