

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

<b>Committee or Working Group:</b>	Executive Committee
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<b>Date</b>	<b>Time</b>	<b>Location</b>
May 15, 2013	11:03 – 11:57 a.m.	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie	x		
VPIA	Mariana Ben Dereas	x		
VPIEQA	Frankie Harriss	x		
VPSS	Joey Oducado	x		Acting
Dean, Chuuk Campus	Kind Kanto	x		
Dean, Kosrae Campus	Kalwin Kephas	x		
Dean, Pohnpei Campus	Grilly Jack	x		Acting
Dean, Yap Campus	Lourdes Roboman	x		
Chair, Management Team	Karen Simion	x		
Chair, Council of Chairs	Kathy Hayes		x	
President, Faculty/Staff Senate	Ross Perkins	x		
President, SBA	Sebastian Tairuwepiy	x		
Executive Assistant to President	Norma Edwin	x		Recorder

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Review of Agenda</li> <li>2. Adoption of Minutes – May 1, 2013</li> <li>3. Debriefing of Recent BOR Meeting</li> <li>4. Unfinished Business</li> <li>5. Adjournment</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<p>President Daisy opened the meeting at 11:03 a.m. and briefly went over the agenda.</p> <p><u>Adoption of Minutes:</u> The minutes of the May 1, 2013, were unanimously adopted.</p> <p><u>Debriefing of the Recent BOR Meeting:</u> The general opinion was that the recent board meeting was productive and successful. Areas to improve include: 1) being clearer about the ending of the meeting; and 2) reporting at a high level (digressed at this meeting). Airing problems that the college is already addressing to the board puts the college at risk of breaching the accreditation standard on the role of the board; it places the board between being responsive and micromanaging. The next board meeting will be in Pohnpei in September so the board can participate in the convocation/celebration.</p> <p>Following their meeting the Board hosted the Board of Directors of the Friends of College of Micronesia-FSM. Appreciation was expressed to the student guides, Pohnpei Campus, VPIA and her team for the presentation to the COM-FSM and Friends of the College of Micronesia-FSM Boards.</p>

Unfinished Business: VPIEQA reported on the status of the Strategic Plan (SP) and the Supplemental Report. Measures of success are being identified by the Management Team. The target for completion is June. A new reporting template that aligns with the SP will also be ready for use beginning with the next reporting quarter. VPIA needs to incorporate the strategic directions approved by the Board into the Integrated Educational Master Plan. The supplemental report will be submitted this evening. Frankie expressed appreciation for all deadlines were met and evidence readily available.

VPSS: Commencement is on May 22 and; rehearsal on the 21<sup>st</sup>; both begin at 9:00 a.m. Grades are due on May 17; OARR will be reviewing grades for the graduates over the weekend.

Pohnpei Campus: The campus is very proud to be cited in the *ACCJC Spring 2013 Newsletter* (<http://www.accjc.org/wp-content/uploads/2013/05/Spring-2013-ACCJC-NEWS.pdf>) for having exemplified purposeful dialogue by translating the *Online Accreditation Basics* course into the Pohnpeian language to facilitate accreditation understanding for our non-English proficient employees (p. 7).

President Daisy said the college can take pride is being cited by the Commission in an SLO case study (Case Study: What might proficiency in student learning outcomes assessment and improvement look Like? Retrieved from: <http://www.accjc.org/wp-content/uploads/2013/05/Case-Studey-Proficiency-in-SLOs.pdf>) and for translating the accreditation on-line basics into Pohnpei, and for achieving 100% completion of the on-line accreditation basics by all employees. Chuuk and Yap Campuses are ensuring new employees complete the course also. VPIEQA suggested that the Faculty-Staff Senate push to include the accreditation basics as part of new employee orientation to institutionalize 100% completion by employees.

SBA: Sebastian inquired about the peer guides; Joey said it will be discussed in a different venue.

VPAS: The Beca contract is signed, funds are available and work initiated. The donated goods from RECAP are here and may be viewed at maintenance. The list is available from VPAS.

VPIA: Working on completing several tasks.

Management Team: Working on measures of success for the SP.

VPCRE: VPCRE just returned; he inquired how CRE report went during the Board meeting. Members should work with their proxies on high level reporting at meetings. Jim also mentioned the availability of scholarships for summer courses and participation in the summer AHEC science program, and preparation to send a student to Northern Marianas College for the CariPac summer internship. A survey of students who have registered in agriculture programs is being conducted to see where they are now.

Faculty Staff Senate: FSS elections will be held after the Incentive Award Ceremony. Today is the deadline for nominating candidates. The first draft of the revised Senate by-laws is currently being edited. The updated Senate by-laws will be approved by the end of the summer or early fall.

Chuuk Campus: Kind reported the passing of a Professor Switer Eter.

Kosrae Campus: An English class is presenting a two-hour drama performance on Friday. Tickets are being sold for admission; proceeds will go to the Endowment.

President Daisy asked Chuuk Campus to provide a news feed for the passing of Professor Eter and Kosrae Campus for the drama performance. He also encouraged videotaping class activities to document authentic assessment.

Yap Campus: Yap Campus and FSM-FMI will hold its first combined graduation on May 24<sup>th</sup> at the Colonia Community Center. Incentive Award Ceremony for Yap Campus was held last Monday, May 13<sup>th</sup>. Ceremony for FSM FMI Campus will be held on Friday, May 17<sup>th</sup>.

President: On the recent survey, attendance/participation in committee meetings was rated low. VPs and Deans are asked to check attendance on committee minutes; Deans are to report their findings to the VPIA.

President Daisy disseminated his May message to the community and encouraged the Deans to share it with their state leadership.

Adjournment: Mariana moved and Jim seconded that the meeting be adjourned. The meeting adjourned at 11:57 a.m.

**Comments/Upcoming Meeting Date & Time/Etc.:**

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**Handouts/Documents Referenced:**

▪ Minutes from the May 1, 2013 meeting

**College Web Site Link:**

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**Prepared by:**

Norma Edwin

**Date Distributed:**

**Approval of Minutes Process & Responses:**

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**Submitted by:**

**Date Submitted:**

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

1. Be clearer about the ending of the meeting;
2. Report at a high level (digressed at this meeting)
3. VPIA to incorporate the strategic directions approved by the Board into the Integrated Educational Master Plan
4. Faculty-Staff Senate to push for inclusion of the accreditation basics as part of new employee orientation to institutionalize 100% completion by employees.
5. Members to work with their proxies on high level reporting at meetings
6. Chuuk Campus to provide a news feed on Professor Eter's passing
7. Kosrae Campus to provide a news feed on their drama performance
8. VPs and Deans to check attendance of their staff at committee meetings
9. Deans to share President's message with the state leadership