College of Micronesia – FSM
Minutes Reporting Form

Meeting Group:	Institutional Effectiveness and Quality Assurance

Date: 30 JANUARY 2014	Time: 1000 - 1120	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.   Brief updates from team
  II.   Board Report
  III.   Professional development
  IV.   Accreditation training-IEQA Gaps for Improvement
  V.   April and June will be IEQA Focus months

Agenda/Major Topics of Discussion:

  I.   Brief updates from team:
       a. Director Hicks provided IRPO updates:
            i.   Data request from Sandy Ponds is being fulfilled within their specified 1-2 week target while protecting data and adhering to student's rights to privacy/FERPA. IRPO is collaborating with acting VPSS to obtain necessary COMET data.
            ii. Certificate program data is in progress and will be posted to the IRPO website soon.
            iii. Enrollment data for spring semester will be posted to the IRPO website soon.
            iv. Director Hicks is meeting with CAC on Monday, 03 February and Management Team on Tuesday, 04 February to discuss Measures of Success targets and receive recommendations for the Strategic Plan. Some data are still needed and outstanding from Human Resources Office.
            v.   IRPO is generating and conducting several surveys this spring including an employer survey of recent graduates (2009-current), a student satisfaction of major survey, a graduation surveys, and the CCSSE. The CCSSE random

sample set has been generated, individuals are being notified if their course was selected, and training for conducting the CCSSE will again occur.

    vi. IPEDS graduation rate data for 150% an 200% are due, with additional data requirements to follow.

    vii. Director Hicks will continue conducting working meetings with deans and directors to ensure Tracdat data are entered and dialogue for improvement of assessment plans and gaps occurs.

    viii. Following the accreditation training, IRPO is working, through dialogue and critical analysis, to complete the assignment for gap analysis to meet the 28 February deadline.

    ix. Director Hicks has continued collaboration with and training for CRE to develop a plan for reporting on and assessing the impact of their programs on student success as per COM-FSM's strategic direction, "Focus on Student Success".

b. Director Segal provided ITO updates:

    i. ITO is closely collaborating with Director Hicks to evolve the SIS to output data necessary for readily participating in the National Student Clearinghouse. The SIS programmer is currently engaged with this project and the target is to complete the work ASAP.

    ii. ITO is working on the CMS, some experimentation is occurring with open-source options. Challenges are around seamless integration with our existing system and established security parameters.

    iii. Director Segal provided the ICT Committee a proposal for a new ID system -- one that would cover all campuses. The current system is outdated and fails to integrate readily with current and new technologies. Advancing the technology will foster more seamless integration and the variety and quality of services we can provide to our students.

c. Coordinator Perkins provided an update:

    i. He is working with the webmaster to ensure all Program Assessment Summaries (PAS) and matrixes are placed on the *Public Transparency & Accountability* section on the website .

    ii. He is collaborating with programs to dialogue about the ISLO, PSLO, and CSLO linkage process (ensuring linkages are clearly articulated) and entry of data into TracDat.

    iii. Coordinator Perkins noted some faculty indicated difficulty working on TracDat in the afternoons when inputting data, they are timed-out and have to log back into the system. Director Segal noted he would dialogue with the faculty and explore what the cause might be. Director Hicks noted some strategies that could be shared with faculty to mitigate the technology issues.

    iv. It was noted that for the current FY, the VPs have not all been putting data into TracDat. VPIEQA was asked to please remind cabinet it is best to enter data frequently rather than all at once for the year's end, and to also encourage the archiving of documents in TracDat folders. Director Hicks noted he would also be having working meetings with the VPs to ensure support and progress.

    v. Deadlines agreed to by CAC and interim VPIA for assessment work include: February 3rd all Program Assessment Summaries (PAS) will be on the website, February 14th all PAS will have be reviewed by CAC with feedback provided, and by February 21st all data for program assessment plans from

AY 2013-2014 will be in TracDat.
- d. VPIEQA provided an update:
    - i. The Communication's Policy Working Group(CPWG) document, *Strengthening Purposeful Dialogue: A Handbook of Guiding Principles, Protocols, and Strategies*, should have been shared with all personnel in IEQA. As Director Hicks is not on that working group, he was asked to be sure to share any comments he or his team have regarding the work prior to the scheduled CPWG meeting at 2pm on 31 January 2014 (tomorrow).
    - ii. VPIEQA updated the team regarding ongoing work on the Communication's Policy goals to review and electronically organize all institutional policies by 2016. VPIEQA also requested that any existing administrative procedures relevant to ITO and IRPO be sent to her, as the project is also extending to include such procedures.
    - iii. VPIEQA noted she will discuss the relevance and possibility of reinstating monthly and quarterly office reports to capture activities and data we no longer include in strategic plan reporting. She asked the team to share any ideas of data they feel are important to capture in such reports.
    - iv. VPIEQA will be doing site visits and accreditation training workshops at all three state campuses during much of February. The team should plan accordingly and ensure important items for approval are received prior to departure or will have to occur via electronic approval.
    - v. VPIEQA informed Director Segal he should be hearing from acting VPSS and interim VPIA regarding COMET information that was agreed in EC should appear under the *Public Transparency & Accountability* section on the website. VPIEQA will ask for an update on where they are regarding this project and we will be on standby to support when complete.

II. Board Report
- a. The *Preparation Timeline for the Next Board Meeting* document was provided, the team was reminded the report draft is in the IEQA Google drive, and notified the deadline for their sections is due by 08 March 2014 so that IEQA can meet the final draft deadline of 10 March.
- b. The team was asked to utilize the *COM-FSM Publications Standards Manual* as generated by the CPWG for this and all future reports and documents.
- c. The meeting will be held March 21-25, 2014 on Kosrae and VPIEQA will be in attendance.

III. Professional growth
- a. The team was reminded to be certain their personnel have a professional development plan and that they work closely with the HRO to ensure they are following policies for employee performance and creating opportunities for improvement when necessary. Documentation is an important and essential role we have as administrators.
- b. The team was notified, as per recommendations provided to VPIEQA, that Francis Alex represents our department to the Staff Development Committee. The team was encouraged to send Francis requests for the upcoming Professional Development Day training and Director Hicks was asked to have Francis notify the team the due date for such requests to be received.

IV. Accreditation training-IEQA Gaps for Improvement

a. The team was reminded that the accreditation gap analysis must be completed by 28 February 2014 for IEQA. It was agreed the team shall reconvene at 1000-1130 on 27 February 2014. Each team member will report on assigned Standards so that VPIEQA is prepared to present IEQA's collective findings to the cabinet on 28 February 2014.

V. April and June will be IEQA Focus months
    a. VPIEQA shared a plan to focus on IEQA intensively during the upcoming months of April and June. This is a, "heads up" to expect several working meetings to move the department forward. Focus, among other things, will be placed on mission, goals, strategic plan, IEMP, office assessments, reporting templates, plan assessments, and IEQA practices.

Comments/Upcoming Meeting Date & Time/Etc.:

1. The next IEQA meeting will be 27 February 2014 at 1000 hours in the President's Conference Room.

Handouts/Documents Referenced:

1. ITO proposal to the ICT Committee
2. Preparation Timeline for the Next Board Meeting
3. Mission Statement Corrected for Errors of Syntax
4. *Strengthening Purposeful Dialogue: A Handbook of Guiding Principles, Protocols, and Strategies*
5. *COM-FSM Publications Standards Manual*

College Web Site Link:

Prepared by:	VPIEQA, F. Harriss	Date Distributed:	30 January 2013

Approval of Minutes Process & Responses:

- Minutes were sent by email for review, correction, and electronic approval on 30 January 2014. Minutes were approved on 03 February 2014: 4 yes, 0 no and 0 abstain.

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

- Director Hicks will have Francis Alex notify the team regarding the due date for Professional Development Day training requests.
- The team will have their assigned accreditation gap analysis completed and will be prepared to report on their analysis during the 27 February 2014 IEQA meeting.
- The team will have their reports for the Board of Regents ready for review by VPIEQA on 08 March 2014.

Action by President: NA

Item #	Approved	Disapproved	Approved with conditions	Comments