

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

Meeting Group:	Institutional Effectiveness and Quality Assurance
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Date: 6 August 2012	Time: 1000	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	✓		
Director, DCR	Joseph Saimon	✓		Joined at 1020

Additional Attendees:	
<p>Agenda:</p> <ul style="list-style-type: none"> I. Information sharing from VPIEQA II. BOR Reports III. Updates and concerns 	

<p>Agenda/Major Topics of Discussion:</p> <ul style="list-style-type: none"> I. Information sharing from VP-IEQA <ul style="list-style-type: none"> a. VPIEQA will work on having consistent policies regarding timesheets and signatures of authority for all three directors, and also would like to see a consistent policy across departments. . b. The president asked we keep official minutes of our meetings, so I will be sending out minutes for approval subsequent to each meeting. c. Mid-level management committee is scheduled to meet during the Visioning summit lunch on Thursday, August 9, 2012 with the president. Please plan to attend. d. I also will be asking this group to review the <i>IT Lines of Responsibility</i> document Gordon produced for comments/recommendations for change, and also feel the document might serve as a guideline for developing similar documents for other directors (comptroller, HR, DCR, etc) to assist both directors and campus deans with lines of authority and specific roles and responsibilities.
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- II. Board of Regents Reports
 - a. President liked Gordon's report format, so for the next BOR meeting, we will include the performance report, but I will request you each follow Gordon's format and generate a concise narrative of key/high level accomplishments by your offices and relevance/implications of those accomplishments to the college.
 - b. Reviewed report highlights of focus with each department. Jimmy noted I should ensure a projector is set up for the BOR meeting and that he will be presenting the budget training to faculty from 9 – 11 am on the 10th. We agreed, if he is not back when his presentation is due for the BOR that it be moved for after 11 am.
 - c. Frankie noted brevity for the BOR reports is valued, especially given the shortened meeting schedule.
- III. Updates and concerns
 - a. Gordon asked about projectors and reservations for the Visioning Summit, and Jimmy reminded a previous email had indicated reservation. Some projectors were checked out this morning and Gordon will ensure they are retrieved and available for the Visioning Summit.
 - b. Ross Perkins and Dana Lee Ling have agreed to run a study on the potential benefits to utilizing an online gradebook system in their classes to inform future dialogue on such a system (options: either utilized via the web, or built in as an SIS phase, or not at all if benefits are insignificant).
 - c. Jimmy and Gordon agreed to put together a presentation/cost benefit analysis of TracDat and TK 20 assessment software with the pros/cons to hosting ourselves or having TracDat/TK 20 host. The presentation will be given to the mid-level management team with VPs and also to the Council of Chairs for recommendations to the cabinet/President. Frankie will email groups asking to have the presentation placed on their next agenda.
 - d. Gordon agreed to meet with DAP to select a time to do a faculty training on use of technology in the classroom. DAP noted she would be conducting monthly faculty training sessions, so we will aim for one of those sessions.
 - e. Joe noted the college catalog updates are nearly ready and we have agreed Friday, 10AUG12, will be the deadline for completing the project so the catalog is ready to publish to the web when classes begin on Monday. Frankie will work with the President on the policy associated with our online catalog.
 - f. Jimmy has training funds remaining from this FY and Frankie requested he schedule the SCUP Step III training in January so that he will have completed this important training series.
 - g. Jimmy noted the next publication of IRPO data/data factoid to the news feed on the web will be during the third week of August.
 - h. Jimmy will set up our next quarterly report to reflect the IEQA office, utilizing Google docs, and we have all agreed to also generate our concise, high-level narrative reports at the same time and within the same document for simplicity and ease of editing capacity.
 - i. Joe noted a continuing issue for students trying to obtain information on how to obtain an official transcript and capacity to readily pay the \$4 transcript fee to expedite receipt. Frankie confirmed she also gets several requests from students trying to determine how to obtain an official transcript.
 - i. Transcript request process needs to be readily visible on the website.
 - ii. We need capacity for students to pay by credit card.

iii. It was suggested work is done via the business office to obtain a swipe machine for accepting payments and linking this into the accounting system as a first step, and then progression towards accepting online payments. We need to work on better serving the needs of our students, and facilitating their transfer experience. Frankie agreed to dialogue with the comptroller, student services, and President’s cabinet on this need.

j. There was a reminder to ensure sufficient food and a serving system for the Visioning Summit.

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:	6AUG12
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Approval of Minutes Process & Responses:

- Minutes will be emailed out for review before vote of approval by those present via email.
- Minutes were approved by email on 16AUG12. Three yes & one “no response”

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

- Jimmy will set up quarterly report on Google docs for IEQA and email link to all.
- Gordon will ensure reserved/requested projectors are available for Visioning Summit.
- Gordon will schedule training for faculty with DAP.
- Joe will ensure college catalog updates are completed by Friday, ready for web publication.
- Jimmy will schedule SCUP Step III training for January 2013.
- Jimmy will publish next data factoids to web by end of third week in August.
- Frankie will email Mid-level management group and Council of chairs, immediately, and request time for Jimmy/Gordon to present on assessment software options.
- Frankie will work with Business office, student services, and cabinet on student transcript requests/purchases.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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