

**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>
April 4, 2017	10:04 AM	Board Conference Room

<b>Members</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
President	Joseph M. Daisy		X	TA
VPAS	Joseph Habuchmai	X		
VPEMSS	Joey Oducado	X		
VPIA	Karen Simion	X		Presiding
VPIEQA	Frankie Harriss		X	TA
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	Family Obligation
President, SBA	Jayvee Tamagginey	X		
Recorder	Norma Edwin	X		

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Reading of the Mission Statement</li> <li>2. Call to Order; Declaration of Quorum</li> <li>3. Review of Agenda</li> <li>4. Approval of Minutes – March 24, 2017</li> <li>5. Old Business               <ol style="list-style-type: none"> <li>a. VPIA                   <ol style="list-style-type: none"> <li>i. Action – Revised BP 3202 Academic Program Review</li> </ol> </li> <li>b. VPIEQA                   <ol style="list-style-type: none"> <li>i. Review – Revised Draft –AP 2200 Participatory Governance</li> <li>ii. Review – Draft 4-Year Program Assessment and Program Review Cycle</li> </ol> </li> </ol> </li> <li>6. New Business               <ol style="list-style-type: none"> <li>a. VPIA                   <ol style="list-style-type: none"> <li>i. Information – Revised BP 6029 Code of Ethics</li> <li>ii. Information – AFT Program Survey Project for COM-FSM Chuuk Project Report</li> <li>iii. Information – Revised Instructional Faculty Evaluation Form</li> <li>iv. Information – Revised Student Evaluation of Instructor and Course Form</li> </ol> </li> </ol> </li> <li>7. Miscellaneous</li> <li>8. Adjournment</li> </ol>

## Discussion of Agenda/Information Sharing:

1. **Reading of the Mission Statement:** VP Habuchmai read the mission statement.
2. **Call to Order; Declaration of Quorum:** A quorum was declared; Acting President/VP Karen Simion opened the meeting at 10:04 AM.
3. **Review of Agenda:** No changes were made.
4. **Approval of Minutes – March 24, 2017:** Dean Mike reported his absence was due to power problem in Kosrae. VP Oducado moved and VP Habuchmai seconded to adopt the minutes. The motion passed unanimously.
5. **Old Business**
  - a. **VPIA**
    - i. **Revised BP 3202 Academic Program Review:** The revision changes the review cycle for two year programs to every four years and for one year programs to every two years and endorsed by the curriculum committee. Additional changes to the procedure were mentioned, however, only the policy will be submitted to the board for approval. VP Harriss is working on the 4-year cycle to go with the procedure. Need to change IRPO to OIE in the procedure was noted. Director Jack moved and VP Habuchmai seconded to endorse the revisions to BP 3202 Academic Program Review. The motion passed unanimously.
  - b. **VPIEQA**
    - i. **Revised Draft – AP 2200 Participatory Governance:** The draft which updates structural changes was presented for review at the last meeting. Comments should be sent to VP Harriss.
    - ii. **Draft 4-Year Program Assessment and Program Review Cycle:** The draft cycle now fits with the revised BP 3202. Comments should be submitted to VP Harriss or VP Simion before April 21 EC meeting.
6. **New Business**
  - a. **VPIA**
    - i. **Revised BP 6029 Code of Ethics:** This code of ethics is for faculty and staff and incorporated in the academic honesty policy. To be presented for review and decision at the April 21 EC meeting
    - ii. **AFT Program Survey Project for COM-FSM Chuuk Project Report:** The detailed report supports extending the agriculture program to Chuuk Campus and presented for review and endorsement at the next EC meeting and, if approved, to the board for approval. A substantive change proposal is required once approved.
    - iii. **Revised Instructional Faculty Evaluation Form:** The changes include adding #3 regarding assessment for improvement, language to present information fairly, and a section to “brag” to acknowledge the good things done. Clarification needed to #14 service to the college to capture statement in the faculty workload policy. Correct title for director of vocational programs needed in the footer. Supervisors’ feedback also needed. Committee asked to continue reviewing the form and make suggestions for improvement.
    - iv. **Revised Student Evaluation of Instructor and Course Form:** SBA reviewed form and had no comments. Discussion followed on learning management systems (LMS) and probability of adopting a common system.
7. **Miscellaneous**
  - a. **Reminder:** Send comments on performance evaluation policy and naming

- opportunity policy to Karen before the April 21 EC meeting.
- b. **VPAS:** A rented textbook policy was endorsed by finance committee and will be vetted through curriculum committee and cabinet before coming to EC.
  - c. **Yap Campus:** Dean Roboman reported on their founding day drawing and college fair.
  - d. **Chuuk Campus:** Dean Kanto announced their fundraising dinner that evening and inquired about the Faculty Staff Senate dues.
  - e. **Kosrae Campus:** Dean Mike reported on their fundraising efforts which included cultural day sales of marine and agricultural products showcased on their float, silent auction and founding day coronation.
  - f. **CTEC:** Director Jack requested assistance to improve the bandwidth issue at his campus per recommendation from the management team at CTEC.
  - g. **ODA:** VP Habuchmai provided information on overseas development assistance (ODA) and encouraged submitting proposals.
8. **Adjournment:** Dean Kanto moved and VP Habuchmai moved that the meeting be adjourned. The meeting adjourned at 10:59 AM.

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

- Friday, April 21, 2017

- Handouts/Documents Referenced:**
- Minutes of March 24, 2017
  - Revised BP 3202 Academic Program Review
  - Revised AP 3202 Academic Program Review
  - Revised BP 6029 Code of Ethics
  - AFT Program Survey Project for COM-FSM Chuuk Project Report
  - Revised Instructional Faculty Evaluation Form
  - Revised Student Evaluation of Instructor and Course Form

**College Web Site Link:**

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<b>Prepared by:</b>	ne	<b>Date Distributed:</b>	
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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- Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**
1. Minutes of EC February 24, 2017, meeting
  2. Review and submit comments on AP 2200 Participatory Governance; draft 4-year program assessment and program review cycle; BP 6029 Code of Ethics; AFT Program Survey Project; revised instructional faculty evaluation form; revised student evaluation of instructor and course form; performance evaluation policy; and naming opportunity policy.