

Faculty Senate Meeting Minutes

Date: November 13, 2015

Attendance:

Baileikorocau, Waisiki Bertram, Eric Canonigo, Ernest Giardullo, Laura Good, Catherine Hess, Janet Ishiguro, Amanda Ittu, Jobirik Knobloch, Nicholas Lekka, Meitaka Leshan, Jacqueline	Manase, Manase McWilliams, Floyd Pagolu, John Perkins, Pamela Peter, Florence Savu, Vasemaca Seru, Jennifer Shutz, Lola Solomon, Beylul Sumaoang, Moses Sumaoang, Rosalinda Switaj, Elizabeth	Teshome, Seyoum Tsuchiya, Yukiko Van Auken, Mary Vila, Curtis Willson, Nikolas Apologies Walton Bohanny Gabriel Soje
--	--	---

1. Meeting called to order at 11:11 Quorum was achieved at 11:22.
2. Minutes of October 23 meeting approved unanimously with one revision in Section 4a.
3. Old Business:
 - a. Salary Equity: Elizabeth Switaj shared a concern that salaries being advertised presently for new hires are higher than experienced instructors are earning. It is important that the salary range being published is accurate.
 - b. Faculty Handbook: Elizabeth Switaj reported that the full first draft will be available by February 2016.
 - c. Seyoum Teshome brought samples of books that he has fished out of dumpsters at the end of semesters, including a nursing text book, a computer manual, and a math book. He is chagrined that students do not value these books. He has asked Begonia Alik at the CMI residence hall to collect books from students if they do not intend to keep them. He also requests that each instructor ask students to leave books behind if they do not intend to keep them. Nicholas Knobloch stated that he is planning to run a survey of students asking what they will do with their books at the end of the semester.
4. Committee Reports:
 - a. **Executive Council:** Beylul Solomon reported
 - i. The RMI Peace Corps agreement is scheduled to be completed in May 2016. CMI requests in 2016 is likely to involve staff training, Developmental Education, and Vocational Education.
 - ii. The new Czech Ambassador has donated books to the CMI library written in English by Czech writers and will pursue the possibility of a Czech Film Festival.
 - b. **Institutional Planning:** Mary Van Auken reported on the **October 28th IPC meeting**
 - i. Approved minutes from September 3rd meeting, September 9th meeting, and September 15th meeting of IPC
 - ii. Amended **key targets** upward for KPI one in *Goal 1: High Quality*

Student Success Program based on new evidence that we have already met our five year goal

iii. Discussed “Responsible Position” as opposed to “Responsible Department”

Mary Van Auken reported on the **November 11th Regular Meeting of the IPC**

i. Approved minutes from October 28th, 2015 meeting

ii. Approved activities under Goal 2: Resources > Objectives 1 and 2

iii. Tabled Objectives 3 to 9

c. **Human Resources:** No committee member was present to report

d. **Performance Management System and Faculty Working Group:** Elizabeth Switaj reported that the full proposal will go to the Board during the spring semester 2016, followed by training in some areas, with full implementation to be ready by the fall semester.

e. **Information Technology:** No meeting

f. **Enrollment Management:** Jennifer Seru reported:

i. Academic Probation and Suspension/Dismissal Policy was passed. It will be taken up with EC in their (EC) next meeting

ii. FERPA reminder to faculty that SIS information is for internal use only. A FERPA message reminder will be included on SIS portal.

g. **Student Life and Conduct:** No meeting

h. **Physical Plant and Facilities:** No meeting

i. **Curriculum and Assessment:** Catherine Good reported as follows:

The Committee is in the process of revising its procedures. To that end, the Committee has created a Curriculum and Assessment Committee (CAC) Procedures Handbook.

The following procedures have been revised, approved and included in the Handbook.

1. Creation of a New Academic Department
2. Creation of a New Course
3. Creation of a New Program
4. Revision of a Course Outline

The remaining procedures are still under review.

1. Revision of an Existing Program
2. Elimination of a Course or Program
3. Program Review and Report

In addition, it was requested that all faculty have access to the procedures which previously have been restricted to the CAC. Mary Van Auken suggested that the procedures be stored on the Forms site. Catherine Good will follow up on that request.

j. **Library Committee:** Mary Van Auken reported for Gabriel Soje who was at home dealing with the loss of his father whose funeral was today in Nigeria. Gabriel was to spend the day with family members via Skype during the funeral. Benjamin Perez was unable to attend as well.

i. Two new chairs have been purchased for the computer lab allowing two of the existing chairs to be returned to the main library rooms.

ii. Curtains have been purchased to protect books from direct sunlight.

iii. Librarians have requested that students help monitor noisy students

iv. There is to be no food in the library.

- v. There are now 5 librarians where formerly there were 3.
- vi. New acquisitions include Tumblr, NY Times, etc.

5. New Business

No new business

6. Announcements

Elizabeth Switaj announced that in addition to the November 20 Jambo Arts Exhibition at Jitak on November 20, a portion of Jambo Arts will be held in the Old Library, Nov. 27.

Janet Hess announced that there is to be a Children's Christmas Party at CMI from 3 - 5 pm on Saturday, November 28 with hotdogs and cupcakes.

Janet Hess explained that the CMI Christmas party, December 3, has been scaled down a bit in light of a cash flow problem limiting necessities such as paper and cartridges for printers and copiers. Therefore, the Christmas party will be held here at CMI with departments and some combined departments responsible for the side dishes. Dr. Theresa will provide pigs, Physical Plant and Security will set up barbeques and tables as well as clean up the area following the party.

Most importantly, each Dream Team Leader is to gather his/her group and provide entertainment such as singing and games.

7. The meeting was adjourned at 11:42

Respectfully submitted,

A handwritten signature in cursive script, reading "Pamela Perkins". The signature is written in dark ink and is positioned above the printed name.

Pamela Perkins