

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

Meeting Group:	Institutional Effectiveness and Quality Assurance
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Date: 28 JUN 2012	Time: 1430	Location:
		Board of Regent’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:	None
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Agenda:

- I. Information sharing from VPIEQA
- II. Questions & updates for IT
- III. Questions & updates for IRPO
- IV. Questions & updates for DCR

Agenda/Major Topics of Discussion:

- I. Information sharing from VP-IEQA
 - a. Cabinet meeting on Friday, June 29, 2012, will be the first for only VPs, senate president, and SBA representative – reflecting the President’s changes. DCR and IRPO directors will no longer serve on cabinet.
 - b. There is a meeting at 1400 on Friday June 29, 2012, in the BOR conference room to review the governance policy and work towards eliminating the communications gap with potential structure modifications, especially engaging the mid-level administrators (directors & deans). Please come prepared to share potential changes/solutions to expedite discussions.
 - c. VPIEQA will be on vacation 24 – 30 July 12 but will be on email for critical items.
 - d. VPIEQA noted her next travel off island would be some time around the 22nd/23rd of September for the PPEC and ACCJC meetings in Honolulu followed by

training on the mainland (SCUP I & SCUP II) and a trip to Chuuk campus on the return. She will update with final dates soonest.

- e. VPIEQA noted she must visit the other state campuses during the fall term for purposes of continued training around accreditation and assessment work.
- f. VPIEQA will be set individual meetings with directors for the next week to discuss work plans for the year.
- g. VPIEQA asked if DCR and IRPO had established any evaluation goals already with the President.
- h. VPIEQA asked about the different policies for directors and timesheet certification, as the Director for IT has previously been able to certify his own timesheet; whereas the Directors for DCR and IRPO have had the President certify their time sheets. It seems the policy for directors should be consistent. VPIEQA will address this by consulting the President and working towards a consistent policy for all three directors.
- i. VPIEQA noted the grant writer position is still being considered by the president and a personnel requisition will be completed when final decisions are reached.

II. Questions & updates for IT

- a. VPIEQA asked about online gradebook options and a potential experiment to evaluate whether or not using an online gradebook improves student performance on courses. Some faculty are currently experimenting with this and feel it has a positive impact. Director Segal noted he is presently dialoging with vendors but this process takes time. He agrees there are some fantastic options, but they are costly and out of our price range. Several include built in advising, tutoring, and counseling features. Alternatives could be to build this into our own SIS over “online” off campus vendors. Director Segal indicated he could update us on options by end of July 2012.
- b. A schedule needs to be set for Director Saimon and the webmaster to travel to the other states in order to complete training on the college web newsfeeds. IT & DCR will sort a schedule and check with campus deans for compatibility.
- c. VPIEQA asked Director Segal if some use of technology in the classroom mini-trainings might be conducted in the form of webinars. Director Segal indicated webinars would not be a good approach but that he could use electric capture software and could perhaps have something developed for the first week of August. VPIEQA felt it would be good to do a few of these trainings per year to help keep faculty current on technology options towards enhancing instruction/student learning.
- d. VPIEQA asked about TracDat and TK 20 options. Director Segal noted TK 20 had not yet been explored but that he could work with IRPO to develop a cost benefit analysis and comparison of TrackDat and TK 20. Check with Hawaii community colleges, as at least one does use TK 20. The target date was the third week in July.
- e. An electronic college catalog was discussed, as the President has indicated we should move away from costly printed catalogs. DCR had noted we spend approximately \$25K for each printing. An electronic catalog allows for yearly updates as opposed to our two year publication. However, we will need a policy for the electronic catalog. And, if we update our current catalog, which is the official version? Directors for IT and IRPO are to research and advise on

potential policy statements soonest.

- f. Director Segal expressed concern that restructuring might again leave confusion between campus dean and director roles. He asked if there can be a clear protocol helping to draw a clear line between Director of IT responsibilities and campus dean responsibilities. Expertise is necessary to make decisions regarding IT systems because bad decisions put the system at risk and affect all sites. VPIEQA asked Director Segal to write up a protocol he felt would help eliminate confusion around roles and responsibilities related to IT to ensure continued integrity to our IT systems. VPIEQA will share that protocol with cabinet for discussion. Perhaps other offices need to develop similar protocols?
- III. Questions & updates from IRPO
- a. VPIEQA asked about training plans for IRPO professional development. William has participated in some AIR course trainings, but it was noted there were some technical issues with the “Silverlight” video software that delivers this training for our bandwidth limitations. Director Hicks has had SCUP I & II training, but hasn’t completed SCUP III; however, there are funds remaining that could be used to cover this training.
 - b. Director Hicks noted the report on COMET as a success indicator for the 2008 cohort will be available within the month.
 - c. Director Hicks indicated he is working with DCR to create data factoids/blurbs as previously discussed. There will be one per month for now, with increasing frequency as faculty return from summer.
 - d. Director Hicks was asked to attend a July 10, 2012, 10 am meeting with student services. This allows for discussion on student life measurable performance indicators in the areas of counseling, advising, and tutoring.
 - e. Director Hicks will meet with instructional team and CAC to discuss budget process and alignment of resources to SLOs, assessment results, and plans.
 - f. Director Hicks was asked to directly dialogue with the President on the technical assistance (TA) grant to support a space utilization study, energy audit, and consultant support. Director Hicks noted such requests to access these funds must be coordinated through FSM President Mori’s office and permission granted.
 - g. Director Hicks noted we need to consider the current quarterly reporting structure and budget training/structure. The college restructuring impacts reporting and budget process both currently and for the upcoming fiscal year. VPIEQA will bring questions on current quarterly report, current budget, and processes for next year to cabinet.
- IV. Questions & updates from DCR
- a. Director Saimon will be working with VPIEQA on developing an updated catalog for publication to the college website, as directed by the President. DCR will be developing protocol for the process of updating the catalog and will distribute this protocol to VPs, deans, and directors tomorrow.

Meeting adjourned at 1600 and VPIEQA and Director of DCR met for other items specific to DCR.

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:

04SEP12

Approval of Minutes Process & Responses:

- Minutes will be emailed out for review before vote of approval by those present via email.
- Minutes were reviewed and votes for approval by email on 06SEP12: 3 yes, 0 no, 0 abstain.

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

- VPIEQA to work on a consistent policy for all IEQA directors regarding timesheet certification.
- VPIEQA will update directors on her travel dates for September & October 2012.
- VPIEQA will set individual meetings with IEQA directors.
- Director Segal will further explore online gradebook options by end of July 2012.
- DCR and IT will set a travel schedule for web news feed training.
- Director Segal will set a faculty training for August 2012 – Use of Technology in the Classroom.
- Director Segal to construct a document clarifying the roles of the Director of IT from that of campus dean and VPIEQA to take document to cabinet.
- IT and IRPO will prepare a cost/benefit analysis and comparison on TracDat and TK20 by third week in July 2012.
- IRPO will complete the report on COMET as a student success indicator for the 2008 cohort in the next month.
- IRPO will release a data factoid/blurb for publication to the web next month and each thereafter.
- Director Hicks will attend meetings with student services team, instructional team, and CAC as noted above.
- Director Hicks will work with the President and FSM President's offices on our options for a TA grant.
- VPIEQA to discuss with cabinet and President options for the currently due quarterly report, current budget, and changes that will be made for FY2014 budget structure for decisions soonest.
- Director Saimon sending e-catalog protocol to VPs, deans, and directors on 29JUN12.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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