

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
February 27, 2013	11:12 a.m. – 11:57 a.m.	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy		x	Another meeting
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie		x	TA
VPIA	Mariana Ben Dereas	x		
VPIEQA	Frankie Harriss		x	TA
VPSS	Joey Oducado	x		Acting
Dean, Chuuk Campus	Kind Kanto	x		
Dean, Kosrae Campus	Kalwin Kephass	x		
Dean, Pohnpei Campus	Grilly Jack	x		Acting
Dean, Yap Campus	Lourdes Roboman	x		
Chair, Management Team	Karen Simion	x		
Chair, 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:
<ol style="list-style-type: none"> 1. Review of agenda 2. Approval of minutes – February 20, 2013 3. Old business <ol style="list-style-type: none"> a. Human resources records and confidentiality policy b. Academic program review policy c. Faculty temporary pay schedule 4. New business <ol style="list-style-type: none"> a. Integrated educational master plan (IEMP) b. Textbook adoption policy 5. Announcements

Discussion of Agenda/Information Sharing:
<p>VP Dereas opened the meeting at 11:12 a.m. after a quorum was present.</p> <ol style="list-style-type: none"> 1 Review of agenda. Ross moved and Joe H. seconded that the agenda be adopted. The motion passed unanimously. 2 Approval of minutes. Kathy moved and Joe H. seconded that the minutes of the February 20, 2013, meeting be adopted. The motion passed unanimously. 3 Old business <ol style="list-style-type: none"> a. <u>Human resources records and confidentiality policy.</u> The item had not yet returned from further review by Human Resources Committee.

- b. Academic program review policy. Kathy moved and Ross seconded that the policy on academic program review be approved. The motion passed unanimously.
- c. Faculty temporary pay schedule. Ross reported that the issue is more complex than originally thought so the working group is still deliberating and provided an update on their discussions. They developed a new formula for the temporary pay rate based on the 20th percentile: the faculty's hourly pay rate x 2 (hour each for teaching and prep) x 16 weeks + 20% incentive = the per credit pay. This is comparable to the old rate and based on academic credentials and current pay schedule, and would apply to summer pay and overloads. They are still considering how to determine the hourly rate for adjunct faculty. Another issue is how to pay administrators and staff who teach. The group is looking at the financial implications of their proposal. This will not go to the Board in March as it needs to go to the Faculty Staff Senate and appropriate committees for feedback first and then go through channels for approval. It was noted that summer teaching and overloads are not mandatory and that in the future faculty will be allowed to teach only one overload. Further discussed were the temporary pay schedule, adjunct qualifications and pay, how other institutions compensate adjunct faculty, importance of good salaries to attract good instructors, salary schedule for non-credit training instructors, timing of increasing faculty pay and increasing tuition and fees, and leverage needed for state campuses to recruit adjunct faculty. The working group is still evaluating the best cost effective measure. They want it tied to the current salary schedule so if changes are made to the schedule, the temporary schedule can also move forward.

4 New business

- a. Integrated Educational Master Plan (IEMP). Mariana presented the draft narrative of the IEMP which basically is a description of the matrix and includes an introduction, planning at the college, a modified chart showing the cycle, data information, resources, and conclusion. Good feedback has been received from the consultant. A draft must be sent to the ALO by tomorrow evening for inclusion in the report. The IEMP narrative will be edited and then circulated next week for feedback.
- b. Textbook adoption policy. Karen explained that currently there is no formal policy on textbook adoption at the college. This policy is different from the bookstore policy on procurement of textbooks. The members inquired about and or further discussed the timing for adoption, criteria for piloting a textbook, and rationale for changing textbooks. Kathy moved and Joey seconded that the textbook adoption policy be approved. The motion passed unanimously.

5 Announcement

- a. Sebastian thanked the Deans for providing the name of their SBA advisor. A teleconference to review the SBA bylaws is scheduled for next week Friday.
- b. Pohnpei Campus is having an accreditation basics workshop in Pohnpeian tomorrow. Grilly extended an invitation to those interested.
- c. Kind requested that if anyone is traveling to Chuuk next week to deliver the refund checks for students.

The meeting adjourned at 11:57 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

- The next regular scheduled meeting is on March 6, 2013

Handouts/Documents Referenced:

- Minutes of the February 20, 2013, meeting
- Draft policy on academic program review
- Draft policy on textbook adoption

College Web Site Link:
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Prepared by:	Norma Edwin	Date Distributed:	
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Approval of Minutes Process & Responses:
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Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
<ol style="list-style-type: none">1. Adoption of the minutes of the February 20, 2013, meeting2. Approval of the academic program review policy3. Approval of the textbook adoption policy