

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

<b>Meeting Group:</b>	<b>ICT Committee</b>
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
March 29, 2022	3:00-4:00PM Pohnpei/Kosrae Time 2:00-3:00PM Chuuk/Yap Time	Zoom

**Members Present:**

<b>Titles/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
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		✓	
FMI Staff	Lee Rus		✓	
YC Faculty	Rhoda Velasquez	✓		
YC Staff	Berton Miginigad		✓	
NC OARR	Vasanth Senarathgoda	✓		
NC Faculty Rep	Dennis Gearhart	✓		
NC Faculty Rep	Mike Dema		✓	

NC Staff	Chris Gilimete	✓		
NC Staff	Tetaake Yee Ting	✓		
LRC Rep	Juvelina Recaña	✓		
SBA Rep	JR Sasao		✓	

<b>Additional Attendees:</b>	Shaun Suliol
<p><b>Here is the link:</b>  <a href="https://comfsm.zoom.us/j/95035676413?pwd=MktOdGNIRHIvazB1OUtvYWJ3L3JLQT09">https://comfsm.zoom.us/j/95035676413?pwd=MktOdGNIRHIvazB1OUtvYWJ3L3JLQT09</a></p> <p><b>Meeting ID: 950 3567 6413</b>  <b>Passcode: 047792</b></p> <p>Agenda:</p> <ol style="list-style-type: none"> <li>1. Review of BP8000 Technology Fee</li> <li>2. Canvas findings.</li> </ol>	
<p><b>Agenda/Major Topics of Discussion:</b></p> <p><b>1. Review of BP8000 – Technology Fee</b></p> <ol style="list-style-type: none"> <li>1. Chair started the meeting at 3:02 pm, he congratulates the Committee members for their work on BP 8300 and BP 8400. Both are approved by the BOR. He also mentioned that BP 8500 and BP8600 are next in line for approval of the Board.</li> <li>2. Chair proceeded to discuss BP 8000 Technology Fee and share a revised copy of the said BP.</li> <li>3. Chair proposes to have a breakdown of how the Technology fee will be spent. He also proposes to place a specific amount, not just a percentage.</li> <li>4. Proposed breakdowns are; <ol style="list-style-type: none"> <li>a. Internet - \$30.00</li> <li>b. Laboratory - \$50.00</li> <li>c. Operations - \$20.00</li> </ol> </li> <li>5. Chair also shows a spreadsheet of the Comparative Tech. fee Revenues and Expenses from F.Y. 2017 to 2021. <ol style="list-style-type: none"> <li>a. A question is asked about the purpose of the spreadsheet.</li> <li>b. Chair explains that the spreadsheet is just a guide for the proper distribution of the Tech. fee.</li> <li>c. Tetaake asks if the Committee are going to change the Business Office’s accounting code.</li> <li>d. Chair clarifies that the Committee were nor going to change it but rather going to summarize some items into one category for the breakdown of the Tech fee.</li> </ol> </li> </ol>	

- e. John asks “What if the students see the breakdown and decided not to pay for the Internet because they are not using it and they have their internet connection in their home?”
  - f. Director Shaun explains that the purpose of the breakdown is to show the students how their Tech fee is being spent and guidelines for the Cabinet on how much is allotted for the Internet fee. But the final decision is still with the President.
  - g. Rhoda follows up on John’s question.
  - h. Chair clarifies that it will be breakdown in the revised BP 8000 and Director Shaun followed it up that the breakdown is not on how much or what they are paying. It is on how much goes where.
  - i. Rhoda inquires how it will be stated in the BP.
  - j. Director suggests just stating that those are the breakdown of what they are paying and where it goes.
6. Chair asks the Committee members if they agree to put a breakdown in the Tech fee. Everybody agrees to assign a breakdown.
  7. Chair asks for a recommendation on what are the categories of the breakdown and how much for each category.
  8. Director suggested Communications (Internet) and Tech. Equipment. Rhoda suggested Tech fee-related expenses. A short discussion on the categories and finally agrees on the following;
    - a. Internet/Communication - \$30.00
    - b. Tech. Equipment - \$50.00
    - c. Other Tech. fee expenses - \$20.00
  9. Everybody agrees with the breakdown and Chair incorporates it in the BP 8000.
  10. The secretary moved to adopt the revised BP and Nel seconded.
  11. The chair announces that changes to BP 8000 were adopted and seconded and it will be forwarded to the Director of Information Technology.

## **2. Canvas findings**

1. Chair asks the faculty in the Committee if they are using Canvas or Schoology in their lesson delivery.
  - a. Some faculty are now using Canvas and the others are using both Canvas and Schoology.
  - b. Chair and Director inform the faculty that the Canvas findings will be sent through email for them to review and provide suggestions. The Canvas findings are authored by Dana Leeling with the help of the IT Director.
2. Questions regarding the use of Canvas were asked.
  - a. Is the College going to use Canvas drop Schoology?
  - b. Are the data in Schoology can be transferred to Canvas?
  - c. Are the statistical data in Schoology can be downloaded and save for future use?
  - d. Is Schoology will be still accessible when the College use Canvas?
3. Director Shaun said that it is still in the trial stage but the College is leaning on Canvas.
4. Nel also assured that the data in Schoology can be imported to Canvas and students’ grades are uploaded to the SIS.

5. Dennis suggested that data can be downloaded as CSV.
6. Director Shaun also said that he will ask Canvas if the faculty can download the raw data for the College account for future use.
7. Director also assured the faculty that Schoology will still be accessible for the whole year of 2022. The College is paying Schoology for this whole year alongside with Canvas.
8. Director Shaun assures the faculty that before Canvas is implemented 100%, there will be training for the faculty.
9. He also said that those faculty who are delivering their courses face-to-face will still use Canvas in recording their grades.
10. With nothing more to discuss, Nel moved the meeting to be adjourned. Petrus seconded and the meeting was adjourned at exactly 3:59 pm.

**Comments/Upcoming Meeting Date & Time/Etc.:**  
 April 26, 2022 at 3:00-4:00PM Pohnpei/Kosrae Time 2:00-3:00PM Chuuk/Yap Time via Zoom

**Handouts/Documents Referenced:**  
[BP 8000 Technology Fee](#)

**College Web Site Link:**

<b>Prepared by:</b>	Danilo S. Ibarrola	<b>Date Distributed:</b>	03/30/2022
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<b>Approval of Minutes Process &amp; Responses:</b>				
<b>Name</b>	<b>Aye</b>	<b>Nay</b>	<b>Remarks</b>	<b>Date voted</b>
Edper Castro (NC)	✓			03/30/2022
Petrus Ken (FMI)	✓			03/31/2022
Danilo Ibarrola	✓			03/30/2022
Phyllis Silbanuz	✓			03/30/2022
Nelchor Permitez	✓			03/30/2022
Atkin Buliche				
John Dungawin	✓			03/30/2022
Eugene Edmund				
Renton Isaac				
Hiroki Noda	✓			03/30/2022
Penina Tulensru				
Lee Rus				

Rhoda Velasquez	✓			03/30/2022
Berton Miginigad				
Vasanth Senarathgoda	✓			03/30/2022
Dennis Gearhart	✓			03/30/2022
Mike Dema	✓			03/30/2022
Chris Gilimete	✓			03/30/2022
Juvelina Recaña	✓			03/30/2022
Tetaake Yee Ting				
JR Sasao				

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