

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Executive Committee
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Date	Time	Location
February 26, 2016	2:00PM-2:43PM	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	X		Chair
VPAS	Joseph Habuchmai	X		
VPCRE	Jim Currie	X		
VPEMSS	Joey Oducado	X		
VPIA	Karen Simion	X		
VPIEQA	Frankie Harriss	X		
Dean, Chuuk Campus	Kind Kanto	X		
Dean, Kosrae Campus	Nena Mike	X		Acting
Dean, Yap Campus	Lourdes Roboman	X		
Director, Career & Technical Ed.	Grilly Jack	X		
Chair, Management Team	Jimmy Hicks	X		
President, Faculty/Staff	Martin Mingii	X		
President, SBA	Brandon Kiyomasa	X		
Chief of Staff	Universe Yamase	X		

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement 2. Call to order; Declaration of Quorum 3. Review of Agenda 4. Adoption of Minutes <ol style="list-style-type: none"> I. February 12, 2016 5. VPIEQA <ol style="list-style-type: none"> I. Draft Assessment Committee Proposal

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. Reading of the Mission Statement- To begin the meeting, VPIEQA read the mission statement. 2. Call to order; Declaration of Quorum- Cleared 3. Review of Agenda- Cleared 4. Adoption of Minutes <ol style="list-style-type: none"> I. February 12, 2016- A motion was made to adopt the minutes with the suggested changes and recommendations. VPIA moved and VPCRE seconded. Couple members abstained as they were not present during the February 12, 2016, meeting. 5. VPIEQA <ol style="list-style-type: none"> I. I. Draft Assessment Committee Proposal- CAC requested the re-formation of an

Assessment Committee as CAC expressed concern that they had been unable to effectively and realistically handle the workload associated with both responsibilities of curriculum development and improvement as well as program assessment and program review feedback. The Assessment Committee will have authority, as the committee will be making recommendations for improvement of assessment and review quality. The Assessment Committee will have to meet extensively throughout each academic year, as often as once per week. The Assessment Committee would fall under the same administrative pathway as the Management Team and the President's Cabinet. VPIEQA shared with EC the draft Assessment Committee proposal to begin discussions about additional reasons why the committee is necessary, who should be the members of the committee, whether or not it is a governance or administrative based committee, and how the assessment cycle might change with the formation of this committee.

VPIEQA requested that comments be sent to COS before April 8, 2016, so the comments and suggestions be compiled and shared at the April 8, 2016, EC meeting.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- February 12, 2016, EC minutes
- February 26, 2016, EC agenda
- Draft Assessment Committee Proposal

College Web Site Link:

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Prepared by:

COS

Date Distributed:

February 29, 2016

Approval of Minutes Process & Responses:

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Submitted by:

Date Submitted:

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

1. VPIEQA requested that comments made on the Draft Assessment Committee Proposal document be sent to COS before April 8, 2016, so the comments and suggestions be compiled and shared at the April 8, 2016, EC meeting.