

**College of Micronesia-FSM
Committee Minutes Reporting Form**

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|---|---------------------|---|---------------|-------------|--|
| Committee or Working Group | | Instructional Coordinators | | | |
| Date: | Time: | Location: | | | |
| October 02, 2018 | 4:00 PM – 5:00 PM | Board Conference Room (VoIP 4519/PIN 5302) | | | |
| Members | | | | | |
| | Names | Present | Absent | Note | |
| National Campus IC | Joseph Felix, Jr. | X | | | |
| CTEC IC | Taylor Elidok | | X | Funeral | |
| Chuuk Campus IC | Mixon Jonas | X | | | |
| Kosrae Campus IC | George Tilfas | X | | | |
| Yap Campus IC | Joy Guarin (Acting) | X | | | |
| DAP | Maria Dison | X | | | |
| Additional Attendees: | | | | | |
| Agenda/Major Topics of Discussion: | | | | | |
| <ol style="list-style-type: none"> 1. Minutes of Sept. 18, 2018 Meeting* 2. Updates <ul style="list-style-type: none"> o Course Modification Plan & Work 3. Program Reviews 4. Miscellaneous <ul style="list-style-type: none"> o Accreditation Basics Course 5. Adjournment | | | | | |
| Discussion of Agenda/Information Sharing: | | | | | |
| <ol style="list-style-type: none"> 1) Minutes of Sept. 18, 2018 Meeting <ul style="list-style-type: none"> <input checked="" type="checkbox"/>Adopted <input type="checkbox"/>Not adopted a. Minutes of Sept. 18, 2018 meeting adopted with the following modifications. <ol style="list-style-type: none"> i. c) Change AG 094 to AG 092 for Yap. ii. e) Program Reviews – Add Yap* to Electronic Engineering Technology and ACE. 2) Updates on Progress of the Course Modification Process <ul style="list-style-type: none"> a. Reminder and updates by DAP: <p style="margin-left: 40px;">Reminder - September 26-October 5 – Course outlines endorsed by IC and forwarded to DAP. If not endorsed by IC the course outline is returned to the author with recommendation for improvement. If endorsed, the IC submits the revised course outline, modification request form and the old course outline to DAP by this week Friday, Oct. 5th for submission to CC Chair.</p> b. Status report of revised course outlines received by DAP <ol style="list-style-type: none"> i. CTEC – <ol style="list-style-type: none"> a) VEE 222 received on Sept. 28, 2018 and returned to IC Elidok with suggestions for improvement; to spell out the PSLO’s of other programs the course meets and to change “CAC” to “CC”. b) AG 084 received and forwarded to CC Chair on Sept. 28, 2018 for CC’s review and processing. c) SC 098 received and forwarded to CC Chair on Oct. 01, 2018 for CC’s review and processing. | | | | | |

- ii. Chuuk Campus -
 - a) BK 095 returned to IC Jonas on Sept. 24, 2018 with recommendations for improvement; consultation with other faculty teaching the course and incorporating input from said faculty.
 - b) BK 096 Same as above
 - c) PH 041 Same as above
 - d) PH 069/CHS 235 Same as above
 - iii. Yap Campus
 - a) AG 092 received and forwarded on Sept. 28, 2018 to CC Chair for CC's review and processing.
 - b) VEE 100 received information from IC Guarin that the course was recently revised. DAP checked and indeed the course was revised and approved in March 2016.
- c. Status report by each campus on course outline revision.
- i. Yap - IC Guarin is currently coordinating revision of 1 or 2 courses in the CHS program; soliciting assistance from the hospital for capable person to revise the outline.
 - ii. Kosrae - Consultation with faculty at other campuses for VEE 223 and VSP 121 is completed and course outlines are with IC Tilfas. A meeting between the IC and the faculty is set for Thursday this week. By Friday the two courses will be submitted to DAP. IC requested extension for AG 094 for another week. Request is granted.
 - iii. CTEC - Absent
 - iv. Chuuk - IC Jonas received input for BK 095 and BK 096 from CTEC and in the process of incorporating them in the courses with indication on the course modification request form.
 - v. National - IC Felix received some revised course outlines including CA100, BU101 and MS099.

3) Report on status of program reviews

- a) Program reviews from Yap Campus as revised per Assessment Team's recommendations were endorsed by the Assessment Team during its Sept. 19, 2018 meeting.
 - i. Achieving College Excellence
 - ii. Certified Nursing Assistant
 - iii. Community Health Services
 - iv. Electronic Engineering Technology
- b) Status report for the following pending program reviews
 - i. Liberal Arts/HCOP - National
 - ii. Marine Science - National
 - iii. Public Health - National
 - iv. Nursing - National
 - v. Nursing Assistant Certificate - Chuuk, Kosrae, National
 - vi. Basic Public Health - Chuuk, Kosrae, National
 - vii. 3rd Year Specialist in Public Health - National
 - viii. Trial Counselor - National
 - ix. Cabinet/Furniture Making - CTEC
 - x. Construction Electricity - CTEC
 - xi. Electronic Engineering Technology - CTEC, Kosrae
 - xii. ACE - CTEC**, Kosrae, Chuuk

**Received by DAP & returned to IC Elidok with recommendations for improvement.

Kosrae Campus - IC Tilfas requested for more time so that he could consult with faculty and officials at

Kosrae Campus for clarification on what programs are being taught at Kosrae.
 Chuuk Campus - IC Jonas not aware of what programs at Chuuk Campus are due for review. Will revisit the list of program reviews.

National Campus – IC Felix communicated with Marine Science, HCOP, Public Health, Nursing was waiting for data from OIE but are now available. Will visit the programs physically tomorrow and report the status.

DAP informed IC's that she will be forced to recommend sanction for not completing the program reviews; could be to put a hold on using the FY2019 budget until program reviews are completed and submitted.

4) Miscellaneous

- a) Accreditation Basics Course – IC's and all faculty, new and old, are required to complete this course and send certification to the VPIA. DAP provided the link: <http://www.accjc-accreditationcourse.org/accjc.asp> to all the ICs.
 - i. IC Jonas completed the course and will submit certificate to the VPIA. He promised to assist the new faculty at Chuuk Campus.
 - ii. IC Tilfas had difficulty opening the link and will try the new link that DAP sent.
 - iii. IC Felix reported that two new faculty have completed the course and submitted their certificates to the VPIA.
- b) DAP requested copies of the summary results of student evaluation of instructors for information purposes.
- c) Highlights
 - i. IC Jonas – currently working on assessment review with core values & benchmark.
 - ii. IC Tilfas – putting together the TARF for Spring 2019; ACE EN mentor position was closed on Oct. 12, 2018 and interviews are scheduled for Oct. 13 & 14. Followed up again on recertification request for Salpasr and certification request for Benina.
 - iii. IC Guarin – Shared POWOW activity. 3 x a semester; early warning, mid-term, and before final exam. POWOW is not an acronym but an Indian word for gathering; will provide information on methods used for POWOW and its objectives; inputting data for AU for Dean; done with the TARF and pending approval of Dean; will discuss the class schedule with student services using the block schedule for classes for the whole school year.
 - iv. IC Felix – Meeting with divisions regard the budget, performance based, TARF, scheduling, classroom observations; 2 classrooms changed furniture from desks to tables.

2) Adjournment

Meeting was adjourned at 5:10 PM.

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| Handouts/Documents Referenced: | | | |
| 1. Minutes of September 18, 2018 Meeting | | | |
| College Web Site Link: | | | |
| Prepared by: | Maria Dison | Date Distributed: | October 4, 2018 |
| Approval of Minutes Process & Responses: | | | |

1. Minutes of Sept. 18, 2018 meeting adopted with modifications.

Submitted by:

Date Submitted:

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

- 1.
- 2.