**College of Micronesia – FSM**

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| **CTE Fall 2012 Retreat Minutes**  |
| Committee or Working Group | ***AFT, HTM, T&T (CTE) Faculty*** |
| **Date: 12/17/12** | **Time: 9am-2pm** | **Location: Nihco Marine Park**  |
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| **Members Present** |  |  |  |
| **Names** | **Name** |  |  |
| Gardner Edgar | Charles Aiseam | Cirilo Recana-Absent |  |
| Dr. Nelchor Permitez | Anna Dela Cruz |  |  |
| Bertoldo Esteban, Jr. | Debra W. Perman |  |  |
| Alan Alosima | Joyce Roby |  |  |
| Tokuji Yamada | Phyllis Silbanuz |  |  |
| Salba Silbanuz | Edwin Sione |  |  |
| Xavier Yarofmal |  |  |  |
| Romino Victor |  |  |  |

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| **Additional Attendees:** | Albert Amson and Cooper Etse |
| A**genda/Major Topics of Discussion:** |
| * Instructional Course Cost Effective Strategies
* Advisory Council Establishment
* Program Coordinator Brainstorming Ideas
* Info Sharing and Communication
* Divisional and Instructional Concerns/Issues
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| **Discussion of Agenda/Information Sharing:**  |
| 1. Instructional Cost Effective Strategies: Each Program’s Course Cost-with a common format to arrive at a common baseline. (Program sharing of resources = supplies/equipment); group agreed on utilizing existing budget worksheet format for course cost provided by Comptroller; suggestion made to explore external resources (grants, donors, etc.) for support of course materials, esp. T&T building materials, gas tank sets for welding, etc.;
	1. Program community outreach services-ex. Welding class materials provided by interested parties.
		1. Create brochures with trouble shooting information for the different trades.
	2. Campus Based- ex. HTM tables crafted by T&T Cabinet Making or AFT provide vegetables for HTM.
		1. Instructors to collaborate and plan accordingly
		2. Instructional programs to coordinate with other divisions (Admin. Maintenance and/or Student Services) for projects or activities.
	3. Integrated Programs-BPC display
		1. Program team up with local business for a specific project/product
		2. Community project through grant proposal
2. Advisory Council Establishment-brainstorm
	1. Proposal to have per each respective program;
	2. Proposal to have one campus council composed of Campus Dean as chair, with CTE Director, IC, and Program Chairs.
3. Program Coordinator-proposals
	1. Some programs currently establishing coordinators by choosing a faculty member from that program
	2. If faculty teaching 15 credits, and assigned coordinator position, then teaching load will be 12 only
	3. Or have a team coordinator comprised of one from program in addition to one each, English and Math Instructors.
4. Program Concerns & Sharing
	1. Sharing of the Assessment Loop-Course Outlines, Course Level Assessments, Program Level Assessments (Worksheets), and Program Review all link to the BUDGET. Reminders for faculty to provide comments and recommendations on CLAs
	2. Spring Exhibit Planning starting in January.
5. Communication
	1. To improve, should have CTE meetings 3 times per semester, beginning/mid/end.

Recommendations:* Charge lab fee for courses with significant cost;
* Lobby State, Federal, and other support for funding and other needed resources;
* Form advisory council for CTE chaired by Dean with IC and program coordinators as members
* For Pohnpei Campus, abolish Division chairs and for IC to appoint coordinators on as needed basis.

Allied Programs:* + Telecom and Electronics
	+ Electrical, Building maintenance, Carpentry, and Cabinet Making
	+ RAC and MVM
	+ BK and SS

Stand Alone Programs:* + HTM
	+ AFT
* CTE meet 3 times a semester, beginning, middle, and end of semester and bring information to share, either with assessment or other current concerns
* Bring Course Outline –to be modified to our Jan. 7, 2013 at 1:30pm in the BPC.
* Today’s minutes to be approved w/modification. Moved by Nelchor seconded Alan.
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| None |
| **College Web Site Link:**  |
| **Prepared by:** | ***Debra Perman*** | **Date Distributed:**  | ***1/7/13*** |
| **Approval of Minutes Process & Responses: 1/7/13; Nelchor moved that minutes be approved and seconded by Alan.** |
| **Submitted by:**  |  | **Date Submitted:** |  |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities** |