

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

Committee or Working Group:	Executive Committee
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Date	Time	Location
April 21 2017	10:15 AM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy		X	TA
VPAS	Joseph Habuchmai		X	
VPEMSS	Joey Oducado	X		
VPIA	Karen Simion	X		Presiding
VPIEQA	Frankie Harriss	X		Via comments
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Kosrae Campus	Nena Mike	X		
Dean, Yap Campus	Lourdes Roboman	X		
Director, Career & Technical Education	Grilly Jack	X		
Chair, Management Team	Grilly Jack	X		
President, Faculty/Staff Senate	Sylvia Henry	X		
President, SBA	Jayvee Tamagginey		X	
Recorder	Norma Edwin	X		

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement 2. Call to Order; Declaration of Quorum 3. Review of Agenda 4. Approval of Minutes – April 7, 2017 5. Old Business <ol style="list-style-type: none"> a. President <ol style="list-style-type: none"> i. Action – Revised BP 6017 Performance Evaluation ii. Action – Proposed BP ____ Naming Opportunity of Facilities and Programs Policy b. VPIA <ol style="list-style-type: none"> i. Action – Revised 3116 Academic Honesty for Students ii. Action – Revised BP 6029 Code of Ethics iii. Action – AFT Program Survey Project for COM-FSM Chuuk Project Report iv. Action – Revised Instructional Faculty Evaluation Form v. Action – Revised Student Evaluation of Instructor and Course Form c. VPIEQA <ol style="list-style-type: none"> i. Review – Revised Draft –AP 2200 Participatory Governance ii. Review – Draft 4-Year Program Assessment and Program Review Cycle 6. New Business 7. Miscellaneous

Discussion of Agenda/Information Sharing:

1. **Reading of the Mission Statement:** FSS President Sylvia Henry read the mission statement.
2. **Call to Order; Declaration of Quorum:** A quorum was declared; Acting President/VP Karen Simion opened the meeting at 10:15 AM.
3. **Review of Agenda:** Items 5.b. iii, iv, and v have not yet been vetted through committees so were deleted from the agenda.
4. **Approval of Minutes – April 7, 2017:** The date on the minutes should be April 7. Director Jack moved and FSS President Henry seconded that the minutes of April 7, 2017, as corrected be adopted. The motion passed unanimously.
5. **Old Business**
 - a. **President**
 - i. **Revised BP 6017 Performance Evaluation:** Dean Kanto moved and FSS President Henry seconded that the revised BP 6017 Performance Evaluation be endorsed to the board. The motion passed unanimously.
 - ii. **Proposed Policy on Naming Opportunity of Facilities and Programs:** During the review by the Facilities and Campus Environment Committee, the similarity with North Carolina State University policy was noted. The consultant helping us develop our policy is the author of NCSU policy, and he gave us permission to use the policy. Director Jack moved and FSS President seconded that the proposed policy on Naming Opportunity of Facilities and Programs be endorsed to the board. The motion passed unanimously.
 - b. **VPIA**
 - i. **Revised BP 3116 Academic Honesty for Students:** The vetting process was explained resulting in stronger definitions. Dean Kanto moved and Director Jack seconded that the revised BP 3116 Academic Honesty be endorsed to the board. The motion passed unanimously.
 - ii. **Revised AP 3116 Academic Honesty:** Under item #5 regarding third offense of academic dishonesty, “normally” was questioned (what other options). To make that sentence stronger “will normally include” was changed to “is.” Director Jack moved and Dean Mike seconded to approve with the change of the revised AP 3116 Academic Honest. The motion passed unanimously.
 - iii. **Revised BP 6029 Code of Ethics:** The revision includes new paragraph under the Faculty Code of Ethics and under the Staff Code of Ethics and received endorsement from HRC and FSS. Dean Kanto moved and Director Jack seconded that the revised BP 6029 be endorsed to the board. The motion passed unanimously.
 - c. **VPIEQA**
 - i. **Revised AP 2200 Participatory Governance:** The procedure was updated by VP Harriss to align with changes in structure and policy. Item #5f was briefly discussed; all changes should go through the secretariat. Dean Kanto moved and Dean Roboman seconded to approve the revised procedure. The motion passed unanimously.
 - ii. **Draft 4-Year Program Assessment and Program Review Cycle:** The draft cycle now fits with revised policies and provides staggered cycles. VP

Oducado moved and FSS President Henry seconded to approve the 4-Year Program Assessment and Program Review Cycle. The motion passed unanimously.

6. **New Business**

None

7. **Miscellaneous**

None

8. **Adjournment:** Director Jack moved and FSS President Henry seconded that the meeting be adjourned. The meeting adjourned at 10:45 AM.

Comments/Upcoming Meeting Date & Time/Etc.:

- Friday, April 21, 2017

Handouts/Documents Referenced:

- Minutes of April, 2017
- Revised BP 6017 Performance Evaluation
- Proposed policy on Naming Opportunity of Facilities and Programs
- Revised BP 3116 Academic Honesty
- Revised AP 3116 Academic Honesty
- Revised BP 6029 Code of Ethics
- Revised AP 2200 Participatory Governance
- Draft 4-Year Program Assessment and Program Review Cycle

College Web Site Link:

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Prepared by:

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Date Distributed:

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

1. Minutes of EC April 7, 2017, meeting
2. Revised BP 6017 Performance Evaluation
3. Proposed policy on Naming Opportunity of Facilities and Programs
4. Revised BP 3116 Academic Honesty
5. Revised AP 3116 Academic Honesty
6. Revised BP 6029 Code of Ethics
7. Revised AP 2200 Participatory Governance
8. Draft 4-Year Program Assessment and Program Review Cycle