

COM-FSM Chuuk Campus
MANAGEMENT COUNCIL (MC) MEETING MINUTES

Date: Friday, Aug 18, 2017	Time: 12:16-1:50 PM	Location: Administrative Conference Room
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Members Present (Quorum: 5)	Guest/Proxy	Absent
<ul style="list-style-type: none"> • Kind Kanto (Chair) • Mixon Jonas (I) • Ben Akkin (A) 	<ul style="list-style-type: none"> • Memorina Yesiki (SS) • Ryian Raymond (SBA) • Alton Higashi (EO) 	<ul style="list-style-type: none"> • Yosko Kim (CRE) • Macleen Remit (EO)
<p>[MC members: Dean + 2Admin + 2Inst + 2StSvcs + 1SBA + 1CRE = 9]</p>		<ul style="list-style-type: none"> • Marie Mori-Pitiol (A) • Roger Arnold (I) • Mike Abbe (CRE) • Vacant (SSC)

Agenda / Major Topics of Discussion:	
<ul style="list-style-type: none"> I. Call to Order II. Attendance III. Minutes of Previous Meeting IV. Announcements V. Old Business VI. New Business(*) VII. Adjournment 	<p>(*) Review of Chuuk Campus Calendar of Events for 2017 Fall Semester General Planning for Chuuk Campus Mini-Summit on Sep 1-2, 2017 Chuuk Campus Assessment Plan 2017</p>

Discussion on Agenda / Major Topics of Discussion

<p>I. Call to Order: By Kind.</p> <p>II. Attendance: Above.</p> <p>III. Minutes of Previous Meeting: None.</p> <p>IV. Announcements:</p> <ul style="list-style-type: none"> A. Today's Agenda: Kind declared three topics on today's agenda for "New Business". B. Designation of Alton Higashi as "Secretary Ex-Officio": Kind designated Alton to serve as the Management Council's ex-officio secretary. C. Terms of Reference: Alton will distribute the current "terms of reference" to all MC members. <p>V. Old Business: None.</p> <p>VI. New Business:</p> <ul style="list-style-type: none"> A. Review of Chuuk Campus of Events for 2017 Fall Semester: Members added a few technical corrections and recommended additional events. <ul style="list-style-type: none"> 1. A few scheduled dates were changed, plus more. First, "Dec 1 = Academic Talent Showdown" will be added. Co-coordinators will be Wilson Bisalen and Genevy Samuel, with administrative oversight by Mixon. Second, "Dec 13 = Fishing Derby" will be added. Co-coordinators will be Memorina and Yosko, with assistance of Alton. Third, in addition, "Monthly Campus Clean-up" activities, beginning August 26, will be co-coordinated by Ben Akkin and Ryian. 2. The Dean is advised to submit the final revised schedule to Chuuk Site no later than the end of August. B. General Planning for Chuuk Campus on September 1-2: Kind submitted the mini-summit agenda for review. It includes the six mini-summit "learning goals" as well as topics for Friday (9/1/17) and Saturday (9/2/17). <ul style="list-style-type: none"> 1. The "learning goals" are, as follows: (i) clarify the purposes of our assessment, including decisions that assessment results might help us with; (ii) articulate clear, meaningful learning outcomes; (iii) confirm that curricula and learning activities focus on important learning outcomes; (iv) create a meaningful, useful rubric; (v) set appropriate standards and targets for student achievement; and (vi) share assessment results in ways that promote conversations on improving student learning. 2. On Friday, topics will be: (i) Making Assessment Useful and Worthwhile and (ii) Making Assessment Simple. On Saturday, topic will be: Aligning the Course, Program, and Institutional Student Learning Outcomes (ISLOs).
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3. COM-FSM Assessment Coordinator Dr. Richard Andrews will be leading our mini-summit.
 4. At some time during Dr. Andrews' visit to Chuuk Campus, he will meet with Dean, IC, and an assessment coordinator. Abraham Rayphand has been designated as such Chuuk Campus assessment coordinator.
 5. The Sep 1-2 mini-summit is only for faculty. Non-teaching staff will be trained in assessment at a later time during the semester.
- C. Chuuk Campus Assessment Plan 2017: Kind asked members to overview the plan and to approve its use during the present school year 2017-2018. He focused particularly on the CCSSE survey to be taken by students at the end of each semester.
1. The plan includes a timeline for all internal stakeholders to assess themselves in 10 ways in order to self-improve. These 10 ways are set up by the use of assessment instruments (primarily rubrics).
 2. Key personnel shall be responsible for implementing the various instruments, as shown in Attachment 1.
 3. Alton encouraged members to agree with the plan, inasmuch as, during the assessment period (i.e., school year 2017-2018), the instruments can be revised by the Management Council as we collect and review baseline data.
4. **CONSENSUS:** *The Assessment Plan 2017 was approved.*

Next Meeting: Wednesday, September 27, 2017

Hand-Outs / Documents Referenced / Attachments: Draft calendar of events; Tentative agenda for the upcoming mini-summit; and Assessment Plan 2017.

Prepared by: Alton Higashi

Date distributed: Tuesday, August 22, 2017

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

- Alton: to distribute TOR (Attachment 2) to all MC members as soon as possible.
- Kind: to finalize and submit to Chuuk site the Fall 2017 schedule of events NLT end of August.
- Ben/Ryian: to initiate and oversee all monthly campus clean-up events, beginning August 26.
- Wilson/Genevy/Mixon: to initiate plans for the Academic Talent Showdown, and to submit written plans to MC NLT the next MC meeting.
- Memorina/Yosko/Alton: to initiate plans for the Fishing Derby, and to submit written plans to MC NLT the next MC meeting.
- Kind/Mixon: to oversee immediate implementation of the Assessment Plan 2017.

ATTACHMENT 1: Implementation of the Chuuk Campus Assessment Plan 2017

What will be assessed?	Who is responsible for oversight?	Instrument available?
Mission Statement	Dean and Management Council	None necessary
Three ACCJC Characteristics <ul style="list-style-type: none"> • Program Review • Planning • Student Learning Outcomes 	Dean/IC/SSC	Yes <i>[three separate rubrics]</i>
Five Core Values & Best Practices <i>[Excellence, Learner-Centeredness, Commitment, Professionalism, and Teamwork]</i>	Dean/IC/SSC	Yes <i>[one self-assessment rubric]</i>
Nine Strategic Goals	Faculty/Staff Senate	None necessary
Programs <i>[Administration, Instruction, and Student Services]</i>	Dean/IC/SSC and Program Coordinators	Yes <i>[Appendix G for Administrative Unit Program Review]</i>
Courses Being Taught	IC and All Faculty	Yes <i>[one course-level assessment]</i>
CCSSE Benchmarks <ul style="list-style-type: none"> • Active/collaborative learning • Student effort • Academic challenge • Student-faculty interaction • Support for learners 	Dean and All Students	Yes <i>[one survey]</i>
Faculty Activities	IC and All Faculty	Yes <i>[one faculty evaluation form]</i>
Staff Activities <ul style="list-style-type: none"> • Classified/Professional Staff • Employee Progress Report 	Dean/SSC and All Non-Teaching Staff	Yes <i>[Appendixes J and K in Personnel Policy Manual]</i>
Administrative Accountability	All Internal Stakeholders	Yes <i>[one survey]</i>

Attachment 2: College of Micronesia – FSM
Chuuk Campus

**Management Council
Terms of Reference**

Article I. Authority

The Chuuk Campus Management Council, hereinafter referred to as the Council, operates through the authority vested in the Chuuk State Campus Dean.

Article II. Purpose

Section 1. General Purpose: The over-all purpose of the Council is to serve in an executive advisory capacity as a “think tank” to the Dean. The Council makes recommendations, by motion or consensus, for action by the Dean in order to fulfill the mission, goals, and student learning outcomes of the College of Micronesia – FSM, as articulated on behalf of the Chuuk Campus and as implemented by its three departments, namely Administration, Instruction, and Student Services.

Section 2. Responsibilities: The responsibilities of the Council include, but are not limited to, the following:

- (a) To draft or revise policies and/or procedures assigned to or identified by the Council, relating to the general welfare and success of Chuuk Campus students and to the support units of internal stakeholders for student learning and success.
- (b) To review and provide input on all major documents pertaining to the general welfare and support services of student learning and success.
- (c) To review and provide input on administration, instruction, and student services at Chuuk Campus.
- (d) To overview and review campus-wide standing committees in their performance of assigned responsibilities, and to review and provide input on system-wide standing committees in their performance of assigned responsibilities.
- (e) To review and provide input on programs, projects, and initiatives related to student learning and success at Chuuk Campus.
- (f) To perform other duties and responsibilities, as assigned by the Dean.

Article III. Membership

Section 1. Selection: There shall be no more than 9 members, to include, but not be limited to, the following:

- (a) Two (2) Administration representatives
- (b) Two (2) Instruction representatives
- (c) Two (2) Student Services representatives
- (d) Student Body Association President
- (e) Business Manager
- (f) CRE Coordinator.

Section 2. Tenure: Each member serves a term of two years, unless re-selected for another term. New members are selected at the beginning of an academic school year. In the event a present member withdraws from membership at any time, the Dean nominates a replacement, the existing Council approves the nomination, and a two-year term of membership commences for the replacement member.

Section 3. Ex Officio: The Campus Dean is ex officio on the Council. In the event that the Council decides to approve a decision point, the Dean calls for a motion or consensus. In addition, the Dean represents Administration and designates key coordinators from Instruction and Student Services to serve as voting members on the Council, who are subject to provisions specified in Sections 1 and 2 herein.

Section 4. Additional Responsibilities: All members have additional responsibilities which include, but are not limited to, the following:

- (a) To carry out council assignments;
- (b) To prepare regularly for and attend council meetings;
- (c) To participate actively in meetings; and
- (d) To gather input from their areas of representation, share such input during council discussions, and duly inform representation personnel of council recommendations and decisions.

Article IV. Officers

Section 1. There shall be only three officers. The Campus Dean is the Council chair. The Council elects from among themselves a vice-chair. The Campus Dean designates a secretary to serve in an “ex-officio” capacity.

Section 2. The responsibilities of the **chairperson** are:

- (a) To preside over meetings;
- (b) To ensure these terms of reference are met and judiciously address matters brought before the Council;
- (c) To prepare and distribute the agenda prior to each meeting; and
- (d) To ensure council minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

Section 3. The responsibilities of the **vice-chairperson** are:

- (a) To preside over meetings in the absence of the chairperson;
- (b) To assist the chairperson with the chairperson’s responsibilities; and
- (c) To provide oversight of any council sub-committee or ad hoc committee.

Section 4. The responsibilities of the **secretary** are:

- (a) To take and prepare accurate minutes, including record of attendance of council members;
- (b) To assist the chairperson in preparing and distributing the agenda at least one working day prior to the meeting;
- (c) To distribute and post the minutes electronically; and
- (d) To maintain all council documents on file.

Article V. Meetings

Section 1. Frequency: Regular council meetings shall be held at least once a month. The schedule of day and time is to be determined at the beginning of each academic year. Special meetings may be requested by any council member and shall be convened by the chairperson.

Section 2. Quorum: Quorum is set by a majority of all members. A simple majority vote of all members is required to act on a motion. In the event that quorum is not obtained, the council meeting may commence according to the agenda but shall not include any decision on consensus or motion until quorum is established.

Section 3. Protocol: Council meetings shall be conducted according to Robert's Rules of Order.

Section 4. Committees: The Council may establish from time to time any sub-committee or ad hoc committee. The chairperson of such committee shall be nominated by the Dean and approved by majority vote of council members. Other committee members may be designated by the Dean or the Council. The committee chairperson may co-opt other Chuuk Campus personnel as committee members.

Article VI. Communications and Distribution of Information

Section 1. General Information: To ensure broad participation and input from the Chuuk Campus community, agenda items may be submitted to the council chairperson by members of administration, faculty, other staff, campus-wide committees, students, the Study Body Association, and external stakeholders, as necessary.

Section 2. Specific Procedures: All meetings shall have copies of minutes of council meetings distributed and posted within seven working days after adjournment of such meetings. Council members are to comment within the next five working days.

Section 3. Adoption of Minutes: The minutes shall be officially approved and adopted at the next council meeting.

Section 4. Distribution: By definition, all such communications and distribution of information shall be processed through the electronic Chuuk Site (chksite@comfsm.fm).

Article VII. Effective Date

These terms of reference of the Chuuk Campus Management Council shall go into effect immediately following their official adoption by council members. The terms of reference shall be posted on the electronic Chuuk Site and in public display on campus.

/s/ _____
Council Chairman

Official Adoption Date: January 2015