

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

Meeting Group:	Institutional Effectiveness and Quality Assurance
-----------------------	--

Date: 27 February 2014	Time: 1000 - 1130	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. Self Evaluation Gap Analysis

Agenda/Major Topics of Discussion:

- I. Brief updates from team:
 - a. VPIEQA provided an update on Standard I.A.:
 - i. Focus on students success as stated in new Mission Statement
 - ii. Should conduct a formal review of mission delivery and specifically address within the annual Strategic Plan Assessment. Need to identify key data.
 - iii. Have BOR more formally review and approve mission syntax changes at the March 21-24, 2014 BOR Meeting in Kosrae.
 - iv. Overall COM-FSM meets Standard I.A., but we can improve utilizing the actionable improvement plans identified.
 - b. Director Hicks provided IRPO update on Standard I.B.
 - i. Coordination and collaboration with the other standards in order to avoid duplication of work.
 - ii. Program assessments need advisory council data prompts where applicable (identified as needed input from appropriate constituencies). Data is then entered in TracDat and specifically addressed in PASs.
 - iii. Standard I.B.6. there will need to be a formal assessment of the budget process, planning cycle and the Communication Policy. The Communication Policy (goals) is addressed in Standard IV.
 - iv. Add Actionable Improvement Plan (AIP) on policy assessment 2016 - 20XX (BOR determined cycle of policy review = 5 years?)
 - v. The college's evaluation process will be used for assessing the actual

<p>mechanisms and impact of assessment against the college mission. Focus is on improvement affected, not instrumentalities (see note in google doc for this standard).</p> <ul style="list-style-type: none"> vi. The development of faculty workshops to focus on the move from summative/formative assessment to more critical thinking about improving programs. <ul style="list-style-type: none"> c. Coordinator Perkins provided an update on Standard I.C. <ul style="list-style-type: none"> i. Overview of proposed, new Standard I.C., noted possible gaps were identified in the areas of a Document Management System. ii. Updating the MOU between the College and the FSM National Government concerning FMI. iii. Continue to evolve the Program page. iv. Begin to address Standard I.C.8., Faculty distinguish between personal conviction and professionally accepted views in a discipline. They present data and information fairly and objectively. Possible faculty training on this issue - perhaps also examples in the Faculty Handbook to aid faculty understanding (prayers in classes/activities). d. Director Segal provided ITO update on Standard III.C. <ul style="list-style-type: none"> i. Conduct in-house review of technology structure fall 2014 ii. Improve tracking and reporting of services provided by IT personnel

Comments/Upcoming Meeting Date & Time/Etc.:
1.

Handouts/Documents Referenced:
1. COM-FSM Self Evaluation google docs: Standards I.A., I.B., I.C. and III.C.

College Web Site Link:
1.

Prepared by:	Ross Perkins	Date Distributed:	10 March 2014
---------------------	--------------	--------------------------	---------------

Approval of Minutes Process & Responses:
<ul style="list-style-type: none"> • Minutes were emailed, and electronic vote to adopt with suggested changes was conducted. In favor to adopt minutes: 3 yes, 0 no, 0 abstain.

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
<ul style="list-style-type: none"> • Begin implementing identified AIPs.

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments