

**College of Micronesia – FSM
Minutes Reporting Form**

Meeting Group:	Instructional Department
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Date: August 23, 2012	Time: 10:00am	Location:
		Board Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

Members Present:				
Titles/Representative	Name	Present	Absent	Remarks
VP, Instruct. Affairs	Mariana Ben Dereas	✓		
Dean, Academic Programs	Karen Simion	✓		
Dean, Pohnpei Campus	Grilly Jack	✓		Acting Dean
Dean, Chuuk Campus	Mariano Marcus	✓		Acting Dean
Dean, Yap Campus	Lourdes Roboman		✓	
Dean, Kosrae Campus	Kalwin Kephass	✓		
Director, CTE	Grilly Jack	✓		
Director, LRC	Jennifer Hainrick	✓		

Additional Attendees:	None
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Agenda:

- I. Information sharing from VPIA
- II. Committee membership
- III. Accreditation checklist from ALO's office
- IV. Other concerns

Agenda/Major Topics of Discussion:

- I. Information sharing form VPIA
 - a. VPIA will be off island early September in Chuuk to do screening and interview of the Chuuk Campus Dean position.
 - b. VPIA will be in Hawaii and Orange County from late September to early October so need to do the "priority" checklist before she leaves on the 24th of September.
- II. Committee membership
 - a. Reviewed attached memo for membership. Suggested to add a section on part-time faculty participation. Memo will be send before the end of the week to the college community.
- III. Accreditation checklist form ALO's office
 - a. Went through the list, looking at the things to do and due dates. None of the dates seems to be out of line, except for:

- i. The Program Prioritization. It is noted that the next cycle is 2014... scheduled for fall 2013, done March of 2014.
 - ii. Also noted that there needs to be prioritization of the things to do on our Instructional list such as: need a testing coordinator and an assessment coordinator thus if we can hire now rather than wait to FY14 budget. This will take some planning and adjusting of current position.
 - iii. Noted that there needs to be in the upcoming meeting (before September 24th) an alignment of activity with “activity list” to the 5-year plan.
- b. Other Concerns
- i. Quly will send out a message to the instructional secretaries for a yearly instructional calendar.
 - ii. Kalwin,
 - 1. Needs faculty, Science faculty resigned to do Ph.D. Now short one faculty who teaches both Science and Education courses.
 - 2. Wants the bookstore to sell laptops to students since campus is now wireless.
 - iii. Grilly,
 - 1. PNI campus is working with Pohnpei State social services; liberation game is proposed to be held at the campus during evening time. Pohnpei government will pay for the utilities and other use of the gym. College needs to agree to a cost.
 - 2. Registration went well at Pohnpei campus; “more than what we can handle”.
 - 3. Need math instructor.
 - 4. AFT instructor – Charles is first time instructor thus he has only 12 credits.
 - iv. Karen
 - 1. Reminded IC to submit Program assessment plans (worksheet 1 and 2).
 - v. Jenny,
 - 1. Needs to identify funding for second staff for library (at state campuses).
 - 2. Library at Kosrae campus had its opening. The circling will open soon along with the computer lap. Currently only 15 computers are available for the computer lab.

Comments/Upcoming Meeting Date & Time/Etc.:

- 1. Meetings are set at the last Thursday of the month unless a special meeting is called for.

Handouts/Documents Referenced:

- 1. Recommendations regarding committee membership/appointment
- 2. Accreditation check-list

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College Web Site Link:

Prepared by:	VPIA	Date Distributed:	8/16/12
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Approval of Minutes Process & Responses:
<ul style="list-style-type: none">• Will email minutes out for review before vote of approval.

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
<ul style="list-style-type: none">• Recommendations from meeting will be shared with the VPIEQA's office after those present at this meeting have approved the notes. The recommendations will be shared with other recommendations to the cabinet.

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments