

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
January 23, 2013	11:03 a.m. – 12:05 p.m.	President’s Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie	x		
VPIA	Mariana Ben Dereas		x	Ill
VPIEQA	Frankie Harriss	x		
VPSS	Joey Oducado	x		Acting
Chuuk Campus Dean	Kind Kanto	x		
Kosrae Campus Dean	Kalwin Kephass	x		
Pohnpei Campus Dean	Grilly Jack	x		Acting
Yap Campus Dean	Lourdes Roboman	x		
Chairman, Management Team	Karen Simion	x		
Chairman, Council of Chairs	Kathy Hayes	x		
President, Faculty/Staff Senate	Ross Perkins	x		
President, SBA	Sebastian Tairuwepiy	x		
Executive Assistant to President	Norma Edwin	x		Recorder

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> • Review of agenda • Approval of minutes • Meeting schedule • Board of Regents meeting <ul style="list-style-type: none"> ○ Update of recent meeting ○ Preparation for next meeting • Accreditation mid-term report <ul style="list-style-type: none"> ○ Items needing Board’s sanction <ul style="list-style-type: none"> ▪ Participatory governance policy ▪ Communications policy ▪ Others? ○ Update • Review of proposals <ul style="list-style-type: none"> ○ Recommendation for release time/stipend for committee chairs • Coordination and planning to prevent committee bottleneck

Discussion of Agenda/Information Sharing:
President Daisy called the meeting to order at 11:03.
Review of agenda: President Daisy went over the agenda. No action will be taken today other

than the minutes of the previous meeting.

Approval of minutes: Because Sebastian has difficulty printing meeting attachments, he was instructed to pick up the documents from the President's office prior to meetings for his review. Editorial correction was made on page 2, third paragraph. Because CRE regulations specifically prohibit lobbying, Jim inquired about the use of "to lobby" in the minutes. For our purpose it is used in the broadest sense to mean advocate. **Joe H. moved and Ross seconded that the minutes of the December 13, 2012, meeting be adopted as corrected. The motion passed; Kathy abstained because she was not present.**

Meeting schedule: The schedule for meetings for spring semester was presented. Once approved, they will be submitted to DCR for inclusion in the weekly calendars. **Joe H. moved and Grilly seconded that the schedule be adopted. The motion passed unanimously.**

Board of Regents (BOR) meeting: The Actions and Directives (A&D) from the Board's January 14-15, 2013, meeting were provided for information. President Daisy said problems with online catalog and travel were addressed and FY 2014 budgets approved which include step increases for faculty. The BOR meeting was positive and productive with real evidence the Board is benefiting from their professional development program. Links to primary documents are provided on the A&D posted on our website.

Preparation for the next meeting: The focus of the next BOR meeting will be on accreditation and financial updates from our investment manager. Therefore, there is no need for Deans and all VPs to attend the meeting. The President will meet individually with the VPs to discuss whether they will be attending and what to report. This is the last Board meeting prior to submission of the combined mid-term and follow-up report and the SLO report, so it is critically important that members are aware of the agenda and timeline to get things reviewed and ready for submission; for the last meeting agenda items were deleted at the last minute because they were not ready. Critical policies that need the Board's approval must be reviewed and ready, among which are the participatory governance and communications policies. Others include the academic freedom statement which has HR implications, the final strategic plan, mission statement, and integrated educational master plan (IEMP). Student input is needed for the academic freedom statement. EMP drafts should be going to committees each week; feedbacks are important. Mariana, Karen, and Grilly need to focus on the academic piece.

Coordination and planning to prevent committee bottleneck: To ensure timely submission to the Board, coordination and planning was emphasized. EC should prevent bottlenecks by ensuring the group you represent at the table addresses the recommendations in a timely manner. From the committee side, it was stressed to bear in mind committee meeting schedules and timely receipt of documents to review. Committees were created to drive this work; therefore, everyone should push each other for timely reviews and submissions.

Moving forward, we need to think about how we work, how we schedule, and how we plan so things go to appropriate committees for thoughtful deliberation. This committee was formed to address the gap in participatory governance structure. The President will work with Norma to develop some schedules to ensure items are timely addressed within appropriate committees.

Accreditation mid-term report: Frankie had hoped to have the first draft of the mid-term report this Friday. There are 15 recommendations with the VPs driving the recommendations in their areas. January 1st she was to have received 13 recommendations (she is writing the other two) in narrative form with links and evidence; only 10 paragraphs and 20 documents have been received to date so she does not have a draft to share. Concerning is that at this late hour, much work was not received. She does not have the history or time to pull those sections together; she also has her two sections and the SLO report to write. More so, when the visitors come they will question individuals on what's in the report. An obvious lack of knowledge and participation may become a capacity issue for the administration and the college. She stressed the need to thoroughly know your areas in the report and provide documents showing progress during the past three years. She now hopes to have the draft by Friday, a week late, to start sharing for input and by February this time to have an excellent looking report.

President Daisy emphasized that we are at the end now; there will be no more extensions. We must have everything done and done well. Regarding use of consultants, he stressed that they are providing technical assistance to help us build capacity and not do the work for us. We must demonstrate to the visitors that we did the work. A lot of the remaining work is in the hands of faculty. We now need evidence of assessments in the classroom – this cannot be made up – faculty need to step up with documentation.

Frankie asked consideration from the faculty regarding a hole in the SLO report on student awareness. She asked to conduct a random survey of students on their awareness of SLO. Discussion followed on how faculty are addressing the issue. Publishing SLOs does not mean students are aware of them. Frankie asked for examples from faculty on how students are demonstrating awareness and for help in locating evidence. Karen mentioned #11 on the existing *student evaluation of the instructor* asking if the purpose of the course was made clear and inquired if Frankie wanted data on that.

Items needing Board's sanction: Time will be devoted during the next meeting to go over the participatory governance and communications policies, and members were asked to review these documents carefully prior to the meeting.

Recommendation for release time/stipend for committee chairs: COC has presented a recommendation for release time or stipend for committee chairs. VPAS was tasked to work with Business Office to determine the financial implication for each possible solution presented. The committee was asked to review the proposal and see if there are other options and implications to the institution. While President Daisy wants to support and recognize the work of committee chairs, he does not want to hurry into a decision only to discover later it is not feasible. The need to set conditions for added compensation to avoid double dipping was raised; if given release time, then overloads should not be allowed. President Daisy asked the committee to approach major institutional issues by looking at the college holistically and not with piecemeal fixes; this group should look at issues with open eyes and minds to what are better institutional solutions.

Others: VP Currie said during the Board of Regents meeting advisory council was brought up and inquired if this is the right group to discuss how to develop advisory councils. Currently we

are pulling the same people to different meetings. CRE has materials and resources on how to establish advisory councils. It was decided that examining those resources would be a good first step to develop a cohesive approach on establishing advisory councils. Jim will provide the President and Karen with the links. .

Regarding the evidence issue, Kathy inquired whether we should continue working with the accreditation checklist; they found it very helpful. Frankie noted the checklist can be used, and then stressed the need for input and evidence from CAC and the faculty for the SLO report. She will be closing the recommendations for the mid-term report on Google and moving them into one word document which she will then circulate for input. The SLO report will still be on Google for couple of weeks. Frankie asked that people inform her of what's being done and provide relevant evidence.

The next EC meeting will be on February 6. Prior to that, the President will roll out recommendations for improvement of student services programs (an assessment of student life and student services was done by Dr. Feinman). We have received her report with lots of good recommendations to strengthen student life and student services across the college. We will continue to engage Dr. Feinman to provide technical assistance for implementation of the recommendations and internship.

The Beca proposal for space utilization study has been approved. OIA and the government have committed to fully fund it at \$395,000. The study will inform our long term thinking and decisions regarding facilities.

The new silent generator for the national administration building has been installed.

Inquiry was made regarding TracDat. Payment has been made and once activated training will begin. On his way back from a planning training, Jimmy Hicks, Director of IRPO, will be visiting GCC who uses TracDat to benefit from their lessons learned. The assessment coordinator position closes on February 7. Once on board, he/she will help with training, including TracDat training. Frankie foresees the learning curve through spring and summer, full implementation in the fall of 2013 and proficiency by next spring this time.

Joe H. moved and Frankie seconded that the meeting be adjourned. The meeting was adjourned at 12:05 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

- February 6, 2013

Handouts/Documents Referenced:

- Minutes of the December 13, 2013, meeting
- EC meeting schedule
- BOR Actions and Directives – January 14-15, 2013
- Preparation timeline for the next Board meeting
- Participatory governance policy
- Communications policy

- Recommendation for release time/stipend for committee chairs
- Policy on program review
- Academic freedom and responsibility (student) policy
- Academic freedom and responsibility policy (HR)
- Email from ICT on fax machines

College Web Site Link:

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Prepared by:

Norma Edwin

Date Distributed:

2/1/13

Approval of Minutes Process & Responses:

- February 6, 2013

Submitted by:

ne

Date Submitted:

2/7/13

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

1. The minutes of the December 13, 2012, meeting were adopted.
2. Norma to provide Sebastian with copies of meeting agenda and documents prior to meetings.
3. The meeting schedule for spring semester was adopted; it is to be submitted to DCR for posting on the weekly calendar.
4. President to inform VPs if they will be attending the next Board meeting and on what to report
5. Critical policies that need Board's approval must be reviewed by appropriate committees and submitted on time. Policies include: participatory governance policy; communications policy; academic freedom statement; strategic plan; mission statement; education master plan.
6. Mariana, Karen and Grilly to focus on the academic piece.
7. EMP drafts to go to committees weekly.
8. Members to ensure the groups they represent review and submit policies on time.
9. President and Norma to develop schedules to get items addressed in the right committees.
10. Faculty to provide VPIEQA with evidence of assessment in the classrooms.
11. VPAS to work with Business Office to determine the financial implications for each solution presented.
12. Review the recommendations from COC and see if there are other options and implications to the college.
13. Approach major institutional issues holistically.
14. VPCRE to provide President and Karen with the links to resources for establishing advisory councils.