

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

Committee or Working Group		Instructional Coordinators		
Date:	Time:	Location:		
December 11, 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		
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 Nov. 27, 2018 meeting 2. Information Sharing/Reminders – DAP 3. Campus Highlights/Information Sharing 4. Miscellaneous 5. Adjournment 				
Discussion of Agenda/Information Sharing:				
<ol style="list-style-type: none"> 1. Minutes of Nov. 27, 2018 meeting adopted with modifications*. <ul style="list-style-type: none"> *Ad hoc committee’s recommendation for ED instructor for Yap Campus was approved by President. 				
<ol style="list-style-type: none"> 2. Information Sharing/Reminders – DAP: <ul style="list-style-type: none"> ▪ Self-reflection fall 2018 – DAP shared the results of the self-reflections for fall 2018 (attached). ▪ Important dates: <ul style="list-style-type: none"> ○ December 14, 2018 – <i>Final Grades are due at 5:00 PM (local time of each campus)</i> ○ December 19, 2018 – 68th Commencement Exercises/Fall Semester Ends – <i>Instructors are required to attend.</i> ○ January 7, 2019 – Spring 2019 Semester Begins – <i>Instructors report back to work.</i> ▪ Monthly Reports – DAP received reports for all the 4 months (Aug-Nov) of the fall 2018 semester from 2 campuses, appreciation goes to IC’s for Yap and Chuuk campuses. ▪ <i>Curriculum Handbook 2018</i> – Draft <ul style="list-style-type: none"> ○ DAP provided a summary of the revisions made to the handbook and asked for comments/input from the IC’s. The same was submitted to the curriculum committee for comments/input. ▪ Field Trip Process & Form, <i>Faculty Handbook 2015, p. 17, 33.</i> - The approval process and request for support are due for updating. The process and form that are available in the faculty 				

handbook seemed appropriate for the National Campus but not the state campuses. The revised draft should be appropriate for both the national and state campuses. Plans for field trips has to be submitted at the beginning of the semester, preferably with the syllabus but not later than two weeks into the semester. The request must follow the prescribed timeline in order to give the support units enough time for preparation.

IC for CTEC stated that there is a form currently being used by the CTEC faculty that is customized for state campuses. He will share the form with the other IC's to comment and revise if needed.

Course Outline Modification Process, *Curriculum Handbook 2018*, p. 12. – DAP led the discussion on the pathway for revising a course outline and explained that the reason behind her request to submit the course outlines to her before it is forwarded to the CC is to ensure that they are RFA. However, it seemed that this has been delaying the process since the CO's she's been receiving still need a lot of work to be RFA. IC's agreed to continue with this process until IC's receive adequate training.

3. Campus Highlights/Information Sharing:

- CTEC – Final exams are ongoing as scheduled. November monthly report is being compiled and will submit as soon as it is finalized.
- National - Monthly report consisting of information on vacant and filled positions, progress of IPRs and course outline revision will be submitted by this week.
- Kosrae – submitted monthly report for Nov. 2018, final exams started and will end on Thursday as scheduled; recommendation ACE ESL mentor was submitted on Nov. 8, 2018; completed classroom observations; provided the list of available courses for spring 2019 semester to the high school to improve student's awareness of the programs offered at the college.
- Yap - Matthias to continue as the lead writer for the FMI program review until his resignation becomes effective; celebrated student accomplishments by awarding certificates and prizes for outstanding performance to 6 students, 7 for perfect attendance, 55 most improved, 73 perfect attendance in 3 POWWOW activities; administered student evaluation of instructors and course; reminder provided to the faculty on course and program level assessment and input to TracDat.
- Chuuk – Student meetings with staff, faculty, and staff from world bank; academic talent showdown where students were asked questions on student learning outcomes; TC program confirmed to begin in spring 2019 with 15 definite applicants and still more students applying, received 3 applications for potential instructors.

4. Miscellaneous:

- IC's concern with not being informed about faculty's involvement in college related activities such as going to off-island conferences/workshops.

5. Adjournment: Meeting was adjourned at 5:00 PM.

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Handouts/Documents Referenced:

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| 1. <i>Curriculum Handbook 2018</i> – Draft
2. Field Trip Process & Form, <i>Faculty Handbook 2015</i> , p. 17, 33. & Draft revised form
3. Self-Reflection Results (attached to this document) |
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College Web Site Link:

Prepared by:	Maria Dison, DAP	Date Distributed:	December 13, 2018
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Approval of Minutes Process & Responses: 1. Minutes of November 27, 2018 was adopted.

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Submitted by:	Maria Dison, DAP	Date Submitted:	January 31, 2019
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

Instructional Coordinators (IC) Reflection

Fall 2018

Please take a moment to reflect on how the committee operated this past fall semester by listing two things you liked about the way the committee functioned and two things you think should be improved. Please submit your reflection to the DAP before the IC's meeting tomorrow, Dec. 11, 2018.

Thank you for your help with this.

List two things that worked well this fall semester	List two things that did not work well this fall semester along with suggestions for improvement
<ul style="list-style-type: none"> ▪ One of the things that worked well this semester is the collaborative work between the DAP and ICs, especially our regular meetings that bring us together to share, discuss, and update on activities of the campuses. 	<ul style="list-style-type: none"> ▪ Time for our regular meeting should be fixed. Sometimes we have our meetings during common time and sometimes from 4PM-5PM. We need to decide whether we should have our meetings during common-time or 4PM-5PM.
<ul style="list-style-type: none"> ▪ The sharing of best practices or success stories from each of the campuses for others to also adopt. For example: Yap Campus has implemented a “pow wow” session to improve student attendance and academic success. 	<ul style="list-style-type: none"> ▪ Everyone’s time and presence in ICs meetings are important. Hence, it would be helpful to schedule meeting time that works for every member.
<ul style="list-style-type: none"> ▪ Dean conducts the meeting on time. Very organized and well-planned meetings. Excellent leadership by Dean Maria. 	<ul style="list-style-type: none"> ▪ Problems incurred during an ongoing semester should be raised or shared for discussion so others can learn how to deal with them.
<ul style="list-style-type: none"> ▪ Prompt sending of documents to be reviewed by ICs by Dean Maria. Prompt sending of replies to questions by the ICs. 	<ul style="list-style-type: none"> ▪ Sharing monthly reports – would be nice to know other camps reports; if possible, when ICs email DAP the monthly reports, they cc all the other IC’s. This is one way to apply what other great things they are doing.
<ul style="list-style-type: none"> ▪ Compared to other committees involved in, every member has opportunities to be heard and to share or reveal accomplishments and 	<ul style="list-style-type: none"> ▪ Monthly reports from certain campuses are wanting.

challenges as they are dealt with interactively.	
<ul style="list-style-type: none"> ▪ Time is taken care of effectively. 	<ul style="list-style-type: none"> ▪ Course outline review by IC's.
<ul style="list-style-type: none"> ▪ Schedule of meetings enable every participant to join. 	<ul style="list-style-type: none"> ▪ Meeting deadlines.
<ul style="list-style-type: none"> ▪ A couple of campuses submitted all the reports for the months of August to November 2018. 	
<ul style="list-style-type: none"> ▪ Great participation by the IC's in meetings/discussions. 	
<ul style="list-style-type: none"> ▪ IC's willingness to share strategies with each other. 	
<ul style="list-style-type: none"> ▪ Scheduling of meetings and reminders are prompt. Very productive. 	
<ul style="list-style-type: none"> ▪ Course outline revisions and program reviews were due and some are in the process. 	