

ATTACHMENT #1: COM-FSM Chuuk Campus
INSTRUCTIONAL MEETING

Date: July 6, 2016	Time: 3:44-5:14 pm	Location: Multi-purpose Building
Members Present (Quorum: 13)		Absent
: Andita Meyshine : Cecile Oliveros : Genevy Samuel : Miuty Nokar : Danie Mamangon : Richardson Chiwi : Atkin Buliche		: Ben Bambo, Sr. : Alton Higashi : Abraham Rayphand : Divine Grace Lokopwe : Herner Braiel : Kind Kanto
Agenda / Major Topics of Discussion:		
I. Call to Order (with opening prayer) II. Briefing from each division		
Discussion on Agenda / Major Topics of Discussion		
<p>The meeting was presided by Acting Instructional Coordinator Atkin Buliche. Topics of discussion are as follows which are mostly based on the agenda prepared by Acting IC.</p> <p>1 Duties and responsibility of all Faculty-</p> <p>a. Wall Clocks at the Chuuk Campus- Student have been coming to class late since last semester because the wall clocks found around the campus are late or not working. This has been brought by Danie Mamangon to the attention of Maintenance but no action has been done. More follows have to be made with Maintenance to solve this problem.</p> <p>b. Adjustment of schedule of 8:00 am Class- A number of students come late for their 8:00 o'clock classes because they find it hard commuting from their islands or from the far southern and northern points of this island. It has been suggested that next semester, classes scheduled for MWF will start at 9:00a.m.while TTH classes will begin 8:30 starting next semester. This Change does not include ED291 (Practicum) which has to start at 8:00 a.m.</p> <p>2. Reminder on the calendar of activities for summer 2016</p> <p>a. There will be an end of the semester activity for students according to Campus Dean. There will be an assembly, a talk sponsored by the Student Services Division, perhaps other activities and lunch.</p> <p>b. Students can enroll online from July 14-15 without paying the registration fee. Payment can be done later on August 11.</p> <p>3. Reminder on the calendar of activities for Fall 2016 specifically for the month of August</p> <p>a. Faculty workshop- There will be faculty workshop from August 1-4. It has still to be confirmed if Jimmy Hicks will come to Chuuk Campus to give the Trackdat workshop. Alton recommended one of days for the staff development will be spent for campus beautification to be participated by all faculty.</p> <p>4. Program review- Each faculty member received a handout on "How to Complete an Academic Program Review." Alton clarified that only a few have been assigned to do this program review. However, all teachers should give their input to the program reviewers in connection to the subjects that they teach.</p> <p>5. Other concerns</p> <p>- Recommend the inclusion of Study Skills for the Fall Semester. This is the only subject needed by some students so they can graduate with their certificate in Public Health.</p>		

- Request for a Nursing Teacher from National Campus to teach in Chuuk so NU101 can be taught to Nursing Certificate Student. This is similar to the present practice of sending an Art teacher from the National Campus to teach students at Chuuk Campus.
- It was announce that Andita Meyshine will now be a regular faculty member at COM-FSM Chuuk Campus start August 1, 2016.

The meeting was adjourned at 5:14 p.m.

Next Meeting:

Hand-Outs / Documents Referenced / Attachments:

Prepared by: Cecile Oliveros

Date distributed: July 7, 2016

Summary Decisions / Recommendations / Action Steps / Motions with Timeline/Responsibilities