

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

Meeting Group:	Instructional Department
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Date: September 18, 2012	Time: 3:00pm	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	Kind Kinto		✓	
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. Budget
- II. Accreditation checklist
- III. Other concerns

Agenda/Major Topics of Discussion:

- I. VPPIA ask that each department and campus review their budget to see if there is anything missing that needs to be paid attention to by VPAS office.
 - a. VPPIA ask that a clear list be given to her so that she can have a clear proposal to VPAS and President if supplementary budget is needed for the different instructional department.
 - b. It is noted that some line items were taken out such as housing for some faculty positions at the state campuses.

- II. Went over the checklist of the accreditation check-list... also went over the “instruction” evaluation report...
 - a. Check with the Student services if have academic freedom statement for student. How can we bring it up so that it is included in the current catalog...?
 - i. This probably does not need to go to Faculty senate.

- ii. Put right after academic honesty – under academic regulation...
- iii. Make a recommendation to VP SS Ringlen...

III. Other concerns:

- a. From DAP office – Will advertise in KPress for part-time instructors. Will do separate advertisement for national and state campuses, these advertisements will be paid from VPIA budget.
- b. Karen Simion will longer be the Director for FSM HAEC, she will be recommending Dr. Paul Dakanay for the position. Dr. Dakanay is willing to do the job.
- c. DAP will be going to Yap and FMI for site visit during the second half of November.

Comments/Upcoming Meeting Date & Time/Etc.:

- 1. VPIA will forward minutes to Deans for further discussion and recommendations.

Handouts/Documents Referenced:

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

College Web Site Link:

Prepared by:	VPIA	Date Distributed:	9/20/12
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Approval of Minutes Process & Responses:

- Will email minutes out for review before vote of approval.

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- Information from this meeting will be shared with Deans and appropriate offices.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments