

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

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| Committee or Working Group: | Executive Committee |
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|---------------|-----------------|-----------------------|
| Date | Time | Location |
| June 19, 2015 | 2:15 PM-3:20 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 | | Interim |
| VPIEQA | Frankie Harriss | x | | PROXY/G. Segal |
| VPSS | Joey Oducado | x | | Acting |
| Dean, Chuuk Campus | Kind Kanto | | x | Excused Leave |
| Dean, Kosrae Campus | Kalwin Kephas | | x | SocSec Bd Mtg |
| Dean, Yap Campus | Lourdes Roboman | x | | |
| Director, Career & Technical Ed. | Grilly Jack | x | | |
| Chair, Management Team | Rencelly Nelson | x | | |
| President, Faculty/Staff Senate | Martin Mingii | | x | |
| President, SBA | Bernis Pernes | | x | Summer Vacation |
| Chief of Staff | Universe Yamase | x | | Recorder/PROXY |

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| 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 <ol style="list-style-type: none"> a. I. May 29, 2015 4. New Business <ol style="list-style-type: none"> a. Council of Chairs b. Amend EC TOR c. Define Student Success d. TracDat Assessment Integration College wide |

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| Discussion of Agenda/Information Sharing: |
| <ol style="list-style-type: none"> 1. Call to order; declaration of quorum- cleared 2. Review of agenda- cleared |

3. Review of minutes
 - a. April 24, 2015-president questioned if the minutes have been approved.
 - b. June 19, 2015-VPAS moved and VPIA seconded the motion to adopt the minutes. VPCRE abstained; he was not present at the meeting. The motion carried.
4. New Business
 - a. Council of Chairs: President Daisy raised concern with the action EC took on the proposal to dissolve the Council of Chairs (COC). The proposal had two parts: one, to dissolve COC and two, to include committee chairs in EC. He was not present at the meeting and learned through the minutes that EC endorsed the first recommendation. He later learned that chairs were to report to the VPs and not included in EC. Procedurally if the second recommendation was not acceptable, it should not have been amended, but tabled and returned for revision. Of greater concern is the effect on participatory governance. EC is supposed to bring many voices to the table for discussion on matters having impact on the greater institution. Without the chairs, EC would be driven by management only. Participatory governance is at the committee level and now committee chairs have no place to participate in discussions. Size should not be a concern; if well organized, it can work. Including each member of management team should not be an issue as they are on the management side of governance and already represented on EC. Keeping chairs off of EC could have a negative impact on our accreditation. President Daisy asked EC to revisit that recommendation. EC stated they did not vote on the second recommendation and planned to after looking into concerns by the chairs. A member had pushed for chairs to report to their ex officio. Committee chairs need to be included in discussions on why their participation is important and how to facilitate their participation. Acting VPIEQA was tasked to find out the status of election of officers for each committee. VPAS moved and VPCRE seconded that EC continues to work on bringing representation from the committees to EC. The motion passed unanimously.
 - b. Amend EC TOR: The EC TOR must be amended to reflect current membership. The secretariat for committees is to call a meeting of the chairs to discuss their participation.
 - c. Define Student Success: We need a common definition of student success. VPIEQA tasked the VPIA and VPSS with this. President encouraged looking at statements from other institutions. We need an institution wide discussion on this involving all constituents. He asked the student success committee to begin the discussion.
 - d. TracDat Assessment Integration College wide: This proposal was discussed in cabinet. To review it, a more formal proposal is needed. VPSS provided a summary of why we should move in this direction. It is based on the college organization structure and is a more focused and organized/coordinated way to do assessment. VPs started working on the plan this morning.
5. Information Sharing:
 - a. VPIA reported she is going to Kosrae next week. Her director of LRC and dean of academic programs are also away; see director of CTE for urgent matters.

- b. Acting VPIEQA/Director of IT conveyed reminders from the ALO that the self-study drafts are due July 15; it should be in word document and correctly named and dated. He then went over the rest of the timeline for the self-study and comprehensive review.
- c. VPCRE reported CRE supported tuition for the past semester for a staff; he should submit appropriate forms through HR for next semester. VPCRE was asked to report the outcome to Gordon.
- d. Chair of MT reported non-academic program reviews were due; not all submitted on time.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- None

College Web Site Link:

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Prepared by:

Norma Edwin

Date Distributed:

June 23, 2015

Approval of Minutes Process & Responses:

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Submitted by:

Date Submitted:

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

1. Minutes of June 19, 2015, adopted.
2. Acting VPIEQA to find out status of election of officers for the standing committees.
3. EC to continue to work on bringing representation from committees to EC.
4. The secretariat (VPIEQA,ALO) for committees to call a meeting of the chairs to discuss their participation.
5. Student success committee to begin discussion on defining student success.