

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
April 22, 2016	9:00AM-9:25AM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	X		PROXY- VPIA/Off-island on College Business
VPAS	Joseph Habuchmai	X		
VPCRE	Jim Currie	X		
VPEMSS	Joey Oducado	X		
VPIA	Karen Simion	X		Chair
VPIEQA	Frankie Harriss		X	Off-island on College Business
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Kosrae Campus	Nena Mike	X		Acting
Dean, Yap Campus	Lourdes Roboman	X		
Director, Career & Technical Ed.	Grilly Jack	X		
Chair, Management Team	Jimmy Hicks	X		
President, Faculty/Staff Senate	Martin Mingii	X		
President, SBA	Brandon Kiyomasa	X		PROXY-Lovelynn Edgar
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. Reading of the Mission Statement 2. Call to Order; Declaration of Quorum 3. Review of Agenda 4. VPIA <ol style="list-style-type: none"> I. Action Item- Evaluation of Academic Administrators and Others Directly Responsible for Student Learning on Using Results of Assessment to Improve Teaching and Learning 5. VPIEQA <ol style="list-style-type: none"> I. Information Sharing- Core Values Working Group Report (DRAFT)

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement- To begin the meeting, VPAS read the college's mission

statement.

2. Call to Order; Declaration of Quorum- EC met quorum to begin the meeting.
3. Review of Agenda- EC members reviewed the agenda and a motion to approve the agenda was moved by VPCRE and seconded by VPEMSS. EC endorsed.
4. VPIA
 - I. Action Item- Evaluation of Academic Administrators and Others Directly Responsible for Student Learning on Using Results of Assessment to Improve Teaching and Learning- In March, VPIA shared with EC the Memorandum to the Director of Human Resources Office and President on the subject of “Evaluation of Academic Administrators and Others Directly Responsible for Student Learning on Using Results of Assessment to Improve Teaching and Learning”. The request from VPIA was to make a recommendation to improve the Human Resources Office’s evaluation tool to include an addendum for academic administrators. This addendum will be a rating item, which will specifically rate academic administrators on how well they use assessment of student learning to improve teaching and learning. Over a month of sharing the memorandum with the whole college faculty, staff and students for greater input and feedback, VPIA now requested EC to take action. A motion to approve VPIA’s recommendation to the Human Resources Office to improve the evaluation tool for academic administrators was moved by VPCRE and seconded by VPEMSS. EC endorsed. This will be shared with president for his review and endorsement.
5. VPIEQA (Item presented by Chair due to VPIEQA’s absence)
 - I. Information Sharing- Core Values Working Group Report (DRAFT)- The Core Values Group Report (DRAFT) was shared with EC in March 2016. VPIEQA wanted to present the agenda item for EC members to have an opportunity to provide comments. EC members reviewed the document for over a month and had no further commenters on the report.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- April 22, 2016, EC Agenda
- Memorandum on “Evaluation of Academic Administrators and Others Directly Responsible for Student Learning on Using Results of Assessment to Improve Teaching and Learning”
- Core Values Working Group Report (DRAFT)

College Web Site Link:

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Prepared by:

COS

Date Distributed:

May 4, 2016

Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
1. Over a month of sharing the memorandum with the whole college faculty, staff and students for greater input and feedback, VPIA now requested EC to take action. A motion to approve VPIA's recommendation to the Human Resources Office to improve the evaluation tool for academic administrators was moved by VPCRE and seconded by VPEMSS. EC endorsed. This will be shared with president for his review and endorsement.