

College of Micronesia FSM

Committee Minutes Reporting Form			
Committee or Working Group		Council of Chairs	
Date	Time	Location	
Friday, February 28, 2014	13:00	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	Armand Mariano	X	
Recruitment, Admission and Registration	Lucia Donre - Sam	X	
Information Communication and Technology	Shaun Suliol	X	
COC Secretary/Facilities & Campus Environment	Dana Lee Ling	Late arrival	
Faculty and Staff Senate Vice Chair/Faculty representative	Ringlen Ringlen	X	
Additional Attendees			
Director IRPO Jimmy Hicks			
Agenda/Major Topics of Discussion:			
<p>Minutes:</p> <ul style="list-style-type: none"> Review, comments, and approval of 2/14 minutes (FSS 2/14) How are we doing—what is the status of “no comment” signifying a yes? Be sure Secretariat arranges for committee secretaries to be thoroughly trained in July on all responsibilities, procedures and technology needed for committee secretaries. (CoC Chair letter?) Questions and comments on content and procedures-Agendas Remind committee chairs (including CoC) that that chairs are soliciting agenda items in advance of meetings (at least one week) and offering a few days notice on the actual agenda. Dana models this practice very well. (Ross 2/14) Anything for TOR modification? <p>IRPO-Mr. Jimmy Hicks: Measures of Success and Setting Targets</p> <ul style="list-style-type: none"> Letter to Rich-Jennifer-Gardner and Lucia Questions and dialogue CoC action—what is it CoC should be doing? <p>CoC-Committee Appointment Memorandum -8/24/12</p> <p>Please share the attached memo with your constituents (other committee chairs), and be ready</p>			

to dialogue with the ALO on what you might recommend to these protocols for next year. You will need to allow time for the other chairs to dialogue with their constituents, as you adopted improvements to the committees and processes/protocols for AY 14-15.

- CoC Action?

Committee Status Reports and Dialogue: Please include status of self-assessment reports

Finance Committee (FC)

State of the Committee

Actions being taken

Planning and Resources (PRC)

State of the Committee

Actions being taken

Recruitment, Admissions and Registration (RAR)

State of the Committee

Actions being taken

Human Resources (HR)

State of the Committee

Actions being taken

Information, Communications and Technology (ICT)

State of the Committee

Actions being taken

Faculty and Staff Senate (FSS)

State of the Committee

Actions being taken

Facilities & Campus Environment (FCE)

State of the Committee

Actions being taken

Curriculum and Assessment (CAC)

State of the Committee

Actions being taken

Council of Chairs

State of the Committee

Actions being taken

Discussion of Agenda/Information Sharing:

Council of Chairs secretary arrives late at 13:17 after learning 2023 committee meeting was pushed back to 1:30 in the wake of time overruns in the morning session. President Daisy and Special

Assistant to the President on Public Information at FSM Public Information Office Marz Akapito were in the FSM-China Friendship Sports Center.

[Meeting in progress]

Director Hicks presented the institutional set standards. Discussion centered on whether set targets have to be improvements and whether "stabilization" is tantamount to "status quo."

A member asks whether the Council of Chairs is seen as the responsible body for setting targets.

Director Hicks hopes committees would submit recommendations up to CoC. The hope is that committees will weigh in and make recommendations on target relevant to their portfolios. Management team is also working through the targets.

The chair of the Curriculum and Assessment Committee noted that program summaries and assessment is currently occupying their time and attention. CAC has not had time to look at targets and recommended targets.

Director Hicks refocused the committee on the Full Time Equivalent student numbers. There are several things that affect FTE including advising. The freshmen intake was low. The director noted that there were ongoing discussions of whether recruitment efforts are sufficient. Members of the Council of Chairs are aware that there are ongoing discussions on increasing demand and the exploration of the development of a marketing capacity.

Director Hicks then turned to course completion rates. Setting outside a few outliers, the general education core course completion rates tend to be in the low fifties. The general education core is a bottleneck that throttles ultimate graduation rates. There are also bottleneck courses in the certificate program.

The Facilities and Campus Environment chair asked whether this is due in part to the general education core classes being "first contact" courses. Students encounter these courses first, those who are not college ready then fail to complete these courses. The courses may be an academic sieve, hence downstream courses have higher completion rates. That said, improving completion in gateway courses at the foundation of the academic stack would be a logical first step to improving retention and persistence rates.

Director Hicks continued, noting that in the spring the withdrawal rate is double the fall semester. Factors that contribute to this are not yet identified.

Two members suggested that one factor that might contribute to this is the structure of the financial aid regulations. Students may remain in courses in the fall even though they fail to successfully complete the course. The student re-enrolls in the same courses, remaining in the courses long enough to obtain a refund, and then withdrawing from the courses.

Director Hicks explained that the 2013 COMET results showed higher correlations between the essay and comprehension sections than in the past, and that math scores were down.

Enrollment in primary schools are down 20% according to an environmental scan study, but secondary enrollment has not declined. High schools, to hold up enrollment, are apparently accepting more students, less prepared students. This might in part explain the weaker performance on the COMET last year.

The changes in the demographics of the community are being felt by the college. One cannot focus solely on the SIS (internal college) data.

The high schools have also tended to focus on essay writing, possibly to the detriment of comprehension and vocabulary. In the past the essay was weighted more heavily than the other sections, that is no longer the case. A different system is in place using score cut-offs.

The CoC chair noted that, given that trends are negative, stabilization of values would be an improvement. How do you stabilize the numbers? The chair suggested that the committee support a position that stabilization is an improvement.

Director Hicks noted that one cannot say one will stabilize or improve without doing something different. Without specific action, change will not occur.

The Council of Chairs concurs unanimously that stabilization is improvement and is to be understood to be improvement. The council secretary establishes that the opinion is held unanimously.

Director Hicks noted that he distinguishes between status quo and stabilization. For Director Hicks, maintaining the status quo would be to maintain the current downward trends. Stabilizing the numbers would mean halting the downward trend. The council concurs that stabilization means holding the number at present values. Halting the downward trends is improvement.

The Council secretary will draft a memorandum noting that stabilization is improvement. The committee understands changes are necessary.

President Daisy enters to update the Council of Chairs on the 2023 committee meeting. President Daisy reports that the meeting is postponed until next week.

Meeting adjourned 14:07.

Handouts/Documents Referenced:

-

College Web Site Link:

http://wiki.comfsm.fm/Committee_Minutes/Council_of_Chairs

Prepared by:

Dana Lee Ling

Date Distributed:

02/28/14

Approval of Minutes Process & Responses:

Submitted by:	Dana Lee Ling	Date Submitted:	03/28/14
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities			
Next meeting: 28 March 2014			