

**College of Micronesia – FSM  
Minutes Reporting Form**

<b>Meeting Group:</b>	<b>Instructional Department</b>
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<b>Date: July 10, 2012</b>	<b>Time: 2:00pm</b>	<b>Location:</b>
		Board Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

<b>Members Present:</b>				
Titles/Representative	Name	Present	Absent	Remarks
VP, Instruct. Affairs	Mariana Ben Dereas	✓		
Dean, Academic Programs	Karen Simion	✓		
Dean, Pohnpei Campus	Maria Dison	✓		Acting Dean
Dean, Chuuk Campus	Mariano Marcus	✓		Acting Dean
Dean, Yap Campus	Lourdes Roboman		✓	
Dean, Kosrae Campus	Kalwin Kephias		✓	
Director, CTE	Grilly Jack	✓		
Director, LRC	Jennifer Hainrick	✓		
			✓	

<b>Additional Attendees:</b>	Email send in with comments from IC Kind Kindo (Chuuk campus)
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Agenda:

- I. Information sharing from VPIA
- II. Committee membership
- III. Other concerns

**Agenda/Major Topics of Discussion:**

- I. Information sharing form VPIA
  - a. Request that all Instructional Directors and Deans agree on a common time of meeting at least once a month. Currently, VPIA meets with the Instructional Department Head (DAP, DCTA, and DLRC) once a month; the last Thursday of the month at 10:00am. With the addition of the Campus Deans, this day and time might change. An email will be emailed out for agreement on time of meeting.
    - i. Each monthly meeting will have set agenda and minutes to follow for approval.
  - b. VPIA informed those present that she has one on one meetings with the President once a week; every Tuesday at 10:00am, if there is any concerns that needs to be shared to the President through the VPIA this would be a good time to do so.
- II. Committee membership

- a. New faculty assignments. Should they be selecting a committee right away to meet colleagues and learn how the college operates through service, or should they be given their first semester off from service and instead be given a chance to adjust to the college and their new position?
  - *First semester should be optional but required to be on a committee starting 2<sup>nd</sup> semester.*
  - *After the first six months probation period or after the first semester can choose.*
  - *Even if new to a position or the system, you will need at least a semester to adjust.*
  - *Visit committees the next semester. Most committees will be in the mid-year of their committee work so instead of jumping in, the new person can visit committees to see what each committee is doing and which one they will like or will fit in better – “Committee hopping”.*
  - *If come in spring, can observe in summer and can be assign in the fall.*
- b. Ensure faculty who have not been attending committee service are having discussions with their IC/Chair/Karen/Grilly about how this is a job requirement, and they must be cited for non-participation.
  - i. *Absolutely should be reflected in their performance ratings and they should be reprimanded for not performing.*
  - ii. *Since committee work is in the job description, it is a binding agreement between employee and the college thus employee should be reprimanded if not carry out duties as described.*
  - iii. *The recommendation is for division chair or IC or immediate supervisor check committee minutes to see whether or not faculty or staff they are supervising is attending the committee meetings or participating in the committee discussions, if there is not indication, then employee will be warned, if continued then reprimanded.*
  - iv. *IC and division chairs should have monthly meetings to be asking faculty on what is being done or to report on what is going on in each of their prospective committees. Through these monthly meetings, chairs and IC will know whether or not faculty is attending or participating in committee work.*
  - v. *Recommendation of a new evaluation tool for faculty that would reflect participation of committee. The current evaluation tool does not directly evaluate committee participation of faculty.*
  - vi. *Responding by email can be considered participation; this will help those that have time conflict, they can send in their thoughts and ideas to the committees and that can be considered as participation.*
- c. Protocol for faculty to change committees? Up to faculty? Required number of years to serve on the same committee? Can always stay on one committee? Need to switch periodically? Leave it up to faculty to decide, so long as they serve?
  - i. *It is agreed that the Chair and IC recommend members of their division or campus for committee membership with the approval of the person being recommended first. So the person will be asked before his or her name is recommended for the committee.*
  - ii. *In the case of changing committee and years of serving committee, it is recommendation that a person serve at least two years in a committee to*

***guarantee continuity. If after two years he or should would like to change committee then this is acceptable.***

- d. Protocol for staff committee assignments? Up to campus deans to assign staff? Allow any interested, additional staff to serve (if committee allows)? What is done with staff who are appointed and don't attend? Is that assignment until stated otherwise, or just for the year? Etc.
  - i. ***Like the above, the Dean of Campuses will recommend membership with the approval of the person being recommended first.***
  - ii. ***If a staff is appointed to a committee, he or she will be reprimanded if not attend. This will also be reflected in his/her evaluation form by their immediate supervisor thus the minutes of the committee meetings should be reviews by the supervisor.***
- e. Note folks seemed happy, across the college with the established meeting day/time for each committee, but that isn't to say a few of the times seem less ideal as far as soliciting membership. Folks seemed less receptive to a common free time across the college. Are we okay to leave all as is, especially as many faculty set their schedules around these times? I recommend if a day/time change is suggested, it not be effective until the next academic year...but still good to discuss satisfaction with this system.
  - i. ***Agree with recommendation but if needs a fixed time, 11:00 am to 12:30 pm Tuesdays, & Thursdays of the weeks other than the first weeks, are good times for faculty members at Chuuk Campus.***
  - ii. ***If already set time for this year, leave it has is... but if want to change, then need to do the change a year in advance as is the yearly course schedule.***
- f. Any other ideas/suggestions/recommendations around committees.
  - i. ***Question? Counsel of chair – roles and function? Question of its membership? Clarify on its role and function.***
  - ii. ***Starting to work, still early to do a thorough assessment.***
  - iii. ***Question – on committee at the state campuses? Is it necessary to have smaller committees at the state campuses? It was recommended that. There is no need since everyone is participating... what is missing is the sharing of information. – Important to have campus and divisions participate in the committees... management team meeting – each report on what is going on in the committee.***
  - iv. ***Recommendation is that if a person represents a campus or a division on a committee, he or she should be aware that he or she is responsible to report what is going on in that committee and be either rewarded or reprimanded according to participation of assigned committee.***
  - v. ***Where is the Faculty/Staff Senate in the process? Are they in communication with the committee? Are their issues being met?***

### III. Other Concerns

- a. ***Where is the Forum for Faculty/Staff Senate? No longer part of cabinet.***
- b. ***Not sure if state campuses are being communicated about the senate issues.***
- c. ***For instruction, the Dean of Academic and Director of Career and Technical Education would like to be part of the curriculum committee as none voting participating members. Right now, many of the chairs of the committee are new to the committee, need someone with the historical background to maintain***

*continuity.*

- d. Question on placement of special need students. How does the college accommodate students with learning disabilities?*
- i. The college does not have any special services for special need students. There needs to be training on how to deal or provide services for special need students.*
  - ii. The college is not equipped or trained to deal with students with disabilities.*

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

1. Upcoming meeting will be set upon agreement of common meeting time for the Instructional Department, including the Campus Deans.

**Handouts/Documents Referenced:**

1. Emailed with 6 questions from VPIEQA's office regarding Committee Membership.

**College Web Site Link:**

**Prepared by:**

VPIA

**Date Distributed:**

7/10/12

**Approval of Minutes Process & Responses:**

- Minutes will be emailed out for review before vote of approval by those present via email.

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

- Recommendations from meeting will be shared with the VPIEQA's office after those present at this meeting have approved the notes. The recommendations will be shared with other recommendations to the cabinet.

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments