

**College of Micronesia – FSM  
Minutes Reporting Form**

<b>Meeting Group:</b>	<b>Assessment Team</b>
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<b>Date: 17 January 2018</b>	<b>Time: 2:30 PM</b>	<b>Location:</b>
		President's Conference Room, COM-FSM National Campus, Palikir, Pohnpei, FSM

<b>Members Present:</b>				
Titles/Representative	Name	Present	Absent	Remarks
VP-IEQA, Chair	Frankie Harriss	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DAP	Maria Dison	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
IC National Campus	Joseph Felix, Jr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
IC Chuuk Campus	Mixon Jonas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
IC CTEC	Taylor Elidok	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
IC Kosrae Campus	George Tilfas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Needed to exit meeting early to run his 3:10pm class, ED215
IC Yap Campus (Acting)	Joy Guarin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Faculty member, NC	Dana Lee Ling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Faculty member, NC	Peltin Olter-Pelep	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Excused. Had not been included on the meeting announcement.

<b>Additional Attendees:</b>	None
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Agenda:	<ul style="list-style-type: none"> <li>I. Minutes (missing previous minutes), membership, draft TOR</li> <li>II. Updates: <ul style="list-style-type: none"> <li>a. <a href="#">BP 3202</a>;</li> <li>b. <a href="#">AP 3202</a>;</li> <li>c. 4 Year Program Review Cycle and Timeline;</li> <li>d. <a href="#">Program Assessment and Program Review Procedures Manual</a>;</li> <li>e. Program Data Sheets (<a href="#">PDSs</a>);</li> <li>f. Assessment Team Dropbox;</li> <li>g. <a href="#">Standard II.A.2</a> proposed changes;</li> <li>h. Administrative Unit Program Reviews (AUPR) fall 2017: Office of Institutional Effectiveness (OIE), Comptroller and Financial Services, Campus Security and Safety, Student Life, and Chuuk Campus;</li> <li>i. Instructional Program Reviews spring 2018: <ul style="list-style-type: none"> <li>i. Four Associate Degrees: Liberal Arts/Health Career Opportunities Program (HCOP), Marine Science, Public Health, and Nursing; and</li> <li>ii. 10 Certificates: Nursing Assistant Certificate, Basic Public Health, 3<sup>rd</sup> year Specialist in Public Health, Community Health Assistant Training, Trial Counselor, Building Maintenance and Repair, Cabinet Making/Furniture</li> </ul> </li> </ul> </li> </ul>
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III. Process, Timeline, Assignment Approach AUPRs and IPRs

**Agenda/Major Topics of Discussion:**

- I. Minutes (missing previous minutes), membership, draft TOR
  - a. One set of previous minutes was recovered from August 2017, and members noted that they had not seen any previous draft Terms of Reference (TOR) for their review, input, or approval. VPIEQA volunteered to take minutes for the semester. Assessment Team membership is currently composed of the ICs, DAP, VPIEQA, and one faculty member.
- II. Updates:
  - a. [BP 3202](#): changes in the instructional program review cycle as per board policy 3202 were briefly reviewed for member attention.
  - b. [AP 3202](#): changes in the instructional program review procedures as per administrative procedure 3202 were briefly reviewed for member attention.
  - c. 4 Year Program Review Cycle and Timeline was shared with members for their attention and planning.
  - d. [Program Assessment and Program Review Procedures Manual](#): attention was drawn to the revised manual and where to find it on the college website. The manual has been updated, but more work will be required over the next year to further improve the content.
  - e. Program Data Sheets ([PDSs](#)): The PDSs on the college website have been automated and recently updated, and are available for instructional programs for both their annual assessments and for those who have program reviews due this spring so that there are no delays. The historical data from previous PDS postings to the website are also available. DAP noted that it would be helpful if the General Education “program” data were also available. A meeting should occur between IA, IEQA, and ITO for this purpose.
  - f. Assessment Team Dropbox: VPIEQA reminded members that a Dropbox was set up to facilitate work and sharing of documents. VPIEQA checked that members could access the folder. One member requires additional assistance, and VPIEQA will have ITO provide that assistance and support. Another member requested access through a different email account, and VPIEQA will also provide that support directly.
  - g. [Standard II.A.2](#) proposed changes: VPIEQA informed members about the proposed changes to Standard II.A.2 and recommended that both program review templates and the assessment team rubric for examining the program reviews be modified to readily emphasize compliance with revised Standard II.A.2.
  - h. VPIEQA advised members that the following Administrative Unit Program Reviews (AUPR) were due during fall 2017 and require Assessment Team review: Office of Institutional Effectiveness (OIE), Comptroller and Financial Services, Campus Security and Safety, Student Life, and Chuuk Campus.
  - i. VPIEQA advised members that the following Instructional Program Reviews are due in spring 2018 and require Assessment Team review:
    - i. Four Associate Degrees: Liberal Arts/Health Career Opportunities Program (HCOP), Marine Science, Public Health, and Nursing.

- ii. 10 Certificates: Nursing Assistant Certificate, Basic Public Health, 3<sup>rd</sup> year Specialist in Public Health, Community Health Assistant Training, Trial Counselor, Building Maintenance and Repair, Cabinet Making/Furniture Making, Construction Electricity, Electronic Engineering Technology, and ACE.
- III. Process, Timeline, Assignment Approach AUPRs and IPRs: It was agreed that VPIEQA will circulate a proposed process, timeline, assignments, and rubrics for Assessment Team to complete its work during spring 2018. Members can make comments for modifications/improvement for incorporation and finalization. It is understood that the process and forms/rubrics used will likely need to be revised after they are implemented this year.
- IV. Lee Ling moved and IC Felix seconded that the meeting be adjourned. All members were in favor, the meeting adjourned at 3:27 PM.

**Comments/Upcoming Meeting Date & Time/Etc.:**  
 1. The next Assessment Team meeting will be determined electronically via email.

**Handouts/Documents Referenced:**

- a. [BP 3202](#);
- b. [AP 3202](#);
- c. 4 Year Program Review Cycle and Timeline; and
- d. [Program Assessment and Program Review Procedures Manual](#);

**College Web Site Link:**

<b>Prepared by:</b>	Frankie Harriss	<b>Date Distributed:</b>	17 January 2018
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**Approval of Minutes Process & Responses:**

- Minutes were prepared by VPIEQA and circulated for member review from 17-24 January 2018.
- Modified minutes were circulated 7-13 February 2018 for final review and electronic voting.
- Electronic Votes: eight yes; zero not approved; one abstention. The minutes were approved by majority vote 13 February 2018.

**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

- VPIEQA will take and circulate the minutes for member review.
- VPIEQA will assist members with access to Dropbox.
- IA, IEQA, and ITO should meet to discuss automating the General Education “program” data sheets.
- VPIEQA will circulate a proposed process, timeline, assignments, and rubrics for Assessment Team to complete its work during spring 2018
- Members will offer feedback for any initial modifications/improvements to the proposed

process, timeline, assignments, and rubrics prior to implementation.

- Members will review the draft minutes and send any corrections to VPIEQA by 24JAN2018.
- Members will vote electronically by 13 February 2018 on the revised and re-circulated minutes so that they may be posted in a timely manner to the college website.

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments
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