

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
December 11, 2013	11:00 AM- 12:10 PM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie	x		
VPIA	Karen Simion	x		Acting
VPIEQA	Frankie Harriss	x		
VPSS	Joey Oducado	x		Acting
Dean, Chuuk Campus	Kind Kanto	x		
Dean, Kosrae Campus	Kalwin Kephas	x		
Dean, Yap Campus`	Lourdes Roboman	x		
Director, Career & Technical Ed.	Grilly Jack	x		
Chair, Management Team	Jennifer Hainrick	x		
Chair, Council of Chairs	Richard Womack	x		
President, Faculty/Staff Senate	Ross Perkins	x		
President, SBA	Gasma Hadley	x		
Chief of Staff	Universe Yamase	x		Recorder

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order, declaration of quorum 2. Review of Agenda 3. Adoption of Minutes- November 27,2013 4. Reports <ol style="list-style-type: none"> a) VPIEQA <ol style="list-style-type: none"> i. Endorsement of Learning Organization Model ii. Review and Endorsement of Institution-Set Standards iii. Decision on COMET Practice Test to be on College Website 5. Update <ol style="list-style-type: none"> a) President <ol style="list-style-type: none"> i. December 2013 Board of Regents Meeting

Discussion of Agenda/Information Sharing:

1. Call to order, declaration of quorum-Cleared
President called to order at 11:00 AM
2. Review of agenda-Cleared
3. Adoption of Minutes
FSS moved to accept the minutes. VPCRE seconded. November 27, 2013 EC minutes approved.
4. Reports
 - a) VPIEQA
 - i. VPCRE motioned to endorse and VPSS seconded the approval of the recommended Learning Organization Model, which is the O’Banion Model brought forward by the Management Team and constituents.
 - ii. FSS motioned to endorse and Acting VPIA seconded the endorsement of the Institution-Set Standards to be at the current levels in which COM-FSM is at now. The current levels will serve as the minimum threshold.
 - iii. VPIEQA motioned to endorse and COC seconded the modifications and discussed arrangements for the COMET Practice Test to be accessible on the College Website
5. Update
 - a) President
 - i. Discussed the topics presented and actions taken during the December 2013 Board of Regents meeting
6. Adjournment
VPAS motioned to adjourn the meeting. Chair of COC seconded. Meeting ended at 12:10Pm.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- November 27, 2013 EC minutes
- Documents to support the Learning Organization Model
- Documents to support the Endorsement of the Institution-Set Standards
- Document to support the COMET Practice Test

College Web Site Link:

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Prepared by:	COS-Chief of Staff	Date Distributed:	December 16, 2013
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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:

1. VPIEQA will seek MT and COC for further dialogue and recommendations to set measures of success for the O'Banion Model by end of January 2014.
2. VPIEQA will seek MT and CAC for continual discussion on the Institution-Set Standards and establish a target for the college in January 2014.
3. Acting VPSS and Acting VPIA will work on updating the COMET Practice Test and provide accurate information such as dates of implementation, samples of practice questions, and other important direction and details. Acting VPIA will draft a letter to FSM Director of Education to have the COMET information disseminated to communities lacking Internet access.