



**MINUTES OF THE MONTHLY FACULTY MEETING
COM-FSM CHUUK CAMPUS**

Presider : Instructional Coordinator Sr. Erencia
Venue : Counselling Office , COM, Chuuk Campus
Date and Time : November 7, 2015 12:10 p.m. – 1:03 p.m.
Attendees :

Administration and Faculty

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| 1. Dean Kind Kanto | 9. Rick Chiwi |
| 2. IC Sr. Erencia | 10. Ben Bamboo, Sr. |
| 3. Genevy Samuel | 11. Roslyn Reynold |
| 4. Andita Meyshine | 12. Lyn Sipenuk |
| 5. Cecile Oliveros | 13. Abraham Rayphand |
| 6. Danilo Mamangon | 14. Atkin Buliche |
| 7. Miuty Nokar | 15. Roger Arnold |
| 8. Alton Higashi | 16. Herner Braiel |

Staff

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| 17. Memorina Yesiki - FAO |
| 18. Kersweet Eria - LRC |
| 19. Edson Asito - MITC |
| 20. Wilson Bisalen - Counselling |
| 21. Tandy Marar - OAR |

Alivius William who was sick, was the only absentee.

The October monthly meeting was called to order by the new Instructional Coordinator Sister Erencia. It started with an opening prayer led by Rev. Miuty Nokar followed by the confirmation of the minutes of the last meeting.

KEY POINTS DISCUSSED:

The discussion revolved around the agenda prepared by IC Sr. Erencia, which contained topics of concern both to the faculty and to the students. These are as follows:

Updates/Concerns from Instructional Divisions and some Offices

- From OAR, Tandy advised the faculty on the following:
 - a) Today, Nov. 6, is the last day for early registration
 - b) Early deficiency report should be given on time.
 - c) The midterm grades submitted should include all grades not only D,F, I and W.

d) Advisers should be careful when advising students; there are students who received two passing grades for just one course.

- Instructional Divisions that run out of toner can go to the Math and Science Division for their printing needs; this division has still 5 boxes of toner for the Canon printer.
- MITC needs one computer to replace Edson's that recently crushed.
- Roger requested that a camera be purchased by MITC; he needs it for his business class.
- Librarian Kersweet followed up on his earlier request from teachers to submit a list of books they want for the library to purchase.
- Memo distributed copies of the Satisfactory Academic Progress Review which contained the policies that have been implemented by the Financial Aid Office since July 1, 2011
- Although the College has no official absent policy for students, COM Chuuk Campus will continue to adopt its policy which was agreed upon earlier in one of its faculty meetings. This policy allows students during the semester to have 6 absences for MWF classes, 4 absences for TTh classes and 10 hour absences for daily classes.

Reminders from the Instructional Coordinator

Supplies

The new IC requested that she be given lead time in providing the supplies needed by instructional department. Dean clarified to her the standard procedures regarding request, purchase and delivery of supplies.

Reading Materials

For self-improvement as teachers, IC encouraged teachers to read the materials sent by Karen. Also, IC printed and distributed copies of some articles taken from the book entitled *The Courage to Teach* by Parker Palmer. The topics include "We Teach Who We Are", "Teaching Beyond Technique", "Teaching & True Self", and "When Teachers Lose heart".

Late for Class

Teachers should show concern as instructor. They should be in the classroom when they should be there; they should come on time and leave on time. Students are usually late because their teachers come late.

Absent from Class

As much as possible, IC wants to be informed ahead of time if teacher will be absent. Also, she wants to be provided with a copy of the lesson for the day so this can be taught to the students in case IC or somebody can take over.

Teachers Doing Personal Business at COM

A teacher should not use his/her office at COM and his /her office hours for engaging in personal business. This should be done somewhere else and when he is free from his school duties. Office hours should be spent for advising, assisting and helping students in their needs.

Committees

Teachers should be faithful in attending the meetings of the committees where they have been assigned.

SERIOUS PROBLEMS THAT NEED URGENT SOLUTIONS

1. For this semester the list of deficient students has reached 144 out of the total 230 enrollees. 39 students are failing in 4-5 subjects.
2. Students spent most of their free time in Facebook. Librarian Kersweet reported that students go to Facebook every time they use the computers at the library and stop only when they have to attend their classes. Even those outside of the library, by the sea wall, at the Student Center and elsewhere, are either in Facebook or watching movies using their laptops. This is a common problem in COM campuses.

Some solutions were given such as blocking Facebook during certain hours of the day. This will be discussed further during the next meeting when members of the Committee for Students' Success will make their presentations.

- **Meeting adjourned at 1:03 p.m.**
- **Minutes submitted by Cecile Oliveros.**