

**College of Micronesia – FSM
Minutes Reporting Form**

Meeting Group:	ICT Committee
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Date:	Time:	Location:
Aug. 31, 2021	3:00-4:00PM Pohnpei/Kosrae Time 2:00-3:00PM Chuuk/Yap Time	Zoom

Members Present:

Titles/Representative	Name	Present	Absent	Remarks
Chair	Edper Castro (NC)	✓		
Vice-Chair	Petrus Ken (FMI)	✓		
Secretary	Danilo Ibarrola (CTEC)	✓		
CTEC Faculty Rep	Phyllis Silbanuz	✓		
CTEC Faculty Rep	Nelchor Permitez	✓		
CC Faculty Rep	Atkin Buliche	✓		
CC System Spec.	John Dungawin		✓	
NC Admin Services	Eugene Edmund		✓	
KC Staff	Renton Isaac	✓		
KC Faculty Rep	Hiroki Noda		✓	
KC Faculty Rep	Penina Tulensru	✓		
YC Faculty	Rhoda Velasquez	✓		
YC Staff	Berton Miginigad	✓		
NC OARR	Vasantha Senarathgoda		✓	
NC Faculty Rep	Dennis Gearhart	✓		
NC Faculty Rep	Mike Dema	✓		
NC Staff	Chris Gilimete	✓		

LRC Rep	Juvelina Recaña	✓		
SBA Rep				

Additional Attendees:	Shaun Suliol
<p>Agenda:</p> <p>Here is the link:</p> <p>https://comfsm.zoom.us/j/97444859392?pwd=UTUxY25WcVJuRVZXczE5RGxobDFLUT09 Meeting ID: 974 4485 9392Passcode: 232401</p> <ol style="list-style-type: none"> 1. Review member responsibilities via TOR 2. Possible re-visitation of Tech Fee (BP8000) 3. Dates for monthly meetings for this semester 4. Per campus reporting/concerns on ICT matters 5. Other matters 	
<p>Agenda/Major Topics of Discussion:</p> <ol style="list-style-type: none"> <p>1. Review member responsibilities via TOR</p> <ul style="list-style-type: none"> • Chair started the meeting at exactly 3:02 pm by presenting the agenda. • Petrus does the roll call. • Chair present and read the ICT Committee’s TOR. He focuses on the responsibilities of the committee members and the importance of responding immediately to the posted minutes through email. <p>2. Possible re-visitation of Tech Fee (BP8000)</p> <ul style="list-style-type: none"> • Chair presents the copy of BP 8000 to the members and suggests that it needs to review and revise. He also said that a representative from the Student Body is needed for the review. • He also presents a copy of the BP8000 revised and approved by the Committee on its November 24, 2020, meeting. • He asked the former Chair if the revised version is already approved by the Board. • Nel said that it is already approved through the initiative of the VPIEQA office. • Director Shaun clarifies that the revised BP8000 is not yet approved by the Board. He defers its submission to the Board and he needs to consult also the Finance Committee. <p>3. Dates for monthly meetings for this semester</p> <ul style="list-style-type: none"> • August 31, 2021 • September 28, 2021 	

- October 26, 2021
- November 23, 2021 (November 30 is preparation week for the Final Exam)

4. Per campus reporting/concerns on ICT matters

- CTEC/IC Phyllis
 - Ask when is the schedule of the next batch of laptop that will be given to the students.
 - She also asks about the desktop for staff and faculty.
 - Request to increase the internet/Wi-Fi speed.
 - Request to have orientation for new students at the start of the semester regarding the following topics;
 - Canvas
 - Schoology
 - My Shark
 - Webmail
- Nel added if online games can be blocked from the internet because it causes traffic in the network.
- Yap/Berton
 - Nothing to report
 - Same concern with CTEC
- FMI
 - Nothing to report
- Kosrae
 - Nothing to report
- Chuuk
 - Internet speed
- National/Juvel
 - Limited number of computers in the library because those computers that pulled out for repair did not come back.
 - Include the library staff in the orientation of new students in Schoology and Canvas.
- Edper asked about the replacement schedule of computers in the computer lab around the college.

Director Shaun's reply to different concerns;

- Bidding for the 2nd batch of laptop is done already and the vendor is already selected. Target is before the end of September. Director also informs the committee that instead of 550 laptops the Cabinet approved to double it. 550 laptops will be purchase from two vendors totaling 1,100 laptops.
- Computers for computer laboratory will be replaced also.
- Desktop computers for staff and faculty are still in the planning stage. Staff needs different specs of computers and usually, they are using Apple computers and faculty are using Windows-based.
- Orientation of new students is done by the student services but Director is asking the help of the Instructors to include it in their class orientation as well.

- There is a suggestion to create a new course or incorporate the orientation to the existing courses.
- A new position named “Distance Education Coordinator” will be created to handle the concerns in online learning.
- Concern for Wi-Fi speed will be looked into. IT staff on the National campus is experimenting with the configuration to increase the Wi-Fi speed. If successful it can be duplicated on other campuses.
- Will be looking at ways to block online games in the network. But ask the instructors to teach the students the responsible usage of the internet.
- The budget for the improvement of internet facilities, computers, and laptops will be charged to CARES Act. Because of this, savings for the Tech fee will increase.
- The committee needs to suggest a concrete policy on the spending of Tech fees.

5. Other matters (Report from different campuses)

- Chair presents the new email to the committee (@comfsm.edu.fm) which is more secure compare to the old email and has more features than Webmail.
- Canvas. Few faculties are using Canvas. It is still not compulsory for the faculty. Student survey regarding Canvas is made but very few responded.
- Google workspace allows the college to use Google apps for free via Education plan by Google.
- Office 365 – the account will be provided for future use by the committee like the use of SharePoint.
- Director Shaun said that he will clarify the other matters next meeting.

Nel move to adjourn the meeting and Danny seconded. The meeting is adjourned at 4:02 pm

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

Revised_TOR.pdf

BP8000.pdf

BP8000.pdf (revised)

College Web Site Link:

http://wiki.comfsm.fm/@api/deki/files/5788/=ICT_Revised_TOR.pdf

http://www.comfsm.fm/Policy/Board-Policy/Chapter-8/COMFSM_BP8000.pdf

Prepared by:

Danilo S. Ibarrola

Date Distributed:

9/1/2021

Approval of Minutes Process & Responses:

Name	Aye	Nay	Remarks	Date voted
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Edper Castro (NC)	✓			9/1/2021
Petrus Ken (FMI)	✓			9/1/2021
Danilo Ibarrola	✓			9/1/2021
Phyllis Silbanuz	✓			9/1/2021
Neclchor Permitez	✓			9/1/2021
Atkin Buliche				
John Dungawin				
Eugene Edmund				
Renton Isaac	✓			9/1/2021
Hiroki Noda	✓			9/1/2021
Penina Tulensru	✓			9/1/2021
Rhoda Velasquez				
Berton Miginigad	✓			9/1/2021
Vasantha Senarathgoda	✓			9/1/2021
Dennis Gearhart	✓			9/1/2021
Mike Dema	✓			9/1/2021
Chris Gilimete	✓			9/1/2021
Juvelina Recaña	✓			9/1/2021

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