**College of Micronesia – FSM**

**Minutes Reporting Form**

|  |  |
| --- | --- |
|  **Meeting Group:** | Administrative Unit Program Review workshop I |

|  |  |  |
| --- | --- | --- |
| **Date:**  | **Time:**  | **Location:**  |
| 03/04/21 | 15:30pm Pohnpei time | Zoom |

|  |
| --- |
| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
| * LRC, OAR, and AS to work on the AUPR template <https://drive.google.com/file/d/16b-Qt6PhhW6pS9LbZcMf6oe1vZBsBygZ/view?usp=sharing>. Recommendation to use TracDat to generate a 4-column report for section 4 assessment reulsts – the AUPR Word doc together with the TracDat report will represent a complete program review.
* Deadline – April 2021.
* Direct questions to VPIEQA and/or your own VP
 |

|  |
| --- |
| **Members:** |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Titles/Representative** | **Name** | **Present** | **Absent** | **Remarks** |
| Director, Learning Resources Center | Jennifer Helieisar | [x]  | [ ]  |  |
| Director, Office of Admissions and Records | Doman Daoas | *[x]*  | *[ ]*  |  |
| Director, PPMO | Martin Mingii | *[x]*  | *[ ]*  |  |
| VPAS | Joe Habuchmai | *[x]*  | *[ ]*  |  |
| VPIEQA | Caroline Kocel | *[x]*  | *[ ]*  |  |

 |

|  |
| --- |
| **Agenda:**1. Understand the Administrative Unit Program Review template and expectations – your Q&As

2) How did you use previous assessment results?3) Connecting up, across, and in the State campuses.4) Practice is Best Practice  |
| **Agenda/Major Topics of Discussion:**VPIEQA: I hesitated to push on the administrative unit program reviews due in 2020 due to the rapid shifts under the COVID-19 pandemic. Nevertheless, it’s important we continue with this work. Goal is to share admin unit program reviews so that others across departments and campuses can see what others are working on and better align. It is complex working across campuses and within departments – in the last series of admin unit program reviews we discussed some of the pros and cons of a ‘departmental approach’ vs. a ‘campus approach’. Program reviews of all admin units should be inclusive of activities at the State campuses. If the State campuses are currently ‘invisible’ in the program review, this is an area for improvement.The template on the google drive link above is the most current. It is simplified from the version currently in the Program Assessment manual to avoid repetition and redundancy. Sections are numbered and the checklist the assessment team will use is provided. NOTE – section 4.1 Assessment Results can be completed by including the TracDat 4-column report here. No need to re-do. Ultimately we plan to integrate the two but for now, we are working with both Word Docs and TracDat reports. Director: We use assessment results to prepare the budget – we look at all the assessment results and consider whether we continue as is or whether to prepare new outcomes. State campuses OAR report their service outcomes to their Deans – we use evidence of them for centralized assessments. Eg. enrollment surveys, copy of program for orientation, data on COMET test. Director: Campuses report to me monthly, the usual data on circulated materials and how many people have used our materials. We submit these for accreditation reports. These are used for continuous improvement of services, for example, using our results to determine to what extent our services will be moved more online, or provision of databases eg. Education faculty have recommended database. Across the college – union catalog so all can see what is available across all libraries. Director: 4 years of data collection of PPMO will mean our program review is due 2022. Procurement software – cloud based – mainly electronically whereas currently the State campuses are still doing this manually on paper. Moving to all electronic means we can improve our assessment sampling and remove potential bias in our sampling. VPAS: Many of PPMO functions are shared with Business Office – we try not to duplicate measuring the same thing. VPIEQA: I am in favor of having joint AUOs across different units – so. Eg BO and PPMO can share the objective – only the assessment strategies they use to measure their contribution to achieving it will be different. Recommend to ask your VP for their program review and how they connect to Strategic Directions, IEMP, and Accreditation Standards. Your work should be aligned. Deadline: April 2021 to complete the program reviews.  |

|  |
| --- |
| **Comments/Upcoming Meeting Date & Time/Etc.:**  |
|   |

|  |
| --- |
| **Handouts/Documents Referenced:**  |
|  |
| **Prepared by:** |  | **Date Distributed:** |  |