

College of Micronesia – FSM  
Committee Minutes Reporting Form

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| <b>Committee or Working Group:</b> | Cabinet |
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|                  |              |                  |
|------------------|--------------|------------------|
| <b>Date:</b>     | <b>Time:</b> | <b>Location:</b> |
| January 12, 2021 |              | via ZOOM meeting |

| <b>Members Present:</b> |                  |                 |                |                           |
|-------------------------|------------------|-----------------|----------------|---------------------------|
| <b>Members:</b>         | <b>Name:</b>     | <b>Present:</b> | <b>Absent:</b> | <b>Remarks:</b>           |
| President               |                  |                 |                | VPIA as Interim President |
| VPAS                    | Joseph Habuchmai | x               |                |                           |
| VPEMSS                  | Joey Oducado     |                 | x              |                           |
| VPIA                    | Karen Simion     | x               |                |                           |
| VPIEQA                  | Caroline Kocel   | x               |                |                           |

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| <b>Additional Attendees:</b> | Hadleen Hadley ( transcriber) |
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

- Cabinet adopted the agenda
- The midterm report is about 90% complete with data
- Cabinet members will chair each of the standards as follows: VPIEQA, standard I and III.c; VPEMSS, standard II; VPAS, standard III.a.b. and d.; VPIA, standard IV.
- Timeline is shared in Cabinet’s drop box to guide work progress

| <b>Action by President:</b>      | <b>Item numbers:</b> | <b>Date:</b> | <b>Comments/Conditions:</b> |
|----------------------------------|----------------------|--------------|-----------------------------|
| <b>Approved:</b>                 |                      |              |                             |
| <b>Approved with conditions:</b> |                      |              |                             |
| <b>Disapproved:</b>              |                      |              |                             |

**Agenda/Major Topics of Discussion:**

1. Call to order: declaration of quorum
2. Review of agenda
3. New Business
  - a. VPIEQA
    - i. Review of Strategic Plan Mid-Term Report
  - b. VPIA/Interim President
    - i. ISER Writing Teams and Chairs
    - ii. Gap Analysis Findings
4. Adjournment

**Discussion of Agenda/Information Sharing:**

1. Interim President called the meeting to order.
2. Review of Agenda- Cabinet adopted the agenda.

3. New Business

a) VPIEQA

- i. Review of Strategic Plan Mid-Term Report – VPIEQA shared the overview of next steps for the college’s strategic plan. The mid-term report is about 90% complete with data. It is presented for Cabinet’s guidance and discussion and perhaps in alignment with gap analysis from the ISER Teams. VPIEQA will also present the report to the Board of Regents for their guidance.

Discussion on standards include areas that are not met, or needing college’s attention such as academic challenges, student/faculty interaction, financial sustainability, persistence rates and to find different ways to address these issues.

d) VPIA/Interim President

- i. ISER Writing Teams and Chairs – We are moving into the next phase of our ISER preparation work. ISER Team has completed gap analysis. Cabinet members are tasked to chair each of the standards. VPIEQA to chair Standard I and III.c; VPEMSS to chair Standard II; VPAS to chair Standard III. a, b, d; and VPIA/Interim President to chair Standard IV.

A timeline is shared in the drop box to guide work progress. Chairs are to ensure writing teams are established and members identified with gmail accounts. Interim President will conduct team writing training once teams are established. We should have some draft put together by May and something well done by December of next year.

- ii. Gap Analysis Findings – the gap analysis findings are shared in drop box for information. Writing teams are encouraged to read the gap analysis findings to direct their work to ensure findings are taken care of as they write.

7. Adjournment – meeting adjourned.

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| <b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b> |
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| <b>Handouts/Documents Referenced: SENSE Survey</b> |
| <b>College Web Site Link:</b>                      |

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| <b>Prepared by:</b> | Hadleen Hadley | <b>Date Distributed:</b> |  |
|---------------------|----------------|--------------------------|--|

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|---|
| <b>Approval of Minutes Process &amp; Responses:</b> |
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| <b>Submitted by:</b> | Hadleen Hadley | <b>Date Submitted:</b> |  |
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