**College of Micronesia – FSM**

**Minutes Reporting Form**

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| **Meeting Group:** | IPR Lead Writers’ Workshop & Assessment Team |

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| **Date:** | **Time:** | **Location:** |
| October 7, 2020 | 15:00 | Zoom |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
| * Share Word version of Program Modification request form, and template for manual saving of TracDat style data with ICs – VPIEQA. At same time as sharing minutes.   \*\*\* Added to the end of these minutes for convenience, noting that the manual form is less than perfect and may need modifying \*\*\*   * ICs – try using <https://pdf2doc.com/> to convert PDF to word. * Writers – ask another faculty member to check your Program Review and complete the checklist, before submitting to IC. * Remind all of the resources in [Curriculum Handbook](http://www.comfsm.fm/Curriculum%20Handbook/Curriculum%20Handbook_2018_final.pdf) |

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| **Members:** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Titles/Representative** | **Name** | **Present** | **Absent** | **Remarks** | | DAP | Maria Dison |  |  |  | | IC, National Campus | Joseph Felix Jr. |  |  | Late | | IC, Chuuk Campus | Genevy Samuel |  |  |  | | IC, CTEC | Taylor Elidok |  |  |  | | IC Kosrae Campus | George Tilfas |  |  |  | | IC Yap Campus | Thomas R. Foruw |  |  |  | | Faculty member, NC | Peltin Olter-Pelep |  |  | Need to verify if still in A-Team. | | Faculty member, NC | Angelina Tretnoff |  |  | Excused. | | VPIEQA, Chair | Caroline Kocel |  |  |  | | Registrar | Doman Daoas |  |  |  | |  |  |  |  |  | | **Workshop Participants** | Tara Tara, Rose Bueno, Paul Dacanay, Rudelyn Dacanay, Hiroki Noda, Salba Silbanuz, Romino Victor, Pelsihner E. Victor, Edper Castro, Francis Alex, Delihna Ehmes | | | | |

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| Agenda:  1. Moment of Silence.  2. Reading of [college mission statement](http://www.comfsm.fm/?q=mission-statement#:~:text=The%20College%20of%20Micronesia%2DFSM,continuous%20improvement%20and%20best%20practices.)  3. Roundtable - sections complete/incomplete and challenges faced.  4. Section 5.1 Findings.  5. Section 5.2 - SMART - specific, measurable, achievable, relevant, time-bound.  6. Who is responsible for **using** assessment results?  7. What next? (Complete. Submit to IC. IC does checklist and provides feedback. IC submits to A-team. Reader-teams. Endorse. VPIA. CC.) |
| **Agenda/Major Topics of Discussion:**  Recording of session  <https://comfsm.zoom.us/rec/share/oH1km5MuUReTEbSbMjdkW0ged4ys_LExWGDoFCgxZDY7SJvtDE_apXrqZYwBbUw2.E48OY8IAQcj2tiG-> Passcode:: WcjQL$a0  1. Moment of Silence.  2. Reading of [college mission statement](http://www.comfsm.fm/?q=mission-statement#:~:text=The%20College%20of%20Micronesia%2DFSM,continuous%20improvement%20and%20best%20practices.)  3. Roundtable - sections complete/incomplete and challenges faced.  Participants were divided into three Zoom “breakout” rooms to work in small groups, sharing which sections of the Program Review they had been able to complete, or not – and what challenges they faced. Note – for most, this was their first experience using Zoom breakout rooms.  When participants came back as one group, ICs reported back from each of the breakout rooms.  Commonly, it was found that section 3.1 was challenging to complete, mainly because this section requires data from TracDat.  We recognize the many issues with TracDat that need to be resolved, especially regarding training and norms for inputting data.  Nevertheless, we ask this not to block continuing work on the program review:   * complete the sections that you can; * if you get stuck move on; * if data are not on TracDat, request missing data through IC’s; * if you have data for some programs and not for all write in the available data and write in the analysis which data is available and which is missing. * Make it clear what data you are analyzing and explain any discrepancy with a brief narrative.   IC George asked if it was ok to keep manual records of data in Kosrae. DAP confirmed she has a spreadsheet she has used for this purpose.  4. Section 5.1 Findings.  5. Section 5.2 - SMART - specific, measurable, achievable, relevant, time-bound.  A common recommendation of program reviews are changes that require a Progam Modification Request. People have varying levels of experience completing these:  Information on how to do a program modification can be found in the [Curriculum Handbook](http://www.comfsm.fm/Curriculum%20Handbook/Curriculum%20Handbook_2018_final.pdf),   * How to do modify a program = p17 * Template for **Program** Modification = Appendix J, p50. * **Course** modification = Appendix E, p38   Try to break down the recommendation into smaller achievable steps with mini-milestones along the way.  6. Who is responsible for **using** assessment results?  Participants were asked to write their answers to this question in the chat – responses recognized that we are *all* responsible for using assessment results. Also, **support from administration** is required.  7. What next?  Complete Instructional Program Review.  Submit to IC - IC completes checklist and provides feedback.  When complete and of suitable quality, IC submits to A-team.  Reader-teams read the program review and may either provide feedback to the writers, or endorse.  Endorsed program reviews go to VPIA and onto Curriculum Committee.  Full process on program review are on p16 of the [Program Assessment and Program Review Manual](http://www.comfsm.fm/publications/handbook/Program-Assessment-and-Program-Review-Procedures-Manual.pdf). |

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| **Comments/Upcoming Meeting Date & Time/Etc.:** |
| The deadline for submitting IPRs was August 31st 2020. Since that time has passed, we ask writers to submit asap. |

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| **Handouts/Documents Referenced:** | | | |
| <https://drive.google.com/drive/u/1/folders/1kAvZsJ0FuWc_O2BQtdIRG4Ci2QJK8uVJ>  [Curriculum Handbook](http://www.comfsm.fm/Curriculum%20Handbook/Curriculum%20Handbook_2018_final.pdf)  [Program Assessment and Program Review Manual](http://www.comfsm.fm/publications/handbook/Program-Assessment-and-Program-Review-Procedures-Manual.pdf) | | | |
| **Prepared by:** | C. Kocel | **Date Distributed:** | 10/08/20 | |

## Appendix J. Degree Program Modification Request Form

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| Program Title: | Division: | | Initiator: |
| New Program Mission:  New Program Description: | | | |
| New Program Goals: | | | |
| New Program Student Learning Outcomes: | | | |
| New Program Requirements: | | | |
| Justification for revising the program | | | |
| Institutional Cost: | | | |
| Decision: \_\_\_\_Approved \_\_\_\_\_\_Not Approved  Comment: | | | |
| Instructional Coordinator | | Date: | |
| Chairperson, Curriculum Committee | | Date: | |

*An example of filled-out Program Modification Request Form appears on page 51.*

Manual collection of assessment data following TracDat fields.

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| Term | CourseNo | CSLO | Activity | # students assessed | # students successful | # female successful | # male successful |
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Assessment plan for AY2020-2021:

Recommendation for improvement: