**College of Micronesia – FSM**

**Minutes Reporting Form**

|  |  |
| --- | --- |
| **Meeting Group:** | **Assessment Team** |

|  |  |  |
| --- | --- | --- |
| **Date: 10 AUGUST 2016** | **Time: 1300** | **Location:** |
|  |  | Board Conference Room  COM-FSM National Campus  Palikir, Pohnpei, FSM |

|  |
| --- |
| **Members Present:** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Titles/Representative** | **Name** | **Present** | **Absent** | **Remarks** | | Dean of Assessment | Richard Andrews |  |  |  | | Director IRPO | Jimmy Hicks |  |  |  | | Faculty | Dana Lee Ling |  |  |  | | Faculty | Mark Kostka |  |  |  | | Student Services | Faustino Yarofaisug |  |  |  | | Student Services | Cindy Edwin |  |  | Excused | | Faculty | Peltin Pelep |  |  | Excused | |

|  |  |
| --- | --- |
| **Additional Attendees:** | None |
| Agenda:   1. Minutes 2. Terms of Reference document | |
| A**genda/Major Topics of Discussion:**  **– This was the inaugural meeting of the Assessment Team.**   1. Minutes    1. After discussion it was agreed that the election of a secretary would be delayed until all members are present. The chair agreed to take the minutes in the meeting.    2. It was discussed and agreed that a recording device might facilitate the taking of minutes, especially to show more clearly reasons why decisions/recommendations were made. 2. Terms of Reference   The meeting was opened at 1:05 pm  The agenda was open, but the item first open for discussion was the Assessment Team’s Terms of Reference (TOR).  **General:**   * The following documents were used as guidelines and/or templates:   + Terms of Reference for the Assessment Committee (Cabinet – 2/18/08)   + Assessment Team Proposal (2016?) * It was suggested that a check be made of possible format changes to the TOR guidelines for COM-FSM **(RA).**   + The Management Team’s TOR to be consulted as a possible model. * It was suggested that the Assessment Team be abbreviated to the A-Team. * All references to the Assessment Committee to be changed to Assessment Team in the Terms of Reference document.   + Care should be taken that references to other committees are not inadvertently changed in the TOR.   **Authority:**   * Determine the chain of command. For example, does the wording, “Assessment Team operates through the authority of and reports to the President through the VPIEQA”, have to be changed? What should the wording be? **(RA)** * Institutional Assessment Plan should probably be changed to Program Assessment Plans and Program Assessment Reviews. **(ATeam)**   **Membership:**   * Since no Instructional Coordinators are available to serve, should the DAP and/or campus Deans be approached to serve or suggest replacements/interim members? **(RA)** * Determine the best day and time for future meetings. Wednesday, 1:00 – 2:00 pm was suggested, but will be confirmed when future A-Team members are consulted. * It was suggested that a broad definition be used for the appointment of members of the A-Team:   + The President appoints the Assessment Team based on the recommendations of proposed members.   + Alternatively, I would like to suggest the following verbiage:   At the beginning of the academic year, the Division Chairs recommend ­­the  Faculty representatives; the VPSS recommends the Student Services  representatives; the Deans of the State campuses or the Dean of Academic  Programs at the National campus recommend the Instructional Coordinators.  The President then appoints the team based on the recommendations/list  provided by the A-Team through the Dean of Assessment.  **Responsibilities:**   * The responsibilities are to be considered and determined based on the Assessment Team Proposal and further Discussions **(A-Team).**     **Organization:**   * The chairperson is determined as the Dean of Assessment as per the Assessment Team Proposal. * The vice chairperson is to be elected at the beginning of the academic year. * The secretary is to be determined when more members are present.   + It was suggested that the meeting be recorded to facilitate the minutes especially with regard to details (which may be required to explain decisions made).   **Meetings:**   * Meetings are to be held weekly, and adjusted as requirements dictate. * Five members of the total number of members of the A-Team will represent a quorum.   **Responsibility:**   * Check and determine the responsibilities of the A-Team. The A-Team needs to know the exact extent of their authority. What is the chain of command? * It was suggested that responsibility be kept broad so as not to get bogged down by the details. * Should deadlines determined by the A-Team be implemented by the DAP/VPIA? * Some discussion ensued about CSLOs and how results are reported (for example for practical aspects of a course).   The meeting was adjourned at 2:06 pm. | |

|  |
| --- |
| **Comments/Upcoming Meeting Date & Time/Etc.:** |
| 1. The next A-Team meeting will be on Wednesday, August 17, 2016 at 1:00 – 2:00 pm in the President’s Conference Room at National Campus. |

|  |
| --- |
| **Handouts/Documents Referenced:** |
| Assessment Committee Terms of Reference (2008)  Assessment Team Proposal (2016) |

|  |
| --- |
| **College Web Site Link:** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared by:** | Richard Andrews | **Date Distributed:** |  |

|  |
| --- |
| **Approval of Minutes Process & Responses:** |
| * There were no previous minutes to approve. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:** | | | | |
|  | | | | |
| **Action by President:** | | | | |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |