**College of Micronesia – FSM**

**Minutes Reporting Form**

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| **Meeting Group:** | ICs and DAP | AUPR Workshop 1 – Mission Statement |

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| **Date:** | **Time:** | **Location:** |
| February 10th 2021 | 4:00 – 5:00 P/K  3:00 – 4:00 C / Y | Zoom |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
| * VPIA, DAP, (VPIEQA?) to decide whether DAP and ICs have one program review for “Instructional” or one each for DAP and ICs. * Yap campus IC Thomas to lead coordinating completing the draft of mission statement together with all ICs and DAP. Call Zoom session. Submit mission statement(s) to VPIEQA by February 18th |

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| **Members:** |
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| **Agenda:**   1. Administrative Unit Program Review calendar – inclusion of ICs and DAP 2. Forming a mission statement 3. [Administrative Unit Outcomes] |
| **Agenda/Major Topics of Discussion:**  **Major discussion was not possible for participants at National campus because of internet outages there.**   1. In the program assessment manual, ICs and DAP were not included in the calendar for Aministrative Unit Program Reviews, but should conduct a separate program review. Their work connects directly to the mission of VPIA.   Question discussed but not answered: Should DAP and ICs have two separate or one combined Program Review? All their work supports VPIA, yet the 4 ICs have a different set of responsibilities to the DAP.   1. Form a mission statement based upon a) connecting to VPIA’s mission statement and b) the job description.   VPIA’s mission statement:  *The office of Instructional Affairs is committed to student success through continually improving the quality of instructional programs and services, strengthening faculty, and collaborating with internal and external stakeholders.*  ICs also work closely with student services. VPEMSS’s mission statement:  *The mission of the department of Enrollment Management and Student Services  is to support student development by providing learner-centered programs and services that fulfill the diverse educational, recreational, social, and cultural needs of student population and the College’s community.*  Reference was made to the job description of an IC. Discussion was had on the question  *What services do ICs provide to who?*  Acting CTEC IC had already drafted a mission statement.  *The COM-FSM Instructional division will strive to provide the most current and innovative educational opportunities to ensure students receive quality academic and trade instruction, possess a strong sense of cultural identity, access to technology, as well as promoting programs for physical health and emotional growth. Students will be prepared to be productive members of the FSM who strongly value their culture and strive for excellence in their career and community. Faculty shall be actively involved in committees, departments, and student learning with administrative staff to determine instructional goals as an ongoing process for continuous improvement.*  Discussions went through each listing in the job description:  Four verbs were identified which roughly translate to the broad objective.  **Coordinates: Instructional. Student services. Budget**  **Assesses: quality of programs. Faculty professional development.**  **Supervises**  **Promotes**  Time ran out before we got to the part of the job description about “program development”  Work in progress on the draft mission statement:  **Instructional Coordinators/The Instruction Division coordinate instructional programs, courses, workshops and trainings for students. ICs also coordinate with student services to promote** learner-centered programs and services that fulfill the diverse educational, recreational, social, and cultural needs of student population and the College’s community. Through assessment and faculty engagement, we work to continually improve the quality of instructional programs and services We promote the college’s programs and services within the communities we serve.  The administrative unit outcomes will be based upon the mission statement of the administrative unit, once complete. Usually there are between 3-6 AUOs.  Administrative Unit Objective 1:  Administrative Unit Objective 2:  Administrative Unit Objective 3:  Administrative Unit Objective 4: |
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| **Comments/Upcoming Meeting Date & Time/Etc.:** |

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| **Handouts/Documents Referenced:** | | | |
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| **Prepared by:** | C. Kocel | **Date Distributed:** | 02/11/21 | |