

College of the Marshall Islands

Faculty Senate – Minutes of Meeting

Friday 24th January 2020, 11:10 AM – 12:00 PM

Chair: Moarieta Ientaake, FS President

Deputy Chair: Dr. Michael Young, FS Vice-President

Minute taker: Ana Bulavakarua – FS Secretary and Treasurer

Present: Quorum of 28 faculty members, 4 apologies

1. Call to Order

- a. Iakwe and welcome. Special welcome to the new faculty: Geoff Goodman - instructor in Liberal Arts, and Dr. Ekta Madan - Agroforestry Instructor.
- b. Reminder from the Faculty Senate President that we have a solemn duty to help our students. As teachers, we are agents of change – change for the better.
- c. Agenda adopted

2. Special/Urgent Business:

- a. Nominations for a new faculty member to the Student Conduct Board: Alex Kasula has stepped down from the board.
- b. Geoff Goodman volunteered to be part of the committee. He is voted in to this position.

3. Review of the Minutes:

- a. 4 f – incomplete. Secretary to complete this.
- b. Minutes of Meeting from 22nd November approved to be true and correct, with 4 f to be completed

4. Reports/Actionable Items as follows:

- a. Executive Council & Executive Officers' Report – have had a meeting recently. No action required from the Faculty Senate. The only concern to be informed of is the issue of the college's trial balance. Also, all minutes of this committee is posted on the CMI website, under Shared Governance. Faculty Senate is encouraged to keep abreast of the committee's discussions.
- b. Human Resources Committee – no meetings yet. Jordan Prokosch had to HR requesting a description of the ombudsman's position but no clear description was communicated back to him. No meeting also on the Sick Leave subcommittee as yet.
- c. Curriculum Committee RSA – no report/update
- d. Institutional Effectiveness Committee – no report
- e. Enrolment Management Committee – had a meeting and the committee is implementing the new RSA, and discussions on new calendar and student catalogue
- f. Library Committee – no meeting
- g. Plant & Facilities Committee – no representative present in this meeting, so no report
- h. Information Technology Committee – no meeting

5. Unfinished Business:

A motion for a sub-committee to relook at the matters 5 a-e below was made, was voted and carried. Volunteers to be part of this sub-committee are Amy Ishiguro (willing to volunteer for a limited time), Andrea Hazzard, Nik Willson, Adedayo Ogunmokun, Alvin Page, Raijieli Bulatale, Edward Alfonso, Rosalinda Sumaoang and Michael Corpuz.

- a. Revision and amendment of our Faculty Senate Bylaws
- b. CMI Faculty Teaching Satisfaction Survey Subcommittee
- c. CMI Faculty Teaching WORKLOAD policy subcommittee
- d. CMI Faculty Senate Bylaws Subcommittee
- e. Faculty Effectiveness Survey - Spring 2019 and Fall 2019

6. New Business:

- a. Revisions of PMS: Nik Willson emphasized and reminded the Faculty Senate of the importance of knowing that in any working conditions, consent agreement is important and this is in three main forms: free consent, informed consent, and prior consent. Consent agreement is a general standard in the working world. CMI currently has a great group of administrators, but we still need to have these three forms of consent before any changes are made, especially any change directly impacting the Faculty. Nik Willson suggests "that Faculty Senate should insist

that its formal consent, in the form of a vote, be requested before any PMS evaluation revisions are made, and that no change should be made without first holding a representative, equitable, collegial consultation in a well-defined forum for respectfully exchanging ideas" (from email to Faculty dated Jan 9 2020). Note the HR handbook has a note on this on 5.1.1.iv.b

- i. Move that Faculty Senate with other college bodies have these 3 forms of consent to any changes made by the College
 - ii. The motion to be taken to the EC by the Faculty Senate President
- Both 6.a. i and ii were motioned, voted and carried by the Faculty Senate.
- b. Block booking of Computer Labs:
 - i. limited resources and we need to be considerate of others who would like to use the computer labs (WH204 and RH119) for their classes a few times throughout the semester.
 - ii. Information relayed to the Faculty Senate of bookings for a month can only be made on the first of the month by emailing Neine Rear, but some classes are writing classes and currently are not scheduled on the timetable in the writing labs. This is an extra hassle for the instructor, which truly relates to the need for more computer labs.
 - iii. A move to raise the concern of the need to have more computer labs, as the fact is there are not enough labs. We need more labs too given that we promote the use of Moodle for our classes. Motion voted and carried to highlight the need for more labs to the management team.
 - c. A motion to speed up HR's subcommittee on the sick leave policy
 - i. For your information: Current policy states that a faculty will need to submit a sick sheet after 2 days of being sick in one pay period
 - ii. Motion to have a quicker discussion and confirmation by the Sick Leave policy subcommittee.
 - d. Role of Faculty Development Specialist: Andrea Hazzard will send an email to the faculty regarding this and she would like to see more discussions on teaching and learning amongst the faculty.

7. Announcements

- a. Get Organised Event: starts this afternoon at 3 – 5 pm.

Meeting was adjourned.

Curriculum Committee Report to Faculty Senate Feb 14th 2020

1. The Curriculum Committee met on Wednesday Feb 5th and approved the following;

- a) Curriculum Committee Manual.
- b) Marine Science Program Sheet
- c) Curriculum Committee RSA

2. Launching of the Curriculum Committee Manual. When the official copy comes out from the Media Center;

- 1 official copy will be in the Library
- 1 official copy will be given to Cheryl for the Power Tools Site
- Chairs to share with Faculty in their department meetings the soft copy of the manual while the official copy is being printed.

Thanks

Faculty Senate Reps: Camari Koto& Rosie Koroï