

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

Committee or Working Group:	Instructional Department
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Date:	Time:	Location:
September 26, 2013	10:10am	Board Conference Room

Members Present:				
Titles/Representative	Name	Present	Absent	Remarks
VPIA	Mariana Ben Dereas	✓		
Dean, Academic Programs	Karen Simon		✓	Proctor, GRE
Director, Career Technical Education/Pohnpei Campus	Grilly Jack	✓		
Director, Learning Resource Center	Jennifer Hainrick	✓		
Dean, Kosrae Campus	Kalwin Kephass		✓	President Daisy site visit to Kosrae thus Dean not able to make to meeting
Dean, Yap Campuses	Lourdes Roboman	✓		
Dean, Chuuk Campus	Kind Kanto	✓		

Additional Attendees:	Quly Alex (Executive Secretary)
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Update from VPIA – FY15 budget 2. TracDat update 3. Share data and information regarding ACE 4. Enrollment shortfall 5. Others

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Update from VPIA: <ol style="list-style-type: none"> a. Budget – VPIA update Deans on the FY15 budget activities the VP’s. So far, VP’s are going through the different scenarios for the FY15 projection. The recommended scenario will be present to EC by VPAS. <ol style="list-style-type: none"> i. Suggestion made by Deans is to be optimistic. Need to look at the many factors (e.g., COMET, ACE, & new programs for state campuses based on student needs) contributing to low enrollment and then take steps to address them thus dealing with the problem of low enrollment. 2. TracDat: <ol style="list-style-type: none"> a. There is a need for TracDat training at the state campuses. With the Directive from VPSA saying that FY14 will not be released until TracDat information is put on, there is urgency in this need. VPIEQA’s staff has confirmed that after Oct 6th, they can start their

training. The Deans will work with VPIEQA's office to arrange the time/dates of these trainings.

- b. Dean of Chuuk campus has completed some work and is awaiting feedback from IRPO.
- c. Dean of Yap campus is working with her FMI Director to complete the FMI information. These will be sent to IRPO to make sure on the right track.
- d. Director of Pohnpei campus has completed his input in the TracDat but is awaiting the assignments he has made to his staff. Questions why cannot see multiple or track all the people he has assigned tasks to?

3. ACE:

- a. Request from Dean of Yap campus that Dean of Academics do a presentation on the ACE courses. Through this report, would like to know if:
 - i. The program is doing what it was set-up to do, is it working and if there is a need for improvement?

4. Enrolment shortfall:

- a. Deans are concerned about this fall's enrollment shortfall that will affect the FY14 budget. Would like to look at their campuses and see how they can maximize recruitment and other activities. Also would like to assess the COMET, the ACE courses and look at program offerings at the campuses.
 - i. VPIA suggest that they be thoughtful in this and do assessment and gather data that will support whatever recommendation they make for each of their campuses. VPIA suggests that the Dean work together on this initiative.

5. Others:

- a. FMI had its all campus meeting yesterday and students asked Dean "why they are not eligible for Pell"?
 - i. VPIA will convey this question to ALO's office to see if there is a possibility of FMI requesting to Pell eligibility and the steps or requirements that needs to be followed to do so.
- b. FY14 budget – Chuuk campus Dean questions why the Lease Agreement payment for Chuuk campus is not in the FY14 budget for Chuuk? Is this to be paid from VPAS? Or where in the line items is it? VPIA will follow-up on this with VPAS.
 - i. [Chuuk Campus Dean also raised concerns about the freeze which prevented the custodial workers and security guards from becoming regular employees. New contracts are being processed for them for only six months.](#)
- c. Pohnpei Campus – several issues and concerns.
 - i. Too many students, not enough restrooms – students are complaining that there is not enough bathroom stalls. Students and staff/faculty share bathrooms at each level.
 - ii. Need covered walkways – when it rains, difficult for students to go about from upper to lower campus.
 - iii. Internet Speed – need to work with IT to resolve this issue. Internet very slow compared to National campus.
 - iv. People have been questioning why tore down the Nahs? There was a need to relocate. Present location was not good – students congregating in the nahs made too much noise that was disturbing to the classrooms next door. Will relocate closer to Student Services building and smaller so that it is much more manageable.
 - v. Campus is short 2 security and thus existing security reshuffle their schedules to accommodate securing the campus. Director is not really concern about the overtime pay but concern about the health and well being of the security that has to work more than 8 hours a day.
- d. LRC – Director of LRC is working with the state campus librarians and staff on the TracDat portion of the library. Ask the Deans that if they have any immediate concerns

about the libraries at the states to email or call her.
 6. Adjured at 11:15am. Next meeting will be October 31st at 10:00am, Pohnpei time.

Handouts/Documents Referenced:

- None

College Web Site Link:

- COM-FSM website, newsfeed

Prepared by:

VPIA

Date Distributed:

9/26/13

Approval of Minutes Process & Responses:

Submitted by:

VPIA

Date Submitted:

9/27/13

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

1. Dates to keep in mind for upcoming events and activities:
2. Update from VPIA – FY15 budget
3. TracDat update – need for training and campus updates
 - a. VPIA will convey message to VPIEQA
4. Share data and information regarding ACE – DAP to share information
 - a. Will be shared with DAP to give in the next Instructional monthly meeting
5. Enrollment shortfall – how we can improve it
 - a. Recommendation that Deans and campuses work together to come up with a data driven initiative or proposal
6. Others – Reports from campus and LRC
 - a. LRC Director request that Deans and campuses communicate with her directly immediate needs of each campus

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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