

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
March 16, 2021	3:35 -4:17 PM	Zoom

Members	Name	Present	Absent	Remarks
President	Karen Simion	X		Interim
VPAS	Joseph Habuchmai	X		
VPEMSS	Joey Oducado	X		
VPIA	Karen Simion	X		
VPIEQA	Caroline Kocel	X		
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Kosrae Campus	Nena Mike	X		
Dean, Yap Campus`	Lourdes Roboman	X		
Director, Career & Technical Education Center	Grilly Jack	X		
Chair, Management Team	Grilly Jack	X		
President, Faculty/Staff Senate	Alfred Olter		X	
President, SBA	Judy Joab		X	
Recorder	Norma Edwin	X		

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order; declaration of quorum 2. Reading of the mission statement 3. Review of agenda 4. Review of minutes – November 17, 2020* 5. Old Business 6. New Business <ol style="list-style-type: none"> a. VPIA Policies for Board (BP3400)* b. VPEMSS Policies for Board (BP4000, BP4002, BP4003, BP4004, BP4005, BP4200, BP4201, BP4204)* c. VPIEQA Mission and Values review* d. VPIEQA – Equity x Equipping Students for Studies 7. Miscellaneous 8. Adjournment

Discussion of Agenda/Information Sharing:

1. **Call to Order; Declaration of Quorum:** Interim President Simion opened the meeting at 3:35 PM. A quorum was declared.
2. **Reading of the Mission Statement:** Dean Roboman recited the mission statement.
3. **Review of Agenda:** *VP Habuchmai moved and VP Oducado seconded to adopt the agenda as presented. The motion passed*
4. **Approval of Minutes:-November 17, 2020:** *Dean Jack moved and Dean Kanto seconded to approve the minutes of November 17, 2020, as presented. The motion passed.*
5. **Old Business** - none
6. **New Business**
 - a. **New Policy BP 3400 Distance Education:** With the approval from ACCJC of our substantive change proposal to offer distance education, a distance education policy was developed, mostly from the proposal. The policy includes equivalence of distance education to onsite instruction; regular and substantive interaction for distance education; cost to students; student integrity and authentication; and faculty compensation for distance education teaching/class size. It also explains responsibility of administration, instructional affairs/faculty (faculty, director of ISLET, curriculum committee, and instructional affairs); institutional support for faculty, institutional support for students; and distance education program planning group; and includes some definitions. The aim of the policy was to include all relevant information in one place. The job description for director of ISLET was changed to include distance education responsibilities. *VP Oducado moved and VP Habuchmai seconded to endorse BP 3400 Distance Education to the board. The motion passed.*
 - b. **EMSS Policy Review** – EMSS reviewed and presented eight policies as follows:
 1. **BP 4000 General Admissions** – corrected administrative responsibility from RAR committee to the Office of Admissions, Records, and Retention.
 2. **BP 4002 Early Admission** – no change recommended.
 3. **BP 4003 Unclassified Students** – replaced division chair with Dean of Academic Affairs and inserted last paragraph regarding ineligibility for Federal Financial Aid assistance.
 4. **BP 4004 Open Admission for Non – Credit Courses** – expanded avenues for information dissemination.
 5. **BP 4005 Identification of Students** – no change recommended.
 6. **BP 4200 Admissions Requirements** – included HiSET high school as a requirement and the minimum scores needed.
 7. **BP 4201 Special Consideration** – no change recommended.
 8. **BP 4204 Admission to Third-Year Certificate of Achievement Program in Teacher Preparation-Elementary** – deleted the fourth requirement. Amended made to include Dean of CTEC to BP 4003. *VP Habuchmai moved and Dean Jack seconded to endorse the review of the above policies, including the amendment by EC, to the board. The motion passed.*
 - c. **Mission and Values Review** – VPIEQA extracted the results of the review of the mission and values from the larger report on review of the college mission and vision since review of these sections were complete. Data is still lacking for other

sections. No recommendation for changes was made to the existing mission statement. For mission fulfillment indicators, while noting significant overlap between mission fulfillment indicators, institution-set-standards, and the Strategic Plan 2018-2023 measures of success, three recommendations were made: 1) Ensure complete alignment between these measures in coming years; 2) Conduct a broad-based participatory evidence-based review of existing measures for their suitability and currency in the distance learning environment and realities of COVID-19; and 3) OIE and OIAEA to collaborate to create a comprehensive tracking system for understanding transfer rates to four-year colleges/universities. *Dean Jack moved and VP Oducado seconded to endorse the recommendations from review of mission and values to the board. The motion carried.*

- d. **Equity x Equipping Students for Studies** – VPIEQA shared information from the group on getting laptops for students. Information shared regarding free versus cheap versus buyback laptops for students; and eligibility criteria for getting one. While amenable to the concept, strict criteria are still needed and the process to implement.

7. **Miscellaneous**

- a. The next board meeting will be held April 6, 2021.
b. VP Kocel reported the five-year project submitted to Green Climate Fund has been approved. Signing of the agreement is set for Friday. This \$9.4 million project coordinated through MCT will bring \$6+ million to the college for the Climate Resilient Food Security Project.

8. **Adjournment:** Dean Jack moved and VP Oducado seconded that the meeting be adjourned. *The meeting adjourned at 4:17 PM.*

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- EC meeting agenda – 3/16/21
- EC Minutes – 11/17/20
- BP 3400 Distance Education
- EMSS Policy Review (BP 4000, BP 4002, BP 4003, BP 4004, BP 4005, BP 4200, BP 4201, and BP 4204)
- Recommendations from Mission & Values Review
- Mission & Values Review
- Mission Fulfillment Indicators
- COM-FSM Online Summit 2020
- Minutes from Equity x Equipping Students for Studies Group – session 2

College Web Site Link:

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Prepared by:	Norma	Date Distributed:	
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Approval of Minutes Process & Responses:

Submitted by:	ne	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
<ul style="list-style-type: none"> • Adopted minutes of November 17, 2020 • Endorsed new policy BP 3400 Distance Education • Endorsed EMSS policy review (BP 4000 General Admissions, BP 4002 Early Admissions, BP 4003 Unclassified Students, BP 4004 Open Admission for Non-Credit Courses; BP 4005 Identification of Students, BP 4200 Admissions Requirements, BP 4201 Special Consideration, and BP 4204 Admission to Third-Year Certificate of Achievement Program in Teacher Preparation-Elementary)