

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

Meeting Group:	Institutional Effectiveness and Quality Assurance
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Date: 18 September 2012	Time: 1000	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 & action item updates from Directors II. Information sharing from VPIEQA III. Other concerns & action items 	

<p>Agenda/Major Topics of Discussion:</p> <ul style="list-style-type: none"> I. Information sharing & action item updates from Directors <ul style="list-style-type: none"> a. Director of IT: <ul style="list-style-type: none"> i. Director of IT and Director of IRPO have held meetings with the Mid-Level Management (MLM) team chair, Karen Simion, regarding TracDat and TK 20 assessment software. Director Segal noted it is imperative to make good decisions around these software options given the large costs associated. One must consider pitfalls and shortfalls around the manufacturers and users alike. We want to go with the option that best meets our needs and shows consideration of technical issues for state campus users. ii. Director of IT has been working with FSM Telecom negotiating potential changes in our existing contract. There are tangible opportunities for utilizing new technologies to significantly improve bandwidth for both National and state campuses. These changes, if negotiated, would require
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relatively easy upgrades to the National campus (who is already on fiber optic) and slightly more significant upgrades for our state campuses (different technology would be necessary). The result would be a separation of our SIS and other local services from our internet traffic resulting in noticeable improvements. The cost for this upgrade is reasonable.

- iii. Director of IT stated VP Jim Currie has been facilitating installation of satellites at state campuses funded via a Caripac grant. The satellites, though not adding substantially to our bandwidth, will yield some improvements and allows COM-FSM to have an alternative, separate link from Telecom. There is some consideration being given towards capacity for the satellites to be used exclusively for VOIP making inter-campus communications more cost-effective with this technology we have otherwise had to abandon for expensive, regular teleconferencing.
 - iv. Director Segal will also still need to work with Karen Simion regarding a schedule to conduct a few “use of technology in the classroom” short trainings.
 - v. Director Segal will set a meeting with Director Hicks, Director Grilly Jack, and the president to discuss revenue options for the college on short-term trainings, local consultancies and local technical assistance.
 - vi. Director Segal shared that now anything with a lithium battery cannot go through USPS air shipments, and this includes laptops.
- b. Director of DCR:
- i. Director Saimon is working with Norma Edwin to ensure the upcoming Board of Regents (BOR) meeting in Chuuk, along with the associated community meeting, is adequately advertised in advance.
 - ii. At present, DCR is working with the Learning Resources Center (LRC) at National to hold a ceremony on September 28, 2012, to honor Lois Englberger and the donation of her materials to our library by her husband, Konrad Englberger. Englberger family and those groups with whom she closely worked will be special guests for the ceremony. Photos and statements will be taken and reported following the ceremony. For the long term, a display plaque will be permanently located on the second floor of the LRC.
 - iii. Director Saimon noted the web strategy document is a living document and a basis for changes to the website, training trips to state campuses, and for changes/improvements implemented with assistance from IT. News stories are now going up from state campuses and some are uploading their own stories directly. This is a significant new development for our website -- for *others* to post directly. Folks are now able to upload their story with photos directly. Previously we had to have IT upload the photos. Director Segal noted, this improvement took much programming and work to make the uploaded photo readily and correctly display. Previously, photos not meeting specifications were rejected or didn't properly display. Much behind the scenes programming will streamline the process of adding photos, saving all time, and speeding release of stories.
 - iv. It had been suggested in Mr. Takeuchi's plan that English instructors

might be identified who would work with students to generate a few stories to post each week. Instead, we have aimed for many personnel on all campuses and all offices to have the capacity to take part in generating news and announcements. Though, we do still need more student contributions and student focused news on our website.

- v. Director Saimon has been meeting with offices in town to establish two per month forum lectures for national campus.
 - vi. DCR is working with the President's office to ensure our Twentieth Anniversary is a one-week celebration with many activities, including fund-raising events. A visiting pianist will be utilized during that week for a benefit concert.
 - vii. Director Saimon still needs to set up a monthly contribution to KPress (deadline end of month).
 - viii. Director Saimon received old media course outlines from C. Ross Perkins, Division Chair, and will offer assistance to update these to the new course outline format. This will be done with the intention of Director Saimon teaching a few media courses. Director Saimon anticipates much student work being published to our website and college newsletter through these courses.
 - ix. Director Segal noted there is media equipment in the F2 building not being utilized. He suggested if it isn't being used, it should be secured, as it is expensive equipment.
- c. Director IRPO:
- i. Director Hicks recommends for the FY 2014 budget process, each division/program submit a preliminary Worksheet 1 and Worksheet 2 at this time. These preliminary plans could still be revised based upon the FY 2013 results.
 - ii. Director Hicks is working with both the business and human resources offices to obtain personnel listings and costs to plug into the FY 2014 budget. This is the first year to receive projections data from the business office. IRPO has enrollment projections and is awaiting the JEMCO reactions. IRPO personnel, William and Francis, are currently conducting training on budget templates for the state campuses. IRPO will be working with departments to ensure budgets are based on assessments (program outcomes) and advise it is a good time to consider/review the number program outcomes for those programs who still have a large number of outcomes.
 - iii. For IPEDS reporting, IRPO have generated fall data for entry.
 - iv. Currently, Director Hicks is generating data for the summer and previous academic year, and he anticipates these data to be ready in the approximately two weeks time.
 - v. William and Francis are showing the SCUP *Prioritizing Administrative Programs* CD version of the recent webinar at each state campus.
 - vi. The MLM team is discussing who should be members of the Prioritization working team to get that moving along.
 - vii. Avoiding any risks associated with shipping, Director Hicks has confirmed shipping arrangements for the Community College Survey of Student Engagement (CCSSE) and will be using FedEd. USPS is cheaper but the

- postal service may not keep to the timeline, and those timelines are strict.
- viii. Director Hicks is working with IT and OARR on student transcripts requests as a source/opportunity for obtaining graduate/transfer/employment student data. Students fill in more data on their transcript request, and we can mail information cards to our students, asking them to return these cards, so that we can update our database. We can also send these cards to employers.
 - ix. Work continues towards the Strategic Plan and the president has formed a Mission statement working group who is currently meeting on Wednesdays from 2 – 4:00 pm. Director Hicks noted it worthwhile to invite Evelyn Adolph to discuss economic considerations.
 - x. VPIEQA noted the resent consultant visit yielded a suggestion we incorporate a goal on communications into our Strategic Plan rather than to stick with a little adopted, infrequently assessed communications plan. Perhaps incorporation into the Strategic Plan better ensures all offices work on communications improvements.
 - xi. Director Hicks recommended fourth quarter reports should have references to the Integrated Educational Master Plan (EMP) in addition to the Strategic Plan goals. He also recommended if the work is not in Integrated EMP, consider whether the item belongs report.
 - xii. William and Francis are in Yap but soon leaving to go to Chuuk campus. They leave for Kosrae Campus in early October. William and Francis are Also doing focus groups with students on their registration process experience.

II. Information sharing from VPIEQA

- a. VPIEQA reminded directors, and those under them, to please check with the business office and to resolve any outstanding TA balances. The president had noted a very large sum of money collectively owed by employees to the college from TA funds and the president had also noted many thousands from employees who have never even filed their TA vouchers. IEQA wants to ensure our professional integrity and responsibility. If money is owed, one can set up an allotment over many pay periods.
- b. A discussion resulted where Director Hicks suggested the college might re-think a return to the 80% TA allotment so that the college ends up owing employees and not the other way around. Director Hicks also noted he has requested, but has not yet received his TA invoice. VPIEQA felt it made sense to ground folks with outstanding TA balances and/or those who have failed to file their TA vouchers with receipts until resolved. The chronic accountability issue. If there is no consequence if one doesn't repay funds provided, why pay back the funds?
- c. It was noted perhaps someone from the business office would be a good addition to the consultant's training group on writing clear policies/procedures. VPIEQA will be sure to include them on the next round of workshops. We all noted some confusion and concern around existing business office policies, as we want to comply, but feel we get conflicting information, depending on to whom we speak. Hopefully this can be an area in which we all can improve through clear communications, policies, and procedures this year.
- d. VPIEQA asked if office assessments are being placed in the wiki. Director Hicks noted he needs to work with the webmaster as he is having trouble accessing the

wiki to add his documents, but there are a few he already sent to the webmaster. Directors noted lacking accountability for program assessments in the past, and noted there will be some holes in their assessments from past years. VPIEQA asked they reflect on those in their current assessments and assessment process as areas for their own accountability and improvement. VPIEQA also shared a hope the college will offer firm accountability consequences for this budget cycle, as assessment results are necessary to truly justify budget requests.

- e. VPIEQA will write an IEQA mission statement this week and give to directors for further discussion, review, and revisions. Ultimately, we need to adopt a mission statement for our office.
- f. VPIEQA will be traveling 24SEP – 19SEP to attend PPEC and ACCJC workshops/training in Honolulu. From there VPIEQA will be traveling to Champaign, Illinois and Syracuse, New York to complete planning training. She is also using a week of earned faculty vacation time still remaining from last year to visit family.
- g. VPIEQA will be returning with a stop to Chuuk campus 19 – 24 OCT. While in Chuuk she will be doing training for both faculty and staff around accreditation and our two reports due this year; the combined Midterm and Follow Up Report and the SLO report.
- h. While VPIEQA is away from the National Campus, Director Segal will serve as the acting VPIEQA with signature authority. If Director Segal has to leave for any reason during this time, Director Saimon will be asked to serve.

III. Other concerns and action items

- a. There were none.
- b. Director Segal moved to adjourn, Director Saimon Seconded. All voted in favor of adjourning at 11:15 am.

Comments/Upcoming Meeting Date & Time/Etc.:

- 1. Upcoming meeting will be scheduled by email.

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:

VPIEQA

Date Distributed:

18SEP12

Approval of Minutes Process & Responses:

- Minutes will be emailed out for review before vote of approval by those present via email.
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- All will make arrangements to ensure outstanding TA balances are resolved.

- Directors will ensure all program assessments are on the wiki by the 21SEP12 deadline.
- VPIEQA will work on a draft mission statement for IEQA this week and submit to directors for discussion/revisions.
- Director Segal will meet with Karen Simion to establish dates for “use of technology in the classroom” training for faculty.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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