

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

Meeting Group:	TracDat Assessment Man. Sys. working group
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Date: 25 Oct 2019	Time: 13:00	Location: President's conference room, Palikir
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Members Present:				
Titles	Name	Present	Absent	Remarks
Chair	JP Lukusa	X		
VPIEQA	Caroline Kocel		X	out ill
VPIA	Karen Simion	X		
DAP	Maria Dison		X	
Faculty	Marlene Mangonon	X		
Faculty	George Mangonon	X		
OIE	Francis Alex	X		
Faculty	Sylvia Henry		X	Ed division mtg
Faculty	V-Three Raisom		X	Presuming tech issue
Faculty	Greda Irons		X	Presuming tech issue
Faculty	Xavier Yarofmal		X	Technical issue
Other attendees	None			

<p>Agenda</p> <p>Four main areas of work were previously identified:</p> <ol style="list-style-type: none"> 1. Re/configuration <ol style="list-style-type: none"> a. what we configure within COM-FSM's TracDat system b. requests to Nuventive 2. Survey (to assess faculty/training needs according to level) 3. Training (based on needs + training manual?) 4. Policies and Procedures <p>The working group should focus attention on item one above. Please review how TracDat needs to be configured - provide your specific and step by step recommendations on what needs to be done by who. Please remember to consider the different user perspectives and potential.</p> <p>Major Topics of Discussion</p> <p>Discussion of the scope of the task for the working group and the nature of the recommendations that will be made. Is the committee to consider adoption decisions involving the new Nuventive Platform Edition? Dialog clarifying the role of the working group.</p>
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The core charge of the working group is apparently to focus on configuration and procedures, although the working group is to look at all four areas specified in the agenda.. Procedures will have to be clarified prior to any attempt to engage in training.

Some working group members indicated that they had thought this was a TracDat training opportunity. Although this is not a training opportunity per se, they can assist the committee which will also help them gain familiarity.

Members start discussing who will work on what area. Chair asks member Alex to work on a survey to assess faculty training needs. Chair notes that his skills in information technology will permit him to look at configuration issues.

With respect to training, the need is for a training manual and a training of trainers. The trainers will be the instructional coordinators. The working group should produce a manual and train the instructional coordinators. The working group would not be involved in further training beyond training instructional coordinators.

Every semester should start with a training of new faculty on TracDat and, separately, Schoology. There should also be a refresher on TracDat and Schoology. Or the training for new faculty would be the refresher training for existing faculty and would be optional for them.

Program faculty will likely have to be called together along with VPIA and DAP to make decisions on the configuration at the program level.

The manual should specify how data is entered. The goal is to ensure clean data enters TracDat starting in 2020 - perhaps fall 2020. A note will have to be included in future reports that data post-2020 cannot be compared to data prior to 2020.

The working group is, for faculty members, the equivalent of and replaces committee service.

VPIA needs recommendations on how to do the configuration, reconfiguration. The working group is to tell the VPIA how to set it up. The working group will make recommendations, but not make the decisions. Faculty will make the decisions.

The accrediting commission notes we do a lot of assessment, a large quantity of assessment. They also note, however, that the quality of those assessments could be improved. Perhaps we over assess and under analyze. We overdo the course level. But we are not as good at the program level.

There are configuration issues on multiple levels. Chair appoints subgroups to work in specific different areas. Chair will coordinator with OIE lead Alex on the survey of faculty.

Faculty member M. Mangonon will take the lead on configuration recommendations. These recommendations will be made to the VPIA and VPIEQA for consideration for approval. If approved, the subgroup will work with the TracDat administrator to implement the configuration changes.

The meeting wrapped up with a note that configuration issues exist at many levels. One overarching level is that the current institutional learning outcomes were never entered into TracDat thus preventing the use of TracDat data in reporting at the institutional level.

Comments/Upcoming Meeting Date & Time/Etc.:

TBD

Handouts/Documents Referenced:

1. None

College Website Link:

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

Prepared by:

Dana Lee Ling

Date Distributed:

10/25/2019

Approval of Minutes Process & Responses:

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

- J.P. Lukusa and Francis Alex will work on the faculty survey. No timeline specified.
- Marlene Mangonon will lead a working subgroup on developing configuration recommendations assisted by George Mangonon and Dana Lee Ling. No timeline specified.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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