

MEETING NOTES OF RAFAEL PULMANO
BUSINESS DIVISION MEETING
APRIL 1, 2015

AGENDA:

- NEW BUSINESS
 - List of potential employment options for students
 - Number of students currently employed in major area
 - List of transfer options/how well students are prepared for transfer to a 4-year university
 - Dialogue with at least one university for relevance of program and transfer ease
 - Consult advisory group (professionals in the major area) for necessary skills/knowledge a student must have
 - Propose changes to program with timeline for completion and who is responsible
- OTHERS
- ANNOUNCEMENTS

DISCUSSION NOTES:

- NEW BUSINESS
 - **List of potential employment options for students**
 - AS BUSINESS ADMINISTRATION
 - WITHIN FSM & OVERSEAS
 - Entry Level Positions (Private, Government, or Non-Government)
 - Bank teller
 - Cashier
 - Bookkeeper
 - Accounting clerk
 - Receptionist
 - Secretary
 - Administrative Assistant
 - Loan clerk
 - Store clerk
 - Front desk clerk
 - Customer relations clerk
 - Accounting staff
 - Office staff
 - Clerk typist/encoder

- Warehouse or inventory clerk
 - Salesperson
 - Sales agent
 - Entrepreneur / Self-employed small business owner/ operator
 - Service Business
 - Merchandising or Trading Business
 - AS COMPUTER INFORMATION SYSTEMS
 - WITHIN FSM & OVERSEAS
 - Entry Level Positions (Private, Government, or Non-Government)
 - Junior Programmer
 - Web Page Developer
 - Desktop Support Staff
 - Desktop Publishing / Graphic Designer
 - Junior/Assistant Network Administrator
 - Data Encoder
 - Bank Teller
 - Computer Sales Staff
 - Computer Technician
 - Junior/Assistant Database Administrator
 - Computer Secretary
 - Entrepreneur / Self-employed small business owner/ operator
 - Computer Sales / Parts & Services
 - TYC GENERAL BUSINESS
 - Designed to prepare students for transfer to Bachelor's Degree program (to edit/revise later)
 - TYC ACCOUNTING
- Designed to prepare students for transfer to Bachelor's Degree program (to edit/revise later)
 - **Number of students (graduates?) currently employed in major area**
 - AS BUSINESS ADMINISTRATION
 - Accounting & Finance
 - Marketing
 - Management
 - Administration
 - Economics
 - Entrepreneurship
 - AS COMPUTER INFORMATION SYSTEMS
 - Computer Networking
 - System Administration
 - Database Administration
 - Software Development

- Graphics Design
 - Tehnical Support
 - Data Encoding
 - Entrepreneurship
- **List of transfer options/how well students are prepared for transfer to a 4-year university**
 - **List of transfer options**
 - TYC Accounting and TYC General Business programs are articulated with UOG School of Business & Public Administration
 - Dialogue for possible articulation with UOG for AS Business Administration and AS Computer Information Systems programs was conducted in 2013 and 2014.
 - AS Business Administration program is articulated with UH Hilo
 - AS Business Administration, TYC Accounting and TYC Business program courses are articulated with the Eastern Oregon State University
 - **How well students are prepared for transfer to a 4-year university**
 - For AS Business Administration -- Still need to gather data
 - There appears to be evidence that most accounting and business courses at UOG have online components (homework, exercises, online quizzes)
 - For AS Computer Information Systems -- What UOG offers is Computer Science
- **Dialogue with at least one university for relevance of program and transfer ease**
 - Dialogue for possible articulation with UOG for AS Business Administration and AS Computer Information Systems programs was conducted in 2013 and 2014.
- **Consult advisory group (professionals in the major area) for necessary skills/knowledge a student must have**
 - To conduct a survey of focus group composed of selected business people and professionals
- **Propose changes to program with timeline for completion and who is responsible**
 - **COM-FSM Mission:** The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic, career and technical educational programs characterized by continuous improvement and best practices.
 - **BUSINESS DIVISION Mission:** Business Division is committed to provide academic, career and technical educational opportunities in the fields of accounting, business, and computer information

systems as gateways to the students' personal and professional growth, and for the economic development and self-reliance of the Federated States of Micronesia.

- **A.S. BUSINESS ADMINISTRATION Program Mission: (ORIGINAL)** Development of the private sector as key to promoting national economic self-sufficiency/self-reliance is one of the goals of the College of Micronesia- FSM. The A.S. in Business Administration Program offers courses designed to address this goal, by equipping those entering the business world with entry-level skills, upgrading skills for those already in businesses, and providing a stepping stone for those wanting to pursue a higher degree in the field.
 - **A.S. BUSINESS ADMINISTRATION Program Mission: (PROPOSED)** Development of the private sector as key to promoting national economic self-sufficiency/self-reliance is one of the goals of the College of Micronesia-FSM. The A.S. in Business Administration Program offers courses designed to address this goal, by equipping those entering the business world with entry-level skills, upgrading skills for those already in businesses, and providing a stepping stone for those wanting to pursue a higher degree in the field. (TO REVIEW)
- **A.S. COMPUTER INFORMATION SYSTEMS Program Mission: (ORIGINAL)** Associate of Science in Computer Information Systems provides students with a solid foundation in theory and practice of the computer information systems and prepare them to meet the immediate job market needs, adapt themselves to the rapidly evolving computer industry and further their education in a higher degree program. This contributes to the college's mission of assisting in the development of the Federated States of Micronesia, and to be globally connected.
 - **A.S. COMPUTER INFORMATION SYSTEMS Program Mission: (PROPOSED)** Associate of Science in Computer Information Systems provides students with a solid foundation in theory and practice in **this field** and prepare them to meet the immediate job market needs, adapt themselves to the rapidly evolving computer industry and further their education in a higher degree program. This contributes to the college's mission of assisting in the development of the Federated States of Micronesia, ~~and to be globally connected.~~
 - **TYC ACCOUNTING Program Mission: (ORIGINAL) – NEED COPY OF PROGRAM MISSION**
 - **TYC ACCOUNTING Program Mission: (ORIGINAL)** The 3rd Year Certificate of Achievement in Accounting Program

shall provide adequate technical and values training in accounting that will enable the students achieve their goals, and help the FSM to attain economic development and self-reliance.

- **TYC ACCOUNTING Program Mission: (PROPOSED)** The 3rd Year Certificate of Achievement in Accounting Program provides a more in-depth technical training in accounting that will enable students to pursue higher learning, and apply these knowledge and skills, for the attainment of economic development and self-reliance of the FSM. (TO EDIT - Bachelor's degree, CPA board)
- **TIMELINE FOR COMPLETION AND WHO IS RESPONSIBLE**
 - CIS MISSION REVISION, PROGRAM CHANGE FROM CIS TO IT, COMMUNICATE IN WRITING TO UOG AND UH; REVIEW AND DECIDE WHICH COURSES TO REMOVE TO ENSURE STUDENTS GET OUT IN TWO YEARS
 - Lead person: Edper Castro
 - Due date of final draft: April 15
 - AS BUSINESS ADMINISTRATION -- COMMUNICATE IN WRITING TO UOG RE: WHAT CHANGES WERE MADE TO THEIR PROGRAM, AND FOLLOW UP RE: UPDATE ON THE RESULTS OF THE UOG SPBA FACULTY'S EVALUATION OF COM-FSM BUSINESS ADMINISTRATION COURSES
 - Lead person: Tim Mamangon
 - Due date of final draft: April 15
 - TYC ACCOUNTING -- MISSION REVIEW/REVISION; CHECK LINE UP OF COURSES WE OFFER AGAINST UOG AND UH; COMMUNICATE IN WRITING WITH THESE UNIVERSITIES
 - Lead person: Marian Medalla
 - Due date of final draft: April 15
 - TYC GENERAL BUSINESS
 - Lead person: George Mangonon
 - Due date of final draft: April 15
- **OTHERS**
 - APRIL 7 ACTIVITY - COLLEGE FAIR
 - BUS-DIV FACULTY TO JOIN YES! Officers & BYTE meeting on Monday, April 6, at ROOM B-103, 1:05-1:55 PM, to discuss participation in the college fair
 - APRIL 10 ACTIVITY - FOOD & FASHION FRIDAY FESTIVAL (F4 2015)

- PARTICIPATING COURSES: BU 260 (Lead course - To do Business Planning; c/o George Mangonon), BU 101 (Product Development), BU 270 (In charge of Advertisement/Promotions & Marketing Plan), BU 110, AC 220 & AC 250 (Recording and Reporting), EC 220 (Economic Profit)
- ACTIVITY VENUE - COVERED WALKWAY BETWEEN OLD FACULTY BUILDING & ADMINISTRATION BUILDING
- PLO TO BE ASSESSED - PLO #1
- RUBRIC
 - 0 - DOES NOT MEET EXPECTATION
 - 1 - MEETS EXPECTATION
 - 2 - EXCEEDS EXPECTATION
- ANNOUNCEMENTS
 - BUSINESS DIVISION FACULTY MEETING WITH YES! & BYTE OFFICERS - APRIL 6 (MONDAY)
 - NEXT BUSINESS DIVISION MEETING - APRIL 15 (WEDNESDAY)
 - THANK YOU VERY MUCH -- JUN'S FINAL ANNOUNCEMENT

--- NOTHING FOLLOWS ---