

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

Meeting Group: (IEQA)	Institutional Effectiveness and Quality Assurance
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Date: 10 MARCH 2015	Time: 1100AM-12:05PM	Location:
		Board 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				Position vacated as of 9FEB2015 and under review for re-engineering

Additional Attendees:	None
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Agenda:

- I. Updates from VPIEQA
- II. Accreditation Standard Review
- III. Program Prioritization Data

Agenda/Major Topics of Discussion:

- I. Updates from VPIEQA
 - a. VPIEQA updated directors on discussions and actions taken in recent cabinet and EC meetings. VPIEQA informed directors about the upcoming 19MAR2015 board meeting and meeting agenda. Directors Hicks was invited to, and accepted, an offer to conduct a 15-minute presentation to the board of regents on the most recently generated data report.
 - b. The team was reminded they are to be currently reviewing and updating their FY16 budget and assessment plan to reflect the priority of student success, and in particular efforts that serve to increase course completion rates, retention rates, and degree audit results. The larger plan is identified in the Mini-Work Plan developed by college personnel during the AACCC High Performance Team Training. This is to be completed by March. The team will meet the last week of March to review the revised plans.
- II. Accreditation Standard Review
 - a. Directors will touch base with staff and set a day/time this month to review their standard responses with VPIEQA for advise and suggestions to strengthen narrative and evidence.
- III. Program Prioritization Data.

a. Director Hicks updated the team on collaborative work with VPIA on additional program review and program prioritization data. Efforts are underway to implement program prioritization recommendations as endorsed by cabinet.

Comments/Upcoming Meeting Date & Time/Etc.:

1. The next IEQA meeting will be 18MAR2015 at 11AM in the President’s Conference Room.

Handouts/Documents Referenced:

- AACC High Performance Team Training Mini-Work Plan, College of Micronesia-FSM
- Program Prioritization Report
- Self Evaluation accreditation standard narratives for standards I.B & III.C

College Web Site Link:

Prepared by:	Frankie Harriss	Date Distributed:	11MAR2015
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Approval of Minutes Process & Responses:

- Minutes were circulated for endorsement on 11MAR2015.
- Minutes were endorsed on 12MAR2015

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

- Director Hicks will prepare and deliver a 15-minute data trends presentation for the upcoming board meeting 19MAR2015.
- Directors will set a meeting day/time this month to review their accreditation standard narrative and evidence.
- Team will have their FY16 budget and assessment plan revised to reflect the student success priority as identified in the Mini-Work Plan developed from the AACC High Performance Team Training.
- Team will set a meeting day/time for the last week of March.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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