College of Micronesia – FSM
Minutes Reporting Form

Meeting Group:	Instructional Department

Date: December 12, 2012	Time: 10:00am	Location:
		President's Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

Members Present:

Titles/Representative	Name	Present	Absent	Remarks
VP, Instruct. Affairs	Mariana Ben Dereas	✓		
Dean, Academic Programs	Karen Simion	✓		
Dean, Pohnpei Campus	Grilly Jack	✓		Acting Dean
Dean, Chuuk Campus	Kind Kinto	✓		
Dean, Yap Campus	Lourdes Roboman	✓		
Dean, Kosrae Campus	Kalwin Kephas	✓		
Director, CTE	Grilly Jack	✓		
Director, LRC	Jennifer Hainrick	✓		

Additional Attendees:	None

Agenda:
   I.   Update on the Accreditation Recommendations and checklist
   II. SLO Google document information
   III. Other concerns

Agenda/Major Topics of Discussion:

I. Update on the Accreditation Recommendations and checklist:
   a. Lourdes concern about Google documents – that they are having a hard time accessing the Internet thus need to be in regular documents.
   b. Question on whether some of the courses or all of the courses should be assessed per semester?
      i. Karen will send out the course assessment sheets –<u>all courses should be assessed</u>
   c. Concern about the catalog not in the correct format – or new catalog
      i. VPIA will make sure that the online catalog is updated with approved courses and programs
   d. ILO assessment – DAP/Karen received from Pohnpei campus and National campus but Yap and Kosrae, Chuuk needs to send theirs.
      i. Only assessing capstone courses from the degree programs – 2-year institution.

II. SLO goggle document information:
  a. QUANTITATIVE EVIDENCE/DATA ON THE RATE/PERCENTAGE OF SLOS DEFINED AND ASSESSED
      i. Total number of college courses (active courses in the college catalog, offered on the schedule in some rotation): __286_____
      ii. Number of college courses with defined Student Learning Outcomes: ___286____
      iii. Number of college courses with ongoing assessment of learning outcomes: __286____; Percentage of total: ____100%_____
      iv. Total number of college programs (all certificates and degrees, and other programs defined by college): _32_____
      v. Number of college programs with defined Student Learning Outcomes: __32_____; Percentage of total: ___100%____
      vi. Total number of institutional Student Learning Outcomes defined: ___5_____
      vii. Number of institutional learning outcomes with ongoing assessment: ___5____
  b. Question – does FMI need to fulfill the SLO format? Does not need to because not accredited by WASC…

III. Other Concerns:
  a. Role of assessment coordinator?
      i. Faculty should be the one doing the assessment and making recommendation of the program and courses.
      ii. The assessment coordinator will make comments of the process of the assessment BUT not to do the assessment for the faculty – who best to do assessment but the faculty themselves.
  b. Calendars for 2013 to summer 2015
  c. Got information from Chuuk but none from Kosrae and Yap.
  d. Textbook adoption policy was send to Norma for cabinet to adopt… check with Norma… need to do this before Board meeting.
  e. Board meeting on the 14 – 15, reports need to be send in Dec. 17th
  f. None academic prioritization form – each unit must fill out the form… except the faculty… the IC should fill out one because his unit is a non-academic unit.
      i. Do a form for each functional area… Karen will work with Jimmy to identify the functional areas.

VI. Meeting adjourned 11:30am.

Comments/Upcoming Meeting Date & Time/Etc.:
1. VPIA will discuss with Frankie if information can be send via regular document rather than Google doc because of slow internet at the state campuses.
2. All Deans must review and input into the recommendation and accreditation checklist.
3. All campus division must complete the non-academic program prioritization.
4. Karen will work with Jimmy to identify the functional areas for the non-academic program prioritization.

Handouts/Documents Referenced:

1. Midterm report working group worksheet (from ALO)
2. Accreditation check-list
3. SLO Google doc

College Web Site Link:
https://docs.google.com/document/d/1BZK6X6WN8wNF05_ZyxwfKP7d0365XVTufNxziSKpwzU/edit#heading=h.v5vxhqx2t6tu

Prepared by:	VPIA	Date Distributed:	12/20/12

Approval of Minutes Process & Responses:
- Will email minutes out for review before vote of approval.

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
- Information from this meeting will be shared with Deans and appropriate offices.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments