

**College of Micronesia – FSM
Minutes Reporting Form**

Meeting Group:	Assessment Team
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Date: 09 August 2018	Time: 10:45 AM	Location: Board of Regents conference room, Palikir
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Members Present:				
Titles	Name	Present	Absent	Remarks
DAP, Chair	Maria Dison	X		
IC National Campus	Joseph Felix, Jr.	X		
IC Chuuk Campus	Mixon Jonas	X		
IC CTEC	Taylor Elidok	X		
IC Kosrae Campus	George Tilfas	X		
IC Yap Campus (Acting)	Joy Guarin	X		
Faculty member, NC	Dana Lee Ling	X		
Faculty member, NC	Peltin Olter-Pelep	X		
VPIEQA	Shaun Suliol		X	Other commitments

Additional Attendees:	None
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Agenda:

- I. Overview/Future Expectations
 - a. ISLO & Gen. Ed. PLO assessment for AY2018
 - b. AAC&U value rubrics for ISLO assessment
 - c. General Education assessment teams & common assessment assignment
- II. Validation of revised AUPRs
 - a. Student Life,
 - b. Campus Security & Safety,
 - c. Business Office
- III. Instructional program reviews
- IV. Task force for Gen. Ed. goals and ISLOs
- V. Miscellaneous

Agenda/Major Topics of Discussion:

Agenda with notes: adopted

Meeting schedule – as often as necessary, per TOR

Reminder/Review timelines for AU & Instructional PR (refer to 4-Year Program Review Cycle document) – clarification of the timeline

Recommendation for stipend was made by A-Team at the last meeting follow up for spring 2019

Outstanding PR's – writing by all program faculty during the two-day faculty workshop next week with IC's leadership. Provide previous PR's, remove data, and use the same for template. Group work model – leader, recorder, presenter (any of the group members) – agreed to use this model

Yap Acting IC led the PR report writing.

Necessary to have a lead writer.

Incentive (?) for lead writer

Validation of revised AUPRs

Student Life,

Reviewed and approved

Recommendation for future report:

To include SL information from state campuses in the reporting next cycle.

Include additional staffing in future goals

Campus Security & Safety, request copy of report with edits marked

Business Office (revision not available) follow up with BO

Instructional program reviews

ACE – Yap

CNA – Yap

EET – Yap

CHS/HATP – Yap

These were reviewed, discussed, and returned to Joy to modify as the reporting period is inconsistent.

Overview/Future Expectations

ISLO & Gen. Ed. PSLO assessment for AY2018

General Education – 1. Effective Communication and 5. Workforce Readiness

ISLO – 4. Problem Solving and 6. Information Literacy

AAC&U value rubrics for ISLO assessment (refer to reporting worksheets)

General Education assessment teams & common assessment assignment

Task force for Gen. Ed. goals and ISLOs – IC's to identify a faculty from each campus for this task force and send the name to DAP no later than end of August.

Miscellaneous

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	Dana Lee Ling	Date Distributed:	05 September 2018
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Approval of Minutes Process & Responses
Minutes approved: 9/19/2018

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

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Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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