

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

Committee or Working Group:	ACCREDITATION COMMITTEE
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Date:	Time:	Location:
December 16, 2008	2:00 PM – 3:00PM	President's Conference Room

Members Present:		Members Absent:
• Joseph Saimon - ALO	• Joe Habuchmai - VPA	<ul style="list-style-type: none"> • Spensin James –President • Jean Thoulag – VPIA • Ringle Ringle - VPSS • Jim Currie – VPCRE (<i>off-island</i>) • Jimmy Hicks – IRPO • Danny Dumantay – Comptroller • Karen Simion – AP • Reedson Abraham – SL • Jojo Peter – CC • Kalwin Kephas – KC • Lourdes Roboman – YC • Matthias Ewarmai – FSM FMI • Marian Medalla – Faculty • Rich Womack – Faculty • Kristina Hadley – Student • Kimberly Araceley - Student
• Rencelly Nelson - HR	• Gordon Segal - IT	
• Francisco Mendiola - FS	• Sue Caldwell - LRC	
• Penny Weilbacher - PC	• Birhen Martinez - DCR	
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Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> • Terms of reference • Information Sharing

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> • Terms of Reference <ul style="list-style-type: none"> ✓ The chair informed the committee member that the accreditation committee is different from the self study steering committee in terms of membership and involvement in the whole process of accreditation. Self study steering committee is a temporary committee formed to lead the college through the self study process, while the accreditation committee takes care of the whole accreditation process. This committee submits recommendation and advises the president on matters relating to accreditation to ensure that the college maintains accreditation. The president appoints representatives from the faculty and students based from the recommendation of faculty/staff senate and student body association. ✓ The responsibilities of committee members were discussed based from the terms of reference. ✓ Organizations of this committee as well as their responsibilities as per the terms of reference were shared by the chair. The accreditation liaison officer chairs the accreditation committee. A vice chairperson will be elected at the beginning of the academic year. Staff from the office of Development and Community Relations serves as the committee secretary.

- ✓ Accreditation committee will be holding a meeting at least quarterly. The dates will be decided by the committee.
- ✓ Responsibilities of the accreditation committee were discussed. As stipulated in the terms of reference, the committee is responsible to gather information and put together major college reports for submission to the accrediting commission. Penny Weilbacher recommends using review information instead of gather information and putting together major college reports since this should be done by ALO.
- ✓ Accreditation committee will be reviewing reports relating to accreditation such as self studies, progress reports in which the ALO informed the group that it is now called follow up reports, midterm reports, substantive change reports, annual reports, annual fiscal reports, and other reports requested by any accrediting body. Any communication to the accrediting commission should from the ALO.
- ✓ Other criteria from the terms of reference are of standard with any other standing committee.

Comments/Upcoming Meeting Date & Time/Etc.:

- Next scheduled meeting will be announced.

Handouts/Documents Referenced:

- Terms of Reference.
- Letter of appointment from the president.

College Web Site Link:

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Prepared by:	Birhen Martinez	Date Distributed:	December 19, 2008
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Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
1.			
Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			