

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

Meeting Group:	Assessment Team
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Date: 29 April 2019	Time: 13:00	Location: Board conference room, Palikir
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Members Present:				
Titles	Name	Present	Absent	Remarks
VPIEQA, Chair	Caroline Kocel	X		
IC National Campus	Joseph Felix, Jr.		X	Personal matter
IC Chuuk Campus	Kind Kanto	X		
IC CTEC	Taylor Elidok	X		
IC Kosrae Campus	George Tilfas		X	Sick leave
IC Yap Campus (Acting)	Joy Guarin	X		
Faculty member, NC	Dana Lee Ling	X		
Faculty member, NC	Peltin Olter-Pelep	X		
DAP	Maria Dison	X		
Registrar	Doman Daoas	X		
DFAO	Faustino Yarofasig		X	
Chuuk	Genevy Samuel		X	

Additional Attendees:	None
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Agenda

1. Endorse minutes from 04/15/19
2. Adopt agenda
3. Status updates on Program Reviews & Endorse accepted Program Reviews
4. Discuss purpose of assessment team | Program Review quality
5. Review Kocel's work on challenges preventing/motivations supporting institutionalization of assessment.

Major Topics of Discussion

1. Minutes of 4/15/2019 approved
2. Agenda adopted.
3. Consideration of ACE program. Discussion centered on whether the recommendations from the prior multi-year program review were addressed during the past two years. Attempts to access the previous multi-year program review failed during the meeting. The ACE multi-year program review was tabled

pending access to the prior multi-year program review. Note that here multi-year means "two year" or biennial review.

4. VPIEQA reads purpose quotes from 2001, another one from about a decade later, and yet another from a couple years ago. Discussion turns to the purpose in the current terms of reference for the assessment team.
5. Who should come up with the feedback (feedback report) to the programs that have been reviewed. There is a still a lack of clarity as to who puts together the feedback that returns to the program. There is a multi-step feedback involving different personnel - supervisors, etc. Who then follows through on the feedback to see if the program responds to the feedback?

Historically the division chairs were contractually responsible for overseeing the programs in their divisions. There was a brief time when there were designated program coordinators. This structure no longer exists. When the chairs were "replaced" by the ICs, the ICs effectively became responsible for all of the programs underneath them - their assessment and their responses to assessments.

6. Meeting adjourned at 2:00.

Comments/Upcoming Meeting Date & Time/Etc.:

Tentatively 20 May 2019 at 1:00 PM. To be confirmed. Discussion also of possible meeting during August summit.

Handouts/Documents Referenced:

1. http://www.comfsm.fm/assessment-team/ASSESSMENT-TEAM-TOR_29MAY2018.pdf
2. http://wiki.comfsm.fm/@api/deki/files/5450/=at_2018_05_28_minutes.docx

College Website Link:

1. http://wiki.comfsm.fm/Committee_Minutes/Assessment_Team

Prepared by:

Dana Lee Ling

Date Distributed:

29 April 2019

Approval of Minutes Process & Responses:

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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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