

COM-FSM Chuuk Campus  
**ALL-CAMPUS MEETING MINUTES**

<b>Date:</b> Friday, September 4, 15	<b>Time:</b> 12:00-1:00 pm	<b>Location:</b> Counseling Center
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**Attendance:** 15

<b>Major Topics of Discussion:</b>	
I. Absences Policy	

I. **Opening:** by Alvios William

II. **Announcements:**

A. **Welcoming Remarks:** Danilo Mamangon welcomes all faculties to their first meeting this semester Fall 2015.

B. Kind: Ask the instructors to send him number and percentage of students passing and failing their class from Fall 2014 semester.

- Questions were raise as to why do they have to do assessment? They have already submit their grades already
- Kind also asked instructors to submit their office hours to him. He also introduces the different types of committees with each member. He continues on by asking each member of the committees if it not in conflict with their class time and for them to let him no so he can remove them from the committee they represent.
- Danilo reminds every one the deadline for spring schedule which is October. Kind requests all instructors to work together in preparing Spring Schedule. Atkin will prepare the schedule and formulate it.
- Kind recommends spreading out the schedule so that student won't conflict with the other courses. Make sure to put in the third year courses that where not offer this semester.

C. Attendance Policy:

- Instructors still working on the attendance policy. They are not sure on the number of excuse and not excuse for a student, before the instructor withdraw him or her from the class.
- The instructors has not come up with a final policy they are still discuss it and their decisions are not yet final. They will talk about it again in their October meeting and finalize it.

**Next Meeting:**

**Hand-Outs / Documents Referenced / Attachments:** None.

<b>Prepared by:</b> Macleen Remit	<b>Date distributed:</b>
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**Summary Decisions / Recommendations / Action Steps / Motions with Timeline/Responsibilities**

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