

College of the Marshall Islands
Friday, October 28th, 2022: 11:10 AM – 12:00 PM
Faculty Senate – Minutes of Discussion

Chair: Alvin Page – FS President

Deputy Chair: Rebecca Raab – FS Vice President

Minute Taker: Alexander Velasquez – FS Secretary and Treasurer

Quorum: 27 required, 36 in attendance

1. The meeting was called to order at 11:15 AM.
2. The College Mission Statement was read.
3. Review of the Minutes from October 14th, 2022
 - i. The minutes were approved and seconded with no abstentions.
4. Special/Urgent Business
 1. The SGA (Student Government Association) would like to do something for those graduating in December but who will not be here in the summer for the official ceremony.
 - a. One possibility is that faculty could do something in December. It could be something at the department level or something that Faculty Senate puts together.
 - i. Alexander and Curtis will look into the faculty budget next week to see if Faculty Senate can put something together via the allocated budget. If not, then something could be done at the departmental level.
5. New Business
 - i. Grades and Grading Draft Policy
 1. The LEAP (Learning Environment and Academic Policy) Committee is looking at a number of policies and approved draft policies.
 - a. The Grades and Grading Draft Policy was sent by Meria.
 - i. **When you prepare your next syllabus, please make sure that you put the policy for an Incomplete Grade in the syllabus (copied and referenced below from Draft Policy 361):**
 1. “A mark of I is given when a student is otherwise doing acceptable work but is unable to complete the course due to circumstances beyond their control. These grades must be accompanied by a Report of Incomplete Work Form. Any incomplete grade that is not resolved within one year will automatically revert to the grade specified on the Report of Incomplete Work Form. The Report of Incomplete Work Form shall be completed by the faculty member, signed by the responsible Dean, and submitted to the Registrar. When a student has completed the requirements to resolve an incomplete (I) grade, the instructor or designee specified on the Report of Incomplete Work Form should submit the Resolution of Incomplete Work Form.”
 - ii. In sum, if you believe you will make changes to a grade later, you must complete the incomplete form. There must be a reason for the incomplete grade and the requirement for course completion.
 1. Forms are available at student services.
 - iii. If there is an appeal or a disagreement over a grade, then there is a board that will resolve the disagreements.
 - ii. Textbooks and Supplementary Materials
 1. Textbooks are getting expensive. Some instructors are in favor of migrating to e-books, while others require physical copies for their class texts.

2. The LEAP Committee would like to do a faculty survey on whether faculty prefer to use an electronic copy or the physical copy of a textbook for their course.
 - a. Put in another way: Can faculty make it so that their course textbooks can be put into e-book format?
 - i. Some faculty expressed that earlier attempts to migrate into e-book and e-reader have failed either because the students still preferred physical books or did not like using tablets.
 - ii. One of the best thoughts put forth by faculty was that the LEAP Committee should get student feedback. Maybe have a survey aimed toward the students to see whether they would prefer to use an e-book or a physical copy of a book since they are the ones that will be most from a school-wide shift to e-books.

6. Unfinished Business

- i. Drafted Recommendations from Faculty Satisfaction Survey:
 1. The Board will meet on November 28th, so the committee has plenty of time to share the document with the recommendations put forth based on the survey results.
- ii. Academic Calendar
 1. EMC is backlogged with ten other policies, and the policies are taking up the meeting times. But both faculty and staff have concerns about the academic calendar. The concerns include the following:
 - a. The changes to the fall semester due to COVID never went through EMC.
 - b. The start to the fall semester on Friday, August 26th makes this a 19-week semester, not counting that Friday, it makes this an 18-week semester.
 - c. There is no break from the end of the summer semester (July 31st) to the start of the fall semester.
 - d. Our calendar is significantly longer than most community colleges in the Pacific.
 - e. Students have to start registering for the spring semester on January 2nd – only one week after starting their winter break.
 - f. ACCJC only requires a 15-week semester, so there is concern about why our calendar is as long as it is. (Faculty should refer to the ACCJC policy for reference.)
 - g. The COVID break was considered time off, even though faculty were preparing to take their courses online for the transition to e-learning.

7. Reports/Actionable Items

- i. Executive Council & Executive Officers' Report
 1. A Positive Report from President Taafaki's Trip:
 - a. Dr. Taafaki came back from Washington D.C. and said President Biden was in favor of strong financial support for the Pacific.
 2. SLO Assessment Champion
 - a. The department chairs and the assessment coach will determine who will be recommended as the SLO Assessment Champion.
 - i. The selection will be finalized with Cheryl and some others.
 - b. The SLO Assessment Champion must give a presentation to the rest of faculty at the Faculty Symposium.
 - i. The SLO Assessment Champion must present to faculty what they did (i.e., what a high quality SLO analysis should look like).
 - ii. If the SLO Assessment Champion would like to present at an international conference, it would be financially supported.

8. Adjournment

- i. The rest of the actionable items were tabled for email.
- ii. Meeting Adjourned at 12:00 PM.