

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

Meeting Group:	Institutional Effectiveness and Quality Assurance
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Date: 08 AUGUST 2013	Time: 1100	Location:
		President's Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

Members Present:

Titles/Representative	Name	Present	Absent	Remarks
VP-IEQA	Frankie Harriss	✓		
Director, IT	Gordon Segal	✓		
Director, IRPO	Jimmy Hicks	✓		
Assessment Coordinator & Assistant ALO	Ross Perkins		✓	United flight cancelled, delayed return.

Additional Attendees:	Guest: President Joseph M. Daisy, EdD
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Agenda:

- I. Brief updates
- II. IEQA Department Changes & Mission/Goals Review
- III. Board of Regents Report
- IV. Quarterly Report, Responsibilities, and Priorities for the Quarter
- V. TracDat
- VI. Budget FY 13 & FY 14
- VII. Performance Expectations
- VIII. Evaluations

Agenda/Major Topics of Discussion:

- I. Brief updates
 - a. VPIEQA encouraged directors to send items, in advance, to be placed on meeting agendas for discussion and/or action.
 - b. VPIEQA apologized for the department not meeting sooner, but acknowledged everyone did an excellent job communicating work, progress, and information during the interim.
 - c. VPIEQA offered several updates: The Community College Survey of Student Engagement (CCSSE) report has been transmitted to the institution and the president has authorized release of the executive summary, which VPIEQA will place on the newsfeed. Director Hicks was asked to work with Sandy Ponds consultant Jim Mulik to formulate a plan for generating institution specific reports and release of the data to groups towards improvements for the upcoming academic year (AY) There was a brief discussion on CCSSE results and progress

of the IEMP student success and engagement plans. It was noted IRPO should touch base with IA and SS to ensure plans are moving forward this year. Director Hicks was asked to collaborate with Coordinator Perkins to form strategies, based on data, and the IEMP, for improving student success and to ask units to build these strategies into their upcoming assessment plans. We have to be proactive and not assume college units will develop strategies on their own. However, with guidance, encouragement, and suggestions, units are likely to adopt strategies proposed.

- d. The president joined the meeting at 1110, by invitation, and expressed his gratitude to IRPO, the ITO, and IEQA, in general, for hard work this year and exceptional quality products and results. The president expressed a commitment towards seeking resources to support the department and the college. The president noted the important institutional support role IEQA plays in data collection, evidence, communications, and technology – though we are behind the scenes. The president added thanks to webmaster Shaun Suliol and ODCR staff, Juan Paulo Santos for ensuring continuity in communications in the absence of an ODCR director. The president emphasized collaborative efforts and thanked IEQA offices for synergy and asked us to, “get ready” because this year will be exciting, but also will be busy, and his expectations for our performance would continue to be high. IEQA thanked the president for his, “vote of confidence”. The president exited the meeting at 1123.
- e. Director Hicks noted course outline strategies are assessment strategies, but we want faculty to focus on improvement data and the improvements. VPIEQA stated his comment echos a memo from the Commission, *COM-FSM Feedback on College Status Report on SLO Implementation*, where the scoring rubric articulates an expectation institutions discuss planned improvement efforts, “more than ‘keep doing what we are doing’; focus is on improving the value of SLO assessment rather than on instrumentalities of SLO assessment” (Johns, 2013, July, 22). Director Hicks updated that he is covering this focus in his TracDat training and that he will work with Coordinator Perkins to ensure we move to this next level and perhaps have CAC consider how best to approach this via outlines and syllabi updates.
- f. Director Segal updated that some IT, instructional, and SS collaborations are underway to experiment with software that may enhance student success. Until the pilot experiment is completed and an assessment of the software completed, the details will remain with the volunteers who are participating.
- g. VPIEQA updated the required process for submitted budget reprogramming requests for the fiscal year (FY) end. We are no longer spending down all of our budget, but only spending funds and reprogramming funds towards actual needs. Any funds we save from IEQA can be reprogrammed to support truly needed college projects, or can be returned to the fund balance, again to support true needs of the institution. We need to be fiscally responsible. If you need to reprogram funds, you must articulate, in a memo, the necessity and specifically how those reallocations will support delivery of your assessment plan outcomes and ideally also the IEMP and/or Strategic Plan.
- h. Director Hicks asked VPIEQA to share with cabinet the necessity of tying assessment plans to standards, the IEMP, and the Strategic Plan when entering into TracDat.

- i. Director Hicks had questions about the ISLOs. It was determined Coordinator Perkins would examine existing frameworks, such as the DQP (being used within the region already) and the AAC&U rubrics (we are already using) and work with CAC to resolve questions and assessment strategies for the AY.
 - j. VPIEQA asked Director Hicks to update consultant Jim Mulik regarding the master calendar and to ensure we remain on track for our end of September deadline for completion.
 - k. VPIEQA reminded Director Segal the Publications Working Group needs to update Sandy Ponds consultant David Adams on progress and be sure he can see their work in progress for ongoing input and critique.
 - l. VPIEQA asked Director Segal to check on the smartboard projector in MITC room 2 to be sure the bulb is replaced before classes begin.
 - m. VPIEQA announced the college is no longer allowing the purchase of “Y class” fairs, when avoidable. If a “Y class” fair is unavoidable, the reasons and rationale must be provided with the TA for approval. We can plan in advance, and use a credit card to book the local fair and lower fair classes. We can complete POs in advance, to avoid business office delay issues.
 - n. VPIEQA announced events occurring September 5-10th which will include a PPEC meeting, a convocation, 20th anniversary celebration, and a board of regents meeting. Directors asked about their roles and obligations towards the convocation. VPIEQA is responsible to inquire and will get back to the directors with those details.
 - o. VPIEQA announced meal rate changes for the dining hall and noted ongoing discussions around practices are occurring via Executive Committee. These discussions revolve around ensuring the dining hall is a self-sustaining venture, while also considering best services to our students and patrons. Several concerns were expressed, and VPIEQA encouraged the directors to take those to the management team and VP Habuchmai.
 - p. VPIEQA announced the college is pursuing governmental, legal support of the institution as a tax-free institution through existing laws. Director Segal noted the cost to the institution, regarding customs fees, when we bring in computer equipment, is substantial.
 - q. VPIEQA announced we are no longer to have an “acting” while traveling in the FSM. We are expected to be on email daily and responsive. If you have any documents that need approval while on travel in the FSM such documents can be scanned and/or you can offer email authorization. Advanced planning and organization can ensure important POs and TAs are approved, in advance.
 - r. Director Hicks updated us on TracDat training and did note Yap Campus was having difficulty loading pages to enter data. Director Segal is anticipating resolution of this issue with upgrades to the system that will occur after the 15th. Director Hicks noted after training, many units have not yet entered their data. VPIEQA asked Director Hicks to collaborate with Coordinator Perkins to target folks who have not entered any data into TracDat. Coordinator Perkins can offer some one-on-one assistance and guidance.
- II. IEQA Department Changes & Mission/Goals Review
- III. Board of Regents Report, the Google doc link was sent for the IEQA report. Everyone is to input their section of the report by Thursday, 22 August, 1700. VPIEQA will review, and comment with edit requests and those edits should be made by Friday, 23

- August, 1700. The president has access to the Google doc and may also ask for additional changes. The board is meeting 9-10 September. Director Hicks should prepare a brief data presentation similar to last year's and a brief data report.
- IV. VPIEQA asked directors to review planning agenda items and be prepared to report on the timeline for addressing these over the next two years. She also asked everyone to review the IEQA mission and goals as we will be formally reviewing, editing, and adopting any changes at our next meeting.
 - V. Quarterly Report, Responsibilities, and Priorities for the year are to be considered as we approach the new FY. Each director is to come prepared to articulate priorities.
 - VI. Meeting adjourned at 1245.

Comments/Upcoming Meeting Date & Time/Etc.:
 1. The next IEQA meeting will be 22AUG13 at 1100 in the President's Conference Room.

Handouts/Documents Referenced:
 Johns, K. (2013, July 22). Memo: COM-FSM feedback on college status report on SLO implementation.

College Web Site Link:

Prepared by:	VPIEQA	Date Distributed:	29 August 2013
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Approval of Minutes Process & Responses:

- Minutes were emailed out for review and vote by via email. All three participants reviewed and approved the minutes on 30AUG13.

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

- Directors are to send agenda items for meeting in advance.
- Director Hicks is to work with Jim Mulik to develop a plan to communicate and report CCSSE data.
- Director Hicks is to work with Coordinator Perkins to develop some strategies, based on CCSSE data, the IEMP, and Strategic Plan for offices and units to adopt which are designed to enhance student success. One can examine existing research and frameworks towards this end. The strategies have to be developed immediately, if they are to be added to upcoming assessment plans.
- Director Hicks and Coordinator Perkins will work together to ensure assessment plan focus shifts to move beyond measurements of SLOs and collection of data to greater emphasis and focus on the improvements desired. This should be evidenced in this year's assessment plans.
- VPIEQA is to emphasize with cabinet the necessity of tying assessment plans to standards, the IEMP, and the Strategic Plan when entering into TracDat.
- Coordinator Perkins will examine existing frameworks, such as the DQP (being used

within the region already) and the AAC&U rubrics (we are already using) and work with CAC to resolve questions and assessment strategies for the AY regarding ISLOs.

- Director Hicks will update and collaborate with consultant Jim Mulik, and the vice presidents, regarding the master calendar and ensure we remain on track for our end of September deadline.
- IEQA will example fiscal responsibility around reprogramming and will comply with the requisite justifications for any reprogramming. Unacceptable requests and those out of compliance with required justifications will be returned.
- Director Segal will ensure the *Publications Working Group* updates David Adams on progress and be sure he can see their work in progress for ongoing input and critique.
- Director Segal will ensure the projector bulb in MITC room 2 is replaced prior to classes beginning.
- VPIEQA will report to directors any responsibilities they have towards the convocation and attire required (regalia/dress code).
- IEQA will no longer appoint an “acting” while traveling within the FSM.
- Coordinator Perkins will collaborate with Director Hicks to access/identify those offices/divisions/units who have not yet input any data/information into TracDat and then contact those offices to provide assistance.
- Directors are to generate the BOR report on the Google doc by 22AUG13 and make any edit changes requested by VPIEQA by 23AUG13 end of day.
- Director Hicks should prepare a brief presentation for the BOR and a hard copy report.
- Directors are to review the planning agenda items (Self study) and report their plan for addressing these over the next two years.
- Everyone is to review the IEQA mission and goals for changes at the next meeting (22AUG13).
- Directors are to review the Strategic Plan and be prepared to articulate responsibilities and priorities for the upcoming FY.