College of Micronesia – FSM
Minutes Reporting Form

Meeting Group:	Institutional Effectiveness and Quality Assurance

Date: 10 July 2014	Time: 1000 - 1200	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	✓		

Additional Attendees:	None

Agenda:
- I.   Direct deposit plan memo
- II.   Self Evaluating Writing Teams
- III.   Committees Concerns
- IV.   Copley Square
- V.   Summit
- VI.   Announcements

Agenda/Major Topics of Discussion:

I. Direct deposit plan memo:
   Cost savings for the college:
- Time employees take to go to town to cash checks.
- The time it takes to print and sign checks (human resource hours)
- Cost to print checks

   Possible issues and concerns that were discussed:
- Concerns about access to payment, will the money be available via ATMs on payday?
- Many employees' take home pay may be a small amount due to allotments.
- Possible training for employees of the college, local banks could provide information about different accounts and banks services.
- Direct deposit has to be a concrete policy, not a service provided by the business office.
- There needs to be broader communication and dialogue concerning the issue.
- IEQA endorsed direct deposit.

II. Self Evaluating Writing Teams:
- VPIEQA will chair Standards I and III.C.

- Director IRPO will chair Standard I.B. IRPO staff will be part of the writing team. Director IRPO will involve a group of representatives from division chairs, deans, Council of Chairs, FSS, Cabinet, and others as a review group (possible lunch and learn sessions) to validate the report and review supporting evidence.
- ACAALO will chair Standard I.C. Executive Committee will serve as the review team for this standard. ACAALO will identify a faculty or staff member to serve as co-chair.
- Director ITO will chair Standard III.C. Co-chair will come from the ICT Committee. The ITO staff will be involved as part of the writing team. If Director ITO wants to include a state campus ITO member as part of the summit, he will need to inform VPIEQA by July 11th.
- The self-evaluation writing process will utilize the existing committee structure; the formly existing accreditation committee will not be used.

III. Committees Concerns:
- ACAALO will no longer serve on CAC. CAC wants to move from doing administration work. ACAALO will serve on the management team.
- Administrators/supervisors should be more involved in committees, keeping committees on tasks grounded in the priorities of COM-FSM's plans. There still are still misconceptions about the role of the committees by administrators. There needs to be dialogue about the role of administrators on committees.
- The need for committee evaluations, these were due in May, only two were received.
- No evidence of committee minutes on discussion of institutional plans (IEMP).

IV. Copley Square
- Five faculty members will be apart of the Copley experiment to use during fall 2014
- One participant inquiry was made from Yap. There was dialogue as to whether or not there would be too many technical issues, it was agreed if the potential Yap participant understood there were likely to be some technical issues, ITO would do their best to support this participation.
- There will be training for participants in August. Director of ITO is to work with VPIA to set up the training and project to ensure best efforts to prepare and support participating faculty and their students.
- A report will be created at the end of the semester, but that should be led by VPIA with input from ITO.

V. Summit
- Sandy Ponds will conduct two fiscal case studies.
- There will be two training sessions with the Standard writing teams.
- ITO will provide technology support for the summit.
- IRPO will provide support and write the report for the summit.
- There maybe an issue with PUC power, VPIEQA will follow-up with president and VPAS for alternatives.
- ACAALO will be point person for logistics until he leaves on July 31st, 2014.

VI. Announcements:
- VPIEQA asked that all should attend All Campus meetings, unless off island or attending to critical responsibilities.

• [COM-FSM policies](http://www.comfsm.fm/?q=board-policies) are now posted on the college's website, they live under the BOR link.
• Monthly reports will now include attendance of personnel at committee meetings. Attendance sheets will be submitted to VPIEQA who will take them to cabinet to share with other VPs.
• Articulate training priorities for each office and send to VPIEQA. Request should include where, why, cost and employees involved.

Comments/Upcoming Meeting Date & Time/Etc.:

1. Next meeting date August 5th, 2014 11:00am

Handouts/Documents Referenced:

- Direct deposit plan (memo):
- COM-FSM Self Evaluating Writing Team (diagram)
- Copley Square Project http://copleysystems.com
- COM-FSM policies http://www.comfsm.fm/?q=board-policies

College Web Site Link:

1. http://www.comfsm.fm/?q=board-policies

Prepared by:	Ross Perkins	**Date Distributed:**	

Approval of Minutes Process & Responses:

- Minutes were circulated electronically on 15 July 2014 for corrections and approval.

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

- The offices of IEQA endorsed the move to direct deposit for National and Pohnpei Campuses.
- VPIEQA will transmit memo to inform VPAS of IEQA endorsement.
- VPIEQA will dialogue with president and VPAS regarding power back-up for the summit days.
- Directors and coordinator are to complete Quarterly Report by deadline of July 15th (Google doc)
- Directors and coordinator are to complete BOR Report with deadline of July 18th (Google doc)
- Directors will send a list of training priorities/professional development plans for themselves and their staff to VPIEQA by July 31, 2014.
- Director ITO will work with VPIA on the boutique Copley Square project training and fall semester plans.
- IRPO strategic plan report (quick glance) will be discussed after cabinet on Monday July 14th with IRPO & VPIEQA.
- Director of IRPO will complete Program Data Sheets for spring 2014.
- ACAALO will submit the Institutional Assessment Report draft by July 30, 2014.
- PAS deadline to be posted by August 15, 2014, date was sent DAP. ACAALO will follow up with DAP.

• IRPO will be responsible for the summit report. • ITO will be responsible for tech support during the summit. • ACAALO will assist VPIEQA with summit logistics leading up to the summit and his departure to the WASC Assessment Leadership Academy.	

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