

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

Committee or Working Group:	Management Team
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Date:	Time:	Location:
November 18, 2015	10:00-11:00 AM	President’s Conference Room

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
Director of Institutional Research and Planning	Jimmy Hicks (Chair)	X		
Director of Maintenance and Campus Security	Francisco Mendiola (Vice-chair)		X	Attending a series of trainings this week.
Dean of Academic Programs	Maria Dison (Secretary)	X		
Comptroller	Roselle Togonon	X		
Lead Counselor	Penselynn Etse Sam	X		
Chuuk Campus Dean	Kind Kanto	X		
Kosrae Campus Dean	Nena Mike (Acting)		X	
Pohnpei Campus/CTEC Director	Grilly Jack	X		
FSM-FMI/Yap Campus Dean	Lourdes Roboman	X		
Director of FSM-FMI	Mathias Ewarmai		X	
Director of Admissions, Records and Retention	Joey Oducado	X		
Director of Financial Aid	Arinda Halbert (Acting)	X		
Director of Human Resources	Rencelly Nelson	X		
Director of Learning Resource Center	Jennifer Helieisar	X		
Cooperative Research & Extension Coordinator	Engly Ioanis	X		
Director Information Technology	Gordon Segal	X		
Director of Student Life	Castro Joab (Acting)	X		
Additional Attendees:				

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Budget update from Business Office 2. Program reviews/assessment schedule for review and assignments 3. Sharing of important news and activities 4. Schedule for meetings 2015/16

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Budget 2017 update by Comptroller: <ul style="list-style-type: none"> • Some budgets have been finalized except for the President’s office. • Supplies budget is centralized for respective units. • State campus budgets were sent to campus deans. • Requested subsidy increase of \$700,000 (increase from \$2.3m to \$2.5m). If the request for additional funding is not granted then Plan B will be implemented. Plan B entails reduction in budgets for items such as computers and course overload contracts. These budgets will be reduced to the FY2016 level.

○ Questions and answers:

- (1) Is the projected increase included in the state campus budgets? Yes. Budgets that were sent to the state campuses are based on \$2.5m and not on the Plan B budget. These budgets will be consolidated and submitted to the BOR.
- (2) Is the \$2,500 for graduation at Chuuk Campus included in the budget? Yes. It is already added in the budget.
- (3) What is the deadline for finalizing the budget? Pending President's budget.
- (4) Request to process the budgets under the VPs on a timely manner to prevent prolonging the wait by state campuses.
- (5) Why is the student activities fund centralized under VPEMSS' budget? Some campuses do not meet the enrollment projection in headcount. Centralizing the student activities fund is similar to the funds allocated for tutors. Health activities fund is also centralized. Procedures will be developed with Comptroller's assistance to expedite implementation. Being accountable for making sure that funds are being used for the intended activities is for accreditation purposes.
- (6) We have been receiving part-time faculty contracts from state campuses without the account number. Is the funding for part-time faculty contracts centralized with VPIA? Do the state campuses know the account number for part-time faculty contracts? Yes and Yes. State campuses can put the account number on the contracts before sending them here for processing.
- (7) Chair commented on the need to provide information of such nature as in (6) above for future discussions and clarifications.

2. Program reviews/assessment schedule for review and assignments:

- Chair provided an update on status of AU program reviews stating that the program reviews for the IEQA department, Student Services, and President's office are posted on Wiki. The rest are missing however, all the program reviews has to be available before teams are assigned to review them.
- Discussion to clarify the process of evaluating a program review:
- OARR Director referred the team to use the college's *Program Assessment and Program Review Procedures Manual* as a guide for evaluating program reviews.
- IDAP commented on the difficulty with coming up with a wholesome program review in which all the same units at the different campuses collectively provide information for a combined program review.
- Yap Campus Dean described how the dual reporting approach could be applied to the program review. IC and all the directors report to the Dean and the Dean forwards the reports to the respective VPs.
- HRO Director questioned if the President need to endorse PRs before they can be officially posted on Wiki.
- CTE/Pohnpei Campus Director commented on how to implement assessment similar to the budget development process to assure we are supporting the college's or VPs' effort as a whole.
- Recommendations:
 - (1) Combine all units under respective VPs
 - (2) Each campus provides own program review
 - (3) Combine campuses with student services, administrative services, and instructional services.

- OARR Director commented on the importance of having proper account of all the AU program reviews before we can start reviewing them. He further suggested that since this is the first time AUs are being reviewed it is a good idea to add reviews from 2012-2013 and 2013-2014.
 - The check list for evaluating program reviews was discussed and clarified. The members were all in favor of the review teams as set up by the Chair.
 - Chair will work with the VPs to secure all the PRs and start assigning them to the review teams. Chair went further and asked that the teams take notes for process improvement.
 - The review teams have one month to complete review of all PRs starting from the day PRs are made available.
3. Sharing of important news and activities:
- HRO Director announced the appointment of Joey Oducado as VPEMSS and Karen Simion for VPPIA on November 10.
 - HRO Director requested that managers submit to her office updated resumes for accreditation purposes.
 - IT Director (Acting VPPIEA) shared information on the status of the college's self-study. The standards writing team leaders have been meeting twice a week to have a common understanding on the need to condense the self-study report.
 - OARR Director shared information on the schedule of upcoming activities for the end of the semester.
 - December 17 - Commencement (There are 114 applicants for graduation for National Campus and 49 for Pohnpei Campus.)
 - December 14 - Deadline for Final Grades (IDAP to ensure that instructors submit grades no later than 5:00 PM.)
 - November 20 - Graduation Applicants Meeting
4. Meeting schedule for the rest of the semester is set for the 2nd Wednesday of the month at 10:00 - 11:00 AM PONT (9:00 - 10:00 AM Yap and Chuuk). Special meetings can be held as needed.
5. Adjourned: 11:02 AM

Comments/Upcoming Meeting Date & Time/Etc.

Handouts/Documents Referenced:

1. Administrative Unit Program Review Check List (from program review manual)
2. Program reviews management team November 2017 (working document)

College Web Site Link:

Prepared by:	Maria Dison, Secretary	Date Distributed:	November 20, 2015
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Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- Management Team regular meetings will be on 2nd Wednesday of each month at 10:00 – 11:00 PONT (9:00 – 10:00 AM Chuuk and Yap)
- Management Team chair will meet with Vice Presidents and obtain a full listing of programs reviews for distribution to review teams.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments

DRAFT