

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

Committee or Working Group:	Division Chair
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Date:	Time:	Location:
February 21, 2013	8:00 am	Blue Plate Café

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 (Faustino Yarofaisug)	X	
Chair, Hospitality & Tourism Management/Bus.	Debra Perman	X	
Chair, Vocational Education	Gardner Edgar	X	
Director, VCTE	Grilly jack	X	
IC, Pohnpei Campus	Maria 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"> • Division Chairs should try to keep overloads to no more than 1 per instructor during the fall semester. The College is spending too much on special contracts for instructors. The policy states that an instructor may not teach more than 1 overload. If a second overload is requested, the president must approve the request. • Next year’s schedules are due in by the end of the month. Remember it is easier to add courses rather than delete them once they are input into SIS. • The Integrated Education Master Plan narrative is nearly finished and should be going out for comment soon. • ILO assessment will continue for this spring semester, same as during the fall semester where the ACC&U VALUE rubrics were used. Need to assess critical thinking, problem solving and interacting responsibly with people from different cultures. <p>Language and Literature Division</p> <ul style="list-style-type: none"> • The division yearly schedule is submitted to DAP. • The division will have one new instructor beginning summer, Vince Mansincupp. • The division continues to collect ILO assessment using the rubrics and observing peers for authentic assessment practices. <p>Business/CIS Division</p> <ul style="list-style-type: none"> • The student CIS club, BYTE, elected officers and has the support of Telecommunication’s manager. • IS 280 room is too small. The room is appropriate for 10 students, but the division is getting more equipment and now the room is too small.

- The division is requesting information on payment of special contracts. Why is the payment always late for the bi-weekly payment? DAP explained the process alone takes about 4 weeks from time of preparing the contract to first payment. DAP to check on policy for paying special contracts to see if it is 50/50 and lump sum or if the policy includes bi-weekly payment.
- The division chair requested the DAP be more specific when tasks are not complete by identifying which divisions still need to do the work.

Social Science

- Program assessment for Micronesian Studies is almost complete.
- The Social Science student organization greeted a group of students from Japan and gave a presentation on FSM culture. The President of COM-FSM was very impressed with the COM students.

Health Sciences

- The health assessment survey is out and students are being asked to complete the survey.
- The first Health Professionals Advisory council is to meet on February 28.

Career & Technical Education

- The Trade and Tech faculty and students have opened a small repair shop. People may bring any type of electronic for repair.
- The new automotive instructor is also good at getting students engaged in hands-on activities by repairing automobiles.
- The computer repair class is slowly repairing old computers and they are willing to donate these to the school libraries. The computers have limited capabilities because they are old, but will perform basic functions. AHEC requested 1 or 2 for the science libraries they are starting at the high schools.
- The Trade and Tech faculty are working on a MOU with IOM for training on building typhoon proof structures.
- CISCO program has a new portal, which requires more bandwidth.

Hospitality & Tourism Management/Bus

- The division chair is working a program modification, which will request replacing FL 160 with EN 121 and making SS 195 a required course.
- The division chair is assisting with the preparation of a budget manual for the college.
- Program assessment is ongoing for Secretarial Science, Bookkeeping and HTM.
- The HTM students will be spending a weekend at the Village Hotel for their experiential learning trip this spring semester.
- The division is looking for someone to teach ESL/BU 096 this summer.

Math/Science

- The division is continuing with the authentic assessment observations this spring semester.
- The Marine Science position had only one applicant and the Math position is still pending.
- MS 099 will move to the Agriculture lab for the fall semester to make use of some of the computer programs available for teaching math.
- Leslie Linkkila, a part time instructor, will continue to assist with science classes this fall.

Dean Pohnpei Campus

- Pohnpei Campus is offering the Accreditation Basics course next Friday, March 1 in Pohnpeian. Everyone is welcome to attend.
- The use of the “Nas” needs to be reconsidered. Students are loud, skipping classes, etc.

Announcements:

- GIS database for FSM Disaster Management/Pohnpei Disaster Management is looking for student interns.
- There will be training for use of the new Bio-lab for faculty in April.

Comments/Upcoming Meeting Date & Time/Etc.:
▪ Next meeting is March 28, 2013 hosted by the ??.

Handouts/Documents Referenced:

College Web Site Link:
▪ http://wiki.comfsm.fm/Committee_Minutes/Division_Chairs

Prepared by:	Karen Simion, DAP	Date Distributed:	
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Approval of Minutes Process & Responses:

Submitted by:	Karen Simion	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
1.

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments