

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

Committee or Working Group:	Division Chairs
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Date:	Time:	Location:
10/17/2013	7:30 am	Blue Plate Cafe

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	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:

- Division reports on accomplishments
- DAP report/information

Discussion of Agenda/Information Sharing:

Division Reports

- **HTM/Business**
 - The HTM division is looking for qualified part-time instructors for the spring semester. One full-time faculty person will be leaving.
 - Who is responsible for inputting data for the certificate program like Secretarial Science? This certificate is taught at more than one state campus. DAP will ask the assessment coordinator to assist with a decision.
 - The HTM students participated in the World Food Day cooking competition with breadfruit soup and star apple jam. The students received a second and third place for their cooking.
 - The students in the bookkeeping program have noticeably increased math skills this year. The students are doing very well. These students are from Madolenihm and Nanpei Memorial High schools.
 - The HTM students are raising funds for their experiential learning trip to Kosrae in November. One item is a raffle ticket for a free breakfast for 2 at the Blue Plate Café. Drawings are held each payday. Tickets are \$1.00 each. The students also sell cakes for special occasions.
- **Health Sciences**
 - AHEC is officially funded for this year until Sept. 2014.
 - There a couple of applicants for part-time teaching of public health courses at the certificate level in Chuuk. The campus hopes to start the certificate in spring.
 - The division chair just completed public health training in Yap and Chuuk. While on the islands, he visited the high schools to promote the public health program at COM-FSM.
 - The division is still working on data input for Tracdat.
 - Plans for the community health center are moving forward. The college is preparing to

submit a floor plan for the building.

▪ **Math/Science**

- All faculty in the division have been trained on how to input data in to Tracdat. Agriculture and Marine Science are mostly complete. HCOP continues to work on the data input for the program.
- Marine Science faculty are preparing to modify the program. Stakeholder/advisory council meetings will be conducted on suggested direction for the program.
- Leslie Linkkila, a part-time instructor secured a donation of lab equipment used for DNA splicing. An article on the news feed will appear soon.
- Yen-ti Verg-in ran a quick validity test on COMET math in her MS 100 sections. Those students who placed into MS 100 have a 92% pass rate. Those who placed into ACE 36% pass rate, MS 099 a 56% pass rate, repeaters a 20% pass rate and transfer students a 50% pass rate.
- Is it possible to have a first day mandatory attendance policy? DAP indicated that the admission office states this policy would be in conflict with the add/drop policy which allows the students 3 days to drop the class. DAP will consult with the admission office director on this issue. Attendance seems to be better when an entire division has a standard attendance policy, which the social science division went back this school year. The social science division's policy is a student can miss 6 days of MWF classes and 4 days of TTH classes.

▪ **Trade and Technical Education**

- Two instructors have completed a solar training and the division is preparing for the train the trainers workshop on the safe, environmentally appropriate use of refrigerants.
- The division used a club meeting time to tutor students and encourage them to make use of tutor at other times. This is one effort to increase retention rates.
- The JICA volunteer is at work and will be teaching some of the electronic courses.
- The CTE servicing proposal should be ready for a spring opening of automotive service, cabinet making and others.
- The division is completing the assessment data input in Tracdat and working in the ISLO linkage.

▪ **Social Science**

- Assessment data in Tracdat is complete.
- The division has completed a pre/post test for SS 150. This assessment tool was sent to each campus for comment. The final version will be ready for use in the spring 2014 semester.
- The two faculty members working on the NGO course are now recommending that it be a short term training rather than a course for credit. They weren't sure how the course learning outcomes matched up with the program outcomes for the Micronesia Studies program. One set of learning outcomes would have to be changed.

▪ **Business/CIS**

- The first session of the 3rd year accounting classes is finished and the second session is ready to start. One of the instructors for these courses has submitted her resignation, effective Dec 2013. If anyone knows of qualified, interested candidates, invite him or her to apply.
- Faculty are requesting projectors be installed in each classroom since most instructors use them and it takes too much class time setting up. DAP will check with VPIA and IT director for possibility.
- YES! is preparing to build study tables with benches on campus. The club has raised \$1,200+ for purchase of the materials and the Filipino community will build the benches and tables.
- Chair of the division is recommending a more detailed recruitment video – part for each program – and a stronger college supported recruitment. DAP recommended this recommendation with suggestions be sent to the RAR committee for action.

▪ **Languages and Literature**

- The division believes the students in EN 120a are very different than the students in EN 120b.

- It seems that the students in EN 120b have not learned how to write essays. The students should be focusing on research, but the faculty of the division have to teach basic essay writing skills. The recent change and effort to have students take EN 120b the semester immediately after the semester the student takes EN 120a will hopefully help solve some of this problem.
- The division is excited about the first year experience course and the potential impact on students.
 - The division is also discussing making the 9 elective credits in the liberal arts program three cap stone projects – social science, humanities and science. DAP asked them to consider service learning or civic engagement as part of the cap stone courses.
 - Course level assessment is almost complete in Tracdat.
 - The division is piloting two new books in the spring semester. One is for EN 110 – Advanced Reading and the other book is for EN 201 Intro to Literature. DAP asked the division to consider the purpose of EN 110. Should all students take an introductory reading class?
- **Education**
 - Attended the FACSO meeting and discussed the current needs for training in education in FSM. Topics covered curriculum development, methodology, principal (leadership) training, and teacher certification. The VPIA and education division will propose a comprehensive plan to help meet these training needs.
 - **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**
 - David Adams, consultant with Sandy Pond Associates, will be providing training on how to write manuals Oct. 19, 2013. If any one is interested, inform the DAP by Thursday afternoon.
 - Review schedules for spring semester. Notify DAP of changes. Early registration is November 12 – 18.
 - Part-time instructors must be evaluated each semester. It is already mid-term so this task should be completed, but if not, it has to be done before the end of the semester.
 - Remember to begin preparation for program review and program prioritization. Both are due in the spring. Program reviews are due in by end of March and Program prioritization will be complete by end of spring semester in May.
 - Feedback on teaching over Christmas break and 6 week sessions. Most faculty were reluctant to try squeezing a course into 2 weeks and those two holidays are times when families have many activities. The instructor for SCUBA wants to offer this course only during the Christmas break. It would be better than on weekends during the semester. What is the compensation for teaching during the holidays and will the students be able to use Pell Grant funds for these courses? Can the courses be offered at Pohnpei campus? The faculty members are more in favor of teaching the 6-week sessions. It will depend on the course, but the pilot with the education courses has had positive responses from both the instructor and the students. The third year accounting classes are also going well with shorter sessions.
 - DAP shared course completion rates which are at 50 – 60%, but too low. DAP encouraged division chairs to help train others in strategies that seem to work, look for more ways to engage students, put the information from the “Best Practices” training to use and share more. Division chairs requested for John Kongsvik to conduct a follow-up training.
 - 1st Year Experience course is being developed. Remind all faculty members to review the

content survey document and submit suggestions for content of the course. Math/science faculty members said a course like this should help with course completion rates also.

- Director of Pohnpei campus and Career and Technical Education added that the college is facing a \$1m deficit for this year and improving retention rates is a top priority and one way to address the deficit.

Comments/Upcoming Meeting Date & Time/Etc.:

- Next meeting: November 28, 2013 7:30 AM Hosted by the faculty in the “Old faculty building”

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:	Karen Simion	Date Distributed:	10/18/2013
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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