

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

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| <b>Committee or Working Group:</b> | Deans/Directors and VPs |
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|-------------|----------------|-------------------|
| <b>Date</b> | <b>Time</b>    | <b>Location</b>   |
| May 4, 2016 | 9:00AM-12:00pm | Tutoring Room/KSA |

| Members                          | Name             | Present | Absent | Remarks   |
|----------------------------------|------------------|---------|--------|---|
| VPEMSS                           | Joey Oducado     | X       |        |   |
| VPAS                             | Joseph Habuchmai |         | X      | Did not attend BOR meeting due to illness             |
| VPCRE                            | Jim Currie       |         | X      | Did not attend BOR meeting due to death in the family |
| VPIA                             | Karen Simion     | X       |        | Chair   |
| VPIEQA                           | Frankie Harriss  |         | X      | Ill   |
| 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       |        |   |

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| <b>Additional Attendees:</b> | none |
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| <b>Agenda/Major Topics of Discussion:</b>   |
| <p>VPIEQA – Mini Summit – Visioning Summit Planning</p> <p>VPIA – Gateways 2 Completion<br/>Monthly meeting time.</p> <p>DEANS/DIRECTOR</p> <ol style="list-style-type: none"> <li>1. Liberal Arts to be offered at the State Campuses. Yap and Chuuk</li> <li>2. Transitioning from Certificates into Degrees. – in progress</li> <li>3. Courses for programs not offered at the state campuses to be offered as long as instructors are available, its within their regular load, and have not reached 50% of required courses.</li> <li>4. A one-year program or courses to prepare Certificate students for COMET. - Work at the state doe level through the deans.</li> </ol> <p>VPCRE<br/>Use of satellite dishes</p> <p>VPEMSS<br/>Common assessment unit outcomes and reporting</p> |

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| <b>Discussion of Agenda/Information Sharing:</b>   |
| <ol style="list-style-type: none"> <li>I. VPIEQA was not able to attend the meeting. VPIA reminded Deans/Director that she had sent information Jan. 6, 2016, to help campuses prepare for the Visioning Summit in August. VPIA will confirm with VPIEQA to make sure the information is still relevant and resend to deans/director if needed.</li> </ol> |

- II. VPCRE also was not in attendance, but VPIA asked about the use of the satellite dishes at the state campuses. Chuuk and Yap expressed they would like to continue with access and asked if the VOIP could be connected. Using VOIP after 11:00 am is very difficult. Kosrae needs to work with IT to allow for expanded access to the satellite dish during daytime hours.
- III. VPEMSS would like the student services to establish one goal for each unit and then that unit will report on that one goal. Each campus may establish different assessment strategies to reach that one goal, but the end report would have one focus. All assessment plan writing and reporting should follow the same schedule. VPEMSS plans to meet with deans/director and /or unit representatives in August to write the assessment plan for 2017-2018.
- IV. VPIA shared information on the Gateways to Completion project and the implication for each campus. The liaisons for the project are VPEMSS, Director of IRPO, and VPIA. Assistant liaisons are IC from Yap campus, a math instructor from National Campus, and an English instructor from Pohnpei Campus. A steering committee will be formed that includes the liaisons, assistant liaisons, student services personnel and the chair and/or co-chair of the course specific committees. Three courses have been identified as the gateway courses for this project. The three courses are MS 100, EN 120a, and ESL 089. The faculty for these courses will make up the three course specific committees.

The role of the steering committee is to analyze available data for decision making in regards to policies, necessary management systems, course re-designs, and improvement plans. The role of the course specific committees is to also use the data to re-design each of the three courses. The re-design could be a small change such as using a different teaching strategy, offering the course through a compressed schedule, or having in class tutors. If the course specific committee feels the entire course needs to be re-designed including learning outcomes, then that will be the work of the course specific committee. Implementation for changes is planned for fall 2016. Review and analysis of data collected occurs in spring 2016 and improvement plans are written ready for implementation in fall 2017.

VPIA requested a regular meeting time for deans/director, dean of academic programs and director of learning resources. The schedule will be the first Monday of each month at 10:00 am for Kosrae and Pohnpei and 9:00 am for Chuuk and Yap. VPIA is make sure this time does not conflict with other regularly scheduled standing committee meetings. The deans/director will meet face-to-face with other vice presidents during the months when the Board of Regents meet.

- V.
  - i. Liberal Arts extended to the state campuses. Chuuk Campus dean requested extending the LA program to the state campuses. Offering the Pre-Teacher Preparation program means teaching most of the courses in the LA program. BP 1520 does allow for each state campus to offer 2 degree programs. VPIA asked Chuuk Campus dean to consider if he wants to offer a program that is in competition with a 4 yr BA program at a local college or to offer something different for student recruitment. Yap was also interested in offering the LA program. VPIA asked the deans from Chuuk and Yap to follow the procedure outlined in the Curriculum Handbook for requesting a new program. VPIA also referred the deans to the ACCJC website for substantive change proposals and to the accreditation document archives and the 3<sup>rd</sup> year education substantive change proposal as an example. The two deans will work together to prepare the request. The proposal if approved will be ready for ACCJC review in spring 2017.
  - ii. Students transitioning from certificate to degree without retaking COMET. Faculty members in two certificate programs are already working on revising the certificate programs to better prepare students for degree level work. Once the changes are approved in the

certificate programs, the proposal to change the admission policy and allow transfer to degree level work will be proposed. This proposal must stipulate that students will not be able to select any degree, but must follow the designated pathway from secretarial science/bookkeeping to business administration and agriculture and food technology to agriculture and natural resource management. Program changes are to be complete by end of fall 2016. Policy change can occur at spring Board of Regent meeting if a substantive change proposal is not needed for program changes.

iii. Courses for programs not offered at the state campuses to be offered as long as instructors are available, its within their regular load, and have not reached 50% of required courses. VPEMSS explained that general education credits count as 50% of most degree programs. State campuses are allowed to offer the general education courses. Students must complete 50% of the course work in residence so the major courses should be taken at National Campus.

iv. A one-year program or courses to prepare Certificate students for COMET. – VPIA explained various attempts over the years to initiate some type of contacts with high schools. These initiatives have included workshops for high school teachers, sharing curriculum with high school principals, working through FSM DOE, sharing COMET results, and others. The campus deans were aware of the money available through SEG funding. They expressed that it is good to work with the state departments of education to prepare a proposal to initiate some program perhaps similar to an Upward Bound model. The purpose of working through the state departments of education is to get buy-in for whatever type of program is designed. The campus deans will work together to write and present this proposal to students not prepared for college level work. Proposal to be ready for college review by Dec. 2016.

VI. Other items discussed:

- i. Achieve 3000 update – VPIA just received the report on the pilot project. Information will be shared as early as possible.
- ii. There is a need to improve academic advising – possible topic for faculty workshop week.
- iii. Faculty Evaluation Tool needs to be revised. – Maria and ICs will be assigned to propose a new format.
- iv. Prayers at graduation and other college events – VPIA explained again the accreditation standard around expressing world views at a public institution. Since Yap and Chuuk have already planned graduations and sent invitations, the last time prayers will be part of the ceremony this May.
- v. VPIA and DAP to review a change on pay rates for dean’s and part time faculty.
- vi. Staff Development for regular conferences should be built into budgets with strong justification for each request.
- vii. Ask Quly to prepare a training for administrative assistants on document handling.
- viii. Always copy VPIA on documents sent from the state campus for tracking purposes.
- ix. Instructional Affairs is preparing the next academic calendars and needs student services events and holidays for each state to be included.

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

- Next meeting: June 6, 2016

**Handouts/Documents Referenced:**

- May 04, 2016, Agenda

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| <b>College Web Site Link:</b> |
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| <b>Prepared by:</b> | VPIA | <b>Date Distributed:</b> | May 5, 2016 |
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| <b>Approval of Minutes Process &amp; Responses:</b> |
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|----------------------|--|------------------------|--|
| <b>Submitted by:</b> |  | <b>Date Submitted:</b> |  |
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| <b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>   |
| <ol style="list-style-type: none"><li>1. VPIA to check with VPIEQA on documents distributed for August Visioning Summit</li><li>2. VPCRE to work with IT on licensing and use of satellite dishes at each campus.</li><li>3. VPEMSS work with each campus to establish common assessment plans for student services units.</li><li>4. Deans/Director will write a proposal for working with high schools on preparing students for college level work.</li><li>5. Yap campus dean and Chuuk Campus Dean will write a proposal to have the LA program extended their campuses.</li></ol> |

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