



# COLLEGE OF MICRONESIA-FSM

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November 8, 2016

To: Karen Simion, Vice President of Instructional Affairs

From: Jennifer Helieisar, Director of Learning Resources Center  11/08/2016

Subject: Trip Report  
ACCJC New Evaluator Training  
Guam Community College  
Oct 18-21, 2016

## ***Highlights:***

I left Pohnpei for Guam on October 18<sup>th</sup> to participate in a new evaluator training conducted by ACCJC as part of the PPEC meeting.

VPIA Simion, VPEMSS Oducado, VPAS Habuchmai, Comptroller Togonon, and I were invited to be a part of a training session on how to evaluate institutions for accreditation purposes. The sessions were useful for individuals interested in learning about the process of evaluating another institution from the preparation stage to writing the final report.

Morning sessions were focused on an overview of the Accreditation Standards, with discussions on ACCJC resources that are used for visiting team members to prepare before an accreditation visit, as well as identifying and clarifying the different roles of the visiting team chairperson compared to the roles of each team member. Assignments are given in advance for teams to prepare, which entails familiarizing oneself with the self-study report of the institution being visited. It was emphasized more than once that a team member must read the whole report, even if they are responsible for one standard.

Group activities were conducted throughout the day. Participants broke down sample reports and identified persons to interview for one activity. In one activity, participants were tasked to prepare a mock report that included the findings of the team, conclusions, and recommendations that a visiting team might have. That was the most interesting and challenging for me because of the careful wording and terminology that we had to use without inserting our opinions into the report.

## ***Outcomes:***

The workshop made me appreciate the hard work that visiting team members put into their visits with different institutions. Volunteering time away from home and main jobs are sacrifices that team members make on behalf of accreditation. I learned about the different roles of team members and the chair and a lot more about the kinds of duties and responsibilities that a team member has. I learned about useful resources and updated information about the accreditation course, which I tend to take soon. Thank you for giving me this learning opportunity to learn more about accreditation.