**College of Micronesia – FSM**

**Minutes Reporting Form**

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| **Meeting Group:** | Assessment Team |

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| **Date:** | **Time:** | **Location:** |
| September 30, 2020 | 15:00 | Zoom |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
| * Resolve the discrepancy between checklist numbering and sections. VPIEQA * Acknowledge to IAEA (+VPIA), and Counselling (+ VPEMSS) A-team’s endorsement of their AUPRS and what the next steps of the process are. VPIEQA. By October 14th. * Set individual consultations with remaining AUPRs for next steps. VPIEQA. * ICs – review IC job description and try to come up with a mission statement for ICs. |

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| **Members:** |
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| **Agenda:**  Reading AUPRs  Introduction to AUPR for ICs |
| **Agenda/Major Topics of Discussion:**  The following Administrative Units participated in 2019s workshop series – their program reviews were due either in 2018 or 2019.   1. Facilities and Maintenance 2. Human Resources 3. Public Procurement 4. Guidance and Counselling 5. Financial Aid 6. Information Technology 7. Counselling 8. Office for institutional Advancement and External Affairs   Of these, most recent versions of Program Reviews had been submitted from Human Resources, Counselling, IT, and IAEA.  Reader teams:  Human Resources: DAP  Counselling: IC Felix (NC)  IT: IC Thomas (YC)  IAEA: IC Taylor (CTEC) and IC Tilfas (KC)  Facilities and Maintenance: VPIEQA  Assessment Teams used Breakout rooms to work on their respective program reviews, using the checklist.  It was noted that there was a discrepancy between the checklist and section numbers. To be resolved.  When the groups came back, the following was noted:  Counselling – recommendations should be revised to be more time-bound rather than “ongoing”  IAEA – Evidence is currently only in hard copies in a binder in their office – need to work to digitize and store the information = TracDat training.  IT – has major gaps in the program review – needs to be completed.  Facilities – incomplete program review.  HR – missing analysis and results – only the goals for latest results are provided.  **A-TEAM ENDORSES COUNSELLING and IAEA program review.**  Others need to be returned to writers.  ICs – will be in the current AUPR submission cycle – first step is to define a mission statement and AUOs. We will work together in workshops to complete the review. |

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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:** | 10/08/20 | |