

## 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, February 14, 2014	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	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	
<b>Additional Attendees</b>			
President Daisy, ex-officio			
<b>Agenda/Major Topics of Discussion:</b>			
Approval of minutes			
<b>Discussion of Agenda/Information Sharing:</b>			
13:04 Quorum obtained.			
Minutes moved, seconded, and approved without further modification.			
<b>Committee minutes discussion</b>			
Discussion of secretariat recommendations on having all committee minutes up to date and sequenced correctly. There exist committees that are not using the recommended naming standard, resulting in minutes not appearing chronologically on the Wiki. This makes finding the most recent minutes a difficult task.			
The Facilities and Campus Environment chair noted that while the FCE minutes conform to the naming standard, technically the Council of Chairs minutes do not conform. The CoC minutes			

are prefaced by a two digit number. This was a pre-existing choice by former secretaries to the committee. The wiki does not permit batch edits of names, thus the current secretary has retained the non-conforming names. The CoC naming system will break after meeting number 99. Meeting 100 will incorrectly sequence between meeting 10 and 11 due to alphabetization rules.

In some committees, the minutes are not getting updated. How to resolve this? The FCE chair noted that the proposed FCE Terms of Reference specify a secretary who would also be a technology "wrangler," one who will be comfortable with posting to the Wiki, editing the Wiki, setting up conference calls, and so forth.

Dialog continued on the role of CoC in ensuring minutes are up to date and sequenced correctly. One member suggested that a checklist be sent out by CoC. CoC would be the entity to ensure minutes are posted in a timely manner and correctly sequenced.

The Council proposed that CoC members report to each other on whether their respective committee's minutes are up to date on the Wiki. The question was raised as to what to do if a committee is not getting minutes posted in a timely fashion?

A member whose committee uses electronic circulation and voting suggested that a time limit should be set for responses. Non-response would be concurrence with the contents of the minutes. If voting is electronic, the minutes can be posted as approved once a majority approves. FCE posts minutes as a draft, unapproved until next meeting. Edits are reflected as soon as they are received. Redacted material leads to deletion of the draft and replacement with a new draft.

Minutes work electronically, some electronic document discussions get confusing if multiple different drafts are in circulation. Documents circulated by email as an attachment lead to confusion if different drafts wind up being circulated. A member suggested using Google Docs in lieu of attached documents. Another member noted that not everyone is comfortable with Google Docs, and some do not understand the need for a Gmail login to access Google Docs. A third member asked about Google Drive, this was noted to be the same as Google Docs.

A suggestion that was made was that one could require comments be made on any circulated document.

The secretariat wanted to also ensure that the agenda gets sent out a week in advance. There was also the recommendation that members exercise due diligence in disseminating committee information and gathering information for their committee from their site or work area.

A discussion of how FCE committee disseminates agenda followed. The FCE committee was cited by the CoC chair as an exemplar of a committee that effectively disseminates their agenda. The FCE chair was specifically asked by the CoC chair as to how he circulates the agenda. The FCE chair declined to respond, noting only that he used publicly available information and non-college systems. The FCE chair also noted the responsibility of committee members to share committee agendas and discussions on their own sites, and to engage in dialog in their committee's area of work. The FCE chair asked whether FCE members at Pohnpei site had the

chance during all campus meetings to report on committee activity.

A Pohnpei campus member noted that time constraints prevented committee reports in campus wide meetings at the state sites. There is insufficient time for both the campus agenda and the participatory governance committee reports.

No consensus decision was reached on dissemination of agendas.

### ***Budget Process***

A budget process assessment needs to be jointly completed by Finance Committee and Planning and Resources Committee.

### ***Committee Self-Evaluation Status Reports***

The Curriculum and Assessment Committee has listed major tasks accomplished as their self-assessment. That report also included suggestions on improvements that could be made. The report also examined the strengths and weaknesses of the committee.

[President joins.]

The CoC moves, seconds, and votes to adopt the CAC committee self-assessment format. The CAC chair is asked to share the template with the committee. Time lines for completion of the self-assessment are not presently known.

CAC is working with the Assessment Coordinator and the acting VPIA to ensure programs are on same page for program review. Work is ongoing to establish target measurement values. CAC is highlighting instruction – CAC wants to comment on matters under its purview. The CAC has asked to see the projection numbers on enrollment.

CAC is assigning readers for program assessment summaries. At this point CAC is ensuring the appropriate format is being followed. CAC is also working on adopting proposed student evaluation form.

In the [curriculum] handbook there is a process of approving short-term and non-credit courses. CAC is working on a budget process, guidelines, a set format for the cost for offering short-term training.

CAC will have a subcommittee on course outline review. Fall 2014 all courses will have to cycling through the review process. A new form is being worked upon including the ILOs. Each program is to look at the linking matrices between ILOs, PLOs, and CLOs. There is a need to have not simply a matrix with I, D, P, but also text that explains the linkages.

CAC minutes do not conform to their own TOR requirements. Three days to get minutes circulated to members is a difficulty time line to meet.

COC forms a subcommittee consisting of the COC chair, the FSS vice chair, and the FCE chair to look at COC self-assessment.

HR Committee will meet twice a month. The faculty evaluation will be sent over to CAC. The committee is working closely with HR director on policy review matters. Issues of minutes being posted has been cleared with the HR director. Meeting dates will be posted as well. Policy review process is a priority. HR is determining whether there needs to be policies related to faculty and staff orientation programs.

A question arose as to the review of the layoff policy. HR members are reported as being all right with the layoff policy as written. CAC was also tasked to look at the policy. The CoC chair noted he still has some concerns and would address those himself.

CAC was informed that the VPIA has tasked two faculty members with looking at all instructional policies. The two faculty members have experience in applying and knowledge of the college's academic policies.

The president noted that there is a need to engage in ongoing policy review. Last year the board reviewed all of their own policies. There are eight board meetings between now and the next visit. The low hanging fruit – policies that do not need revision – are slated for the next board meeting. Second, policies that are procedures and can be removed will be tackled. Third, policies that are obsolete will be identified and deleted – the floppy disk policy is often cited as a policy that can be deleted. Last to be tackled will be those policies that need revision. The goal is to have a five year ongoing cycle of review of policies.

The CoC chair sought clarification as to what committees should be doing in support of "re-engineering" the college.

The president suggested approaching this, bearing in mind the immediate challenges and then the long term sustainability issues, in phases. Based on enrollment the college has some immediate financial challenges. The business office is working on an actual dollar figure. Until the college has that information, informed planning cannot be done.

Many of the decisions will be administrative decisions. Work will begin at the cabinet level. Committees will get information necessary to have informed discussions. Major fiscal decisions will have to go to the board.

To provide information to committees, Sandy Pond Associates is being asked to provide a report on enrollment and other data. Where does the college see high enrollment? Where are the low retention rates? Where are there redundant courses or programs? Where is the low enrollment? Are there places where programs can be combined? That information is being put together by Sandy Pond through information from the Institutional Research and Planning Office.

There will then be a look at programs on an individual campus basis. That is beginning to take shape. The hard dollar figures have to be known first prior to any decisions being made. The

committees can begin to have that discussion about the reality of the situation. There will have to be changes. Committees can begin to think about what changes might need to be made.

Are there areas of savings to be had in, for example, energy?

On campus all college vehicles use gasoline. The president noted, as an example, that the college could look at building a solar power charging station, use electric golf carts with trailers to move personnel and equipment on campus.

The president explained that if inflation is projected forward to 2023, personnel costs rise as a percentage of the budget, rising eventually to unhealthy and unsustainable levels.

Currently efforts are being made to bring together the campuses on Pohnpei. There needs to be thinking about how the campuses operate. Campus differentiation. If a program is thriving at a campus, support that program. If a program is not thriving at a campus, then that may be a place to reduce unsupported costs. There may be other ways to meet the existing level of demand.

When issues are discussed there is a need for engagement and dialog, along with accuracy in the information being shared. The FCE minutes, in reporting an item from an employee at a state site, included a misquote of the president. The minutes suggested that the president had denied a request based on a lack of resources. The president wished to clarify that what he had said was that resources are limited, there are no additional resources, but each site has the autonomy to make their own resource allocation decisions. A dialog did not occur, dialog should have occurred and a dialog based on what was actually said. Was there demand for weekend library access on that site? If there was real demand, were there resource reallocations that could have made to meet that need?

The president noted that long term sustainability issues will require more of the committees than the short-term response needed to deal with the immediate financial situation. The initial response was to freeze positions, but the college now knows that this will not be sufficient. How do decisions get made on which positions get filled? There is a need to be transparent on these decisions.

The urgent phase will involve more direct administrative decisions. The longer term phases will require more input.

Cabinet was looking at high enrollment, low completion rate data in their most recent session. The data provides actionable information. Cabinet was asked to respond with specific actions.

For example, where there are low completion rates, how many students seek tutoring? Do those students benefit from the tutoring received? Do those students get tracked? How much is being spent on tutoring? Is the cost worth the benefit? Are there ways to be more effective in that tutoring? Mathematics and science have been identified as areas of academic weakness, low completion rates, low retention.

The FCE chair noted that the 1993 Title III Strengthening Institutions grant was applied for

based in part on identified academic weaknesses in mathematics and science. In particular, college algebra was found to be a "gateway course" that had an impact on graduation.

The president noted that there is also a need to look at managing enrollment from a marketing perspective.

14:40 Adjourned.

After the meeting the adjourned the chair was made aware that the Faculty Staff Senate had not been provided time to report. The FSS representative had two items to report.

The first item was an inquiry into the 50% cap on loans from the COM-FSM ASC retirement accounts. The FSS noted was informed that the purpose of the fund is retirement – and of the employer responsibility to protect that purpose for employees. Joining the retirement plan is voluntary, the plan is not intended to be a banking system.

The second item was the continued attempt to resolve the "adjunct faculty" pay scale. At present, due to the financial situation, this matter will addressed at a later time.

The FSS also reported that the Staff Senate By-laws (Revised/New) were available on-line for comment—and FSS will be calling for a vote at midterm.

**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>	2/14/2014
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>	Dana Lee Ling	<b>Date Submitted:</b>	2/14/2014
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities**

Next meeting: 28 February 2014