

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

Meeting Group:	Institutional Effectiveness and Quality Assurance
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Date: 15 November 2012	Time: 1505	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	✓		
Director, DCR	Joseph Saimon	✓		

Additional Attendees:	
<p>Agenda:</p> <ul style="list-style-type: none"> I. Information sharing from VPIEQA II. Budget process, Director Hicks III. Other concerns & action items 	

<p>Agenda/Major Topics of Discussion:</p> <ul style="list-style-type: none"> I. Information sharing from VPIEQA and action items: <ul style="list-style-type: none"> a. VPIEQA will be traveling 19 – 24 November, 2012, to conduct training and to complete work with Kosrae campus. Director Hicks will be serving as acting VPIEQA in my absence. b. VPIEQA has shared with the President’s Cabinet the <i>Program Review & Assessment Files Naming System</i> constructed by Directors Hicks and Segal and shared with the Management Team. The Cabinet has been asked to review the document and will make a formal decision on this 16NOV12. <ul style="list-style-type: none"> i. This document was also shared on 09NOV2012, with the Council of Chairs for review and any additional comments and input following a meeting with the VPIEQA. VPIEQA has received only positive input and a few suggestions for changes. It was noted, display on the wiki means PR, program review, would sort order before W1, W2, and W3 for a given academic year, though not a critical issue. It was also noted we might consider changing the underscore to a dash, because in a link, it is difficult to see the underscore; and if instead replaced with a space, a generated link
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will automatically add a percent sign, which is confusing. Adding a dash means it will be seen in a link and doesn't appear as odd as a percentage symbol. Director Segal and Hicks explained using a dash or a space prevents one from readily finding the document via a searchable function. Director Hicks also needs the underscore for databases. So, for the larger benefits, it is best to retain the underscore. Based on broad input VPIEQA will present this document to cabinet in its current form.

- ii. If adopted, IEQA directors will need to be sure document names on the wiki conform. And, other offices and divisions will need to do the same.
 - iii. VPIEQA requested IEQA directors change wiki documents to pdfs for more convenience viewing and will advise other departments, offices, and divisions to do the same.
- c. Online college catalog policy
- i. Director Segal working with Director Hicks will submit a proposed online college catalog policy to the Management Team for review and endorsement on November 20, 2012. Director Simion, Management Team Chair, has added this item to the agenda already. The policy will address the online version as our official version, as the college catalog will no longer be printed. The policy must also address how we address errata and how often new versions will be published to the website. Director Simion, can return the recommendation to the VPIEQA.
 - ii. Director Segal will also send the online catalog policy proposal to the ICT committee for review, recommendations, and endorsement. The ICT should return their recommendations via memo to Director Segal, who can review and adjust the policy, if necessary. Director Segal can then provide the documents to the VPIEQA.
 - iii. IEQA directors expressed concern for having no printed catalog, as they view it as a recruiting tool. The directors noted potential students residing on outer islands don't have access to our web catalog, and many students in the high schools across the nation won't have direct access to our online catalog, and will need printed materials.
 - iv. VPIEQA will present the collective proposals from Management Team and the ICT regarding the online catalog policy to the Executive Committee.
- d. VPIEQA informed Director Saimon DCR will no longer print the college newsletter as per presidential request, effective immediately. The newsletter can be published to the website and provided to external stakeholders by email. We need to continue to pursue cost saving measures.
- e. VPIEQA informed Director Saimon his request for \$20K for printing for FY2013 was not approved. There is no more funding in the FY2013 budget and the process for special requests has elapsed. We will not be using the Fund balance. We need to find innovative ways to operate without having to request more funds. VPIEQA will work with DCR towards an innovative solution.
- f. For costs associated with the 50/plenty college-wide raffle, Director Saimon will keep the fund raising costs as low as possible and will keep a detailed record of all receipts and costs. At the end of the fund raising cycle, this information should be shared with VPIEQA and there will be consideration to cover all costs from fund raising profits. We should also know if such fund raising efforts, minus

associated costs and personnel time, are worth the final yield.

- g. VPIEQA asked Director Saimon to assist Yap Campus Dean Roboman a bit more with the 50/Plenty Raffle, as the Dean has several position shortages and is in the middle of visioning summit phase II work. We need to provide some additional services for the Yap Dean to alleviate some of her workload and ensure raffle success.
 - h. VPIEQA reviewed the Google document for the IEQA mission, goals, and outcomes and asked the directors to review the mission statement, and make any comments/suggestions for improvements/changes. Directors are to indicate, in the progress-tracking table, when they are satisfied with the statement. Please share with your staff, as this is an IEQA department mission statement, not just the VPIEQA's alone. We need a final statement by 01DEC12.
 - i. VPIEQA asked for an update on the IEQA staff who were to have completed the online accreditation basics course by 31OCT12, as she hasn't received all IEQA certificates.
 - j. VPIEQA shared information on the Midterm Report Working Groups Google docs.
- II. Budget process, Director Hicks
- a. Director Hicks reviewed the budget assumption scenarios, as approved by the president, subsequent to recommendations from the committees (PRC and Finance Committee) was received. Concerns were expressed on impacts of reduced student travel. VPIEQA encouraged the directors to explore the pros and cons of this issue via Management Team discussions and reminded the directors we don't stop assessing the impact of decisions, even when already approved by the president. The decision may not be reversed, as there are some valid reasons why the decision was taken. However, VPIEQA noted we must always evaluate decisions, from bottom to the top, and not stick with a decision, if we later learn it wasn't in the best interest of COM-FSM and the students we serve. Plans and assumptions are always subject to change dependent upon a changing external or internal environment and/or negative assessment of outcomes.
 - b. The IEQA team discussed the FY2014 budget travel, overload contracts, other current expenditures, and fixed assets. It was determined the cost for the accreditation software should be recorded as \$25K. Director Segal noted the communications total of \$212700 is not sufficient, as IT ends up paying for all communications, and Director Segal will update the realistic total and provide to the VPIEQA by 10am on 16NOV12. Director Segal was also asked to determine the total necessary to ensure database support (SIS) by 10am on 16NOV12, as VPIEQA must present in the VP budget meeting.
 - c. Director Hicks suggested we use assessment worksheet 1 to complete outcomes/objectives and noted directors should project where they will be September 13, 2013, and determine where they want to be for the FY2014.
 - d. Director Hicks reviewed the term, AUO = administrative unit outcomes. Non-Academic programs will use AUOs. A review of functional outcomes is necessary and directors should develop broad outcomes to link their budget to major outcomes.
 - e. The IEQA team reviewed criteria on development of a "good" outcome. Director Hicks presented some examples and the team critiqued the outcomes for effectiveness. **Improvement** and **impact** and important. VPIEQA referred to the

IEQA Google doc for Mission, goals, and outcomes and drew attention to [Clark and Crosby \(2012\)](#) who offer seven criteria of good outcomes (p. 15):

“A good outcome should:

1. focus on a current service, process, or instruction;
2. be under the control of or responsibility of the unit;
3. be meaningful, no [sic] trivial;
4. be measurable, ascertainable and specific;
5. lend itself to improvements;
6. be singular, not bundled”

f. IEQA directors were reminded they need to be completing their office worksheets with a target completion date of 09NOV12. Worksheets with fixed costs, other current expenditures, overload contracts, and travel will be provided to each office in the immediate future.

III. Other concerns and action items

a. None were noted. Director Segal moved we adjourn at 1635, and Director Hicks seconded that motion. All in agreement to adjourn.

Comments/Upcoming Meeting Date & Time/Etc.:

1. Upcoming meeting 26NOV12 at 11am.

- Next meeting agenda will include the FY2014 budget, IEQA Mission, Goals, and outcomes, The Midterm and Follow Up Report, and a self-evaluation.

Handouts/Documents Referenced:

[Program Review & Assessment Files Naming System](#)

Academic Programs

AY2009_10_IANCE3_W1

In words: Academic Year 2009/10, Department of Instructional Affairs, National Campus, Education 3rd Year Program, Worksheet One Improvement Plan

Note: use underscore not dash

Academic Year: ex. AY2009_10, AY2010_11

Department: 2 letters, **IA** – Instructional Affairs

Campus: 2 letters, **CC** – Chuuk Campus, **KC** – Kosrae Campus, **NC** – National Campus, **PC** – Pohnpei Campus, **YC** – Yap Campus, **FM** - FMI

Program: 2 letters to be set by the appropriate Vice President

Worksheet: **W1** – Worksheet 1 Improvement Plan, **W2** – Worksheet 2 Assessment Plan, **W3** – Worksheet 3 Program Assessment, **PR** – Program

	Review
Nonacademic Programs	
FY2012_QANCIT_W2 In words: Fiscal Year 2012, Department of Institutional Effectiveness and Quality Assurance, National Campus, Information Technology, Worksheet 2 Assessment Plan Note: use underscore not dash	Fiscal Year: ex. FY2012, FY2009 Department: 2 letters, AS – Administrative Services, IA – Instructional Affairs, SS – Student Services, QA – Institutional Effectiveness and Quality Assurance, RE – Cooperative Research and Extension Campus: 2 letters, CC – Chuuk Campus, KC – Kosrae Campus, NC – National Campus, PC – Pohnpei Campus, YC – Yap Campus, FM - FMI Program: 2 letters to be set by the appropriate Vice President Worksheet: W1 – Worksheet 1 Improvement Plan, W2 – Worksheet 2 Assessment Plan, PR – Worksheet 3 Program Review
References Clark, M. L., & Crosby, L. S. (2012). Florida State College at Jacksonville: Institutional Effectiveness Resource Manual for Non-Academic and Academic and Student Support Services Units. Retrieved from http://www.fscj.edu/district/institutional-effectiveness/assets/documents/manual-nonacad-prgms.pdf Hicks, J. & Segal, G. (2012). Program review and assessment files naming system. Retrieved from http://www.comfsm.fm/accreditation/2013/slo-report/Naming%20convention.pdf	

College Web Site Link:

Prepared by:	VPIEQA	Date Distributed:	12
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Approval of Minutes Process & Responses:
<ul style="list-style-type: none"> Minutes were emailed out for review and vote by via email On 16NOV12. Minutes approved 19NOV12. Three approved, one no response.

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
<ul style="list-style-type: none"> VPIEQA will present the <i>Program Review & Assessment Files Naming System</i> to cabinet for approval and adoption on 16NOV12. VPIEQA will work with DCR to find an innovative approach towards reducing DCR

printing costs by 31DEC12.

- Director Segal to update Communications total for FY2014 budget by 10am 16NOV12.
- Director Hicks will serve as acting VPIEQA and attend meetings for VPIEQA 19 – 24 November, 12.
- Directors will rename assessment documents on wiki if/when the proposed naming convention is adopted. To be completed within a week of adoption.
- Directors will post documents on the wiki as pdfs. Complete within a week of the naming convention adoption.
- Directors will review, suggest changes, share with staff, and eventually indicate an agreement upon a collective mission statement working now with a completion data of 01DEC12.
- Director Saimon will work with Yap Campus Dean and provide additional 50/plenty raffle assistance.
- Director Saimon will document the 50/plenty fund raising process, keep excellent records of associated costs, and produce a report on the final results to VPIEQA.
- Directors will provide VPIEQA a certificate copy of all IEQA staff who have yet to complete the online accreditation basics course, immediately.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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