

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

Chair: Alvin Page – FS President

Deputy Chair: Rosalinda Sumaoang – FS Vice President

Minute Taker: Alexander Velasquez – FS Secretary and Treasurer

Quorum: 23 required, 36 in attendance; quorum reached.

1. The meeting was called to order.
 - i. **Quorum was reached at 11:13 AM; the meeting formally began at 11:15 AM.**
2. The College Mission Statement was read.
3. Review of the Minutes from October 8th, 2021
 - i. Minutes were approved and seconded without abstention.
4. Special/Urgent Business
 - i. Discussion was had about the declining attendance after students had received their money from the CARES Act.
 1. The distribution dates come from the Financial Aid office, hence a date change in the distribution of funds would be impractical for Faculty Senate to attempt.
 2. However, faculty discussed the possibility creating a study to examine the link between the distribution of CARES Act money and classroom attendance.
 - a. Motion: A motion was created to do a sample study on the impact of the distribution of CARES Act money on classroom attendance.
 - i. The motion was moved and seconded without abstention.
 1. One member of faculty suggested that a questionnaire could be drafted through a small committee and sent to Faculty Senate.
 - a. Curtis Vila, Hermon Lajar and Dr. Rebecca Raab volunteered to be members of this committee.
5. New Business
 - i. Questions for Faculty Senate Regarding a Faculty Satisfaction Survey
 1. Motion: A motion was created for Faculty Senate to create a yearly Faculty Satisfaction Survey (FSS) at the end of every academic year to be analyzed and passed onto EC at the beginning of the year.
 - a. The motion was passed and seconded without abstention.
 - i. A decision was made to have one faculty member represent each department in the committee appointed to this task:
 1. Dr. Darren Dillman volunteered to represent LA.
 2. Dr. Rosalie Bojos volunteered to represent Developmental Education.
 3. Dr. Rebecca Raab volunteered to represent Elementary Education.
 4. Patricia Owens volunteered to represent ABE.
 5. Dr. Rosalinda Sumaoang volunteered to represent STEM.
 - a. Business, Marshallese Studies, and Nursing are not represented as of yet.
 - ii. One faculty member suggested that there were past surveys taken years ago that the committee could look at for reference and comparison.
 1. PMS satisfaction survey data could also be used in the questionnaire.
 - ii. Review ACCJC Report or Summary

1. Dr. Rebecca Raab (the FS representative) attended the last meeting but didn't have much to report regarding faculty.
 - a. Also, Dr. Rebecca is not attached to the project directly; per the last meeting, the reports/findings had to do with finance, and that's where the focus is on fixing the issues and making changes.
- iii. Code of Ethics
 - a. Unfortunately, this has now gone beyond Faculty Senate, as it could not be taken to EC.
 - i. Faculty should just take a look at the Code of Ethics the way it is.
6. Executive Council & Executive Officers' Report
 - i. Dr. Taafaki gave her report and projects.
 - ii. There is no clarity on when the Christmas party will be.
 - iii. There will be another meeting on November 24th.
7. Curriculum Committee RSA
 - i. Course approval was the main order of business:
 1. Anatomy & Physiology I was approved with changes.
 2. Anatomy & Physiology II was approved with changes.
 3. Microbiology was also approved.
 4. Humanities courses are still pending approval.
8. Institutional Effectiveness Committee
 - i. IEC will be sent online.
9. Enrollment Management Committee
 - i. No meeting; further updates will be given later.
10. Plant & Facilities Committee
 - i. No meeting.
11. Information Technology Committee
 - i. Met on October 26th.
 - ii. The new ITC RSA was approved; the committee now meets once a month on every fourth Tuesday.
 - iii. IT equipment bidding:
 1. Chairperson updated the committee on the status of IT Equipment bidding with the vendors on island for the following equipment:
 - a. Faculty laptops
 - b. Zoom equipment for classrooms and labs in all CMI locations.
 - c. Staff laptops
 - d. Classroom laptops and Computers
 - e. Mobile Computer Lab requested by the DevEd Department
 - iv. Automated Vehicle Permit (VP).
 1. Online vehicle permit started on October 28. VP should be processed 48 hours prior to the needed date and signed by the immediate supervisor. After this process, the permit will be submitted via Docusign to the respective Vice President. Emails will be sent to all managers about the booking system. Pilot testing is not needed since it is an old procedure that was automated. Contact person for booking related issues is Christian Sebastian, Media Director.
 - a. One faculty member brought up issues about the system, mainly that the approval process is tedious with so many steps because of how long the paperwork system is.
 - i. Unfortunately, these issues were not accounted for before the launch of the automated VP system.
 1. However, the Media Center was helpful enough to remove one of the steps needed to acquire a permit.

- a. The Elementary Education will take up these issues separately for their VP approval process.

v. Phishing and scams:

1. Everyone is reminded to avoid opening emails from unknown sources. NTA informed the IT department through the IT Director of an email scam that had occurred using CMI's IP address. This issue has been resolved.

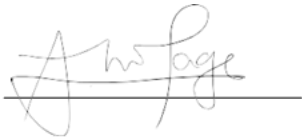
12. Learning Services Committee

- i. No meeting.

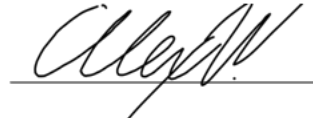
13. Discussion

- i. Problem: A lot of activities are happening at CMI, and sometimes these events conflict; at other times, the deadlines are often tight and notifications can arrive late.
 1. The academic calendar only logs events related to academics or general non-extracurricular events.
 2. Some faculty have no idea about certain activities happening with students or other events.
- ii. Solution: Create a Master Calendar where extracurricular activities can be logged and faculty can spread out any planned activities. Scheduled committee meetings can also be included in this calendar.
 1. This will be included in the agenda for the next Faculty Senate meeting.

14. Meeting Adjourned at 12:04 PM.



Alvin Page
Faculty Senate President



Alexander Velasquez
Faculty Senate Secretary/Treasurer