

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

Committee or Working Group:	Deans/Directors
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Date	Time	Location
Oct. 4, 2016	6:00pm – 8:30pm	Sea Breeze Restaurant

Members	Name	Present	Absent	Remarks
VPIA	Karen Simion	X		Chair
Dean of Academic Programs	Maria Dison	X		
Director of LRC	Jennifer Helicisar		X	
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Kosrae Campus	Nena Mike	X		
Dean, Yap Campus`	Lourdes Roboman	X		
Director, Career & Technical Ed.	Grilly Jack	X		
Acting Director, CRE	Engly Ioanis	X		

Additional Attendees:	none
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Agenda/Major Topics of Discussion:
Reports from each area Reminders from VPIA

<p>Discussion of Agenda/Information Sharing:</p> <p>Kosrae Campus Report</p> <ul style="list-style-type: none"> • Maintenance and repair work phase I is complete at Kosrae Campus. The dean is waiting for the “green light” from the director of maintenance for phase II to begin. • SBA officers have been elected and sworn in. Two officers are veterans and seem to be proactive in organizing events for students. • An MOU with the Department of Resources and Economic Dev. is now signed and the campus has access to a plot where a green house will be constructed for use by the AFT program. • 2 AES agents visited Yap to attend programs introducing poultry production for eggs. • Vacancies – Education, Science and farmhand special contract. <p>Cooperative Research and Extension</p> <ul style="list-style-type: none"> • Pohnpei agents in conjunction with JICA and Public Health are compiling a cookbook aimed at preventing non-communicable diseases. Cookbooks will be shared with each state with encouragement to translate the recipes into the vernacular language. • There are a number of vacancies in the department – 3 in Pohnpei and 4 in Chuuk. COM Land Grant has instructed the director to fill these positions as soon as possible to meet work demands. <p>Dean of Academic Programs</p> <ul style="list-style-type: none"> • Program assessment results need to be input in TracDat. Access is usually given to the IC at the state campuses for this purpose. Request for changes and additions of faculty access should be addressed with Richard Andrews, Dean of Assessment. <p>Pohnpei Campus Report</p> <ul style="list-style-type: none"> • PNI Campus is excited that JEMCO supported the IDP submitted by the college. PMU has already visited the campus and made recommendations. The project is ready for bid.

- Student activities for National and PNI campus are being combined to bring the two campuses even closer. The welcoming party was held at National Campus while the induction of the new SBA officers will be held at PNI campus.

Yap/FMI Campus Report

- There are 2 new staff at FMI – Eva for student services and Ken for IT. Many new and more frequent activities are being planned for the cadets. A new Cadet Handbook is in draft form and ready for review.
- There are 57 cadets this year.
- Red Snapper, a boat, is being transferred from FMI to National Campus on the Navigator.
- The revision of the FMI course outlines is complete and ready for curriculum committee review.
- There needs to be collaboration between TC & I and FMI to meet new requirements coming into effect January 2017. Campus Dean will request for Sec. of TC & I to visit FMI to see the program first hand and work on plans to meet the new requirements.
- FMI now offers reading, writing and math skills enhancement sessions for all cadets. A placement test is given at the beginning of the program. Most cadets tested into ESL 089 and ESL 099 with just a few testing below that. Math placement was generally MS 099.
- Yap Campus conducted its mini-summit and 151 people participated.
- The students now have access to a newly established writing center on Yap Campus.
- Vacancies – IC, math/computer instructor and by December an Education instructor position.

Chuuk Campus

- Campus dean expressed an interest in writing a grant to bring back Upward Bound. He would need assistance writing the grant application.
- New computers for all instructors should be arriving before Dec.
- Chuuk and Kosrae campus have carpentry tools just sitting in storage. The program continues to draw no interest from students.
- Vacancies – Eng. And social science
- New IC has started and campus dean is optimistic the employee will do a good job.

VPIA

- Assessment results, improvements and 2016-2017 plans must be in TracDat or the 2017 budget will not be available.
- Human Resources sent out checklist and procedures for part-time contracts. Please make sure that all part-time faculty are certified 1 month prior to the semester they will be teaching and that the contract is prepared and signed by the President prior to the first day of instruction. No part-time instructor is to start teaching without a signed contract. No other employee on special contract is to start work without a signed contract.
- JEMCO supported the IDP projects submitted to the FSM National government for COM-FSM. Four projects are slated for phase I – Pohnpei Campus improvements and building, and a student center for National Campus.
- 2018 Budget preparation has begun. The focus is still student success with emphasis on retention. Templates should be available soon.

Comments/Upcoming Meeting Date & Time/Etc.:

- Next meeting: Nov. 7, 2016. 9:00 am in Chuuk and Yap; 10:00 am Kosrae & Pohnpei. VOIP 4519 PIN 5302.

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:	VPIA	Date Distributed:	Oct. 5, 2016
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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. TracDat results, improvements and 2016-2017 plans complete - ASAP