**College of Micronesia – FSM**

**Division of (Technology & Trade Program) Minutes Reporting Form**

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| **Division of Technology & Trade** | Carpentry/Cabinetmaking programs Advisory Council |

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| **Date:** February 25, 2016 | **Time:** 12:30 noon | **Location:** CTEC Conference room |
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| **Members Present/Absent:** |
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| **Additional Attendees:** |  |

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| A**genda/Major Topics of Discussion:** |
| 1. Welcoming remarks 2. Introduction of members 3. Purpose of advisory council 4. Review of the Terms of Reference 5. Directions of both programs 6. Miscellaneous 7. Adjournment |

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| **Discussion of Agenda/Information Sharing:** |
| Chair called the meeting to order at 12:30 noon because there was quorum. He welcomed and thanked everyone for coming. He passed around the attendance sheet for everyone to sign in.   1. Welcoming remarks was given by CTE Center Director Grilly Jack.  * Director once again thanked everyone for taking time off from their busy schedules to come to this very important meeting. * Director shared to everyone that the college currently has two instrument for measuring the programs; (a) Accreditation and (b) Community point of view. * Director emphasized more on the importance of the companies’ inputs to the college. It would be meaningful to the community and beneficial to the students. * Director also informed everyone that the college used to have one advisory council some years back but it wasn’t very effective in terms of improving the programs.  1. Introduction of members.  * Everyone introduced themselves; including where they work and their positions. Please kindly refer to attendance sheet above.  1. Purpose of the advisory council  * The chairman for CTE Center division of Technology and Trade shared to everyone that this advisory council is very important to the college. He pointed out that by reforming this advisory council, it will show to the community how the college valued suggestions in improving the programs. He further talked about how important for the community to take ownership of the programs. * Chairman Edgar elaborated more on the importance of choosing the members of the advisory council. The division felt that having members from the community and COM-FSM Faculty, Staff, and students would make this council an effective one. This is a way of linking business, students and COM-FSM together. Lastly Chairman Edgar humbly asked for commitment from the members.  1. Review of the Terms of Reference  * Carpentry instructor Xavier Yarofmal suggested that everyone edit the TOR through email. CTE Center Director Jack agreed to the suggestion and he made a motion and it was second by the general manager of A&P Ent. Mr. Ron Pangelinan. Majority of the members agreed.  1. Directions of both programs  * Programs instructors shared to the group members some of the programs directions or plans. Programs are planning to include cooperative education as part of the programs requirements to enhance more hands-on practice for the students. Instructors are planning on moving these programs to become degree programs. Members were provided with the directions so they can make comments for improvements.  1. Miscellaneous  * Mr. Ron Pangelinan reminded all that this is a long over due process that we are trying to create. * Mr. Pangelinan pointed out to the group that there are 600 plus contract workers here. We can train our own people to be in these positions. Forming this advisory council will help in this manner.   Meeting adjourned at 1:30 pm. |
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| **Comments/Upcoming Meeting Date & Time/Etc.:** |
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| **Handouts/Documents Referenced:** |
| * Directions/plans for the carpentry/cabinetmaking programs * Proposed course outline for a cooperative education- VCT 150 * Comparison of existing carpentry program and proposed modification carpentry program * Proposed suggested schedule for AAS in building technology majoring in carpentry * Pictures of a typhoon proof wooden structure project for the carpentry students sponsored by the USAid. * Terms of Reference (sample) |

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| **College Web Site Link:** |
| <http://wiki.comfsm.fm/Academic_Programs/Carpentry/Advisory_Council> |

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| **Prepared by:** | Xavier Yarofmal | **Date Distributed:** | 03/01/2016 |

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| **Approval of Minutes Process & Responses:** |
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| **Submitted by:** |  | **Date Submitted:** |  |

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| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:** | | | | |
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| **Action by President:** | | | | |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |
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