

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

<b>Committee or Working Group:</b>	<b>Division Chairs</b>
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
1/24/2014	1:00 pm	Board Conference Room

**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		

<b>Additional Attendees:</b>	Mariano Marcus, Joy Guarin
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**Agenda/Major Topics of Discussion:**

- DAP report/information

**Discussion of Agenda/Information Sharing:**

- **Dean of Academic Programs**
  - Reminder of responsibilities as division chair
    - Review all course level assessment reports in your division. Some are not complete. Division faculty need training on how to complete forms so everyone reports data consistently.
    - Finalize summer schedules – Early registration is April 7 – 11.
    - If you want courses to have mandatory first day attendance, this must be indicated on the schedule and advertised when students register for the course.
    - Submit textbook orders for summer and fall by Feb. 15.
    - Prepare schedules for 2014-2015 academic year.
    - Complete the program assessment summary sheets so they can be placed on the website.
    - 20 Minute Mentor from Magna Publications was ordered. This is a weekly webinar available to all faculty at all campuses each week. 16 sessions for spring semester and 16 sessions for fall 2014 semester.
    - Standard IIA accreditation group meeting schedule. Group will meet weekly (Friday’s at 1:00) to review standards, identify what can be used for evidence, begin organizing evidence, identify ambiguities in standards, make clarifications, identify strengths, identify gaps, make plans to improve on the weak areas.
    - Plans for spring meetings include trainings on leadership, evaluating faculty, dealing with low performing employees, etc. Division chair members should send other ideas to the Dean of Academic Programs.

**Comments/Upcoming Meeting Date & Time/Etc.:**

- Next meeting: Friday, Jan. 31, 1:00 pm Board Conference Room.

<b>Handouts/Documents Referenced:</b>
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<b>College Web Site Link:</b>
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<b>Prepared by:</b>	Karen Simion	<b>Date Distributed:</b>	1/30/2014
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<b>Approval of Minutes Process &amp; Responses:</b>

<b>Submitted by:</b>	Karen Simion	<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
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<b>Action by President:</b>				
Item #	Approved	Disapproved	Approved with conditions	Comments