

## College of Micronesia-FSM Committee Minutes Reporting Form

<b>Committee or Working Group</b>		Instructional Coordinators		
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>		
November 27, 2018	4:00 PM – 5:00 PM	Board Conference Room (VoIP 4519/PIN 5302)		
<b>Members</b>				
	<b>Names</b>	<b>Present</b>	<b>Absent</b>	<b>Note</b>
National Campus IC	Joseph Felix, Jr.		X	Funeral
CTEC IC	Taylor Elidok	X		Proxy (Acting IC Phyllis Silbanuz)
Chuuk Campus IC	Mixon Jonas	X		
Kosrae Campus IC	George Tifas		X	
Yap Campus IC	Joy Guarin (Acting)	X		
DAP	Maria Dison	X		
<b>Additional Attendees:</b>				
<b>Agenda/Major Topics of Discussion:</b>				
<ol style="list-style-type: none"> <li>1. Reminders (DAP)</li> <li>2. Status of CO Revision &amp; IPR due spring 2018</li> <li>3. Campus Highlights</li> <li>4. Miscellaneous</li> <li>5. Adjournment</li> </ol>				
<b>Discussion of Agenda/Information Sharing:</b>				
<ol style="list-style-type: none"> <li>1. Reminders (DAP) <ol style="list-style-type: none"> <li>a) Final exams (Fall 2018) <ol style="list-style-type: none"> <li>i) Schedules – distribute to faculty and staff as well; provide IT a copy to post on the college web site.</li> <li>ii) Final Exams Prep Week – December 3 – 10</li> <li>iii) Final Exams – Dec. 11, 12 &amp; 13</li> </ol> </li> <li>b) Deadline for Final Grades from Instructors – Dec. 14</li> <li>c) Faculty post assessment data/reports on TracDat - December 17 &amp; 18</li> <li>d) Commencement/Fall Semester Ends – Dec. 19</li> <li>e) Administrative Leave – Dec. 24, 26, 31 &amp; Jan. 2</li> <li>f) Holidays – Dec. 25 &amp; Jan. 1</li> <li>g) Monthly Reports</li> <li>h) Last IC Meeting for Fall 2018 – Dec. 11</li> </ol> </li> </ol> <p>Spring 2019</p> <ol style="list-style-type: none"> <li>a) Class Schedule &amp; TARFs – send in request for additional sections/textbooks ASAP regular registration</li> <li>b) Spring Semester Begins/Faculty report to work – January 7</li> <li>c) Faculty Workshops – Jan. 7 &amp; 8 (Assessment/PR outstanding)</li> </ol>				

- d) Registration - Jan. 9 - 11
  - e) Instructions Begin/Syllabi Due to IC - Jan. 14
- 3) Status of CO Revision & IPR as of November 23, 2018.
- a) Course Outlines - According to the agreed upon timeline for CO revision all the modified CO's should already be submitted to CC and RFA.
    - i) With Reader Teams - BU101, CA100, AG084, VSP121, AG092
    - ii) With CC - SC098, VEE223 (Tabled pending additional updates by relevant faculty.)
    - iii) With DAP - VEE222, BU095
    - iv) DAP returned to IC - IS230, IS245, IS260, IS280, BK095, BK096, PH041, PH069/CHS235, SS100
    - v) Pending submission from ICs- AR101, AG110, AG140, AC131, MGT350, EC220, EC230, CA105, SC111, SC120, MS096, MS099, MS101, all the Lang/Lit courses, all the social science courses, CA100s, CA101s, AG094
  - b) IPR Due spring 2018 - Refer to [Program Review Status](#)
    - i) Yap - completed & endorsed by the A-Team
    - ii) CTEC - completed and submitted: EET & CE submitted to A-Team; CM/FM DAP received 11/26/18
    - iii) Chuuk, Kosrae, National - none submitted
  - c) Due spring 2019 - Refer to [IPR cycle](#) for the programs that are due. (Should be submitted at the end of this semester, however, extended to end of spring 2019)
- 4) Campus Highlights
- a) Yap Campus as reported by Acting IC Guarin:
    - Acting IC completed classroom observation for Yap Campus and FMI faculty;
    - Faculty administered authentic assessment;
    - Student evaluation of faculty and course completed and processed;
    - 59 students early registered;
    - Student award day is scheduled for December 10, 2018. Awards will include most outstanding, most improved, best attendance, participated in all 3 pow wow activities;
    - Final exam schedule approved by Dean and will be posted and distributed;
    - Ad hoc committee's recommendation for EN position submitted;
    - Advertisement for the IC position extended;
    - Follow up on PT applications for Lori Ayin & Debra Roth.
  - b) CTEC report by Acting IC Silbanuz
    - Completed IPR that were due in spring 2018 (ACE, EET, CM/FM, CE);
    - Class observation completed.;
    - Final exam schedule distributed;
    - ACE session ended;
    - Problem with virus in the lab computers;
    - Planning to merge two courses into one and enquired if that will require a program modification request. DAP advised that if the change is less than 50% of the program, then there is no need to do a program change request.
    - Taylor should be back in two days.

c) Chuuk Campus report by IC Jonas

- Planning process to implement Trial Counselor’s Program in spring 2019;
- Academic challenge show down will be held on December 7, 2018 where students will be provided with assistance to review for final exam and for improving faculty and student interaction;
- ED position requisition was submitted;
- EN and Lab monitor positions are still vacant.

5) Miscellaneous - none

6) Adjournment

Meeting was adjourned at 5:00 PM.

<b>Handouts/Documents Referenced:</b>			
1. Instructional Program Review Status			
2. Program Review Cycle			
3. Time line for Program Reviews (IP and AU)			
<b>College Web Site Link:</b>			
<b>Prepared by:</b>	Maria Dison	<b>Date Distributed:</b>	11/28/18
<b>Approval of Minutes Process &amp; Responses:</b>			
<b>Submitted by:</b>		<b>Date Submitted:</b>	
<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>			
1.			
2.			



## Program Review Status

Spring 2018 onward

Program Reviews Due Spring 2018	Campus	Status
ACE	YC	9/19/18 - Endorsed by A-Team
	CTEC (System wide – CC, KC)	10/12/18 - Submitted to A-Team
CNA	YC	9/19/18 – Endorsed by A-Team
	CC	
	KC	
	NC	
CHS	YC	9/19/18 – Endorsed by A-Team
EET	YC	9/19/18 – Endorsed by A-Team
	KC	
	CTEC	10/12/18 - Submitted to A-Team
LA/ HCOP	NC	
MRSC	NC	
PH	NC	
NU	NC	
PH (Basic)	CC, KC, NC	
3Y PH	NC	
TTC	NC	

CM/FM	CTEC	11/26/18 – DAP recvd.
CE	CTEC	10/12/18 - Submitted to A-Team

# 4 Year Program Assessment and Program Review Cycle

## Program Review Cycle

<b>4-Year Cycle for Associate Degrees</b>			
<b>Spring 2018<sup>1</sup></b>	<b>Spring 2019<sup>2</sup></b>	<b>Spring 2020</b>	<b>Spring 2021<sup>3</sup></b>
Liberal Arts/Health Career Opportunities Program	Liberal Arts	Business Administration	Building Technology
Marine Science	Micronesian Studies	Computer Information Systems	Electronic Technology
Public Health	Agriculture and Natural Resources	Hospitality and Tourism Management	Telecommunications Technology
Nursing	General Education	FMI Fishing Technology	Pre-Teacher Preparation
	FMI Navigation		FMI Marine Engineering
<b>2-Year Cycle for Certificates</b>			
<b>Spring 2018</b>	<b>Spring 2019<sup>4</sup></b>	<b>Spring 2020</b>	<b>Spring 2021</b>
Nursing Assistant Certificate	3 <sup>rd</sup> -year Techer Prep-Elementary	Nursing Assistant Certificate	3 <sup>rd</sup> -year Techer Prep-Elementary

<sup>1</sup> Spring 2018 degree programs follow one more year under the previous program review schedule (2 years) and would have their next program review spring 2022 (4 years).

<sup>2</sup> Spring 2019 degree programs will conduct this program review on year 3 and will be on the 4-year cycle with their next program review due in spring 2023.

<sup>3</sup> Spring 2021 degree programs will have four years of program assessments (2017, 2018, 2019, & 2020) and on this one occasion, complete their program review during year five. Thereafter, they will be on the regular 4-year cycle with the subsequent program review due spring 2025.

<sup>4</sup> Spring 2018 certificate programs will have two years of program assessments (2017 & 2018) and on this one occasion, complete their program review during year three. Thereafter, they will be on the regular 2-year cycle with the subsequent program review due in spring 2021.

Basic Public Health	Agriculture and Food Technology	Basic Public Health	Agriculture and Food Technology
3 <sup>rd</sup> -year Specialist in Public Health	Bookkeeping	3 <sup>rd</sup> -year Specialist in Public Health	Bookkeeping
Community Health Assistant Training	3 <sup>rd</sup> -year Accounting	Community Health Assistant Training	3 <sup>rd</sup> -year Accounting
Trial Counselor	3 <sup>rd</sup> -year General Business	Trial Counselor	3 <sup>rd</sup> -year General Business
Building Maintenance and Repair	Secretarial Science	Building Maintenance and Repair	Secretarial Science
Cabinet Making/Furniture Making	Carpentry	Cabinet Making/Furniture Making	Carpentry
Construction Electricity	Motor Vehicle Maintenance	Construction Electricity	Motor Vehicle Maintenance
Electronic Engineering Technology	Refrigeration and Air Conditioning	Electronic Engineering Technology	Refrigeration and Air Conditioning
ACE		ACE	

### 4-Year Cycle for Administrative Units

Fall 2017 <sup>5</sup>	Fall 2018 <sup>6</sup>	Fall 2019	Fall 2020 <sup>7</sup>
Office of Institutional Effectiveness	Information Technology	Institutional Effectiveness and Quality Assurance	Learning Resources Center
Comptroller and Financial Services	Facilities and Maintenance	Human Resources	Instructional Affairs
Campus Security and Safety	Guidance and Counseling	Financial Aid	Admission and Records

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<sup>5</sup> Fall 2017 non-academic programs follow one more year under the previous program review schedule (2 years) and would have their next program review fall 2021 (4 years).

<sup>6</sup> Fall 2018 non-academic programs will conduct this program review on year 3 and will be on the 4-year cycle with their next program review due in fall 2022.

<sup>7</sup> Fall 2020 non-academic programs will have four years of program assessments (2016, 2017, 2018, & 2019) and on this one occasion, complete their program review during year five. Thereafter, they will be on the regular 4-year cycle with the subsequent program review due fall 2024.



Student Life	Administrative Services	Enrollment Management and Student Services	Career and Technical Education (Pohnpei Campus)
Chuuk Campus	Kosrae Campus	Yap Campus	FMI
	Centre for Entrepreneurship	President's Office	Office of Institutional Advancement and External Affairs

## Timeline for Instructional Program Review

• STEPS	• DUE DATE
Draft of program Review shared with all program faculty	End of Fall semester
Immediate supervisor reviews draft Program Review	Mid January
Assessment Team evaluates Program Reviews and provides feedback	First two weeks of February
VPIA reviews Program Reviews and summarizes any trends to inform actions, decisions, budgets, and planning	End of February
Cabinet and EC informed of trends and recommendations for action, planning, and resource allocation	March
Recommendations sent to CC for implementation of course and program modifications	March
Final Program reviews posted on the college website	End of April

## Timeline for Administrative Unit Program Review

• STEPS	• DUE DATE
Draft of Program Review developed in collaboration with all administrative unit personnel and vice president	Mid October
Vice president reviews and endorses draft Program Review	End of October

Assessment Team evaluates Program Review and provides feedback	First two weeks of November
Respective vice presidents and VPIEQA reviews Program Reviews and summarizes any trends to inform actions, decisions, budgets, and planning	End of November
Cabinet and EC informed of trends and recommendations for action, planning, and resource allocation	December thru January
Final Program reviews posted on the college website	December

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