

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

<b>Committee or Working Group:</b>	Executive Committee
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Date	Time	Location
September 23, 2016	2:05 PM – 2:48 PM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	X		
VPAS	Joseph Habuchmai	X		
VPCRE				
VPEMSS	Joey Oducado		X	Site Visit
VPIA	Karen Simion	X		
VPIEQA	Frankie Harriss	X		
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Kosrae Campus	Nena Mike	X		
Dean, Yap Campus	Lourdes Roboman	X		
Director, Career & Technical Ed.	Grilly Jack	X		
Chair, Management Team	Krysti Atkinson	X		
President, Faculty/Staff Senate				Pending election
President, SBA	PJ Etnol	X		
Recorder	Norma Edwin	X		

<b>Additional Attendees:</b>	Charles Aiseam, Chair of Curriculum and Assessment Committee
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Reading of the Mission Statement</li> <li>2. Call to Order; Declaration of Quorum</li> <li>3. Review of Agenda</li> <li>4. President               <ol style="list-style-type: none"> <li>a. Action Item – EC TOR annual review and approval</li> <li>b. BOR Master Planning Calendar 2018-2023</li> </ol> </li> <li>5. VPIEQA               <ol style="list-style-type: none"> <li>a. Action Item – Curriculum and Assessment Committee name change</li> </ol> </li> <li>6. VPIA               <ol style="list-style-type: none"> <li>a. Action Item – Revised faculty workload policy (BP 6026 and AP 6026)</li> </ol> </li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>1. Reading of the Mission Statement: Director Jack recited the mission statement prior to the opening of the meeting.</li> <li>2. Call to Order; Declaration of Quorum: President Daisy declared a quorum and opened the meeting at 2:05 PM.</li> <li>3. Review of Agenda: VP Harriss moved and VP Simion seconded to adjust the order of the agenda items so items 5 and 6 which are pending items from the previous meeting be discussed first to allow more time for discussion of item 4. The motion passed unanimously.</li> </ol>

4. VPIEQA

- a. Action Item – Curriculum and Assessment Committee Name Change: With elimination of the Council of Chairs, the new process for bringing forth issues from the standing committees to EC is to invite the chair to present the recommendation and report the decision of EC back to the committee. Chair of CAC presented that with the establishment of the Assessment Team, assessment is no longer a primary task of their committee leaving just curriculum as the focus; therefore, the request to change the name of the committee to Curriculum Committee. VP Harriss moved and VP Habuchmai seconded that the name change request be accepted. The motion passed unanimously. President Daisy asked Chair Aiseam to extend to Curriculum Committee apologies from EC for the delay in acting on their request.

5. VPIA

- a. Action Item – Revised faculty workload policy (BP 6026 and AP 6026): The policy is being revised to provide for alternative services for committee work, make factual changes, and include policy number now available. Alternative services are not self-selecting and must be approved by the VPIA. Clarification made that the correct wording is alternative services to college **and** community. Director Jack moved and VP Habuchmai seconded that the proposed revisions and AP 6026 be approved and that the procedures be incorporated in AP 2200. The motion was adopted unanimously. VPIEQA to make adjustment to AP 2200.

6. President

- a. BOR Master Planning Calendar 2018-2023: The master planning calendar is to inform and guide adherence to our policy on five-year cycle for policy review. The calendar will be presented to the board at its December meeting.
- b. Action Item- EC TOR annual review and approval: In the Spring EC resolved how to get things to EC due to the dissolution of the Council of Chairs. The current focus is with membership. The VPCRE position has been eliminated (the Director for the program will now report to the VPIA). Also, there is now a Dean of Assessment and an Assessment Team with responsibility for assessment (which was taken out from CAC). Where should this position report? This is an appropriate opportunity to weigh in on membership of EC. It was noted that the assessment team is not a participatory governance committee but a team of high level administrators. EC was directed to consider this matter for discussion at the next meeting or to send their thoughts or questions to VPIEQA.

7. SBA

- a. The new SBA president reported on their recent SBA meeting during which the SBA plans to develop a mission statement for SBA. His mission is to focus on activities promoting student engagement and involvement for student success. The officers have met with the President Daisy who shared his expectations for student involvement in the participatory process. Regular meetings with the president are planned.
- b. With the hiring of the Director of Student Life, a significant gap in student services has been filled and expectations are for a robust student life. When SBA officers are in place at all campuses, the president would like to see them connected and communicating. The deans/director reported that officers have been elected at their campuses. President requested that the SBA and student clubs communicate information on their activities to the broad college-wide community.

8. Miscellaneous

- a. VPIEQA requested clarification on the expectations for the TOR review. Included are define secretariat, consider membership, and make edits. Edits are to be sent within a week to Norma who will incorporate them and send the TOR back for review before the next meeting.
- b. Dean Nena reported he cannot access Dropbox; VPIEQA will ask IT to give him access through gmail.
- c. Dean Kanto reported a new IT person on board and looking forward to filling other vacancies.
- d. Dean Roboman reported FMI now has IT and student services personnel on board; cadets doing shipboard training on the Navigator; and turnover of the Red Snapper to the national campus.
- e. VPAS announced the beginning of the FY 2018 budget development process.
- f. On oversight hearing is scheduled with the Congress Committee on Education for Monday.

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

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- Handouts/Documents Referenced:**
- Agenda August 23, 2016
  - Executive Committee Terms of Reference
  - Board of Regents Five-Year Master Planning Calendar, 2018-2023
  - Memo (3/11/16) from Chair of FEC regarding Request for Amending BP 6026 and Creating a New Administrative Procedures
  - AP 6026
  - BP 6026
  - CAC minutes 8/22/16
  - Memo (9/6/16) regarding Official Meeting Minutes and Meeting Dates for Fall 2016

**College Web Site Link:**

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<b>Prepared by:</b>	ne	<b>Date Distributed:</b>	
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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- Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**
1. Approval of name change request from CAC to CC
  2. Approval of revisions to BP 6026 and approval of AP 6026
  3. VPIEQA to incorporate AP 6026 procedures into AP 2200
  4. Consider membership in the EC TOR for discussion at next meeting; suggested edits to Norma within a week; Norma to send proposed revisions to EC prior to next meeting
  5. SBA and student clubs to send information on their activities for broad college-wide information
  6. VPIEQA to request IT to give Dean Mike access to Dropbox through gmail

