College of Micronesia – FSM
Minutes Reporting Form

Meeting Group:	Institutional Effectiveness and Quality Assurance

Date: 22 August 2012	Time: 1430	Location:
		BOR 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	✓		
Data, Researcher, IRPO	William Haglelgam	✓		
Administrative specialist	Paulo Santos	✓		
Info. Sys. Specialist	Petrus Ken	✓		
System Administrator	Peter K. Pedrus	✓		
Webmaster	Shaun Suliol	✓		
Administrative specialist	Francis Alex	✓		
Info. Sys. Specialist	Cooper Etse	✓		
IT Technician II	Winter George	✓		

Additional Attendees:	

Agenda:
    I.   Information sharing from VPIEQA
    II.   Update on action items
    III.   Accreditation Work Checklist Fall 2012
    IV.   Concerns and/or other items for action

Agenda/Major Topics of Discussion:

    I.   Information sharing from VP-IEQA
        a. All three directors of DCR, IRPO, and IT will now certify their office time sheets. It goes without saying integrity and accuracy are required with your signature.
        b. President Daisy wants offices of more than one person staffed throughout the day. In other words, stagger lunches so one person is present for your office from 0800 – 1700. He noted folks become frustrated when trying to reach someone from an office, yet the entire office is away. So, unless absolutely unavoidable, we will increase our service capacity by being available throughout the workday.
        c. Directors, similar to service and being available, when you plan to leave the campus, aside from lunch, send me an email to let me know where you are.

President Daisy has begun to require this of VPs and it has been suggested VPs use the same strategy so we all are informed. I have begun to do the same for when I must be away – I will write to inform you.

d. It is noted some folks are going to town too often for lunches/bank trips and not returning within an hour. This is understandable for working lunches, and the occasional lunch, but please let us not make this a frequent habit. Again, others notice when an office is closed a few hours every day. Be conscientious of your role and obligations, please. If you know you will be gone more than one hour for lunch, someone should be covering your office, and you should drop me a line (if it is a director) or inform your director, if a staff member. Again, we must focus on service to students, colleagues, and college.

e. Office location changes: President Daisy has asked, and HR has agreed to be relocated to DCRs present office space. This will improve privacy for HR visitors, where presently one is highly visible and must announce in an open, populated room reasons for visiting and requesting time with the HR director. To improve services to employees, DCR has agreed to accommodate this request. Presently, the open office downstairs is being prepared for Director Saimon to move into that space. Then the "old" DCR office will be renovated to accommodate HR needs. HR will move, and then VPIEQA will move into HR's old space. VPIEQA will occupy HR Director's "old" office and space will be offered outside that office for DCR (Juan Paulo Santos & equipment). Director Saimon will be moving this week, and I need for IRPO to perhaps assist DCR, if necessary, to store some items until HR moves. I will be more readily available to offices with this move, and this also puts directors close to one another for increased efficiency.

f. Documents for VPIEQA to sign must have attached supporting documents or they will be return to your inboxes without signature. For TAs, have all necessary supporting documents attached, especially.

g. Once relocated, VPIEQA will have an inbox outside her office for dropping off forms to sign, or you can still use her mailbox.

h. Visioning summit: excellent organization and intra-IEQA-office support. Thank you for your efforts and hard work. IRPO will be finished with the summit phase I report within about one week and will also publish this to the web (please also have DCR generate a brief announcement with the URL/hyperlink to the doc when ready). In the meantime, President Daisy has begun initial ideas and planning for phase II (in the other 3 states). VPIEQA will update as she learns more.

i. Committee service. I need a list of staff who are on committees. Assess numbers now. Want IEQA represented for college committees. Directors, work with staff on this and get me a list today. Inform existing chairs. Directors are responsible for ensuring their folks are regularly participating/attending and are to note on evaluations if employee fails to regularly participate.

j. IEQA minutes are on the website now. Our College → Institutional Effectiveness and Quality Assurance → drop down to "minutes".

k. BOR meeting: somewhat directed that we make an attempt to identify photos on the website with location and other relevant information. Through dialogue it was determined this effort takes much time, and will detract from the back-end work currently underway for already scheduled web improvements. The webmaster noted, the future improvements will include photos with text and photos will be

"clickable" where they lead deeper within the website to additional information. If text were to be added to the current web photos changed each Monday, the frequency of photo changes would need to decrease. We agreed more frequent new photos are ideal over fewer new photos with descriptions. Director of IT noted the mystery around the photos adds appeal and interest, as folks spend time on the website trying to ascertain their origin.

l. Have you finished your formal assessments for your office last year? Plan ready for this year? I need these. Must undergo assessment reviews. Must have evidence. These are required for justifying your budget. Deadline for office assessments to be completed and submitted to VPIEQA 21SEP12. New assessment plans due 28SEP12.

II. Updates on action items

- **Jimmy will set up quarterly report on Google docs for IEQA and email link to all.** When will this link/doc be established for viewing/entering information? Jimmy will send the Google doc link within two weeks so those who prefer can input as you go along. Due by end of quarter.
- **Gordon will ensure reserved/requested projectors are available for Visioning Summit**. This was done, and thank you for working collaboratively and cooperatively with gym facilities & VPAS to make this happen. A good example of the need to move past "silos" and just make things happen.
- **Gordon will schedule training for faculty with DAP**. Month/Date set? Not yet.
- **Joe will ensure college catalog updates are completed by Friday, ready for web publication**. These are up on the website under the "Public Reports" drop down menu and "Academics" drop down menu. Joe to place an announcement on the college website newsfeed today with the link and directions for locating the catalog under the drop down menu.
- **Jimmy will schedule SCUP Step III training for January 2013**. Is this scheduled, as we are ending the FY.
- **Jimmy will publish next data factoids to web by end of third week in August**. Done and presently on the web site: *Spring 2012 Enrollment and Achievement Data Summary,* Retrieved from http://www.comfsm.fm/myShark/news/item=267/mod=20:50:38
- **Frankie will email Mid-level management group and Council of chairs**, immediately, and request time for Jimmy/Gordon to present on assessment software options. This has been done. Directors need to follow up with these committees and set a time for a presentation, soonest.
- **Frankie will work with Business office, student services, and cabinet on student transcript requests/purchases**. I am meeting with VPAS, VPSS, Comptroller, Director of IT, and Director of OARR next week to move this forward.

III. Accreditation Work Checklist Fall 2012

a. Last chance: clock will be running one year beyond the two-year rule. No room for error, no time to drop the ball. Must meet deadlines. Must increase and maintain momentum once again.

b. VPIEQA reviewed the "Accreditation Work Checklist Fall 2012" document highlighting areas of responsibility for DCR, IRPO, and IT.

c. VPIEQA noted directors can copy and paste the items from the 14-page document relevant to their areas of responsibility to produce a condensed version of this worksheet for their offices. Due to the nature of our three offices supporting all others, we are involved in supporting and working with many others across the

college to achieve completion of work.
   IV.   Concerns and/or other items for action
         a. Examine CCSSE. Look at closing date/cost and set meet with Daisy/Jimmy.

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:**	29AUG12

Approval of Minutes Process & Responses:

- Minutes will be emailed out for review before vote of approval by those present via email.
- 11 members voted YES for approval of these minutes and one member did not respond.

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

- Directors certify this week's and all future timesheets.
- Offices will be covered from 0800 – 1700 – stagger lunches.
- Directors will notify VPIEQA when off campus (aside from a one hour lunch), and, VPIEQA will do the same by notifying directors when off campus.
- DCR & VPIEQA relocating within a week.
- Director of IRPO will generate summit report by end of August, 2012 and post on IRPO website.
- DCR will publish report hyperlink/URL in college newsfeed.
- Directors will ensure supporting documents are attached to POs/TAs VPIEQA must sign.
- Directors will send VPIEQA a list of their staff who serve on committees.
- Directors will ensure their staff participate on commitees, and send a proxy when ill or off-island.
- **Priority**. Deadline for office assessments to be completed and submitted to VPIEQA 21SEP12. New assessment plan due 28SEP12.
- Director of IRPO will send IEQA Google doc link by 07SEP12.
- Gordon will schedule training for faculty with DAP and report to VPIEQA by 07SEP12.
- Joe to announce through the college news feed that the college catalog is online 22AUG12.
- Jimmy to schedule SCUP Step III training by 31AUG12.
- Jimmy & Gordon to ensure presentations on Tracdat and TK 20 are given to Council of Chairs and MLM team soonest.

	• VPIEQA to meet with VPSS, Director OARR, VPAS, Comptroller, and Director of IT to pursue credit card options for payments and to improve access/response to student transcript requests. • VPIEQA and Director of IRPO will obtain CCSSE deadlines for 2013 and advise President Daisy on cost and importance of conducting this assessment. And, ideally register for CCSSE. Soonest.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments