

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

Meeting Group:	VPs, Campus Deans & CTEC Director, representatives from Admin Units - Improving What We Do III
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Date:	Time:	Location:
August 7 th 2019	8:30 AM – 11:00 AM	South Park Hotel, Kolonia

After Campus Deans and CTEC Director had had an opportunity to discuss Administrative Unit Program Review processes on Tuesday 6th August, 12 people came together, including VPs and Directors and Leads from various departments to consider how comprehensive assessment of all activities can be achieved within the multi-campus context of COM-FSM.

Summary of Recommendations with Suggested Timeline & Responsibilities:

- All staff - must complete Program assessment summaries before end August – with care to:
 - a) align with [IEMP](#)
 - b) create assessment plans for upcoming year with systemwide scope – for example, one or two “national” goals, and one goal per state campus (the state campus goal can be the same as the national goal, with targets specific to State, OR it can be different. All goals must have with clear connections to [IEMP](#) and [strategic directions](#) 2018-2023
 - c) name outcomes MEANINGFULLY so they can be understood by an outside reader.
- Before next meeting, create a simple short video which discusses: how the PAS aligned with IEMP, how we included all State Campuses (or not?), what we found difficult in this annual assessment... VPIEQA to advise in late August.
- September Yap meeting if schedule permits – based on PASs, work to understand how to better align Program Review with TracDat
- OIE – review possibility to open up visibility on TracDat. Consider possibility of inventory for users / passwords and update. Inform by Wednesday 14th August.
- VPIEQA to read PASs starting with IT, OIE with analysis of how they tie to IEMP and to what extent goals are inclusive and appropriate for each State campus - September.
- VPIEQA to try to schedule follow up meeting in Yap BoR week with VPs, Deans and representatives from different admin units. Before end August.

Abbreviations:

AS – Administrative Services

AU – Administrative Unit

CTEC – Career and Technical Education Center

EMSS – Enrollment Management and Student Services

IEMP – Integrated Educational Master Plan

IEQA – Institutional Effectiveness and Quality Assurance

PAS – Program Assessment Summaries

PR – Program Review

TracDat – Nuventive Improve | Software – Assessment Management System

VP – Vice President

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"/>	
VPEMSS	Joey Oducado	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
VPAS	Joe Habuchmai	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director Maintenance	Francisco Mendiola	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director Financial Aid	Faustino Yarofaisug	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director Property & Public Procurement	Martin Mingii	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director Human Resources	Rencelly Nelson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty orientation
Director IT	Shaun Suliol	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lead Counselor	Penselynn E. Sam	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director Center of Entrepreneurship	Timothy Mamangon	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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

1. Perspectives on all admin unit data being included in Campus Deans' program review OR each admin unit doing a systemwide review.
2. Next steps

Agenda/Major Topics of Discussion:

Program Assessment Summaries (due annually before end August)

- Assessment should be done by campus – review is done on a 4-year cycle
- Annual Program Assessments must be done by an individual unit – within TracDat.
- Assessment findings inform budget.
- Annual Program Assessments and Program Reviews should be linked to strategic plans – if there are specific issues a campus needs to focus on, they should assess that eg. Chuuk and risk of natural disaster – we should be encouraging Campuses to focus on big important issues.

Need to revise IEMP to better integrate assessment and planning.

“Campus Approach” – each Dean includes assessment data for all admin units within its Program Review

- + they are on the ground and can see
- + people on the ground learn the processes and are there to realize change
- Some people aren't close to institutional objectives and can't assess outcomes they don't know
- Overload of work and redundancies
- If assessment is done at campus level, national campus may not know what's really going on
- Assessment practices are difficult because of low internet bandwidth
- Could be non-alignment / inconsistencies between the reporting on the Campus Deans' Program Review and National Campus data

“Systemwide Approach” – each administrative unit is responsible for collecting and analyzing the data of their activities on **all** campuses within its program review

- + easier to tie to mission statement and strategic direction
- + encourages well-informed communication between and across campuses
- May be duplication of needs and want
- If there is no official “unit” or staff eg. of HR at Kosrae, then does this mean no assessment of HR takes place there?

Many agree that annual assessments should be completed within TracDat by each individual unit functioning at each state campus. Then Program Review synthesizes the data from the previous 4-years, puts it together to get a longer-term broad perspective.

Assessment findings connect to budget.

Program reviews (every four years)

- How do we review it?
- Who is looking at it?
- How do we get to action?

If our program assessment summaries feed directly into Program Reviews, then final outcomes of this can be reviewed and feed into IEMP.

IMPORTANT – we are NOT assessing offices themselves – we are assessing our PROGRAM SERVICES.

The difficulty is how we can get to a system view of how all these units fit together – it's currently a complex process

VPEMSS sets his department deadline for annual Program Assessment Summaries at end of July so there is time for dialogue and revision before the August deadline. Common problems include:

- Units neglect to recognize / tie to IEMP
- Some people tend to identify outcomes which are too narrow
- Some people confuse “outcomes” with “strategies”

One proposal is that each admin unit establishes eg. 2 goals for national goals, and then goals per campus (which can be the same overall goal but targeting at a different level)

Query – is it possible to open up permissions on TracDat so that people can view other people's assessment plans and data? So we can see what others are doing and connect?

Propose – name all outcomes **MEANINGFULLY** so that others can comprehend!

Propose – acknowledgement of receipt of emails / questions.

Query – is it possible to do an inventory of staff who have access to TracDat? Many have forgotten their passwords.

Propose – delete irrelevant assessment data eg. sakau.

Propose – can we do a brief video summary of your program assessment summary? Then we would be able to share them in case we can't meet in person – easier to watch a video than read a document.

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
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Approval of Minutes Process & Responses:
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