

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

<b>Committee or Working Group:</b>	Executive Committee
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<b>Date</b>	<b>Time</b>	<b>Location</b>
February 6, 2013	11:05	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		
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

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1 Review of agenda</li> <li>2 Approval of minutes</li> <li>3 Old business             <ol style="list-style-type: none"> <li>a. Timeline for review of policies</li> <li>b. Participatory governance policy</li> <li>c. Communications policy</li> <li>d. Update on recommendation for release time/stipend</li> </ol> </li> <li>4 New business             <ol style="list-style-type: none"> <li>a. Mission statement/strategic plan presentation</li> <li>b. Academic freedom statements</li> <li>c. Program review</li> <li>d. Personnel records policy</li> <li>e. Recommendation on pay day</li> </ol> </li> <li>5 Announcements</li> <li>6 Adjournment</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<p>President Daisy opened the meeting at 11:05 a.m.</p> <p><b>Review of Agenda:</b> The cost analysis for the recommendations for release time/stipend for committee chairs was not available so the agenda item was tabled to the next meeting. Recommendation on pay day</p>

was moved to the first item under New Business as this is a long standing item and discussed in several forums and ready for a decision.

**Approval of Minutes:** The minutes were disseminated earlier and corrections made. **Joe H. moved and Kathy seconded that the minutes of the January 23, 2013, meeting be adopted. The motion passed unanimously.**

**Old Business:**

Timeline for review of policies: According to the Chairman of the Board of Regents (BOR), the next /bOR meeting in March will focus on accreditation and the foundation board and include a report on our investments from Dan Roland or Jason Miyashita from The Asia Pacific Group and possibly a joint meeting with the new foundation board. A schedule for review of documents that must be submitted to the Board at that meeting was developed to ensure timely review by appropriate groups. February 4 was corrected to February 6. Although faculty summer pay is not an accreditation issue, it should go to the Board at the next meeting; it was added to the schedule for review on February 20<sup>th</sup> and decision on the 27<sup>th</sup>. Only a small group will attend the Board meeting; President Daisy will be informing those attending soon. **Frankie moved and Joe H. seconded that the amended schedule for review of policies be adopted. The motion passed unanimously.**

Participatory governance policy: The participatory governance policy has been under revision for awhile; the latest draft is dated December 2012. Inquiry into the need for faculty to serve on at least one committee led to a discussion on committee structure at the state campuses and the need to fit into the college wide committee structure. The terms of references (TORs) for the Management Team (MT) and Executive Committee (EC) should be included, and the policy revised to reflect the addition of those two committees. The recently approved organization chart should also be included in the policy. The policy still needs college input and approval by the Board of Regents, as it will be written so in the mid-term report to the accrediting commission. **Frankie moved and Ross seconded that EC and MT be reflected in the policy and their TORs and governance schematics be included in the policy and that MT review the revised policy and EC act on it on the 13<sup>th</sup> of February. The motion passed unanimously.** Instead of waiting to clarify state campus committee structures and how they fit into the participatory governance structure before approving the policy, dialogue on the issue should continue and when a decision is made the policy can be revised then. **Frankie moved and Karen seconded that over the next six months thought be given to how state campus committee structures fit into the overall committee structure and that MT directors be knowledgeable on how the committees interact. The motion passed unanimously.**

Communications policy: This communications policy will replace the current communications plan. The timeline for implementation and evaluation in the communications policy needs to be established. The following deadlines were established:

- By no later than 2016, the College shall ensure that all COM-FSM policies and procedures are accessible, current, clearly presented to all stakeholders to whom they apply;
- By no later than 2016, the College shall establish and maintain a central database of these documents;
- By no later than 2014, the College shall develop an annual calendar for the production and review of its major public documents, including the Catalog and the Web site. The College shall ensure the accuracy, accessibility and timeliness of all public documents and representations;
- By no later than 2014, the College shall develop within all program reviews explicit criteria and protocols for assuring that purposeful dialogue are evidenced within those reviews;
- By no later than 2014, the College shall incorporate within all Terms of Reference documents

protocols for strengthening purposeful dialogue. Adherence to the protocols shall be included in all committee self-evaluation; and

- By 2014, the College shall develop guiding principles and protocols for implementing the strategy across the institution in terms of both *internal* and *external* communication.

Dates imply the end of the year. **Joe H. moved and Jim seconded that the proposed communications policy including the established timeline be approved. The motion passed; Kalwin and Karen abstained.** (Kalwin needed time to review the policy and Karen because MT did not have this version of the policy when the committee reviewed it.)

Update on recommendation for release time/stipend for committee chairs: This agenda item was postponed to the next meeting. Meanwhile, thought should also be given to other options.

### **New Business:**

Recommendation on pay day: Because the hour was nearly over, this agenda item was tabled to the next meeting. The members were directed to read the recommendation and submit their comments to the President with a copy to Norma by the end of the week. A decision will be made at the next meeting.

Mission statement/strategic plan: Frankie needed more time to do a full presentation; instead with the limited time, she did a summary of proposed changes to the college vision, mission statement, values, learning outcomes, and strategic goals. Based on the Board's visioning exercise and the college summits, the proposed vision of where we want to be over the next five years focuses on six strategic institutional outcomes: focus on student success; emphasize academic offerings in service to national needs; be financially sound, fiscally responsible, and build resources in anticipation of future needs; invest in and build a strong capacity in human capital; become a learning organization through development of a learning culture guided by learning leaders; and evoke an image of quality. These could be pulled out and made into goals and the mission shortened or the goals could be tied back to the proposed vision. Problematic terms in the mission statement were identified and several options to review were presented. Frankie asked for input on the options soonest so she can narrow them down before rolling it out the college for input. The values are problematic because they describe employment behaviors that are expected; values should be core beliefs that do not change over time and also embody students. She proposes changing the term to core values and listing things we believe in as a college: the College of Micronesia-FSM; being a collaborative, open-minded, respectful, and supportive community; promoting life-long learning; continuous quality improvement; effective communication and purposeful dialogue; recognizing and celebrating the diverse cultures and traditions of the FSM; acknowledging and rewarding merit, innovation, and creativity; shared, participatory governance; COM-FSM's role in FSM social transformation; and respecting diverse points of view. She welcomed other core values suggestions. Frankie suggested changing learning outcomes to institutional student learning outcomes (ISLO), program student learning outcomes, and course level student learning outcomes, putting emphasis on students. Not all current outcomes can be assessed readily; they should be more specific. The proposed institutional student learning outcomes are: effective oral communication; effective written communication; critical thinking; problem solving; intercultural knowledge and competence; information literacy; and foundations and skills for life-long learning. The outcomes are defined and are things that can be assessed. Frankie asked that thought be given to the proposed ISLOs, and the ISLOs discussed within member groups, and then provide her with their feedback soonest. For the strategic goals, we can opt for those listed as the strategic institutional outcomes and shorten the vision to a couple of sentences or rework them. In the proposed strategic goals, Frankie took components of the vision and tied them into strategic goals. A piece still needed is inclusion of effective communication that is tied to the recently approved policy. She needs input on how to present the strategic goals. A section on measure of success is in the strategic plan; it was not included in the last plan. Frankie cannot complete this section until she knows what the

strategic goals are; she provided an example of what it would look like. She wants to complete a draft of the strategic plan by the end of the week in order to send a summary to the college to start reviewing for continued input.

Academic freedom statements: The academic freedom statement was developed for students because it is an eligibility requirement. Frankie pointed out that academic freedom for students should be grounded in academic context and tied to the discipline. Curriculum Committee and Management Team have made changes to the procedures. Karen is to send the revised version to Norma for dissemination to the members.

### **Announcements**

Jim announced that he is picking up the researcher from Melbourne, who is here on sabbatical and working with CRE. He will be here for seven days.

Joe H. thanked Frankie for the accreditation training sessions yesterday; the staff found the training very helpful. Grilly also expressed appreciation from Pohnpei Campus.

Kathy requested that the agenda and documents be sent out earlier. They are to be sent out by Monday;

Jim moved and Joe H. seconded that the meeting be adjourned. The meeting adjourned at 12: 07 p.m.

### **Comments/Upcoming Meeting Date & Time/Etc.:**

- Special meeting on February 13, 2013

### **Handouts/Documents Referenced:**

- Minutes of the January 23, 2013, meeting
- Policies review schedule
- Participatory governance policy
- Communications policy
- Report from Finance Committee on payday change
- Strategic Plan 2013-2017 recommended changes and options
- Academic freedom and responsibility (student) policy

### **College Web Site Link:**

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**Prepared by:**

Norma Edwin

**Date Distributed:**

### **Approval of Minutes Process & Responses:**

- EC meeting 2/13/13

**Submitted by:**

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**Date Submitted:**

2/13/13

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

1. Approval of the minutes from the January 23, 2013, meeting.
2. Adoption of a timeline for review of policies for the March Board meeting.
3. Reflect the role of MT and EC and include their TORs and the recently approved organization chart in the proposed participatory governance policy.

4. Continue dialogue on committee structure at the state campuses and how it fits into the governance structure.
5. Approval of the communications policy including the timeline as established during the meeting.
6. Give more thought to other options for recognizing committee chairs.
7. Send, and copy Norma, comments on the Finance Committee's report on payday change by the end of the week.
8. Provide Frankie input on the proposed changes in the strategic plan by the end of the week.
9. Karen to send Norma the revised academic freedom and responsibility (student) policy to Norma for dissemination to members.
10. Sent EC meeting agenda and documents to members by the Monday before the meeting.