

All campus Deans were on Pohnpei island for the College summit. VPIEQA took the opportunity to bring Deans – together with CTEC Director – to a meeting to discuss Administrative Unit Program Review.

It was important for Deans and CTEC Director to be able to discuss freely among themselves and share experiences before opening up the conversation with others.

Questions:

- What constitutes an administrative unit?
- Does the AUPR of campus deans include all operations within *its* PR? Or should say, HR at Chuuk campus be included in a systemwide PR?

Summary of Recommendations with Suggested Timeline & Responsibilities:

- In the next meeting on Administrative Unit Program Review process, aim to make clear WHICH units should be included in which review.

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

Meeting Group:	Campus Deans & CTEC Director	
Date:	Time:	Location:
August 6 th 2019	2:00 PM – 4:00 PM	CTEC Conference room

Members:

Titles/Representative	Name	Present	Absent	Remarks
VPIEQA	Caroline Kocel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Chuuk Campus Dean	Kind Kanto	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Yap & FMI Campus Dean	Lourdes Roboman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kosrae Campus Dean	Nena Mike	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CTEC Director	Grilly Jack	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Agenda: Dialogue on reviewing & refining non-academic program review process

1. What constitutes an administrative unit?
2. Does the AUPR of campus deans include *all* operations within *its* PR or should HR PR be systemwide?
3. Next steps

Agenda/Major Topics of Discussion:

Dean – we do not have an HR staff yet we perform HR functions – secretary carries the extra burden

Director – we should be aiming to avoid duplicate reporting, eg. use TracDat towards Program Review, we make goals to support VPIA's goals and on a monthly basis we report eg. on maintenance which is going to Director of Maintenance.

Dean – Similarly, admin staff are reporting both to their admin directors at National AND to me. There's double reporting, but sometimes we are kept out of the loop. On the ground, each State campus can be more relevant with a goal for their Campus. It's confusing – people choose when to listen to who.

Dean – someone was made HR rep without discussion, perhaps it's not even in the job description.

Multiple ways of reporting – people don't know what to do.

Aim to:

- BE SIMPLE
- DON'T DUPLICATE
- NOT BE BURDENSOME

Question - What is a PROGRAM? Distinct from what is a service.

Director – when we get budgets, we have 3 portions:

- 1) Student services (Health, counselling, Financial Aid, Office of Admissions, Student life, SBA, Security)
- 2) Admin (Human Resources, Business Office, Maintenance, IT, and Special Programs, including CRE)
- 3) Instructional – all programs, LRC, Media and Lab monitor

Dean – HR office's Program Review should be a systemwide review of HR operations – then all the units can come together to function.

Budget has been restructured but does not currently align with operations, for example, the schedule for getting a new vehicle at a campus.

Or to plan student activities at campus only IF the paperwork is approved on time. So many levels of review and approval.

Dean – should use information based on TracDat – that includes stuff from all units.

Dean – I go to campus at night just to upload documents, takes ages, such limited bandwidth, needing data from SIS or TracDat, is such a challenge.

General view that assessment work is submitted, submitted, and then nothing.

IEMP – identify a better way of informing/influencing the IEMP – faculty said how much they could have helped.

Comments/Upcoming Meeting Date & Time/Etc.:

Broader dialogue to continue with VPs and representatives from administrative units on Wednesday 7th August working breakfast.

Handouts/Documents Referenced:

<http://www.comfsm.fm/publications/handbook/Program-Assessment-and-Program-Review-Procedures-Manual.pdf>

College Web Site Link:

<http://www.comfsm.fm/>

Prepared by:

C. Kocel

Date Distributed:

08/13/19

Approval of Minutes Process & Responses:

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