

**ASSESSMENT TEAM
Terms of Reference**

A. Authority

The Assessment Team operates through the authority of and reports to the President via the [President's Cabinet](#) and [Executive Committee](#). Recommendations from the team are submitted through the Assessment Team chairperson and are done so as guided by Board Policy 3202 ([BP 3202](#)), Administrative Procedure 3202 ([AP 3202](#)), and the most current [Program Assessment and Program Review Procedures Manual](#).

B. Purpose

It is worth noting that the Assessment Team is not part of the participatory governance committee structure, but instead located within, and supportive to, the administrative structure. Therefore, the Assessment Team may require improvements in the quality of program reviews and program assessments that are submitted as guided by [BP 3202](#) and [AP 3202](#).

The Assessment Team evaluates both administrative unit and instructional program reviews and program assessments for quality and the degree to which the programs contribute to mission fulfillment, institutional goal achievement, and student success (learning and achievement). The Assessment Team should provide semesterly updates and recommendations to the Cabinet and Executive Committee to ensure resources are allocated where necessary for the improvement of institutional effectiveness, instructional courses and programs, and student success. These semesterly updates and recommendations will be focused on those programs under review as per the staggered four-year cycle provided in the [Program Assessment and Program Review Procedures Manual](#) and as guided by [BP 3202](#) and [AP 3202](#).

C. Membership

For effectiveness, there should not be more than 12 total members. The members of the Assessment Committee are:

- Vice President for Institutional Effectiveness and Quality Assurance (VPIEQA), ALO
- Dean of Academic Programs (DAP)
- Instructional Coordinator (IC), Chuuk Campus (CC)
- Instructional Coordinator (IC), Career and Technical Education Center (CTEC)
- Instructional Coordinator (IC), Kosrae Campus (KC)

- Instructional Coordinator (IC), National Campus (NC)
- Instructional Coordinator (IC), Yap Campus (YC) and FSM Fisheries and Maritime Institute (FSM-FMI)
- Faculty Representative (one to three total)
- Enrollment Management and Student Services (EMSS) Representative (one to two)

Responsibilities of committee members are to:

- Apply and embody the COM-FSM [Core Values](#) and principles of best practices;
- Regularly attend scheduled meetings;
- Regularly prepare for scheduled meetings;
- Actively participate in meetings;
- Complete assignments within the designated time-frame;
- Proactively communicate with the chairperson when unable to fulfill an obligation such as an assignment, attending a meeting, etc.;
- Share information on discussions, recommendations, and decisions with, and gather input from, their area of representation

D. Organization

The VPIEQA chairs the Assessment Team. The chairperson's responsibilities are to:

- Organize meetings, including the agenda;
- Prepare and distribute the agenda prior to each meeting;
- Preside over meetings;
- Record attendance of committee members.
- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner;
- Organize and receive assignments from members as relevant;
- Ensure the terms of reference for the Assessment Team are met and matters brought before the Assessment Team are judiciously addressed;
- Ensure minutes, reports, and recommendations are completed, appropriately disseminated, and posted to the college website in a timely manner;
- Provides feedback to the members on actions taken on recommendations and rationale for recommendations that were not acted upon; and
- Ensure official college records of the Assessment Team's work are maintained within the COM-FSM Assessment Team Dropbox for continuity.

The DAP serves as the vice chairperson. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair;

- Assist the chairperson with the above responsibilities, and
- Appoint a designee chairperson in the absence of both the VPIEQA and DAP.

In the event there is neither a VPIEQA, nor DAP, the team will elect a chairperson in order to continue with committee business.

E. Meetings

Meetings are held as often as is necessary throughout a given semester in order to complete the work responsibilities of the Assessment Team. The schedule is determined at the beginning of each semester and will be modified as necessary. The chairperson may call special meetings. Meetings may be held face-to-face, via teleconferences, or through other communication technologies. Five members present constitutes a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the meeting minutes.

F. Responsibilities

The responsibilities of the Assessment Team are to:

- Ensure compliance with [BP 3202](#) and [AP 3202](#).
- The Assessment Team evaluates both administrative unit and instructional program reviews and program assessments for quality and the degree to which the programs contribute to mission fulfillment, institutional goal achievement, and student success (learning and achievement).
- The Assessment Team should provide semesterly updates and recommendations to the Cabinet and Executive Committee to ensure resources are allocated where necessary for the improvement of institutional effectiveness, instructional courses and programs, and student success.
- Develop and recommend revised board policies and/or administrative procedures as assigned or determined essential by the Assessment Team.
- Ensure all elements of the college are conducting assessment as required.
- Support dissemination of assessment information.
- Provide updates on trends in assessment and evaluation to the college community.
- Review and approve an annual report on assessment at the college.

G. Communications & Distribution of Information

Agenda items may be submitted to the chairperson by other members, committees, Cabinet, or the President. The chairperson compiles the agenda and provides it to the members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within five working days of the meeting to members for their review. Members are to comment within the subsequent three working days for any corrections. The minutes are officially adopted at the next meeting or by electronic vote. Approved minutes will be posted to the Assessment Team area on the college website.

Following each meeting, the chairperson informs all concerned of decisions and forwards recommendations from the Assessment Team to the relevant group/individual(s). The chairperson also updates the members of the action taken on the committee's recommendations.

Team members may convey relevant concerns and input on current issues and trends from their respective areas. They also discuss the issues, trends, and recommendations being addressed by the Assessment Team, and share Assessment Team minutes with the college area they represent.

H. Representation by Proxy

Due to the extended responsibilities of Assessment Team members, representation by proxy will not normally be allowed. However, exceptions should occur when there is a long-term acting or interim appointment for the VPIEQA, DAP, or any of the IC positions. It will be determined by the chairperson if there will be a need for a proxy based on the upcoming meeting schedule. In which case, the long-term acting or interim individual should serve as a proxy until a permanent appointment is made.

Responsibilities of proxies are to:

- Perform the responsibilities of a team member as articulated in section C above; and
- Vote on behalf of the team member.

Otherwise, if team members will be unable to attend a meeting, they can provide their required work and any recommendations to the chairperson in advance and vote electronically, ensuring their representation.

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