

College of Micronesia – FSM

Committee Minutes Reporting Form

Committee or Working Group:	Division Chairpersons		
Date: August 26, 2015	Time: 12:30pm – 1:30pm	Location: President’s conference room	

Members:

Title/Reps	Names	Present	Absent	Comments
I-DAP	Maria Dison (Chair)	X		
BU/IS	Joseph Felix Jr.		X	
Education	Sylvia Henry	X		
HTM/BU	Debra Perman	X		
Health Sciences	Paul Dacanay	X		
Lang/Lit	Resida Keller	X		
Math & Science	Peltin Pelep	X		
Social Sciences	Delihna Ehmes		X	
Technology and Trades	Gardner Edgar	X		

Additional Attendees:

Agenda/Major Topics of Discussion:

1. Result discussion with faculty on program improvement plans,
2. Spring 2016 class schedules and Development of AY2016-2017 class schedules
3. Plan for faculty development day,
4. Reports by Division Chairs

Discussion of Agenda/Information Sharing:

1. Review of **minutes from August 14 meeting** – minutes were prepared by Math/Science rep (Dana).
 - Comments from DAP and others indicated that the minutes were well prepared; therefore, *it was moved and approved* by all members who were present at the meeting.
2. Assessment schedule
 - The current assessment cycle was discussed. Currently, it started in fall with the plan to show the what, who, when, and how for assessment of fall and spring. Assessment results will be collected and inputted into the TracDat during the semesters and by the end of spring semester in May, everything as planned will be reflected in the TracDat.
 - November would be an ideal time to submit Program Review following a 2-year cycle. From August to November would provide ample time to finalize all findings and documents.
 - Program Review cycle, should it be a 2-year, 3-year, 4-year, or even a 5-year cycle? Discussions showed that the current 2-year cycle does not provide enough time for the programs to collect data such as employment and to implement changes or modifications and to observe, compare, and analyze changes for improvement. Therefore, it was recommended by the members that a 4-year assessment cycle would be the ideal option because it is not too lengthy and it would provide enough time to collect and analyze important data.
3. Program improvement plan
 - All division chairs were tasked by VPIA to provide the improvement plans for the all respective programs, which was reminded by the DAP. HTM chair explained that due to all the activities that all programs were bogged down with at the beginning of the semester, it was suggested to postpone discussion on this item to the next month meeting.

4. Spring 2016 class schedules and Development of AY2016-2017 class schedules.
 - Spring 2016 class schedule must be ready and inputted into the SIS by mid October 2015. November 2 to 6 is early registration for spring 2016.
 - Class schedule for 2016-2017 is due on March 3rd, 2016
 - **Recommendation for 2016-2017 Class Schedules** – it was recommended that class schedule for 2016-2017 will be **a consolidated schedule** for the National campus and Pohnpei campus.

5. Plan for faculty development day.
 - Office of VPIA is requesting each program on ideas of what kind of training or workshop to be utilized for the faculty development day.
 - HTM chair recommends utilizing the day to focus on assessment work as needed by each program (working workshop). The design of the whole development day should focus on the goals that will improve other areas from academic needs.
 - DAP shared an idea of how the day will be structured where in the morning there will be a general workshop and in the afternoon everyone divide up into small focused group.
 - DAP encouraged all chairs to inform instructors in the respective divisions on this item and send recommendations to the VPIA office.

6. Course outline review process
 - Division chairs have been tasked to go over the new changes of the course outline review process with instructors in the respective division.
 - DAP is currently revising the course outline flowchart procedure to ensure each step in the procedures is reflected in the flowchart.
 - T&T chair will assist the DAP in revising the flowchart.

7. The meeting was ended and adjourned at 1:38pm and there was no time to discuss the last item on the agenda, Reports by Division Chairs.

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Documents that were handed out in the meeting:

- Existing Course Outlines, pathways for revising an existing course outline (COM-FSM, Curriculum & Assessment Handbook-2013)
- Program Review Process (COM-FSM, Curriculum & Assessment Handbook-2013)

College Web Site Link:

Prepared by:	Gardner Edgar – T&T Chair	Date Distributed:	September 4, 2015
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Approval of Minutes Process & Responses:

Submitted by:	Maria Dison, I-DAP	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities

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