

COM-FSM Chuuk Campus

FACULTY/STAFF SENATE (FSS) MEETING/TRAINING MINUTES

Date: Tuesday, 10/15/13	Time: 10:17 – 11:45 am	Location: Admin. Conference Room
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<p>Members Present: 3 faculty and 5 staff (recorded by sign-up sheet) Faculty = Roger Arnold, Rick Chiwi, Alton Higashi Staff = Mike Abbe, Marylene Bisalen, Kind Kanto, Tandy Marar, Memorina Yesiki Guests: David Adams (COM-FSM Communications Consultant) and Ross Perkins (Assessment Coordinator and Assistant ALO).</p>

Agenda / Major Topics of Discussion	Issues and Concerns
<p>I. Call to Order II. Minutes of Previous Meeting: None. III. Announcement IV. New Business* VI. Adjournment</p>	<p>* Publications Manual Review</p>

Discussion on Agenda / Major Topics of Discussion

<p>I. Call to Order: by Campus Dean Kind Kanto. II. Minutes of the previous meeting 10/14/13 (3:10-4:45 pm): None. III. Announcement: Kind re-introduced David Adams and explained that the purpose of this meeting was for invited faculty/staff to review a draft publications manual entitled “Publications Standards Manual, Section C: Style Conventions). IV. New Business: A. Publications Manual: David had earlier distributed Section C of the manual. He asked faculty/staff to review several pages of the draft manual. It included recommended language protocol on how internal stakeholders should write certain kinds of publications, including email messages. 1. David further invited each person present to engage in critical review of the excerpted manual (Section C). 2. Much of what was discussed was on minor technical language being used in the draft. In other cases, a few substantive recommendations were offered. <i>[NOTE: With all due apology, it is not possible herein to identify all specifications on how the manual may be improved.]</i> 3. All the same, David expressed his concern that the manual should be made as easy as possible for stakeholders to read and understand manual contents on how to write a publication. If the format and contents of the manual are difficult to read and fathom, its use will be meaningless. 4. Each faculty/staff present offered suggestions for improving the manual. 5. David, with the assistance of Ross, collected all suggestions. He said that these suggestions would be incorporated into a revised draft and submitted to the COM-FSM Communications Working Group (CWG) which is chaired by Kind. David further explained that, after a final version is approved, there will always be opportunity to test out writing-style conventions and to offer reactions for further improvement.</p>
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Next Meeting: to be announced.

Hand-Outs / Documents Referenced: Draft Publications Standards Manual, Section C.
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Prepared by: Alton Higashi	Date distributed: Wednesday, October 16, 2013
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Summary Decisions / Recommendations / Action Steps / Motions with Timeline/Responsibilities

• None.
