

COM-FSM Chuuk Campus
MANAGEMENT COUNCIL MEETING MINUTES

Date: Thursday, 04/12/12	Time: 2:45-4:30 pm	Location: Admin Conference Rm
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Members Present			Members Absent
• Mariano Marcus (ACD)	• Marie Pitoli (Bus)	• Kersweet Eria (Adm)	• Deliver Salle (UB)
• Kind Kanto (AIC)	• Atson Atnis(SBA VP)	• Roger Arnold (Inst)	• Benjamin Akkin(Adm)
• Maika Tuala (SSC)	• Mike Abbe (LG)	• Lucille Sain (SS)	

Agenda / Major Topics of Discussion	
I. Call to Order	<u>Old Business</u>
II. Announcements	
III. Old Business: Department Reports	<u>New Business</u>
IV. New Business	
V. Adjournment	

Discussion on Agenda / Major Topics of Discussion

- I. Call to Order: Mariano called the meeting to order, and Mike offered a prayer to open the meeting.
- II. Announcements
 - A. Alton is hereby designated Recording Secretary for the Management Council.
 - B. All personnel, including students, are advised to participate in an electronic survey on such matters, as communication and planning, as sponsored and conducted by Sandy Pond Associates.
 - C. Two WASC/ACCJC accreditation visitors are expected in late April. We do not yet know if one or both will be visiting state campuses, as part of follow-up on the March 15 Progress Report.
 - D. President Daisy advised that, in reports and other documents which are submitted for review, we indicate in writing the kinds of values being implemented in our activities.
- III. Department Reports
 - A. **Instructional**: On behalf of the department, Kind expressed gratitude to VPIA for her undivided support to acquire and send us computers and back-up batteries. Of course, our instructional staff will need to receive training on how to operate these new Dell computers.
 - B. Our early registration for Summer 2012 is completed, but we have to iron out matters related to student payment. All the same, Kind thanked former division chiefs for their support in this matter.
 - C. By next month we must submit schedules for Fall 2012 and Spring 2013 semesters, as well as our textbook requests.
 - D. Roger sought a status report on business course outline revisions.
 - E. Due to streamlining, training proposals submitted by Chamber of Commerce and by CPUC have been on hold. Such training, to be provided by Chuuk Campus, would be an outstanding expression of outreach to external stakeholders.
 - F. **Student Services**: Maika reported that the department has already organized a campus-wide Student Services Committee which seeks additional volunteer members, including students. Its first meeting was held Monday, April 10.
 - G. It was announced that President Daisy recommended that each campus have a graduation ceremony per semester; however, there seems to be reluctance among graduates-to-be to participate. There is a need to motivate students to participate in graduation ceremonies. If not, Chuuk Campus can sponsor a graduation ceremony only once a year, at most.
 - H. In belated celebration of World Health Day (April 7) SS and SBA will sponsor a series of health-related events next week, such as “Kick Butt” Day, a region-based trash-a-thon, “Eating Healthy Food” Day, and Public Health-sponsored mini-conferences. It is hoped that, with widespread student response and participation in these events, SS and SBA can sponsor a fun night.
 - I. Kudos were extended for success in holding both Cultural Day and Founding Day events. And, by the way, the Northern Namoneas team was the winner of Founding Day events.
 - J. The SBA office has been temporarily located in Lucille’s office.

- K. SS and SBA have been advised to design, develop, and implement data-collection strategies to determine success in student participation and satisfaction. We need baseline data and records that demonstrate sustainable self-improvement.
- L. **Land Grant** (CRE): Mike reported on-going information in youth program orientation, community-based counseling services, school-based agriculture projects. Business management training by Roger is being provided in community-based cooking, sewing, and gardening projects. Also, being planned is a gardening project, as well as a GED program, with and for prisoners.
- M. The LG office and lab are to be renovated; however, additional matching funds are needed.

IV. New Business

- A. Chuuk Campus Committees: Discussion remains open, regarding establishment and maintenance of our own committees. First, to date, we have three major committees: Management Council (which shall oversee Institutional Effectiveness and discuss matters related to our mission statement, goals, and values), Instruction Committee, and Student Services Committee. In addition, a few other committees exist: Staff Development Comment, Chuuk Assessment Working Group (ChAWG), and Facilities and Environment Committee. We further need to consider establishing an Outreach Committee to communicate with external stakeholders. Second, our SBA Council is an existing committee; however, it needs to create more student-based committees of its own to deal with student-related issues, such as campus clean-up and graffiti prevention on an on-going and sustainable basis. Third, we may have to consider establishing a committee to oversee production and publication of what is presently known as Meseiset.
- B. SBA Officers: The present SBA president is a part-timer, and questions arose whether or not she should be able to remain in office. In the absence of official by-laws, SS and SBA must attempt to resolve this issue.
- C. Assessment of Learning Outcomes: There are four levels of Los: Institutional Learning Outcomes (ILOs), Program Learning Outcomes (PLOs), Course Learning Outcomes (CLOs), and Student Learning Outcomes (SLOs). Management Council is fully responsible for assessing ILOs. All program coordinators are fully responsible for assessing PLOs. All faculty members, in consultation with the Instruction Committee, are fully responsible for assessing CLOs and SLOs. Chuuk Campus is only “aware” and slowly “developing” action plans.

Next Meeting: Not yet determined.

Hand-Outs / Documents Referenced: none.

Prepared by: Alton Higashi

Date distributed by e-mail: Monday, April 16, 2012

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

- Chuuk Campus Committees: Both Management Council and SBA Council must identify which committees exist, who their chairpersons and members are. An Outreach Committee must be formally established. No timeline specified.
- Accreditation and Budgeting: All budget items with accreditation issues must be identified, with budgetary specifications. No timeline specified.
- SBA Presidency: SS and SBA must set up policies and procedures to deal with SBA governance. No timeline specified.
- Assessment and Learning Outcomes: Management Council must take a pro-active role in providing leadership and governance in this area. No timeline specified.