

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
April 20, 2012	10:00 a.m	President’s Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

Members Present:

Titles/Representative	Name	Present	Absent	Remarks
President*	Dr. Joseph Daisy	x		
VP, Administration	Joseph Habuchmai	x		
VP, Student Services	Ringlen Ringlen	x		
VP, Instructional Affairs	Mariana Ben Dereas	x		
VP, Cooperative Research & Extensions	Jim Currie	x		
ALO	Frankie Harriss	x		
Staff Senate President	Resida Keller		x	
Director, Pohnpei Campus	Maria Dison		x	Acting Director
Director, Yap Campus	Lourdes Roboman	x		
Director, FSM FMI	Matthias Ewarmai	x		
Director, Kosrae Campus	Kalwin Kephass	x		
Director, Chuuk Campus	Mariano Marcus	x		Acting Director
SBA President			x	
Director of Development & Community Relations	Joseph Saimon	x		
Director of Research & Planning	Jimmy Hicks	x		
Executive Assistant to the President	Norma Edwin	x		
Executive Secretary	Hadleen Hadley	x		Recorder

Additional Attendees:	Floyd Takeuchi
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Agenda/Major Topics of Discussion:

1. Review of Agenda
2. Review of minutes
3. Follow-Ups
 - a. College wide Exercise on ACCJC
 - b. Preparation for visits from consultants and ACCJC
4. Adjournment

Discussion of Agenda/Information Sharing:

Prior to meeting being called to order President shared his observations and appreciations:

Cabinet members are urged to take a college wide accreditation exercise – a 90 minute on line workshop on the basic principles of accreditation. A certificate of completion will be issued at the end once one has successfully completed the quiz. The certificate should be printed and forwarded it to the ALO as evidence. President Daisy has taken and successfully completed the quiz.

The exercise is very valuable; provides a refresher in terms of understanding what they mean, how institutions use them and also the process alone is very important. And as we move forward this will become a part of everything we do. Looking forward to the accrediting visit, President felt we have done a remarkable amount of things in this short period of time to not only address concerns but to move beyond the task that really engages in the spirit of the process. There is still a lot to be done and will be very challenging. President expressed appreciation to everyone. President realizes that since coming on board he has been pushing many of us to step up and take greater responsibilities in their specific areas and to wear the several hats in specific areas and responsibility in looking at areas college wide to be more effective and more efficient. This visit and subsequent decisions we make will be one of those moments that will be critical in defining the institution.

Today at 4:00 p.m., President will deliver message from what he termed as the “white paper” with the intention of setting markers, framework and plans of action to guide us into attaining quality, sustainability, and success. Copies of the white paper that will be released today will be distributed in advance to Cabinet.

President Daisy called the meeting to order at 10:08 a.m.

Approval of Minutes

April 13, 2012 Minutes. Cabinet has reviewed the minutes which were emailed out earlier. VPSS moved and VPCRE seconded that the Cabinet adopts the minutes. The motion carried and the minutes were approved.

Upcoming ACCJC Visit

Briefing by ALO. The ALO expressed appreciation for the change in date of the visit and having here with us Consultant Floyd Takeuchi who has extensive experience in accreditation visits and reviews. Mr. Takeuchi is here to offer guidance and assistance in preparation for the visit.

This time the ACCJC is sending two actual Commissioners as members of the visiting team. ALO feels this is good because whatever they say in the exit interview and the follow-up report, we can assume that the commission will listen or be on the same page and not feel the team has missed anything and that is in fact the reflection of the actual situation at the institution.

ALO urged everyone to please read through the follow-up report especially the areas that pertain to their specific areas of responsibilities so that people are aware of things said in the report, or work in progress and the status of that work. Everyone is to familiarize themselves with documents serving as evidence. Everyone should understand and be familiar with the accreditation standards and the rubrics and their role in fulfilling proficiency in the rubrics.

The evidence room is being set up. All the documents from the follow-up report are in binders labeled Recommendation One, binder one of one, two, and so forth. In the report, she has cited everything by

documents, put in the hyperlinks and she has printed a paper copy labeled Recommendation One document one and so forth.

For things reported in the follow-up report as work in progress but have aspects of it completed since then, a narrative process status, evidence of progress completion, plus the hard copy of that be provided to ALO since at this point it is too late to provide hyperlinks to the team. ALO stressed that all evidence should be submitted and set up in the evidence room no later than tomorrow morning.

Everyone is asked to be as fluid and accommodating as possible regarding schedules of meetings requested by the team considering our request to change dates of the visit which resulted in the change of team members and their schedules.

The follow-up report is not the end of the work and evidence. There is a plan to send a supplemental report in May. We have requested time before the Commission at their meeting in June. After that they will make their decision on our status.

Speaking as a faculty, she requested Cabinet meeting schedules be done with consideration to faculty class schedules. As noted in previous Cabinet meetings, faculty representation is lacking because of current cabinet meeting scheduling.

Briefing by Consultant Takeuchi

Having two commissioners on the visiting team is a big deal because they carry more weight and more importantly Dr. Kinsella is highly regarded. He is very analytic and extremely focused. Dr. Kinsella and Commissioner Murata both live and breathe the standards and will expect to hear a language that reflects an understanding of the standards. Mr. Takeuchi said taking the ACCJC mini course/exercise will help us to speak one language and understanding of the standards. Takeuchi's recommendation is that the ACCJC mini course becomes a requirement of everyone in the system and lead to personnel reviews too.

Takeuchi said we will have a good sense of where we stand at the end of their exit interview. It is always dangerous to second guess how a nineteen member commission will vote. He disagrees with ALO that we will go to show cause but that is an option. Realistically he believes we are showing a progress that the commission can grant us a reprieve but we are not going to get more than six months.

Takeuchi entertained questions from Cabinet. In relation to facilities what should we expect? Takeuchi said the team will definitely be looking for evidences of a facilities and maintenance plan. Finance will be a big thing at the visit mostly because of JEMCO's action and what it may mean for the college. They will want to know what the college's plan to manage the down size is. Fortunately there has been some development up to date which may open up possibilities. But until Congress acts and President signs the bill that allocate some funding, it is still an issue. In the standards we are showing progress but not completion. VPSS will follow up on the letter from FSM President to Dr. Barbara Beno, President of ACCJC regarding \$700,000.

Campus Directors were invited to share their understanding and discussions around the roles and responsibilities of directors. Understanding and observations of the new roles and responsibilities include a closer collaborations between departments; understanding of what was approved and management of campuses being better; and feelings that some areas of responsibilities still need reworking to keep directors in the loop of things going on in departments.

Mr. Takeuchi briefed Cabinet on the process of the commission's meeting. Commissioners Kinsella and Murata will not participate in the discussion when the college comes into

consideration. The commission will have a discussion first led by a reader who will be assigned to the college. Dr. Daisy, ALO, and Dr. Kinsella will be brought in and Dr. Daisy will do his presentation. Dr. Daisy and the ALO will be excused and the Commissioners will then ask Dr. Kinsella what is his recommendation. After he leaves then the Lead reader will make a motion of action, commission will discuss the motion and then make a decision.

Cooperative Research and Extension is an important part of college's outreach programs to the community and the college should take better advantage of it. CRE is really an under-utilized asset in terms of its role for the Nation.

A question was raised regarding the statement about administrators being ex-officio members of new committee structure but not in practice. ALO pointed out that it should and some committees have taken that route to link committee work to administrative decision making. The process of finding what works should be an evolving process and an on-going process to find and improve the balance.

Tomorrow, Mr. Takeuchi will be conducting a review process with Cabinet to help clear the language and our minds of where we are and what needs to be done to be sure everyone is speaking the same language regarding the report, understanding of accreditation standards and eligibility requirements.

Adjournment. The VPSS moved and VPAS seconded that the meeting be adjourned. Motion carried and the meeting adjourned at 11:20 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

1. Agenda
2. Minutes of 4/13/12 meeting
- 3.

College Web Site Link:

▪ <http://www.comfsm.fm/cabinet/minutes.html>

Prepared by:

Hadleen Hadley

Date Distributed:

4/26/12

Approval of Minutes Process & Responses:

Electronic copies of the minutes were emailed out to cabinet for comments.

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities: