

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Cabinet
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Date	Time	Location
March 27, 2015	9:00AM-10:30AM	President's Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai		x	Administrative Leave
VPCRE	Jim Currie	x		
VPIA	Karen Simion	x		Acting
VPIEQA	Frankie Harriss	x		
VPSS	Joey Oducado	x		Acting
Chief of Staff	Universe Yamase	x		Recorder

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Approval of minutes <ol style="list-style-type: none"> I. March 16, 2015 2. VPCRE <ol style="list-style-type: none"> I. Administrative Procedure No. 5608 (Procedure to Provide Incentives for the Securing of Grant Funding) 3. VPIEQA <ol style="list-style-type: none"> I. ACCJC Annual Report (AR) and Annual Fiscal Report (AFR) II. Mission, programs, and institution set standards, transfer and employment rate III. Accreditation Self Evaluation IV. Revised assessment plan and budget FY16 for student success priority V. Participatory Governance Survey VI. Governance Summit 4. President <ol style="list-style-type: none"> I. Committee Evaluation Instrument

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Approval of Minutes <ol style="list-style-type: none"> I. March 16, 2015- VPSS motioned to endorse the minutes with any changes and/or corrections that were sent electronically. VPCRE seconded. Cabinet approved minutes. 2. VPCRE <ol style="list-style-type: none"> I. Administrative Procedure No. 5608 (Procedure to Provide Incentives for the

Securing of Grant Funding)- Cabinet reviewed the document and provided comments. VPCRE will make corrections and changes to the document. This agenda item will be reviewed at the next cabinet meeting.

3. VPIEQA

- I. ACCJC Annual Report (AR) and Annual Fiscal Report (AFR)- VPIEQA shared information on these reports. Some areas of the reports did not have sufficient data. IRPO will need to formally introduce a procedure to collect data needed.
- II. Mission, programs, and institution set standards, transfer and employment rate- Cabinet discussed possibilities to retrieve data for COM-FSM transfer students. VPSS will provide a contact list of admission officers from universities abroad who could assist with providing information on COM-FSM transfer students to IRPO. VPIA will contact Dr. Dacanay to provide data on its nursing students who took the National Council Licensure Examination (NCLEX). VPIA will also help provide data on the National State Teacher Test (NSTT) for COM-FSM student who took the NSTT.
- III. Accreditation Self Evaluation- Self Evaluation teams will be meeting with Mr. James Mulik on May 4, 2015, to May 8, 2015. Then from June 1, 2015, to June 8, 2015, Mr. David Adams will be on island to assist with the writing teams. Team leaders are encouraged to schedule appointments for their self-evaluation report.
- IV. Revised assessment plan and budget FY16 for student success priority- Offices should be reminded to review their budget to align with student success priorities.
- V. Participatory Governance survey- A survey tool will be created for standing committees to assess themselves and will be implemented this year.
- VI. Governance Summit- A summit will be scheduled in August 2015. Details will be provided once available.

4. President

- I. Committee Evaluation Instrument- President will work with IRPO to implement the committee evaluation form. A motion was made to adopt the proposed self-evaluation tool, as it will be amended. VPCRE motioned to adopt. VPSS seconded. Cabinet approved.

Comments/Upcoming Meeting Date & Time/Etc.:

- VPIA shared that the Upward Bound Yap students will be arriving on Pohnpei on April 20, 2015 and will be staying for a week.
- VPSS shared that the college fair will occur on April 7, 2015 at the main gym.

Handouts/Documents Referenced:

- March 16, 2015, cabinet minutes
- March 27, 2015, agenda
- Administrative Procedure No. 5608
- Committee Evaluation form

College Web Site Link:

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Prepared by:	COS	Date Distributed:	April 6, 2015
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Approval of Minutes Process & Responses:

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

1. VPCRE will make necessary changes to the Administrative Procedure No. 5608 and bring it back to the next cabinet meeting.
2. VPSS will provide a contact list of admission officers from universities abroad who could assist with providing information on COM-FSM transfer students to IRPO.
3. VPIA will contact Dr. Dacanay to provide data on its nursing students who took the National Council Licensure Examination (NCLEX). VPIA will also help provide data on the National State Teacher Test (NSTT) for COM-FSM student who took the NSTT.