

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

Committee or Working Group:	Cabinet
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Date	Time	Location
April 29, 2016	9:00AM-10:43AM	President’s Conference Room

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

Additional Attendees:	Executive Assistant to President
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement 2. Review of Agenda 3. Review of Cabinet Minutes <ol style="list-style-type: none"> I. April 15, 2016, Minutes 4. VPEMSS <ol style="list-style-type: none"> I. Information Sharing- Graduation Update 5. VPIA <ol style="list-style-type: none"> I. Information Sharing- Concern Over Scheduling Activities Week Before Finals 6. President <ol style="list-style-type: none"> I. Preparation for BOR Meeting`

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement- To begin the meeting, VPCRE read the mission statement. 2. Review of Agenda- Approved by cabinet members. 3. Review of Cabinet Minutes <ol style="list-style-type: none"> I. April 15, 2016, Minutes- A motion to approve the minutes with the recommended changes was moved by VPCRE and seconded by VPEMSS. President and VPIEQA abstained. Cabinet endorsed the minutes. 4. VPEMSS <ol style="list-style-type: none"> I. Information Sharing- Graduation Update- VPEMSS shared that there were 249 potential candidates for graduation for Spring 2016 graduation. Out of the 249 candidates, 147 were from National Campus, 59 were from Pohnpei Campus, 21 were from Chuuk Campus, 15 were from Yap Campus, and 7 were from Kosrae

Campus. National Campus, Pohnpei Campus and Chuuk Campus are scheduled on May 12, 2016, for commencement, and Yap Campus is scheduled on May 17, 2016, to hold their graduation ceremony. The commencement speaker for National and Pohnpei Campus confirmed his attendance and he is Senator David Panuelo. The theme of the graduation is in Latin and it is translated to “I came, I saw, I conquered”. The theme will be communicated to the commencement speaker. A question was brought up by VPIEQA to VPEMSS about the definition of a COM-FSM graduate. At the moment, the college policy identifies a student as a college graduate if he/she applies for the graduation ceremony. VPIEQA mentioned the importance of the college’s role of graduating students and ensure the college captures the correct number of graduates. Currently, students would complete their program requirements but were not identified as graduates because he/she did not submit their application to attend the graduation ceremony. The policy and procedure would need to be amended to ensure that if students complete their program requirements they are identified as graduates. VPEMSS will revisit the college’s policy on graduation and make the recommended changes necessary to identify students as graduates upon completion of program requirements. Cabinet reflected on ways to strengthen the graduation ceremony for May 12, 2016. VPIA was tasked to send out a written reminder to faculty to attend the graduation.

5. VPIA

- I. Information Sharing- Concern Over Scheduling Activities Week Before Finals- Based on this semester’s scheduling, VPIA shared concern that there were activities scheduled on the week before finals. Scheduling college activities during the week in which students should dedicate time to study would affect how they perform on final exam week. President and cabinet agreed with VPIA’s concern. President informed VPIA to assign the week before finals as “Review Week” so no activities would be scheduled during this period.

6. President

- I. Preparation for BOR Meeting- In addition to the reports submitted to the board of regents, president advised the vice presidents to share additional information at the meeting in Kosrae. President also informed cabinet that the college’s consultant, Mr. Wilson Hess, will attend the meeting to provide board training to the board of regents.

Comments/Upcoming Meeting Date & Time/Etc.:

- President invited the *Executive Assistant to the President* to share information on the college’s August 3, 2016, Raffle Fundraiser, in which she requested for the vice presidents to assist from their department with selling tickets. The college’s goal is to sell all 2,500 raffle tickets at a price of \$20 each. The amount is to reach \$50,000. \$30K will be given to the college’s endowment and the \$20K will be for the prizes.
- VPIEQA shared update on the Strategic Plan. An update was provided on the Integrated Educational Master Plan Evaluation Report. IRPO will be making appointments to discuss Key Performance Indicator (KPI) achievement within each office/department. The vice presidents and departments should be prepared to update IRPO and provide necessary data. In addition, VPIEQA shared highlights of discussions from the ACCJC Listening Tour conducted during the

Pacific-Post-secondary Education Council (PPEC) meeting held in Palau in April 2016.

- VPIEQA revisited the proposal to establish an “Assessment Team” which would fall in the administrative side of the college along with the Management Team. The “Assessment Team” proposal was shared with the wide participation of college staff, faculty, and students for over a month of discussion to provide feedback. This document was shared with EC in March 2016. EC revisited the “Assessment Team” proposal in late April 2016 and had no objection to the establishment of the “Assessment Team”. A motion was made to adopt the establishment of the “Assessment Team”. VPIEQA moved, VPIA seconded and cabinet endorsed. At the next EC meeting, the EC members will be informed that cabinet endorsed the establishment of the “Assessment Team”.

Handouts/Documents Referenced:

- April 15, 2016, Cabinet Minutes
- April 29, 2016, Cabinet Agenda
- Raffle Fundraiser Memo to Cabinet Members

College Web Site Link:

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Prepared by:

COS

Date Distributed:

May 4, 2016

Approval of Minutes Process & Responses:

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Submitted by:

Date Submitted:

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

1. VPEMSS will revisit the college’s policy on graduation and make the recommended changes necessary to identify students as graduates upon completion of program requirements.
2. VPIEQA moved, VPIA seconded and cabinet endorsed. At the next EC meeting, the EC members will be informed that cabinet endorsed the establishment of the “Assessment Team”.