

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

Meeting Group:	Assessment Team
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Date: 28, 29, & 30 May 2018	Time: 9:00AM -5:00PM	Location: Pohnpei
		Cliff Private Conference Room, Cliff Hotel, Pohnpei, FSM

Members Present:

Titles/Representative	Name	Present	Absent	Remarks
VP-IEQA, Chair	Frankie Harriss	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DAP	Maria Dison	<input type="checkbox"/>	<input checked="" type="checkbox"/>	On advanced, approved leave.
IC National Campus	Joseph Felix, Jr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
IC Chuuk Campus	Mixon Jonas	<input checked="" type="checkbox"/>	<input 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"/>	
IC Yap Campus (Acting)	Joy Guarin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Faculty member, NC	Dana Lee Ling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Excused. On faculty assignment on Kosrae Campus.
Faculty member, NC	Peltin Olter-Pelep	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Additional Attendees:	None
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Agenda:

- I. Review Terms of Reference (ToR)
- II. Improvement of Program Assessment and Program Review Process
- III. Reader Teams for Administrative Unit Program Reviews (AUPRs)
- IV. Improvements needed for submitted AUPRs
- V. Trends, notable items, and recommendations for the Assessment Team semesterly report

Agenda/Major Topics of Discussion:

- I. Review [Terms of Reference](#) (ToR)
 - a. The ToR was reviewed and a few changes were made to improve clarity. Felix moved and Tilfas seconded a motion to adopt the revised ToR. All members present voted to adopt, and the two members who were not present voted electronically to adopt, the revised ToR.
- II. Improvement of Program Assessment and Program Review Process
 - a. The team discussed the challenges faced when engaging faculty in the program assessment and program review process while trying to maintain a sense of fairness with assigned responsibilities. A recommendation was made to include in

the team's semesterly report to the Cabinet and Executive Committee.

- b. The team discussed and agreed on its process for completing its evaluation of submitted programs reviews. The process is in alignment with BP 3202, AP 3202, and the [Program Assessment and Program Review Manual](#).
 - i. *Reader teams* will be assigned by the chair (or designee) and complete their evaluation by providing feedback to the original *writing team*. To facilitate this, the Assessment Team will require submission of Program Reviews in Word format. The *writing team* will be required to make the requested changes using Word Track changes and return the revised Program Review to the relevant Assessment Team *reader team*. That *reader team* will affirm if the revisions satisfy those requested. Additionally, all reader teams will discuss broad recommendations, trends, and noteworthy information that should be compiled and included in the semesterly report to Cabinet and Executive Committee. Instructional Program Reviews (IRPs) are also then moved to VPIA as per [AP 3202](#).
- III. Reader Teams for Administrative Unit Program Reviews (AUPRs)
- a. The chair assigned reader teams to complete the AUPR evaluations and time was allocated for those teams to complete their assignment.
 - b. Reader teams discussed necessary program review revisions for improvement. Those program reviews will be returned to their writing teams for improvements to be made and with the expectation the revised program reviews will be returned to the relevant reader teams for validation (affirmation).
- IV. Improvements needed for submitted AUPRs.
- a. Members discussed and agreed upon changes to the AUPR template form. VPIEQA incorporated those changes and they are reflected in the revised [Administrative Unit Program Review Template](#) and the template was posted on the Assessment Team area of the website. Changes were made in order to make the form less redundant and cumbersome for authors, and taking into account aspects that are now already captured through annual program assessment reports stored in TracDat. Those TracDat reports can be readily added to the program reviews as either appendices or hyperlinks, achieving efficiency for the authors.
 - b. Members also agreed that the AUPRs should be submitted with at least a size 10 font, and using only those [fonts](#) authorized in the college's [Publications Manual](#), which are currently: Arial, Calibri, Cambria, and Garamond.
 - c. Members also agreed that the AUPRs should be submitted to the team in Word so that *Track changes* and *comments* features can be readily used when evaluating and requesting improvements.
- V. Trends, notable items, and recommendations for the Assessment Team semesterly report.
- a. Members made the following recommendations for the semesterly report:
 - i. Submit program reviews by the due date;
 - ii. Annual face-to-face meeting in association with the summit;
 - iii. Each instructional program should receive a \$750 annually to allocate to program faculty in the form of a stipend.
 - b. The following Notable Information and Trends were noted by members for the semesterly report:
 - i. Adequate staffing, overtime, and work-life balance;
 - ii. Restructuring for efficiencies; and

- iii. Increasing technology demands.
- VI. With the resignation of VPIEQA, the members agreed with the chair that the DAP should serve as the chair, for continuity and expertise, until a new VPIEQA is hired.

Comments/Upcoming Meeting Date & Time/Etc.:

1. The next Assessment Team meeting is scheduled for 9 August 2018, and will follow the summit that is scheduled for 7-8 August 2018. This follows the recommendation made by the team for an annual face-to-face meeting in alignment with the summit.

Handouts/Documents Referenced:

- a. Assessment Team [Terms of Reference](#)
- b. [BP 3202](#);
- c. [AP 3202](#);
- d. 4 Year Program Review Cycle and Timeline;
- e. [Program Assessment and Program Review Manual](#);
- f. Semesterly [Report](#) to Cabinet and Executive Committee;
- g. [Administrative Unit Program Review Template](#); and
- h. College of Micronesia-FSM [Publications Manual](#)

College Web Site Link:

Prepared by:	Frankie Harriss	Date Distributed:	19 June 2018
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Approval of Minutes Process & Responses:

- Minutes were prepared by VPIEQA and circulated for member review and electronic vote from 19-21 June 2018.
- Electronic Votes: seven yes; zero not approved; two abstentions from the members who were unable to attend the meetings. The minutes were approved by majority vote 21 June 2018.

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

- VPIEQA will take and circulate the minutes for member review and post approved minutes to the website.
- VPIEQA will post the revised [Terms of Reference](#) to the website.
- VPIEQA will update the [Administrative Unit Program Review Template](#) and post it to the website.
- VPIEQA will complete the semesterly [Report](#) to Cabinet and Executive Committee for fall 2017, circulate for member review and endorsement, and post to the website.
- VPIEQA will facilitate returning program reviews to writing teams so that they can complete the improvements requested by the Assessment Team.
- The DAP will need to ensure revisions are made to the fall 2017 AUPRs and are returned to the writing teams for validation (affirmation) revision requests were satisfied. And, remind AUs to post the program reviews onto the college [wiki](#).

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments