

College of the Marshall Islands
Friday, November 11th, 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 11:21 AM.
2. The College Mission Statement was read.
3. Review of the Minutes from October 28th, 2022
 - i. The minutes were approved and seconded with no abstentions.
4. Special/Urgent Business
 - i. Adjunct/Faculty Overloads
 1. The names of those faculty members who have not signed their overload contracts were taken, as midterm grades have already been submitted and many instructors have not yet signed their contracts.
 - a. Faculty were not told why there was a delay in faculty overtime pay.
 - i. This issue will be brought to EC, and a letter will be drafted about faculty expectations going forward.
 1. There was a motion passed to create a document about what faculty expectations are going forward regarding faculty pay that include the fact that faculty don't want to be teaching overload courses without a contract being signed or given some sort of a term limit to sign the contract. For example, full-time faculty should sign their contracts between weeks three and four while adjuncts should sign their contracts before full-time faculty do.
 - a. A Google doc was created for faculty to list their expectations. The list will be due on Tuesday morning to be presented at the next EC meeting.
5. Concerns About Dr. Sandra's Teaching Observations
 - i. There were concerns about Dr. Sandra's teaching observations that include some of the following:
 1. Why is this being done at the college level?
 2. Why is it not being done within the department itself that knows its own content/outcomes/SLO's?
 3. For what purpose is the observation being done? There shouldn't be an evaluation without someone being told why the evaluation is being done.
 4. Is a criterion being sent out to inform the teachers in advance?
 5. Is the observation form the same for all disciplines? If it is, then why? (A business class would be taught entirely differently from an education class or a developmental education class.)
 6. If it is to support best teaching practices, is there a follow-up with the teacher for transparency?
 7. Where does this observation form go? How will it be used? The teacher's personal file or other?
 - ii. There was a general agreement among faculty that department chairs are the best to do this type of job because they know the subject matter that each individual instructor teaches; rubrics should be subject specific.
 - iii. One instructor emailed and asked for the purpose and they have yet to hear back from Dr. Sandra.

1. A motion was passed to write a letter to Dr. Sandra on the clarification and purpose of the evaluations going forward. Faculty want transparency as to what is being done with these evaluations.
6. Executive Council & Executive Officers' Report
 - i. The previous meeting was cancelled. Overload contracts will be brought up at next meeting.
7. Human Resources Committee
 - i. The following policies have been passed:
 1. 2.1 Recruitment
 2. 4.3 Employee Discipline
 3. 5.3.19 Remote Work or Work from Home Policy
 4. 5.10 Hazard Differentiation Pay
 5. 8.3.3 Faculty Fast Track
 - a. Read the policies that have been shared.
8. Curriculum Committee RSA
 - i. There are four representatives now: two are non-WAVES faculty members and two are WAVES faculty members.
 1. They are currently looking at three items:
 - a. The CC Manual
 - b. CMI 101
 - c. The Prior Learning Guidelines
9. Institutional Effectiveness Committee
 - i. Training plan and schedule for participatory governance by the Task Force.
 1. A meeting with the Committee Chairpersons to discuss needed improvements to the current participatory governance process has been scheduled for Monday, October 31, 2022.
 - a. After the meeting, training sessions with the Staff Senate, Faculty Senate, and the SGA will occur.
 - ii. Accreditation Update:
 1. Standard I.B.3: The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information.
10. Enrollment Management Committee
 - i. Numerous policies have been passed, including:
 1. Graduation Forms
 2. Sexual Assault Protocol
 3. CMI Substance Abuse Prevention Protocol
 4. CMI Internship Program Manual
 5. Title IX Policy
 6. Respondents Rights and Information
 7. Filing Options
 8. Complainants Rights and Information
 9. Reporting Procedure
 10. Filing Complaint Form
 11. Admission Policy and Procedures for Adult Basic Education
11. Plant & Facilities Committee
 - i. There is now a new director.
 - ii. The committee was supposed to meet on Wednesday, but the meeting was called off.
 - iii. Faculty are encouraged to close their classroom doors.
 1. If the A/C is not working, then faculty may leave the door open.
 - iv. Faculty are encouraged to use the online system, HIPPO, if any issues need to be reported.
 1. However, if the faculty restrooms are bad, then emailing them would also be okay.
12. Information Technology Committee

- i. The newly acquired laptops for faculty were returned back to the vendor last September due to specification issues. ETA for the new laptops will be given at the end of December.
 - 1. However, if any faculty is experiencing severe trouble on a CMI-issued work computer, let IT know.
- ii. Some internet gadgets were issued to faculty for support.
- iii. August and September internet bills were paid by CMI for faculty listed on a second spreadsheet shared by Boni. Please check your accounts.
 - 1. For any questions about this, please contact IT.
- iv. Only 320 students availed of 4G three-month payment of CMI. Faculty is requested to spread the word.
- v. 4G MiFi gadgets are being sold at the CMI bookstore. Payment can be arranged through their CMI account.
 - 1. The sim card at NTA for the MiFi gadget will be shouldered by students.
- vi. There is a two-year, \$1.7 million project underway mainly to build capacity for IT in five CMI DE centers with an apprenticeship component.

13. Discussion

- i. The walkways are wet, and it's hard to walk between the buildings at CMI and stay dry. There should be some sort of cover in place so as to keep from getting wet.
- ii. Also, during heavy rain, the gravel gets bad near the parking lot. One faculty member had to replace their tire because of the damage it took going through the uneven gravel. Construction should be done in that area.

14. Announcements

- i. A blood drive is going on today, Friday November 11th; it will close at 4:00 PM.
- ii. Apprenticeship week with WAVES is going on. Students will be invited from various high schools and booths will be set up. Please invite your students.
- iii. ENG 96 will be doing community outreach and fundraising. There will be a food sale. Students will be cooking and selling starting at 10:00 AM on November 15th.
 - 1. The proceeds will be used for students to either wrap gifts or to donate to the hospital or to hospital patients. The purpose is to inculcate entrepreneurship to students and to have students learn concepts such as building a budget plan and having projected sales.
 - 2. Any changes in schedule will be emailed to Faculty Senate.

15. Adjournment

- i. Meeting Adjourned at 12:10 PM.