

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

Committee or Working Group:	Deans/Directors
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Date	Time	Location
March 9, 2017	9:00 am – 11:00 am	President's Conference Room/Nat. Campus

Members	Name	Present	Absent	Remarks
VPIA	Karen Simion	X		Chair
Dean of Academic Programs	Maria Dison		X	
Director of LRC	Jennifer Helieisar		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:	Gardner Edgar, T&T division chair
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Agenda/Major Topics of Discussion:
Presentation on Contact Hour/Course Type Proposal ACE Mentors Part-time Faculty Pay Rate Campus Reports

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> • Gardner Edgar presented a proposal to change the way contact hours are calculated for full-time faculty. Credits for a course are determined based on the course type. Examples are a studio course like music or art or a technical education course that requires hands-on training. Teaching loads are based on a year rather than a semester. Non-teaching loads would be described in more detail. There is a potential to reduce teaching overloads while increasing contact hours with students for certain types of courses. Deans were supportive of the proposal at this point. • Only one campus has requested to hire the mentor's for ACE. These positions were put in the 2016 budget to improve on the delivery of ACE. The remaining campuses need to submit the necessary paperwork to have these positions filled by Aug. of 2017. • What happened to the increase for part-time faculty pay? VPIA tasked the deans with preparing a thorough analysis and proposal for consideration by the college community. • Campus Reports <ul style="list-style-type: none"> ○ Chuuk Campus is working with the state department of education to provide adult basic education for those students who don't get accepted to COM-FSM. Dean Kanto will share the structure of this program once it is implemented. ○ Is there a policy for the college to give donations back to the community since the college continues with many fundraising activities? VPIA will report back on this. ○ Gear Up Grants are available this year. The deadline for submission is June. It is worth applying for this grant, but the application is very detailed and takes time. It is good to have assistance with the grant preparation. ○ Yap Campus needs to hire an IC soon. The position was re-advertised. The other vacant

- position is in education.
- FMI faculty members are requesting more professional development in using best practices. VPIA hopes to get grant funding to support professional development next year.
- Shipboard training is irregular since the shipping schedules are irregular. Campus Dean and VPIA hope to strengthen the relationship with TC&I to improve training for the cadets.
- There are two scholarship opportunities: Caroline Fisheries Coop. Scholarship and TSL scholarship. TSL scholarship details are announced on the college website.
<http://www.comfsm.fm/myShark/news/item=1760/mod=01:51:45>)

Comments/Upcoming Meeting Date & Time/Etc.:
 ▪ Next meeting: May 9, 2017 Chuuk Campus 9:00 am

Handouts/Documents Referenced:
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College Web Site Link:
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Prepared by:	VPIA	Date Distributed:	April 5, 2017
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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:

