College of Micronesia – FSM
Minutes Reporting Form

Meeting Group:	Institutional Effectiveness and Quality Assurance

Date: 12 FEBRUARY 2015	Time: 1000-1150AM	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

Agenda:
- I.   Updates IRPO – assessment plan Fiscal Year (FY)15
- II.   Updates ITO – assessment plan FY15
- III.   Mini-Work Plan from American Association of Community Colleges (AACC) High Performance Team Training
- IV.   Expectations

Agenda/Major Topics of Discussion:

I.   Updates IRPO – assessment plan FY15
   a. Director of IRPO presented IRPO progress on the FY15 plan.
   b. Resulting dialogue around this review led to actions to be taken:
      i. Director of IRPO will work with VPs and directors to narrow focus on IEMP goals and targets for each FY. This focus will inform IEMP evaluation reports. Work needs to be captured in TracDat. Director of IRPO will assist offices with supporting materials on how to capture items in TracDat. This work is to be completed by end of spring 2015 and implemented for fall 2015.
      ii. Directors of IRPO and ITO will meet with VPSS, SIS programmer, and consultant Jim Mulik to develop an SIS improvement plan. Coordination will eliminate ad hoc ideas and help prioritize phases of work to be completed. The plan will include work to be done, a realistic time frame, and estimated cost. The plan will be presented to VPIEQA by April 15, 2015, to share with cabinet and to seek funding.
      iii. Director of IRPO understands he is empowered and expected to

(Accreditation Standard I.B.1, I.B.3, I.B.4, & I.B.8) conduct specific meetings to share data trends with relevant constituents, as needed, to improve institutional effectiveness and student success. The director was encouraged to schedule a meeting with cabinet in the coming month and to utilize the college free period and state campus management meetings for sharing of data. Additionally, the director was encouraged to continue to coordinate with instructional affairs to share data with faculty during faculty workshop weeks and the annual faculty professional development day. Data presentations should be designed for easy comprehension/readability and obvious connections to constituent roles and responsibilities.

    iv. Director of IRPO was directed to meet with consultant Josie Cajipe on ways the business office software can be used to aid performance budget reporting purposes to track resource allocations against institutional mission, plans, and established priorities. This meeting is to occur on the next consultant visit. Dialogue with Jim Mulik can and should already be in progress on this improvement.

II. Updates ITO – assessment plan FY15
 a. Director of ITO presented ITO progress on the FY15 plan.
  i. Director of ITO will update the target under Technical Support and Innovation for Classroom Usage. Baseline data from FY13 will be used and a clear target for FY15 articulated so that performance can be evaluated.

V. Mini-Work Plan from AACC High Performance Team Training
 b. Director of ITO shared information about the AACC High Performance Team Training and reviewed the *Mini-Work Plan* established as a product of that training.
 c. Directors of IRPO and ITO are to review their existing FY16 assessment plans and propose modifications to the plans and budget to narrow focus on student success, as articulated in the Mini-Work Plan, by February 27, 2015. The first week of March 2015 the IEQA team will meet to discuss proposed changes.

III. Expectations
 a. Expectations were discussed as reports were presented.

IV. VoIP:
 a. Director of ITO discussed the FSM Telecom changes to phone cards and the complications resulting from phone cards being used at a rapid rate. The high expenses are associated primarily with committee meetings. The director requested additional communications and directives towards using VoIP.
 b. VoIP technology has been tested, improved, and now has its own dedicated bandwidth that will help ensure it is just as effective as teleconference for committee usage.
 c. Director of ITO will send out another communication on use of VoIP. IT staff will be present at the outset of the next several committee meetings to minimize VoIP technical difficulties and to show officers how to use VoIP. Director of ITO will ensure administrative assistants are instructed on its use so they might also provide assistance to committees during this transition.

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Comments/Upcoming Meeting Date & Time/Etc.:

1.   The next IEQA meeting will be established for first week of March 2015.

Handouts/Documents Referenced:

 College of Micronesia FSM High Performance Team Mini –Work Plan
http://www.comfsm.fm/myShark/news/item=1146/mod=22:38:40
http://www.comfsm.fm/ieqa/comfsm-workplan-final.pdf

Prepared by: VPIEQA		Date Distributed:	12 February 2015

Approval of Minutes Process & Responses:

- Minutes were circulated by email on 12 February 2015 for electronic review.
- Corrections were incorporated and the minutes were approved by email on 13 February 2015.

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

- Director of IRPO will work with VPs and directors to narrow focus on IEMP goals and targets for each FY. This focus will inform IEMP evaluation reports. Work needs to be captured in TracDat. Director of IRPO will assist offices with supporting materials on how to capture items in TracDat. This work is to be completed by end of spring 2015 and implemented for fall 2015.
- Directors of IRPO and ITO will meet with VPSS, SIS programmer, and consultant Jim Mulik to develop an SIS improvement plan. Coordination will eliminate ad hoc ideas and help prioritize phases of work to be completed. The plan will include work to be done, a realistic time frame, and estimated cost. The plan will be presented to VPIEQA by April 15, 2015, to share with cabinet and to seek funding.
- Director of IRPO understands he is empowered and expected to (Accreditation Standard I.B.1, I.B.3, I.B.4, & I.B.8) conduct specific meetings to share data trends with relevant constituents, as needed, to improve institutional effectiveness and student success. The director was encouraged to schedule a meeting with cabinet in the coming month and to utilize the college free period and state campus management meetings for sharing of data. Additionally, the director was encouraged to continue to coordinate with instructional affairs to share data with faculty during faculty workshop weeks and the annual faculty professional development day. Data presentations should be designed for easy comprehension/readability and obvious connections to constituent roles and responsibilities.
- Director of IRPO was directed to meet with consultant Josie Cajipe on ways the business office software can be used to aid performance budget reporting purposes to track resource allocations against institutional mission, plans, and established priorities. This

meeting is to occur on the next consultant visit. Dialogue with Jim Mulik can and should already be in progress on this improvement.

- Director of ITO will update the target under Technical Support and Innovation for Classroom Usage. Baseline data from FY13 will be used and a clear target for FY15 articulated so that performance can be evaluated
- Director of ITO will send out another communication on use of VoIP.
- IT staff will be present at the outset of the next several committee meetings to minimize VoIP technical difficulties and to show officers how to use VoIP.
- Director of ITO will ensure administrative assistants are instructed on its use so they might also provide assistance to committees during this transition
- VPIEQA will share information about necessity to use VoIP with all committees and cabinet.
- VPIEQA will present FSM Telecom phone card challenges to cabinet and work to request some assistance from FSM Telecom to minimize additional communication challenges.
- VPIEQA will provide comments on Accreditation Standard Narratives for I.B and III.C by end of February. These will be reviewed during the March 2015 IEQA meeting.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments