

## College of Micronesia FSM

<b>Committee Minutes Reporting Form</b>			
<b>Committee or Working Group</b>		<i>Council of Chairs</i>	
<b>Date</b>	<b>Time</b>	<b>Location</b>	
Friday 06 December 2013	13:00	Board Conference Room	
<b>Members Present</b>			
<b>Titles/Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
COC Vice Chair/Curriculum & Assessment	Gardner Edgar	X	
Human Resources	Morehna Rettin-Santos		Student services obligations
COC Chair/Finance	Richard Womack	X	
Planning and Resources	William Haglegam	X	
Recruitment, Admission and Registration	Lucia Donre - Sam	X	
Information Communication and Technology	Shaun Suliol		Off-island
COC Secretary/Facilities & Campus Environment	Dana Lee Ling	X	
Faculty and Staff Senate Vice Chair/Faculty representative	Ringlen Ringlen		Off-island
Faculty and Staff Senate Vice Chair/Staff representative	Ross Perkins	X	
<b>Additional Attendees</b>			
<b>Agenda/Major Topics of Discussion:</b>			
<p>--Minutes            Unfinished Business            --Clarification of Meeting Time?            Old Business            --VPIEQA Recommendations (Handout for reference only))            New Business            --Term of Reference (Handout for referenced only)</p> <p>--Specific Request for CoC action RE: Balancing the Budget</p> <ol style="list-style-type: none"> <li>On behalf of the FC—request for information and justification of administration positions as all units will be asked to do (#5 –and #4 below)—a letter directly to President</li> <li>On behalf of FC re:#8 a letter to HR Committee asking for #'s of employees taking courses—not paying tuition and receiving benefits. Kindly project the expected increased revenue</li> <li>On behalf of Staff Senate—what happened to the promised new faculty salary scale? –(Memo from CoC Chair for reference only)</li> </ol> <p>---Recruitment, Training and Retention of COM-FSM quality faculty, quality staff and quality</p>			

administration.

--Learning Communities – Invitation to IRPO Hicks?

--Other

### **Discussion of Agenda/Information Sharing:**

Council of Chairs (COC) adopted a four week meeting cycle.

The Curriculum and Assessment Committee (CAC) chair clarified their committee's discussion of how matters are brought into a committee. For CAC some matters are introduced by administrative offices.

The Assessment Coordinator and Assistant Accreditation Liaison Officer (ACAALO) noted that some matters may be initiated by an office, others may be driven by ongoing processes such as the policy review called for in the IEMP. All committees should be looking ahead at what needs to be accomplished during the upcoming year and then plan to handle those tasks.

CAC chair expressed the preference that an office initiate matters rather than the CAC committee. CAC is working on the term-to-term transition issues as well. When looking at outlines CAC works both with VPIAs office and the Assessment Coordinator under the VPIEQA.

Recognizing that the processes may be unique to each committee, the COC chair suggests that the Terms of Reference for the committee include how matters are introduced into a committee.

The minutes of 22 November were moved, seconded, adopted unanimously.

Discussion of recommendations.\* Recommendation one. Not necessarily rejected out-of-hand. The matter was discussed. The word “rejected” was deemed to be too strong. The Council of Chairs did not adopt recommendation one.

Recommendation two handled in prior minutes. Elections will be held in May for a chair-elect. The outgoing chair would continue to serve until the August committee officers training session. The committee secretariat will organize and host the August training of committee officers. At the end of the training the officers-elect will be inaugurated. Between May and September both the outgoing chair and the chair-elect will attend the Council of Chairs. The outgoing chair will be the voting member. This will provide for continuity of institutional memory in the Council of Chairs. Between May and September the outgoing chair has the responsibility to continue to call meetings of the committee. If the outgoing committee chair is a faculty member and is off-island during the summer session, then the outgoing vice chair has responsibility for convening the committee. Committees should avoid electing chair-vice chair teams where both members will be unavailable during summer sessions.

Recommendation three: recognition of committee chairs. Committee agrees the chairs deserve recognition, discussed options. The committee expressed the desire to see all officers recognized. No specific mechanism was agreed upon.

Recommendation four: merit system not clear, what defines exemplary? Several things are being done in four. Discussions centers on unpacking four. The committee agrees that there should be an award for exemplary participation, but the committee has no specific recommendation as to how to do this nor

how to define exemplary.

Recommendation five: The August training should accomplish this. Secretariat has the lead.

Recommendation seven: enhance communication between standing committees by ensuring COC is meeting regularly and receiving administrative support. Committee supports the recommendation.

Recommendation eight: Committees should have open meetings, with the allowance of executive session. TOR should reflect this. RAR and HRC may have special considerations to take into account.

Recommendation nine: The committee supports recommendation number nine.

Recommendation ten: ALO as secretariat is supported.

Recommendation eleven: No comment, seems to be a recommendation to administration.

Recommendation twelve: Committee supports this recommendation.

Recommendation thirteen: Supervisors must take care not to assign employees to committee which generate time conflicts for those employees. COC supports this recommendation.

Recommendation fourteen: Again, COC supports this recommendation.

Recommendation fifteen: COC supports this recommendation.

Recommendation sixteen: Executive Committee has a communication policy working group. The meetings ran well when teleconferencing was done using FSM telecom long distance phone lines. Attempts to use the VOIP have been technically problematic. The VOIP would save money, but technical problems and bandwidth continue to prevent the use of VOIP. The committee endorses the concept of off-island officers and calls for continued efforts to improve real-time intercampus communication capabilities.

Recommendation seventeen: This recommendation stemmed from the time when the email aliases were open and active. Faculty and staff felt overwhelmed at times by the amount of email in their inboxes. This has been essentially rendered moot as the group email addresses are no longer openly accessible. The current procedure is to post information to the college news feed or to the college wiki.

The Facilities and Campus Environment chair recommended that the communication survey needs to be redone. Surveys ten years ago suggested that faculty and staff received most of their information via email. With new systems in place that are intended to replace the use of group emails, a new survey should be done. Are faculty and staff monitoring the newsfeed? The wiki?

The FCE chair asked about the lack of Human Resources Committee minutes since late 2012 on the public facing side of the college wiki. Discussion centered on how to handle information that was private to the committee and their work. The suggestion was made to post the full minutes to the private side of the wiki, redact the material that could not be shared publicly, and post the resulting minutes to the public side of the wiki.

Recommendation eighteen was supported by COC.

Recommendation nineteen: A new publications policy handbook is being produced to help faculty and staff produce newsfeed articles. The handbook is effectively a publications style manual for the college.

Recommendation twenty: Actively seek student input. The COC chair asked the question as to what “serious attempts” to engage and dialog with students would mean. Students have now been assigned to committees. If matters that impact students arise in a committee, the chair of that committee should ensure that the Student Body Association is made aware that the matter is arising. This is where knowing what topics are being tackled during the coming year is important – advance notice to students and others that a topic will be considered.

21 Reduce faculty overloads to ensure they have adequate time to serve. A member asked whether this referred to over loads or course loads.

The FCE chair noted that he did not favor a blanket policy in regards this recommendation. He noted his own situation as an example of someone who carries an overload and yet is not only a member of two committees, but is an officer in both committees (actually three committee memberships). Experienced, veteran faculty with institutional knowledge may be both in demand on committees and able to handle the work load.

The chair noted that COC would need to meet during the week of 16 December prior to graduation on 19 December in order to handle remaining matters on the agenda. Although the chair wanted a firm date set prior to adjournment, the committee secretary asked for time to cross-check when other committees might be meeting during that week to avoid a time conflict.

Due to meeting extending beyond 13:55, the committee went into adjournment with the loss of a quorum by which to vote to adjourn.

Recommendation 1: Committees should elect their vice chair with the understanding the vice chair will automatically become the chair the following year.

Recommendation 2: Committees must hold elections at the same time of the year to prevent disruption to Council of Chairs.

Recommendation 3: Committee chairs need recognized for service.

Recommendation 4: In general, recognize and reward committee service. We should recognize all committee members and formally reward them for exemplary service. This might be part of a merit system and through employee performance evaluations.

Recommendation 5: Conduct ongoing training for committee chairs on how to conduct effective meetings, maintain civil discourse, and strategies for engaging all participants.

Recommendation 6: Committees should develop a new member orientation. (eliminating this one)

Recommendation 7: Enhance communications between standing committees by ensuring Council of Chairs is meeting regularly and receiving administrative support.

Recommendation 8: Committees should offer open meetings, allowing and encouraging guests to attend, with permission.

Recommendation 9: Allow committees continued flexibility in the modification of the Terms of Reference so as not to stifle innovation and approaches that work best for a given committee at a given time. However, changes must go through the secretariat to ensure continuity in protocols and to avoid generation of additional problems through such innovations that might occur due to loss of historical knowledge and lacking awareness of the broader potential ramifications of such changes.

Recommendation 10: The ALO should serve as the secretariat to the committees.

Recommendation 11: Strive to increase feelings of committee engagement for staff members who are not currently able to serve on a committee. Ensure offices are meeting to share what is happening in committees in order to solicit the collective recommendations from constituents. Encourage supervisors to rotate staff members who serve every couple of years.

Recommendation 12: Increase awareness that the role of committees is to form recommendations towards continuous improvement, not to make the final decision. Ensure members understand the administration takes the final decision as the administration is held accountable, not the committee. Committee input must be considered in genuine earnest by the administration; and, the

administration must provide timely feedback, including the rationale for final decisions. Such rationale should include a clearly articulated reflection of the committee's decision, when the committee's recommendation cannot be upheld (either in person or as a guest for a committee meeting).

Recommendation 13: Increase faculty supervisor awareness that it is their responsibility to ensure they are not scheduling faculty for classes and for service on a committee that has a time conflict.

Recommendation 14: Supervisors should allow faculty and staff to serve on their committee of interest to increase motivation for service, where possible.

Recommendation 15: Supervisors need to meet regularly with their faculty/staff to ensure accountability for meeting attendance and to make clear the import role faculty/staff have towards representing the unit's consensus at committee meetings. Regularly meetings will also ensure faculty/staff are aware of what is occurring on all standing committees through reporting and information sharing with one another.

Recommendation 16: Encourage off-island officers rather than restricting leadership opportunities to those who can be present in person, and for no other good reason.

Recommendation 17: Take an inventory of all committee communications and streamline these so that we are not overwhelming people with too much information.

Recommendation 18: Include committee updates and highlights at the all campus meetings.

Recommendation 19: Generate newsfeed summaries of committee updates and highlights monthly.

Recommendation 20: When committees are making decisions that directly impact students, actively seek student input rather than speculating on the potential impact and student preferences. Actively seeking student input must evolve beyond opening meetings to students and expecting students to attend. Serious attempts to engage and dialogue with students should be made and documented.

Recommendation 21: Reduce faculty overloads to ensure they have adequate time available to serve committees effectively.

Recommendation 22: Plan an event similar to the summit where exemplary committee members are brought in from all campuses to convene for a week around a focused theme, as well as individual meetings.

Recommendation 23: Though there are benefits to continuity in committee membership from year to year, members should be encouraged to participate on a different committee after three-five years of continuous serve.

#### **Handouts/Documents Referenced:**

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<b>College Web Site Link:</b>	<a href="http://wiki.comfsm.fm/Committee_Minutes/Council_of_Chairs">http://wiki.comfsm.fm/Committee_Minutes/Council_of_Chairs</a>
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<b>Prepared by:</b>	Dana Lee Ling	<b>Date Distributed:</b>	08 December 2013
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#### **Approval of Minutes Process & Responses:**

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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#### **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities**

Next meeting: Under discussion at the time of the minutes in part due to the upcoming holidays, in part due to the shift to a four week meeting cycle for COC.