

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
November 07, 2017	3:00 PM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	X		
VPAS	Joseph Habuchmai	X		
VPEMSS	Joey Oducado	X		
VPIA	Karen Simion	X		
VPIEQA	Frankie Harriss	X		
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Kosrae Campus	Nena Mike	X		
Dean, Yap Campus	Lourdes Roboman	X		
Director, Career & Technical Education	Grilly Jack	X		
Chair, Management Team	Grilly Jack	X		
President, Faculty/Staff Senate	Sylvia Henry		X	
President, SBA	Christian Yarowe	X		
Recorder	Norma Edwin	X		Hadleen Hadley

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. Old Business 5. New Business <ol style="list-style-type: none"> a. VPAS <ol style="list-style-type: none"> i. Update on FY 19 budget preparation b. VPIEQA <ol style="list-style-type: none"> i. Follow up report and commission meeting ii. Institution-set standards iii. Mission fulfillment indicators iv. Reorganization of OIE v. Periscope data: automated analytics and dashboards vi. 2017-2018 program review schedule reminder c. VPIA <ol style="list-style-type: none"> i. BP 4913 Special Admissions to Associate Programs 6. Miscellaneous 7. Adjournment

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement: Dean Lourdes Roboman read the mission statement. 2. Call to Order; Declaration of Quorum: A quorum was declared; President Daisy presided.

3. **Review of Agenda:** No changes
4. **Approval of Minutes:** *The minutes of the August 29, 2017, meeting was approved. VP Oducado moved and VP Habuchmai seconded to approve the minutes.*
5. **Old Business**

Terms of reference: VP Harriss will develop a tool and send out a structure for committees to review.
6. **New Business**
 - a. VPAS
 - i. **Update on FY19 Budget Preparation:** Several departments have completed and submitted their office budget. Instructional will soon submit their pending balancing of budgets under several offices and campuses.
 - b. **VPIEQA**
 - i. **Follow up report and commission meeting:** [report](#) was submitted to the Accrediting Commission; transmitted in advance of our October 15 deadline.
 - ii. **Institution-set standards (ISS):** [the revised institution set standards](#) are updated on the college website. There are 13 ISS-- these are minimal standards of performance. Additionally, the stretch targets in the ISS mirror measures of success in the [Strategic Plan 2018-2023](#) for *innovating academic quality to ensure student success*. Please review the ISS, stretch targets, and Strategic Plan measures of success with your constituents to ensure focus on target achievement.
 - iii. **Mission fulfillment indicators (MFIs):** [mission fulfillment indicators](#) have been revised and have also been updated on the college website. Please review the [Follow-Up Report](#) in order to be familiar with the rationale for the ISS (longitudinal data) and MFIs, and what our priorities are for mission fulfillment and strategic plan achievement.
 - iv. **Reorganization of OIE:** OIE office has been restructured to absorb responsibilities of vacated positions; OIE staff have been reclassified to handle higher level responsibilities, and additionally VPIEQA has assumed the higher level responsibilities of that office. The dean of assessment position was eliminated; and the Dean of Academic Programs has been reclassified to assume some of the administrative responsibilities of that position, with the rest being subsumed under VPIEQA.
 - v. **Periscope Data:** OIE and ITO are working with Periscope Data to automate data analytics and dashboard updates. Program Data Sheets have been automated and will be embedded in and available on the college website in their new format by end of fall 2017.
 - vi. **2017-2018 program review schedule reminder:** the following administrative units have their program reviews due by end of fall 2017: OIE, comptroller and financial services, Chuuk Campus, campus security, and student life.
 - c. **VPIA**
 - i. **BP4913:** students completing approved certificate programs with a “C” or better in the General Education and program core requirements will be admitted to the associated degree program without re-sitting COMET; VPIA also presented the administrative procedure for BP4913. *VPIEQA moved and VPAS seconded to approve BP4913. Motion passed.*
7. **Miscellaneous**

Meeting Reminders: Cabinet will meet December 04, 2017 and Executive

Committee will meet December 05, 2017.
8. **Adjournment:** VP Oducado moved and VP Habuchmai seconded that the meeting be adjourned. The meeting adjourned at 3:52 PM.

Comments/Upcoming Meeting Date & Time/Etc.:
▪ December 4, 2017

Handouts/Documents Referenced:
▪ [Institution Set Standards and Mission Fulfillment Indicators](#)
▪ [Follow Up Report](#)
▪ [Strategic Plan 2018-2023](#)

College Web Site Link:
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Prepared by:	hadi	Date Distributed:	
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Approval of Minutes Process & Responses:

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

1. Minutes of August 2, 2017, approved.
2. Review the ISS, stretch targets, and Strategic Plan measures of success with your constituents to ensure focus on target achievement.
3. Review the [Follow-Up Report](#) to be familiar with the rationale for the ISS (longitudinal data) and MFIs, and what our priorities are for mission fulfillment and strategic plan achievement.
4. BP 4913 Special Admissions to Associate Programs endorsed.