College of Micronesia – FSM
Minutes Reporting Form

Meeting Group:	Institutional Effectiveness and Quality Assurance

Date: 19 SEPTEMBER 2013	Time: 1058	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	Ross Perkins	✓		

Additional Attendees:	None

Agenda:
  I.   Announcements
  II.   Provide Updates on Responsibilities
  III.   Assignments

Agenda/Major Topics of Discussion:

  I.   Announcements
      a. IEQA is schedule to meet with the Comptroller for a fixed assets presentation in MITC room #2 on 26 September 2013, from 1000-1200. It is requested supervisors, and all of National Campus IT personnel attend. If IT needs to rotate some personnel to ensure coverage, a second meeting is scheduled on 27 September, from 1200-1400 for instructional, and we are able to join, if necessary.
      b. VPIEQA will be traveling 24-30 September, and Director Hicks will be acting.
  II.   Provide Updates on Responsibilities
      a. VPIEQA asked supervisors to review the last three sets of IEQA meeting minutes for assigned responsibilities. Supervisors are to provide VPIEQA updates on work completed and work in progress with expected completion dates.
  III.   Assignments
      a. VPIEQA discussed assignments for supervisors
      b. Director Hicks added VPIEQA and IEQA will need to direct attention to the budget process and projections.

Comments/Upcoming Meeting Date & Time/Etc.:

1.   The next IEQA meeting will be **03 October 2013, at 1100**, President's Conference Room.

Handouts/Documents Referenced:
College of Micronesia-FSM. (2013, May). Strategic Plan 2013-2017. Retrieved from http://www.comfsm.fm/irp/Planning/Strategic_Plan_2013_17.pdf College of Micronesia-FSM. (2013, March). Integrated educational master plan narrative. Retrieved from http://www.comfsm.fm/vpia/misc/IEMP.pdf College of Micronesia-FSM. (2013, May). Integrated educational master plan matrix. Retrieved from http://www.comfsm.fm/vpia/misc/IEMPsheet.pdf Oducado, J., Arnold, J., Sam, Penselynn, Yarofaisug, F., & Sam, L.D. (2013, June). College of Micronesia-FSM: Program Assessment and Program Review Procedures Manual. Retrieved from http://www.comfsm.fm/publications/handbook/Program-Assessment-and-Program-Review-Procedures-Manual.pdf Pulmano, R., Medalla, M., & Perman, D. (2013, May). College of Micronesia-FSM: Budget procedures handbook. Retrieved from http://www.comfsm.fm/publications/handbook/Budget_Handbook_MAY14_2013.pdf

College Web Site Link:

Prepared by:	VPIEQA	Date Distributed:	19 SEPT 2013

Approval of Minutes Process & Responses:
• Minutes were circulated by email for review, editing, and approval.

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
• Director Hicks will serve as acting VPIEQA 24-30 September 2013. • Supervisors and all National Campus IT personnel are to attend the fixed assets meeting, with the comptroller next week. • Coordinator Perkins should update VPIEQA on travel dates for Chuuk, Yap, and Kosrae for training. • Coordinator Perkins should continue working with PRC to increase faculty membership, ensure PRC meets and holds elections next week; and, in collaboration with Director Hicks, ensure the PRC is aware of their responsibilities towards the FY 2014 budget reductions, the FY 2015 budget process, familiarity with the Budget Procedures Handbook, and their upcoming roles in reviewing institutional progress on the Strategic Plan and the IEMP narrative and matrix. It is essential the group is familiar with these plans, they know where to find them on the website, and that they regularly bring them to meetings to keep decisions grounded in established institutional priorities and plans. • Coordinator Perkins should ensure the Council of Chairs meets as scheduled on 27 September 2013, elects officers, and sets their schedule for the AY (post to the e calendar). Coordinator Perkins is also to present recommendations for committee improvements for adoption on behalf of VPIEQA. • Director Segal should ensure the Publications Working Group remains on task towards completion of work and continual communications with David Adams. Director Segal should also work with Kind and David to set a meeting schedule with Mr. Adams for this group while he is here on Pohnpei in October. VPIEQA will send the meeting Google doc

to facilitate.
- Director Hicks should collaborate with Coordinator Perkins and ensure student achievement/success data, as per reporting requirements, is set with institutional benchmarks and targets agreed upon by CAC, PRC, and the Management Team. Additionally, and with consideration of disaggregated data, do we have underperforming subgroups for which we need to set some additional targets and strategies? The committees should be aware of quarterly progress against targets (IRPO responsibility to communicate). This is to be completed by the end of October through VPIEQA and via EC, with ongoing communication of performance via updates as a new standard of IEQA performance and practice.
- Director Segal in collaboration with Director Hicks is to develop and place a *Student Scorecard* on our main webpage to begin, as per requirements, transparently communicating student success data to our public, potential, and existing students. This is to be completed by November 1, but ideally sooner.
- Director Segal is to guide and lead the ICT committee on discussions around the various potential options for classroom/faculty support technologies such as Engrade, Blackboard, etc. It should be made clear to FSS and ICT that decisions should go through the larger groups, via informed dialogue, with formal recommendations rather than the many and various emails to VPIEQA asking for adoption of such technologies. Encourage the ICT to dialogue with constituents to ensure constituents realize the process, and know which of their colleagues are on the committee who might serve as sources of information and as advocates. Finally, ensure the ICT is aware of the strategic plan and the IEMP, in particular those components relevant to ICT. We need to ground decisions, actions, and recommendations in our existing priorities and plans. Be sure the committee is up-to-date on our delivery and performance against these plans.
- Coordinator Perkins should check all committee minutes on the wiki to ensure all minutes are posted and current, and located under the public section for access. New secretaries might need assistance.
- Director Hicks should collaborate with Coordinator Perkins to take a proposal to the CAC regarding program review evolution, which is now essential for meeting standards and effective planning and resource allocations. Be sure the CAC is familiar with the [existing manual](#) (which we shall need to modify). Academic program reviews need to include a strategic assessment of the number of students the program can serve, as per published catalog course schedules and against the realities of the number of faculty and courses offered per semester (strategic plan focus on quality and student success). There should be program, student achievement, and faculty performance data included in the review. Student achievement data MUST include: course retention, course completion, persistence term to term, progression to next course/level, program completion, degree/certificate completion, transfer to four-year institutions, scores on licensure exams, and job placement/post training. There should be a strategic examination of the schedule of courses in the program and changes that might be made to increase student success and program quality. Programs must demonstrate data are analyzed and used for improvements and actions taken are on the basis of analyses, with a CLEAR connection to planning and budget decisions (accreditation standards). Obviously the reviews should make program prioritization a more simplified process, so forge those tangible connections. The review should include a serious examination of how the program delivers on the college mission, strategic plan, and IEMP and cost to run the program. The CAC will need a deadline of November 25, allowing time for revisions to the manual

and completion of the reviews at the end of the academic year. During the spring semester, CAC will then need to play a critical role in evolving review criteria and process. Ideally rubrics are used to guide authors in developing quality program reviews and facilitating timely, consistent feedback.

- Coordinator Perkins (collaborating with VPIA and DAP) should inform CAC, FSS, and HR committee they will need to play a role in the evolution of the faculty handbook and evaluations to ensure compliance with the evolving standard regarding faculty responsibility to evidence current, best practices, in addition to assessing student learning. We need a new evaluation and faculty handbook by the end of the academic year. Sooner, is of course, ideal.
- Supervisors are to review all summary responsibilities from the last three sets of IEQA minutes and update VPIEQA that work is completed or in progress with a timeline for completion.
- VPIEQA is to give attention to the budget process and projections.