

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

<b>Committee or Working Group:</b>	<b>Instructional Department</b>
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
August 29, 2013	10:00am	Board Conference Room

<b>Members Present:</b>				
<b>Titles/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
VPIA	Mariana Ben Dereas	✓		
Dean, Academic Programs	Karen Simon	✓		
Director, Career Technical Education/Pohnpei Campus	Grilly Jack	✓		
Director, Learning Resource Center	Jennifer Hainrick	✓		
Dean, Kosrae Campus	Kalwin Kephas	✓		
Dean, Yap Campuses	Lourdes Roboman	✓		
Dean, Chuuk Campus	Kind Kando	✓		

<b>Additional Attendees:</b>	Quly Alex (Executive Secretary)
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Report from VPIA – update on what is going on in cabinet</li> <li>2. Upcoming Events and Trainings</li> <li>3. Issues and concerns</li> <li>4. Others</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>1. Update from VPIA:             <ol style="list-style-type: none"> <li>a. Budget – cabinet will be discussing the FY14 budget in its 8/30 meeting – looking at the projected enrollment vs. actual enrollment and to see the shortfall. Will discuss the outcome in the budget training next week Friday as schedule by IRPO with Deans and the Instructional Directors.</li> <li>b. Committee appointments and responsibilities – VPIA reminded all that each should be reporting the attendance of committee reps of divisions and campuses to her office so that this can be reflected in her bi-weekly cabinet report of committee representation and participation. VPIA reminded all that each division and campus committee representatives should be sharing what is going on in his/her committee... that the dialogue of sharing should be occurring within the divisions and campuses.                 <ol style="list-style-type: none"> <li>i. Chuuk campus Dean suggests that if a person is not attending committee meetings he or she is appointed to, he or she should not be replaced right away rather be reminded that their participation in the committee as appointed will be reflected in the evaluation and thus will affect their performance evaluation and in turn might not get an pay increase. For the Dean, he feels that replacing a non-active member is an easy way out for the person rather he or she should be</li> </ol> </li> </ol> </li> </ol>

reprimanded and reflected such in the evaluation.

## **2. Upcoming Events and Trainings:**

- i. TracDat training – scheduled for 8:30am Thursday September 5<sup>th</sup>, Board Conference Room.
- ii. EC meeting with BECA group – 11:00am Thursday September 5<sup>th</sup>, Board Conference Room.
- iii. Budget 2014 training by IRPO – scheduled for 8:30am Friday September 6<sup>th</sup>, Board Conference Room.
- iv. Prep for Board meeting – will happen right after Budget training (Deans and VPIA).
- v. Convocation – 2:30pm to 4:30pm at the Practice Gym, National Campus.

## **3. Issues and Concerns:**

- a. DAP – A reminder of the 5 challenges issued to all faculty members. This has already been sent to all IC and faculty members. DAP encourages all faculty to participate. <http://www.comfsm.fm/myShark/news/item=607/mod=21:21:45>
  - i. To take advantage of the Deans' presence on island, Management will have a meeting Thursday, September 5<sup>th</sup> at 2:00pm.
  - ii. DAP will have a meeting with IC and Chairs, Tuesday September 3<sup>rd</sup> (time and venue will be announced to IC and chairs later).
- b. DLRC – There is a new look at the library. The Director reports that the noise level has been minimized with the relocation of the computers and the students appreciate the laptop stations. <http://www.comfsm.fm/myShark/news/item=608/mod=07:09:18>
  - i. Director is currently working on more inter-library loan MOUs. Currently she is working with UOG to establish a formal MOU – she thought that one exist, however, has found out that no formal MOU exist between COM-FSM and UOG. Paper work for this relationship is now being routed to the appropriate people.
  - ii. Security gates are needed at the campuses. Currently, parts for the national campus security gate are needed, however, vendors are not responding to order request. Director is working with Eugene at maintenance to procure the needed parts. After the national campus is done, the other campuses will be next to put up security gates.
- c. Pohnpei campus – Will establish By Product account with Business office so that activities such as the automotive faculty and student fixing cars can buy needed materials for project – generate funds and be able to replenish through this fund. Students will be in charge of this activity to give them hands on experience, faculty will be there to guide them only.
  - i. To support the one campus system, the Pohnpei campus nurse and student service coordinator have been asked by the President to assist VPSS with the student life while the Director of Student Life is on leave. This collaboration will start today.
- d. Yap campus – DOE Yap would like teacher training – focusing on ECE, however, these teachers need to take the COMET in order to be enrolled spring 2014. DAP will check COMET November schedule and relay to Yap.
  - i. FMI needs tutors for math and English. Yap Dean request that VPIA contracts two people to do this, VPIA agrees and will await Yap's recommendation on contract. Reason for needing tutors is that admission criteria for FMI is a high school diploma, not considering the English and math skill level thus many students lack the English and Math skills. This is also evidence through the NORMA certification test given this summer, ½ of the FMI students did not pass, and however the certification is just basic math and English.
    1. Dean and Mathias will have to work with DCTE and DAP on possible criteria for entrance to FMI.

2. There is also a request that all Standing Committee list with current members be posted (VPIA will convey this request at Cabinet).
  - ii. Dean would like to schedule a meeting with Rencelly while she is here at the National campus.
- e. Chuuk campus – had question on whether it is necessary to do monthly report when a quarterly report is submitted with same information. VPIA will ask VPIEQA.
  - i. Snack Bar on campus has been taken over by the student services with assistance from Business division. Book keeping students will be assisting with the bookkeeping giving them hands on experience with the administration or faculty-overseeing activities for accuracy and to make sure funds are kept and used accordingly.
  - ii. Dean wants to be part of the discussion with Director of Career and Technical Education in regards to admissions criteria for certificate students. This will take part soon this semester.
- f. Kosrae campus – asks that VPIA office follow-up on security guard overtime request. Have not been paid over several pay periods (VPIA will follow-up with VPAS office).
  - i. Asks where one can find articulation agreements between COM-FSM and other Universities. VPIA instructed him to go to VPIA website to see articulation table (<http://www.comfsm.fm/?q=articulation-table>)
  - ii. Reported that the ADSL is up and working. Suggests that meetings be switched back to VOIP.
4. Others: Question from one of the Deans on routing of document as sent VPAS on “whether or not the request should go first to VPIA and then Business?” Deans suggested that all documents from State campuses route to VPIA’s office first then to Business office for better tracking. VPIA assures all that if a document is sent to her office, Quly will log and then route to Business office or the appropriate office(s).

<b>Handouts/Documents Referenced:</b>
<ul style="list-style-type: none"> <li>• None</li> </ul>

<b>College Web Site Link:</b>
<ul style="list-style-type: none"> <li>▪ COM-FSM website, newsfeed</li> </ul>

<b>Prepared by:</b>	VPIA	<b>Date Distributed:</b>	8/29/13
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<b>Approval of Minutes Process &amp; Responses:</b>

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
<b>1. Dates to keep in mind for upcoming events and activities:</b> <ol style="list-style-type: none"> <li>i. TracDat training – scheduled for 8:30am Thursday September 5<sup>th</sup>, Board Conference Room.</li> <li>ii. EC meeting with BECA group – 11:00am Thursday September 5<sup>th</sup>, Board Conference Room.</li> <li>iii. Budget 2014 training by IRPO – scheduled for 8:30am Friday September 6<sup>th</sup>,</li> </ol>

Board Conference Room.

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**Action by President:**

<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with conditions</b>	<b>Comments</b>
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