

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

Committee or Working Group:		Management Team		
Date: January 20, 2016	Time: 10:00-11:00 AM	Location: 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	
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		Tetaake Yeeting – proxy
Director of Human Resources	Rencelly Nelson	X		
Director of Learning Resource Center	Jennifer Helieisar	X		
Cooperative Research & Extension Coordinator	Engly Ioanis		X	Teaching a class.
Director Information Technology	Gordon Segal	X		
Director of Student Life	Castro Joab (Acting)		X	
Additional Attendees:				

Agenda/Major Topics of Discussion:
1) Program review assignments. 2) Review/discussion of spring registration.

- 3) Campus Issues
- 4) Adjournment

Discussion of Agenda/Information Sharing:

1) Administrative Unit Program Review:

So far 22 AU program reviews were submitted. Standard II.C. requires all program reviews to be available before launching the review. The previous program review process wasn't very effective since only some program reviews were available and the recommendations made were set on partial information. Administrative Units have exceeded the established time lines for completing program reviews for this cycle. Business Office and CRE are among the units that need to submit program reviews. Communication will be forwarded to Secretariat to request for Cabinet's support in urging administrative units/offices to submit program reviews.

Program review teams are as follows:

- Jimmy, Kind, Joey, Grilly
- Ankie, Nena, Engly
- Jennifer, Roselle, Lourdes
- Maria, Penselynn, Mathias
- Gordon, Rencelly, Castro, Arinda

The teams will commence the review process when all AU program reviews are submitted.

2) Current figures for head count and credits indicate enrollment for spring 2016 semester is below projected levels. Summary of the enrollment data was presented showing a greater drop for this semester. Enrollment has been declining each Fall semester beginning in Fall 2011 with the Fall 2015 having the worst decline.

Campuses face different challenges associated with student enrollment. For example, Chuuk Campus has to compete with two other colleges locally. Kosrae Campus has issues with having students early register to determine the need for additional class sections. Competition with military recruitment, out migration, and training needs for staff and faculty are challenges also shared by state campuses.

The bases of enrollment projections were discussed. Projected expenditures and revenues and other sources of revenue are the bases for enrollment projections. Formulation of budget projection takes into account the capacity of each campus.

A plan was developed in fall 2015 to provide a structured response to issues facing registration and meeting headcount and credit targets. The plan includes:

- strengthening early registration to enable identification of needed sections and adding the needed sections right after early registration rather than wait until the add/drop period.
- Structure scheduling with block-scheduling, 6-week sessions, etc.
- Advising – academic, financial, and early intervention.
- Implementation of the Copely Square decision.
- Retaining students – Formalize relationship between academic advisors and support services for a more holistic role toward development of students. Parties need to be talking to each other regularly. Instructional and non-academic should start working together not only in blue print but in action.

3) Campus Issues -

- Chuuk Campus – competing for students and personnel with two other colleges in Chuuk resulting in enrollment decline. Requested M-Team for assistance on approaches to address these challenges in order to improve enrollment.
- Kosrae Campus – TracDat and program review training needs.
- CTEC/Pohnpei Campus - requests M-Team to join campus wide or management meetings to share information and assistance – requirement to wear ID card, both students and staffs – implementation of plans and ideas and how to improve coordination.

4) Adjourned at 11:30.

Comments/Upcoming Meeting Date & Time/Etc.

Handouts/Documents Referenced:

- Administrative Unit Program Review Check List
- Link for AU program reviews:
<https://drive.google.com/folderview?id=0B9TajzEszMMkdmpSZWtnMVRvWE0&usp=sharing>

<ul style="list-style-type: none"> • Enrollment summary data • Plan to address issues with enrollment 				
College Web Site Link:				
Prepared by:	Maria Dison, Secretary	Date Distributed:	February 9, 2016	
Approval of Minutes Process & Responses:				
November 18, 2015 Minutes were adopted.				
Submitted by:		Date Submitted:		
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:				
<ol style="list-style-type: none"> 1) Launching of the review process for AU PRs is pending submission of all PRs. 2) Communication to Secretariat requesting Cabinet's support in urging submission of PRs. 				
Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments