

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

Committee or Working Group:	Division Chairs
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Date:	Time:	Location:
09/26/2013	7:30 am	KIAs Restaurant

Members Present:				
Titles/Reps	Name	Present	Absent	Reason
Division Chair, Business/CIS	Joseph Felix Jr.	X		
Division Chair, Education	Magdalena Hallers	X		
Division Chair, Health Sciences	Paul Dacanay (Rudelyn Dacanay)	X		
Division Chair, Languages & Literature	Resida Keller	X		
Division Chair, Math & Sciences	Kathy Hayes	X		
Division Chair, Social Sciences	Delihna Ehmes	X		
Division Chair, HTM & Business	Debra Perman	X		
Division Chair, Trade & Technical Ed.	Gardner Edgar	X		
Dir. Career and Tech. Education	Grilly Jack	X		
Dean of Academic Programs	Karen Simion	X		

Additional Attendees:	none
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ▪ Division reports on accomplishments ▪ CTE report/information ▪ DAP report/information

Discussion of Agenda/Information Sharing:
<p>Division Reports</p> <ul style="list-style-type: none"> ▪ HTM/Business <ul style="list-style-type: none"> ○ 4 full-time faculty (3 with over-loads) & 4 adjunct faculty ○ 54 HTM students; 200+ Bookkeeping students; 100+ Secretarial Science students ○ HTM assessment information is in TracDat. It is difficult to get the faculty to complete the work for the other 2 programs, but division chair continues to remind and work with these people. ○ HTM received a new oven ordered through Palm Terrace. The owner's of Palm Terrace were able to secure a waiver of \$2000 to get the oven on island and then donated \$1000 for the 20th Anniversary Celebration. ○ HTM has the experiential trip planned for November 8-12. Ten students will travel to Kosrae and stay at the Nautilus Resort. Students will experience both the service side of the industry and what it is like to be tourists. ▪ Health Sciences <ul style="list-style-type: none"> ○ The division has 2 part-time faculty to assist the full-time faculty – Sage Nagai and Dr. Rally Jim. ○ FSM Health is bringing and epidemiologists to the island in November and that person will have an office located at National campus and assist with teaching one or two public health courses. ○ Dr. Paul Dacanay is conducting health training in Yap, Chuuk and Kosrae. ○ The nursing program will have the first group of students ready for graduation from level one in December. A capping ceremony is planned for November.

- The group of students finishing level one nursing will be ready for level two in the spring which means there is a need for a part-time instructor in nursing for the spring semester. The division has already begun searching for a person with the appropriate qualifications.
- AHEC received notice of grant award for this year. Roslyn moved to Chuuk from Kosrae and is coordinating AHEC in Chuuk. This leaves the AHEC coordinator position open in Kosrae.
- STEP-UP has sent lab kits from University of Hawaii. Leslie Linkkila and Peltin Pelep will be assisting high school students on Saturday to conduct their lab experiments. Peltin will also assist COM-FSM students interested in conducting research studies for STEP-UP. Karmi Soar is already conducting DNA extraction experiments just out of interest, with Leslie Linkkila in the new STEP-UP lab.
- Nursing faculty need more help inputting TracDat data.
- **Math/Science**
 - Peltin Pelep is a new full-time instructor with a background in microbiology. Leslie Linkkila continues to serve as a part-time faculty for this fall semester. She will be leaving Pohnpei in January.
 - Three programs still need to input assessment data in TracDat – Marine Science, Liberal Arts/Health Career Opportunities Program and Agriculture and Natural Resources Management. Program faculty have been trained and notified multiple times in writing and verbally, but the work is still not done. DAP will meet with these faculty.
 - Dr. Allain Bourgoin received a grant from the Australian Embassy for water quality instruments. These instruments will be used in the marine science labs.
 - The division has purchased 5 laptops for faculty use in the classrooms and a new printer for the division.
- **Trade and Technical Education**
 - The division has 2 World Teach Teachers this year. One will teach the safety courses and computer classes, and the other is teaching the electronics courses and working on some projects. The projects are: developing a sound system course and setting up and operating a FM radio station.
 - The division is finished with input of assessment data in TracDat except for the AAS Electronics courses. Gardner will be working on these over the weekend.
 - The division chair has begun classroom observations and faculty evaluations.
 - The student clubs for Trade and Tech are organized and running.
- **Social Science**
 - The division is implementing one of its recommendations from the last assessment cycle. The division noticed that attendance was a serious problem, so they decided to implement a uniform division attendance policy. Students may miss up to 6 days for MWF classes and 4 days for TTH classes. Any student who misses more than 3 days prior to the mid-term will be dropped one letter grade.
 - All assessment data for Micronesian Studies and Trial Counseling is in TracDat.
 - 2 of the part-time Trial Counseling instructors have given notice that this will be their last semester teaching. One is too busy with work and the other one is leaving the island. Spread the word, so others can be certified to teach these courses.
- **Business/CIS**
 - The division has 2 new instructors – Dr. William Taylor and Timothy Mamangon.
 - Student clubs YES and BYTE have elected new officers and have already begun working on projects for this school year. Students in YES are dressing in professional attire on Mondays and Tuesdays to practice and demonstrate professionalism.
 - TracDat information is complete except for EN 121 and MS 150. TracDat doesn't show that MS 150 is owned by CIS. DAP will check this out.
- **Languages and Literature**
 - If a faculty member refers a student for tutoring, how does that faculty member know if the

student shows up? Is there a contact person. *If the faculty member uses the A+ referral form provided at the beginning of this semester, and the student goes for tutoring, the counselors will prepare a notification for that faculty member. The contact person at counseling is Penselynn Etse.*

- Is it possible to shorten add/drop to one day in the summer session? *This issues should be taken up through the committee structure. It should go to both CAC and RAR.*
- Is Convocation mandatory? *YES.* Please put this event on the calendar earlier so that faculty can prepare ahead of time for the students missing class. Also, notices for National campus are always put up late. (share this with Paulo Santos).
- The division completed interviews for one position. The division would like to have the position filled by the spring semester.
- Does anyone need old newspapers or have an idea what can be done with them? The division has stopped its subscription to KP, but has many old papers from previous years. There is no where to recycle and the division would rather not toss them in the trash. (Check with agriculture - may use for compost or art instructors)
- Is it possible to use other computer labs? The English lab is always full. (Math/Science may be available, need to sign-up by the administrative assistants desk.)

▪ **Education**

- The division met with NDOE yesterday to continue work on the comprehensive education plan for FSM. Accreditation study results are now available, so the plan can be based on the recommendations from that study.
- The division is meeting tomorrow to finish the assessment data in TracDat.
- Teacher Corps conducted recruitment of new students in September.
- The workshop for principals and master teachers was held on Sept. 14.
- There are 14 student teachers and 4 interns for the BA in Elementary Ed. Program this fall semester.
- The art instructor left prior to the beginning of the fall semester.

▪ **Director of Career and Technical Education**

- The director announced that anyone wanting to conduct non-credit training should contact him for assistance in preparing a plan and budget. The director will work with the business office to set up an account for the training. Any surplus from the training will go back to the program providing the training. Dir. Grilly Jack is also seeking help in putting together procedures for non-credit training.

▪ **Dean of Academic Programs**

- IT is looking for someone who can translate documents in to html for website posting. This person must have excellent English skills and be able to follow directions. It is helpful if they also have the computer skills, but not necessary. The special contract is for 1 year at \$5.00 per hour. (full-time).
- Review the spring schedule in SIS for any changes or updates. Early course selection is scheduled for November.
- Please rephrase or summarize emails sent from DAP that need to go out to the entire division faculty. DAP is working to utilize the communication structure and if emails are just forwarded without any explanation, misunderstandings may occur.
- Make sure all new instructors complete the accreditation basics online course.
- Be sure to order regalia for all new faculty so they can participate in mid-year graduation.
- Think about offering classes during the Christmas break and offering classes during a semester as everyday for 6 weeks with a second 6 weeks the second part of the semester. It is possible to have about a 10 day break between 6-week sessions and the second session ends a few days before the regular semester. All classes may not be appropriate for this type scheduling, but some are. Some reasons for this are to help students finish early or on time and possibly a student could make-up a class that the student didn't pass during the regular

semester (Christmas break). SEND COMMENTS TO DAP AND VPIA BY OCTOBER 4.

Comments/Upcoming Meeting Date & Time/Etc.:

▪ Next meeting: OCTOBER 17, 2013 7:30 AM BLUE PLATE CAFE

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:	Karen Simion	Date Distributed:	9/27/2013
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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:

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Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments