**College of Micronesia – FSM**

**Minutes Reporting Form**

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| **Meeting Group:** | ***Learning from Experiences: How Did we Use Assessment Results from the last program review?***Instructional Program Review –Lead Writers 2021 Workshop I |

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| **Date:**  | **Time:**  | **Location:**  |
| 11/12/20 | 3-4:30 P/K. 2-3:30 Y/C | Zoom |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
| * ICs – support communications between faculty across campuses to nominate one lead writer per program – by Thursday 26th November.
* Faculty – volunteer to be a lead writer for your program review OR communicate with other possible lead writers to decide who. REMEMBER – obligations continue into summer vacation time 2021.
* OIE – verify data issue on SIS with EET & Telecommunications
* VPIEQA – ensure template is updated for 2021 program review and work with OIE to ensure most up-to-date program reviews and data are available well before next workshop
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| **Members:** |
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| **Titles/Representative** | **Name** | **Present** | **Absent** | **Remarks** |
| CTEC IC | Taylor Elidok | [x]  | [ ]  |  |
| CTEC Carpentry Lead Writer | Xavier Yarofmal | [x]  | *[ ]*  |  |
| CTEC Electronic Technology Lead Writer | Danilo Ibarrola | [x]  | [ ]  |  |
| YC Electronic Technology | Raymond Permitez | [x]  | [ ]  |  |
| CC Acting IC & CC Pre-Teacher Prep | Genevy Samuel | [x]  | [ ]  |  |
| NC IC | Jun Felix, Jr. | [x]  | [ ]  |  |
| OIE | Francis Alex | [x]  | [ ]  |  |
| DAP | Maria Dison, | [x]  | [ ]  |  |
| VPIEQA | Caroline Kocel | [x]  | [ ]  |  |
| KC IC | George Tilfas | [x]  | [ ]  |  |
| YC IC | Thomas Foruw | [x]  | [ ]  |  |
| FMI Marine Engineering Lead Writer | Michael Mailuw | [x]  | [ ]  |  |
| CTEC Building Technology Lead Writer | Cirilo Recana | [ ]  | [x]  | Excused – SPC renewable energy meeting |
| CTEC Telecommunications Lead Writer | Nelchor Permitez | [x]  | [ ]  |  |
| KC Pre-Teacher Prep  | Rosalinda Bueno | [x]  | [ ]  |  |
| NC Pre-Teacher Prep | Pearl Habuchmai Olter-Pelep | [ ]  | [x]  | Funeral |
| CC Pre-Teacher Prep | Ada Anep | [x]  | [ ]  |  |
| KC 3rd Year Teacher Prep | Penina Tulensru | [x]  | [ ]  |  |
| NC 3rd Year Teacher Prep | Magdalena Hallers | [x]  | [ ]  |  |
| CC 3rd Year Teacher Prep | Alton Higashi | [ ]  | [x]  | Teacher training workshop |
| CTEC Motor Vehicle Maintenance | Nestor Mangubat | [x]  | [ ]  |  |
| CTEC Refrigeration & Air Conditioning | Bertoldo Esteban | [x]  | [ ]  |  |
| KC Agriculture & Food Technology | Tara Tata | [x]  | [ ]  |  |

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| **Additional Attendees:** |  |
| Agenda1. Welcome, Minute of Silence, Reading of COM-FSM Mission Statement2. Working in small ('breakout") groups    a) How did we use assessment results from the last program review?   b) What didn't work and why?   c) Suggestions for improvement3. Feedback as whole group4. Timeline and resources for this program review cycle  |
| **Agenda/Major Topics of Discussion:****1. Welcome, Minute of Silence, Reading of COM-FSM Mission Statement**Very happy to have the technology to allow us to all be working across the four States. **2. Working in small ('breakout") groups**For some, it is the first time using the Breakout room function in Zoom. After introducing the “Breakout Rooms” function and how it works, participants were divided into four rooms, each including at least one IC or administrator, with instructions to discuss the following three questions. Participants were encouraged to use the chat function.    a) How did we use assessment results from the last program review?   b) What didn't work and why?   c) Suggestions for improvementRoom 1 – Ada Anep, IC George, Penina, Rosalinda, Magdalena. Room 2 – IC Jun Felix, Jr., Michael Mailuw, Tara, Xavier, RaymondRoom 3 – Bertoldo, Acting IC Genevy, Nelchor, IC TaylorRoom 4 – Danilo, DAP Maria, Nestor, IC Thomas**3. Feedback as whole group****Room 4 -**  Used our assessment to improve our instruction – to improve or increase enrollment. In some courses, enrollment is decreasing. In the AAS electronics, we got certified as an ETA assessor – external accreditation – 17 students took the exam from Electronics and Telecom. Moving between AFT and Agriculture and Natural Resources program. They modified the certificate program so that students could move more easily into the degree program, instead of having to retake the COMET test. This increased enrollment in AFT. **What didn’t work and why?**Couldn’t improve enrollment in MVM – students don’t want greasy hands and tend to go for office work, less interested in vocational certificates. Also, once students learnt that they could take AFT and not retake the COMET, it attracted students away from other courses. **Suggestions for improvement**In EET, upgrade the certificate program so students can jump straight to AS degree, encourage high school students to enroll. There is a data glitch in the SIS – what is appearing in EET is actually data for Telecommunications. -> problem for OIE to resolve. **Room 3**Similar experiences to those reported in room 4. Also, while some faculty are consistently updating data in TracDat, others are not. Trying to analyze programs from incomplete data. **Room 2**Used assessment results to update all CSLOs – still working with Curriculum Committee to make changes. If all data is consistently put on TracDat, this will make things much easier. Recruitment vs. low enrollment. Carpentry: Students in Pohnpei high schools don’t seem to be interested, need to extend recruitment to other states. We’ve had 1 from Yap, and a few from Chuuk. Would like to work with State campuses to better publicize our programs. Normally the college pay for the flights, but now with inter-state travel restrictions, we are limited. AFT Kosrae – discussion on program requirements and availability of instructors in Kosrae. Instructor to continue working with IC regarding small-scale poultry house/nursery. **Room 1**We use assessment to guide our decisions and identify improvements. An example, in Pre-Teacher Prep, it was identified that students were having difficulty making lessons plans, which would help them better transition into classroom teaching. So changes were made to practice this more and use the lesson-plan template from the State.**4. Timeline and resources for this program review cycle**Discussion was had around possibility of multiple lead writers – in today’s workshop, we welcomed many possible lead writers. While there may be advantages of ‘more hands better than one’ in producing the Instructional Program Review, it was decided that only one lead writer should be nominated per program. Please avoid nominating others, ideally we should have someone who volunteers. There is a practice of paying a $600 stipend to lead writers who submit a complete, quality program review by deadline. **Timeline for Instructional Program Reviews due Spring 2021*** Wednesday 11th November 2020 - Workshop 1 - ***Learning from Experiences: How Did we Use Assessment Results from the last program review?***
* Wednesday 2nd December 2020  - Workshop 2 - Review template & demo using data. **Lunches will be served.**
* Late January/early February - Workshop 3 - Share inputs for sections 1, 2. Review how to complete section 3. Section 4.
* Early to mid-May - Workshop 4 - Share inputs for section 3. How to use assessment results. Completing recommendations and action plans.
* August 4th / 5th (TBC) - Presentation of assessment findings @ summit
* FINAL DEADLINE for instructors to submit to ICs Friday July 30th 2021 – to allow one month for IC to provide recommendations and feedback. *Remember – ICs have a lot of reviews to review – if you hand it in on deadline day, they will have less time to provide the feedback necessary. Please avoid waiting for deadline day.*
* FINAL DEADLINE for ICs to submit **Approved** Program Reviews to Assessment Team – **August 31st 2021**

NOTE - *if you complete the work on the relevant section and submit to IC and VPIEQA no later than 2 weeks before the next workshop, you are not obliged to attend. The workshops are organized to support you complete the work.*  |

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| **Comments/Upcoming Meeting Date & Time/Etc.:**  |
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| **Handouts/Documents Referenced:**  |
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| **College Web Site Link:** |
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| **Prepared by:** | C. Kocel | **Date Distributed:** | 02/27/20 |

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

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
| * DAP – work with IT to ensure old program reviews are posted on website before March 3rd.
* OIE – update Excel sheet by March 3rd
* VPIEQA – alert all ICs and writers on March 3rd once these updates are made
* ICs and DAP – together decide on date of May workshop. Tell VPIEQA before March 3rd.
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