

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

<b>Meeting Group:</b>	<b>Institutional Effectiveness and Quality Assurance</b>
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<b>Date: 3 October 2013</b>	<b>Time: 1100</b>	<b>Location:</b>
		President's Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

**Members Present:**

<b>Titles/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
VP-IEQA	Frankie Harriss	✓		
Director, IT	Gordon Segal	✓		
Director, IRPO	Jimmy Hicks	✓		
Assessment Coordinator & Assistant ALO	Ross Perkins	✓		

<b>Additional Attendees:</b>	None
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Agenda:

1. Updates
2. Assessment plan update
3. Accreditation
4. Institution Set Standards
5. Budget update

**Agenda/Major Topics of Discussion:**

- I. Updates:
  - a. Assessment Coordinator & Assistant ALO
    - i. Coordinator Perkins reported that TracDat is 91% complete at the program level for AY 12-13. The course level is still in progress (85.7%) and should be completed by next week with assessment strategies. The assessment plans for AY 13-14 are slowly being inputted, ACAALO is working with DAP to get the assessment plans inputted.
    - ii. Coordinator Perkins will be traveling to Yap/FMI and Chuuk from October 8-October 18 to conduct Gen. Ed. and ISLO assessment training, and TracDat training.
    - iii. Coordinator Perkins reported PRC is up and running with new officers elected and a fall schedule established.
    - iv. Coordinator Perkins reported COC is up and running with new officers elected and a fall schedule established.
    - v. Coordinator Perkins reported committee secretaries and committee chairs have been informed to update their approved minutes on the public wiki. An update of committee lists will be submitted to IT to update access. This will insure all new minutes are updated.
    - vi. Coordinator Perkins reported a memo was sent to CAC on September 9, 2013,

- concerning program review and the evolutions that must occur. There will be a discussion on program review changes in the CAC meeting on October 7<sup>th</sup>.
- vii. Coordinator Perkins reported he is still working with DAP and VPIA to begin the process of writing the faculty handbook and faculty performance evaluations. Both will be working in collaboration with CAC, HRC and FSS.
  - viii. Coordinator Perkins and DAP collaborated in the development of a process for linking SLOs to ISLOs. This process will be presented to CAC on October 7.
  - ix. Coordinator Perkins reported he is working in collaboration with COM-FSM's Webmaster to prepare the website for the Student Success Score Cards and Assessment of Student Learning pages. Links will be up and running by the end of the October. Assessment summary worksheet is being developed and is undergoing usability with the Pre-Teacher Prep program.
  - x. Coordinator Perkins reported he is still in the process of participating in DQP webinars to prepare for discussions with CAC, and instructional administration.
- b. IEQA
- i. VP Harriss reported the BOR meeting will be in Chuuk on December 2<sup>nd</sup> and 3<sup>rd</sup>
  - ii. VP Harriss reported that during the BOR meeting, the BORs would participate in a computer-training workshop conducted by IT. Director Segal will decide who will conduct the training from his staff.
  - iii. VP Harriss reported future BOR reports would focus on achievements related to planning, student success and budgeting.
- c. Director, IRPO
- i. Director Hicks has reviewed Tracdat and will be making recommendations to different units/programs.
  - ii. Director Hicks met with VPAS to discuss what will be in TracDat (FY13-14) linkages with IEMP and Strategic Plan
  - iii. Access to TracDat will be reviewed, and Director Hicks and Coordinator Perkins working in collaboration, will develop a new procedure for requesting access to TracDat.
  - iv. Director Hicks reported he is working on Planning Agenda items; one item needs to be moved to OAR, concerning COMET data being entered consistently, year to year.
  - v. Director Hicks reported that the Policy on Continuous Improvement needs to be reviewed for updates (IEQA asked Jimmy to send policy to COC, EC, MT to look over and collaborate) and then send to EC.
  - vi. Director Hicks reported the Master-planning calendar is nearly complete.
  - vii. Director Hicks reported he is working on the CCSSE data with Jim Mulik and that the college needs to apply for spring 2014. VP Harriss tasked Director Hicks to move forward with spring 2014 registration.
  - viii. Director Hicks reported he would meet with VPs to discuss information the Student Success Score Card should report. VP Harriss suggested he meet with each unit as a group and then follow-up with individual meetings.
  - ix. Director Hicks reported he is in discussion DAP and VPIA about Program Prioritization...needs CAC to review the criteria and ensure continuity with program review reports.
- d. Director, IT
- i. Director Segal reported the Publication Style Guide has been turned over to David Adams for review.
  - ii. Director Segal reported that a Webmaster assistant is in process of being hired, working with CRE for funding. Remaining, necessary paperwork is being submitted to HR.
  - iii. Director Segal reported that the MITC bulbs have been ordered and IT is

prepared to supply the college with smartboard bulbs as needed.

- II. Assessment plan update:
  - a. All offices need to look at their assessment plans to inform budget FY 15 by Monday afternoon. Francis/William will send out worksheets by October 3 for budget development.
  - b. VP Harriss noted each unit should check their budget for accuracy, and to especially review personnel salaries and benefits.
  
- III. Accreditation:
  - a. VP Harriss distributed two handouts: *ALO Briefing and Training* [partial PowerPoint presentation, ACCJC 2013] and *Implementations of New U.S. Department of Education Regulations, New Evaluation Team Responsibilities* (ACCJC 2013).
  - b. VPIEQA highlighted important aspects of the documents (for example, Distance Education vs. Correspondence Education). CAC and ITC will need a current copy (June 2013) of the Guide to Evaluate Distance Education and Correspondence Education manual.
  
- IV. Institutional Set Standards:
  - a. Director Hicks will send Institutional Set Standards to Management Team and CAC by tomorrow (October 3, 2013) for review.
  
- V. Budget update:
  - a. VP Harriss reported that the Budget deadline is October 7<sup>th</sup> by 5:00pm
  - b. VP Harris reported that the Comptroller would visit IEQA offices to begin fix assets inventory.
  - c. VP Harris asked that all offices check travel, including new per diem rates, personnel budget, and other budgetary items when working on their budgets

**Handouts/Documents Referenced:**

- ALO Briefing and Training (PowerPoint) (ACCJC/WASC, 2013).
- Implementations of New U.S. Department of Education Regulations, New Evaluation Team Responsibilities

**College Web Site Link:**

<b>Prepared by:</b>	Assessment Coordinator and Assistant ALO	<b>Date Distributed:</b>	07OCT2013
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**Approval of Minutes Process & Responses:**

- All four members approved minutes by email vote on 10OCT2013.

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

- Coordinator Perkins will work in collaboration with COM-FSM's Webmaster to prepare the

website for the Student Success Score Cards and Assessment of Student Learning pages, deadline is end of October 30, 2013.

- Director Segal will decide who will conduct the BOR's computer-training workshop during the BOR meeting in Chuuk and collaborate with Norma Edwin for scheduling.
- Director Hicks will collaborate with OAR on COMET data to ensure data are entered consistently and with the same codes, year to year.
- Director Hicks will send the Policy on Continuous Improvement to COC, EC, MT to review and collaborate and then send to EC.
- VP Harriss tasked Director Hicks to move forward with spring 2014 CCSSE registration.
- Director Hicks will send Institutional Set Standards to Management Team and CAC by October 30, 2013, for review.
- VP Harriss asked all offices check travel, including new per diem rates, personnel budget, and other budgetary items when working on their budgets.
- All offices need to examine their assessment plans to inform budget FY 15 by October 7, 2013, 1700 hours.
- VP Harriss asked that each unit check their budget for accuracy, and to especially review personnel salaries and benefits.

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments
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