College of Micronesia – FSM
Minutes Reporting Form

Meeting Group:	Assessment Team: ICs workshop – How to Improve Feedback in Program Review

Date:	Time:	Location:
02/11/20	13:00 – 13:55	President's Conference Room

Summary of Recommendations with Suggested Timeline & Responsibilities:
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Members:

Titles/Representative	Name	Present	Absent	Remarks
IC National Campus	Joseph Felix Jr.	☒	☐	
IC CTEC	Taylor Elidok	☒	▱	
IC Kosrae Campus	George Tilfas	☒	☐	
IC Yap Campus	Thomas Foruw	☒	☐	
Ex-acting IC Yap Campus	Joy Guarin	☒	☐	
IC Chuuk Campus (Acting)	Genevy Samuel	☒	☐	
VPIEQA, Facilitator	Caroline Kocel	☒	☐	

Additional Attendees:	

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1. How long in your role? What's your experience with Program Review?
2. Purpose of Program Review
3. What kind of questions have you been asked by faculty about Program Review?
4. Using the Checklist – what does "Needs Improvement" actually mean?

Agenda/Major Topics of Discussion:

1. IC George – since 2017, so approaching four years in role. A good understanding of Program Review but still learning
Acting IC Genevy – acting in this role since January 6th 2020 – so very much a newcomer. Close to zero experience with Program Review
IC Thomas – started December 2019 – so new in role and little experience with Program Review
IC Taylor – since 2017, perhaps a 70% understanding of the Program Review process
IC Felix – since xxx? Knows Program review quite well
VPIEQA – in tole since January 2019. Worked a lot on Program Review last year but still programs haven't completed one cycle. It's ongoing.

    We are all learners together.

2. IC Felix – I used to get a lot of questions about data – where do I get the data from? Last year we made improvements but still a ways to go.
IC Taylor – sometimes faculty don't have data, sometimes from other campuses, so difficult to analyze
IC Genevy – was given maybe one training on TracDat, we don't really know how to use it
IC George – in Kosrae, we suffer from internet and being able to load TracDat.

    VPIEQA – last year tried to improve by having Office of Institutional Effectiveness include the relevant data and do workshops for faculty on how to complete these parts of the Program Review. This is also why we have our second workshop on February 26th. Some of the data comes from TracDat, others from annual program assessment summaries.

    Writers *must* use the official data (from OIE) that we provide. If a writer feels they have alternative data to present, they *can* include it, in *addition* to the OIE data, but ___**NOT**___ in place of.

3. Using the checklist when reading Program Reviews

    Using the 3rd Year Teacher Prep Program Review (due Spring 2019) as an example, consider the program mission. Would you choose Yes, No, or Needs Improvement?

Choosing between Yes and No is usually easy – either the section has information or is empty. But between Yes and Needs Improvement is more subtle. In the example, the program mission starts "beginning in 1974…" – this seems better suited to the Program History section.

If you mark "Needs Improvement" – you should add a comment for *what* or *how* to improve – be clear and specific.

Can "Needs Improvement" be used as a source for the final action plan and recommendations.

Discussion on how some Program Reviews can bounce back and forth between writers and readers, working to imprive things that may be better suited as action plans. For example, if the Program Goals neeed revision, that is a significant chunk of work. In that case, the Needs Improvement box could be checked, and this reflected into the Recommendations and Action plan.

In this case, would it not make sense that Program Review writers can expect to write ***some*** *recommendations in their initial draft, and expect, through the Program Review process, to have parts highlighted which they can then add into their action plan?*

It is difficult to have rules on this, you have to use your judgement. Also, we cannot use "Needs Improvement" as an excuse to postpone necessary work. Be careful how you use it!

Comments/Upcoming Meeting Date & Time/Etc.:
● Wednesday 26th February is lead writers workshop

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	Caroline Kocel	**Date Distributed:**	02/19/20

Approval of Minutes Process & Responses:				
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Action by President:				
Item #	**Approved**	**Disapproved**	**Approved with conditions**	**Comments**