

College of Micronesia FSM

Committee Minutes Reporting Form			
Committee or Working Group		<i>Council of Chairs</i>	
Date	Time	Location	
Tuesday 17 December 2013	10:00	Board Conference Room	
Members Present			
Titles/Reps	Name	Present	Absent
COC Vice Chair/Curriculum & Assessment	Gardner Edgar	X	
Human Resources	Morehna Rettin-Santos		X
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	X	
COC Secretary/Facilities & Campus Environment	Dana Lee Ling		X
Faculty and Staff Senate Vice Chair/Faculty representative	Ringlen Ringlen	X	
Faculty and Staff Senate Vice Chair/Staff representative	Ross Perkins		X
Additional Attendees			
Agenda/Major Topics of Discussion:			
Discussion of Agenda/Information Sharing:			
<p>The minutes of the meeting on 06 December were unanimously approved.</p> <p>The Council of Chairs added to the recommendations from the secretariat for standing committees the additional recommendation that all officers-elect should attend the August training. This recommendation was approved by unanimous consensus.</p> <p><i>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.</i></p> <p>In regards twenty-two, the Council of Chairs expressed the preference for a half day Presidential retreat and asked that the institution permit the committees to be involved in choosing the representatives from each campus.</p> <p><i>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.</i></p>			

The Council of Chairs endorsed recommendation 23 so long as the word encourage is used.

The Council of Chairs endorsed a letter from the Finance Committee requesting figures in regards the Pell grant and employee tuition. The council also endorsed a letter to the president in regards to exercising due diligence.

A member commented on and asked about eight (8) specific points noted for possible savings. The chair agreed to pen a letter in regards the eight areas and whether other areas could be considered beyond those eight.

The council noted that the Faculty Staff Senate has inquired as to the faculty salary schedule and related matters of recruitment and retention. The chair of the Council of Chairs agreed to provide the council with a history of the effort to adjust the current salary schedules which, in light of percentile errors made in the more recent effort, effectively date back to 1995. The chair of the Council of Chairs referenced a suggestion that one member of the council had previously made. That member had proposed a short-term solution that would remain within budget constraints and consisted of a five-year period during which the lowest step would be eliminated each of the five years while one step would be added to the end of each track during the same five years.

The Curriculum and Assessment chair updated the council on the assessment process and the focus of the Assessment Coordinator and Assistant Accreditation Liason Officer as a trainer in assessment. The chair note that the ACAALO is not to be tasked with COMET duties or other assessment assistance, such as exit testing, originally envisioned for the position of assessment coordinator. The chair explained that an earlier assessment coordinator had been hired as an assessment coordinator and then had COMET duties and the ALO position thrust upon him. The load and priorities at that time effectively pushed assessment to the side, and the position lost the focus on institutional, program, and course student learning outcomes assessment.

For informational purposes the chair of the Council of Chairs and the Curriculum and Assessment chair noted the Micronesian Initiative – a 12 to 18 month internship for Micronesian bachelor's degree holder to work on obtaining a masters degree in classroom instruction. Details are to be reporting into the next meeting of the Council of Chairs.

Handouts/Documents Referenced:

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College Web Site Link:	http://wiki.comfsm.fm/Committee_Minutes/Council_of_Chairs
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Prepared by:	Dana Lee Ling	Date Distributed:	08 January 2014
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Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

Next meeting: 17 January 2014