

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

Meeting Group:	Institutional Effectiveness and Quality Assurance
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Date: 10 April 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	✓		
ODCR	Juan Paulo Santos	✓		

Additional Attendees:	None
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Agenda:

- I. Draft Strategic Plan Dialogue and updates
- II. Jim Mulik’s Visit and comments on CCSSE/FSSE
- III. Interviews on structural changes
- IV. College-wide survey on participatory governance
- V. IEQA Quarterly Report and the board of regents report
- VI. Master Calendar
- VII. May 2013 *Supplemental Report*
- VIII. TracDat update by Directors
- IX. Update on ODCR and items of concern
- X. Accreditation visiting team thanks ITO
- XI. SIS phase III by Director Segal
- XII. Meeting was adjourned at: 12:28

Agenda/Major Topics of Discussion:

- I. Draft Strategic Plan Dialogue and updates
 - a. VPIEQA updated the department on the Strategic Plan draft after the progress made by the Strategic Plan Working Group following the 06 April (Saturday) 2013, all-day meeting. Additionally, the group reviewed the mission statement options and board endorsed Institutional Student Learning Outcomes (ISLOs). VPIEQA noted college groups/committees wanted further dialogue on the Strategic Plan prior to its completion, and for that reason it was not completed for the March 15, 2013 *Combined Midterm and Follow Up Report*.
 - b. VPIEQA drew attention to the college-wide *Strategic Plan Input Survey* which is providing everyone the opportunity to select their preferred vision statement,

mission statement and to put forward their top five ranked values. The survey is to be completed by 1830 hours Pohnpei time, Friday, April 12, 2013. The top two choices for vision and for mission statement will be presented to the board of regents to make the final decision.

- c. Meantime committees, offices, departments, and campuses have the opportunity to submit comments and provide input into the final plan as it is completed by the end of April for presentation at the May 6-7, 2013 board of regents meeting. VPIEQA encouraged the directors and Mr. Santos to review the plan, and to also discuss it with their offices, constituents, and the management team and to send VPIEQA any comments to be shared with the Strategic Plan Working Group within the next two weeks.
- d. VPIEQA tasked Director Hicks with reviewing the plan and proposing ideal measures of success, as the Strategic Planning Working Group had only generated some initial ideas to ensure measurability of goals. Director Hicks was also asked to report benchmark data (where already existing) and to propose targets with rationale. These will be presented to the Strategic Plan Working Group and the Executive Committee for critique and endorsement.
- e. It was also discussed the institution should set institutional standards and goals while setting up measure of success. A discussion on the *ACCJC Annual Report*, which queried for institutional standards, was an indicator we need to have this discussion and make these decisions in the immediate future.
- f. VPIEQA noted a new Strategic Plan Reporting Template must be developed to reflect the new Strategic Plan. Additionally, VPIEQA indicated the template will incorporate accreditation reporting: reporting on work completed to ensure compliance with standards and work completed on planning agenda items. This will allow for ongoing accreditation attention and capturing of details necessary for future accreditation reports. Following the development of the new template will be college-wide training to increase quality of reports and report data. Accreditation training will be part of the training around the template, focusing on standards for each office/unit.
- g. Factoids on the Strategic Plan will be released to the college via the newsfeed to continue to inform the college community and keep them involved with the Strategic Plan.
- h. Director Hicks noted the business office must advance their use of existing software so that each PO and TA is processed to reflect necessary additional codes for more precisely tracking allocation of funds. Adding a few custom groups/fields to the POs and TAs will allow for resolution and requires minimal additional data entry on the part of the business office. The business office can then provide reports to college units for improved tracking. Additionally, while we are setting up Tracdat, we will want to now set up those same codes for consistency. VPIEQA noted she will get attention to this now through VPAS, president, and the Executive Committee. Decisions should be made now, with implementation. Immediate implementation will allow for corrections and improvements next year.
- i. Director Hicks was also asked to examine the three Mission statement options, and while examining measures of success for the Strategic Plan, consider measures of success for delivering on our Mission statement.

II. VPIEQA updated the department on James Mulik's upcoming visit and some

- preliminary comments he sent on the upcoming Community College Survey of Student Engagement (CCSSE)/Faculty Survey of Student Engagement (FSSE). Director Hicks offered an update on the CCSSE/FSSE administration for the spring 2013 semester.
- III. Interviews on structural changes:
 - a. VPIEQA reviewed the plan for conducting semi-structured interviews to collect data to complete an assessment report on the structural, reporting changes made and implemented this academic year. James Mulik will conduct interviews for those who are VPIEQA's supervisees and her supervisor (the president) for ethical implications. To reduce the number of phone interviews, James Mulik will also interview Kalwin Kephias while in Kosrae. All others will be interviewed by VPIEQA. Interviewees will include campus deans, director of ITO, director of IRPO, director of the business office, director of HR, director of OARR, director of maintenance, and the vice presidents. This assessment will be completed and presented by the vice president for instructional affairs to the board of regents at their May 6-7, 2013 meeting.
 - IV. Director Hicks is to design a college-wide survey to build upon last year's participatory governance survey. Also, this year changes were implemented, including the addition of the Management Team and the Executive Committee.
 - a. Director Hicks reminded that for the future, when changes are made, we should have a specific assessment plan formed at the same time noting how those changes will be assessed once implemented.
 - V. IEQA Quarterly Report and the board of regents report
 - a. There are two different Google docs established for the completion of the IEQA Quarterly Report
 - VI. A Master Calendar needs to be developed and ideally ready for presentation in June 2013 if possible. VPIEQA will update the department on the directives for completion of the Master Calendar.
 - VII. VPIEQA reviewed the key pieces necessary for the May 2013 *Supplemental Report* to ACCJC. She also reminded that all remaining staff from National and Pohnpei Campuses need to complete the *Online Accreditation Basics Course*. Directors confirmed everyone in their offices have completed the course. So, IEQA has 100% completion meeting the target well in advance of the deadline for May 2013.
 - VIII. A TracDat update was provided by the directors. The TracDat planning group has made some security decisions for log on that will protect our SIS by requiring a different, separate log on from the COM-FSM log on. User accounts are now being established so that individuals can begin populating TracDat. Training will be provided to facilitate necessary work for offices/programs.
 - IX. VPIEQA asked for an update on ODCR and items of concern while there is not a director in place. Director Segal noted he has readily been able to assist with most of the day-to-day operations of ODCR. He is not capable of directing fund-raising activities nor is he prepared to handle public relations issues of a sensitive/culturally sensitive nature. For these he has asked for support. VPIEQA said she would work through the president's office to find an appropriate administrator/VP who could assist with the public and cultural relations as necessary. As an expat, VPIEQA is also not best prepared to lead college efforts in this area.
 - X. VPIEQA shared the accreditation visiting team had extended a special thank you to the ITO for support and assistance during their visit.
 - XI. Director Segal shared the consultant for the SIS phase III work is on island and

meetings will occur to receive input for making best decisions on programming. A current focus is online registration, and this will require input from the business office, instructional, student services, and other folks. It was also pointed out that we still do not have capacity to receive credit card payments as an institution, and this really should be resolved while we are establishing the online payment system.

a. VPIEQA said she would again dialogue with the president and VPAS to try and expedite obtaining a credit card machine, as already the comptroller has done research on machines from Bank of Guam and Bank of FSM.

XII. The meeting was adjourned at: 12:28.

Comments/Upcoming Meeting Date & Time/Etc.:
 1. The next IEQA meeting will be established by email agreement.

Handouts/Documents Referenced:
 Draft Strategic Plan 06APR13.

College Web Site Link:

Prepared by:	VPIEQA	Date Distributed:	22 APRIL 2013
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Approval of Minutes Process & Responses: Minutes approved by email.

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

- Director Hicks is to propose ideal measures of success for the Strategic Plan. To be ready by the time consultant Jim Mulik arrives for his review/input.
- Director Hicks is to report benchmark data for measures of success (where already existing) and to propose targets with rationale (KPIs) for the Strategic Plan. To be ready by the time consultant Jim Mulik arrives for his review/input.
- Director Hicks is to begin developing a new Strategic Plan Reporting Template for the measures of success, office/department reporting, and accreditation reporting. VPIEQA will assist on the accreditation reporting portion of the template. Consultant Jim Mulik will offer suggestions and advise during his visit.
- VPIEQA to get attention to modifications to business office advancement in establishing and using additional groups/fields to capture office/unit data via POs, TAs, etc to increase tracking of resource allocations against assessment plans. These are needed now to also set up TracDat similarly.
- VPIEQA will release factoids on the Strategic Plan over the coming weeks to keep the college informed and involved in the Strategic Plan.
- Director Hicks will examine the three Mission statement options, and while examining measures of success for the Strategic Plan, consider measures of success for delivering on our Mission statement. This work needs to be completed by the end of April 2013.

- VPIEQA, with assistance from Jim Mulik where ethical implications occur, will complete an assessment of the structural, reporting changes via semi-structured interviews.
- Director Hicks is to design a college-wide survey to build upon last year's participatory governance survey including changes made to form the Management Team and the Executive Committee.
- VPIEQA is to dialogue with the president to have an appropriate VP identified who can assist with culturally sensitive, public college relations.
- VPIEQA will dialogue with the president and VPAS to try and expedite a credit card machine and capacity to receive credit card payments.
- Directors should complete the quarterly report and board of regents report on the respective Google docs sent by VPIEQA by established deadlines.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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