

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

Meeting Group:	ICT Committee
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Date:	Time:	Location:
August 30, 2022	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		✓	Conflict with class
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		✓	Power outage

NC Staff	Chris Gilimete	✓		
NC Staff	Tetaake Yee Ting		✓	Working with work-study placement
LRC Rep	Juvelina Recaña		✓	
SBA Rep	JR Sasao		✓	

Additional Attendees:

Here is the link:

<https://comfsm.zoom.us/j/92086395089?pwd=MCtSQ2J2ZGE1RHITVldvdml2RGxTQT09>

Meeting ID: 920 8639 5089

Passcode: 407232

Agenda:

1. Completed BP assignment and list of possible BPs to discuss.
2. Director Shaun's departure from COM-FSM
3. Canvas adaptation concerns
4. Other matters

Agenda/Major Topics of Discussion:

Completed BP Assignments and list of possible BPs to discuss.

1. The chair started the meeting at 3:10 pm by presenting the agenda.
2. The chair presents the list of completed BPs assigned to the Committee.
 - a. BP 8300 – Administrative Data
 - b. BP 8400 – Internet
 - c. BP 8500 – Violations of Responsibility
 - d. BP 8600 – Computer Hardware Procurement
 - e. BP 8000 – Technology Fee
3. BP 8300 and 8400 have been approved by the Board of Regent.
4. BP 8500, 8600, and 8000 were submitted to Director Shaun and waiting for BOR approval.
 - a. Renton will connect with Shaun regarding the status for the above completed BPs.
5. The chair informs the Committee members that at the moment there are no assigned BPs for the Committee to discuss. The chair shares the Five Year BOR Master plan and shows that the Committee already accomplished all the assignments given to ICT committee.
6. The chair also shares the possible BPs that will be assigned to the Committee this semester;
 - a. BP 8800 – Information Technology Equipment Policy/ Recommended Computer Specifications
 - b. BP 8810 – Portable Computer Equipment
 - c. BP 8900 – Computer Technologies Specific Policies
 - d. BP 8910 – Software Specific Regulations/ Equipment Lending Policy

Director Shaun's departure from COM-FSM

1. The chair wants to clarify if Renton will remain a regular member of the ICT Committee or if he will act as an Ex-officio member. Renton will bring the concern to the higher ups and hopefully by next meeting we will have the answer.
2. Renton is asking for understanding in the light that he is carrying two tasks, namely, as an IT support at Kosrae and as an acting ICT Director.

Canvas adaptation concerns

- Phyllis shares that some faculty are not yet ready for Canvas. Teachers having face-to-face classes are not posting their materials in Canvas.
- Renton agrees with Phyllis regarding Instructors not posting their lessons in Canvas. Students are also asking the IT personnel why their lessons are not available in Canvas.
- Renton suggested to put the syllabus on their courses in Canvas and then place a note or notification telling the students that the class is face-to-face and lesson materials will be loaded soon.
- Dennis shares that some of his students in face-to-face classes are not attending the class because the materials are already posted in Canvas and ready for their viewing. He added that students need to be reminded that they need to attend the face-to-face class even though the lessons are uploaded in Canvas.
- Danny shares that he is using a hybrid method. Discussions are held face-to-face, the quizzes, assignments, and activities are posted in Canvas and they can do it online. But the students cannot take the quizzes, assignments, and activities if they will not attend the face-to-face discussion.
- Nel is also using the same technique and he is requiring his students to come to perform their experiment/activity in the lab. Students who are on the other campuses are required to watch a recorded video of the experiment/activity and they will answer the Experiment manual online.
- Phyllis suggested that if there is a need to buy the necessary equipment to support the online classes better inform the IC.

Other matters

1. ICT concerns per campus
 - CTEC - Need to check the Wi-Fi connection on the campus.
 - Chris shares that all the hardware for an improved Wi-Fi connection to all campuses are already ordered and waiting for it to arrive.
 - Need to install the Nida software to the COM-FSM server.
 - Need for networking cables to set up the computers to support the number of students using the Student Hall.
 - Yap - Nothing, except for an ICT member not attending the meeting.
 - Chuuk- Wi-Fi problem
 - Kosrae No concerns
 - National
 - New computers for B102 lab were given to the library because the specs do not match. Shaun promised to purchase a new one for B102 lab before he left. Chris mentioned that he already forwarded the specs to Shaun for purchase but got not feedback. Chris promised to forward

the specs to Renton and Renton will set the process in motion for the eventual purchasing of new computers for B102 lab.

- Licensed software for the Smart Board

2. With nothing more to discuss, the meeting was adjourned at exactly 4:04 pm.

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Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	Danilo S. Ibarrola	Date Distributed:	08/31/2022
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Approval of Minutes Process & Responses:				
Name	Aye	Nay	Remarks	Date voted
Edper Castro (NC)	✓			08/31/2022
Petrus Ken (FMI)	✓			08/31/2022
Danilo Ibarrola	✓			08/31/2022
Phyllis Silbanuz	✓			08/31/2022
Nelchor Permitez	✓			08/31/2022
Atkin Buliche				
John Dungawin	✓			08/31/2022
Eugene Edmund				
Renton Isaac				
Hiroki Noda	✓			08/31/2022
Penina Tulensru				
Lee Rus				
Rhoda Velasquez	✓			08/31/2022
Berton Miginigad				
Vasanth Senarathgoda				
Dennis Gearhart	✓			08/31/2022

Mike Dema	✓			08/31/2022
Chris Gilimete	✓			08/31/2022
Juvelina Recaña				
Tetaake Yee Ting				
JR Sasao				

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