

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

Meeting Group:	Institutional Effectiveness and Quality Assurance
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Date: 18 MARCH 2015	Time: 1100AM – 1210PM	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				Position vacated as of 9FEB2015 and under review for re-engineering

Additional Attendees:	None
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Agenda:

- I. Updates from team on completion of action items and responsibilities identified in IEQA minutes from [10 July 2014](#), [12 February 2015](#), and [10 March 2015](#).
 - a. A few outstanding work items were identified with reminders for action.
- II. Review FY16 TracDat Assessment plans and budget changes to align with student success priority
- III. VPIEQA-updates and plans for 06April-17July 2015
- IV. Director IRPO-strategic plan brief reporting template
- V. Non-academic program review/prioritization

Agenda/Major Topics of Discussion:

- I. Updates from team on completion of action items and responsibilities identified in IEQA minutes from [10 July 2014](#), [12 February 2015](#), and [10 March 2015](#).
- II. Review FY16 TracDat Assessment plans and budget changes to align with student success priority
- III. VPIEQA-updates and plans for 06April-17July 2015
- IV. Director IRPO-strategic plan brief reporting template
 - a. Director IRPO shared an overview and discussed options.
- V. Non-academic program review/prioritization
 - a. Directors shared progress on dialogue from the Management Team meetings.

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

Handouts/Documents Referenced:

- [10 July 2014](#), [12 February 2015](#), and [10 March 2015](#) IEQA meeting minutes
- [Program Assessment and Program Review Procedures Manual](#)

College Web Site Link:**Prepared by:**

Frankie Harriss

Date Distributed:

23 March 2015

Approval of Minutes Process & Responses:

- Minutes were circulated electronically on 23MAR2015 for review and endorsement.
- Minutes were approved on 25MAR2015.

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

- Director ITO will send a list of training priorities/professional development plans for ITO personnel to VPIEQA by 30MAR2015.
- Director ITO will send a brief report on the Copley Square experiment to share with President's Cabinet at their 27MAR2015 meeting.
- Directors of ITO and IRPO will provide an articulated summary of how the office assessment plans and resource allocations for FY2016 support the student success priority. This summary will include at least one strategy with target(s) to measure success. This summary is due by 30MAR2015.
- Director IRPO will have the fall 2014 program data sheets (PDSs) up on the web by the 23APR2015.
- Director IRPO will coordinate a training session sometime in later May- early June 2015 to work with vice presidents to narrow priorities in the IEMP and Strategic Plan for budgeting and resource allocations in FY 2017.
- Director ITO & Director IRPO are to collaborate with VPSS and Jim Mulik on a cost analysis and an assessment of the SIS with recommendations. Pros and cons of retaining our current system against an alternative system, associated costs, risk management for long-term integrity/longevity of the SIS, and if we retain the SIS necessary future phases of work needed to improve the system with associated estimated costs(collaborative rather than ad hoc plans). The results of this work are to be presented to the cabinet in a brief report by end of July 2015.
- Director ITO will serve as acting VPIEQA 06APR-17JUL 2015.
- Director IRPO is working with VPSS, through the Management Team, to update the program assessment/review process for non-academic programs as the [Program Assessment and Program Review Procedures Manual](#) was published prior to the implementation of TracDat. Director of IRPO will share the final decisions on this with VPIEQA.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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