**College of Micronesia – FSM**

**Minutes Reporting Form**

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| **Meeting Group:** | Selected members of Assessment Team + Curriculum Committee |

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| **Date:** | **Time:** | **Location:** |
| 08/05/20 | 15:00-16:30 Pohnpei time | Zoom |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
| 1. **DAP, ICs + CC Officers:** 2. Ensure **all programs** are represented on Curriculum Committee for AY2020-2021. 3. [Prioritize nomination of members for CC over other committees]. 4. Nominate a CC Secretary.   Due by **the first meeting of CC** (Monday 17th August TBC)   1. **VPIEQA & DAP:** to review Curriculum Committee Handbook and Program Review Manual to see how /can the two sets of work be better integrated. Feedback to CC **in last CC meeting of September**. 2. **CC Chair / secretary & VPIEQA**: Communications – baby step 1 – “Curriculum and Assessment monthly update”. a joint communication to be shared broadly across the college to update on the status of work on Program Reviews and Course Outlines.   **Due by end of September.**   1. **CC members & A-Team members:** thank you for the work you are doing to facilitate these processes. Continue to bring recommendations for improvement by voicing your concerns and faculty concerns by adding to meeting’s agendas, and following up when you suspect the ball has been dropped 1) Alert / Email - if no response…2) Remind – if no response… 3) Elevate to superior level. This process holds for all levels of staff/faculty including ‘superiors’. |
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| **Members:** |
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| **Additional Attendees:** |  |
| Agenda:  Purpose: Aligning Curriculum and Assessment Team  1. What was achieved in A-team 2018-2020?  2. What was achieved in CC 2018-2020?  3. Major problems identified  4. Common themes  5. Next steps | |
| **Agenda/Major Topics of Discussion:**   1. **What was achieved in A-team 2018-2020?**  * In 2018-2020, A-team focused on reviewing program reviews through the 9-step process outlined in the [Program Assessment Manual](http://www.comfsm.fm/publications/handbook/Program-Assessment-and-Program-Review-Procedures-Manual.pdf). * The template for program reviews – both for Instructional Program Reviews (IPRs) , and Administrative Unit Program Reviews (AUPRs) - were revised together with the accompanying checklists. * Workshops were held with faculty members to support them through the work of IPRs, and Directors of departments for AUPRs. * A “Program review Tracking sheet” was developed and shared on google drive to try to track whereeach program review is up to in the process.  |  |  | | --- | --- | | **Endorsed Program Reviews 2019-2020** | **Workshops Facilitated** | | Associates  (reviews were due Spring 2018)  Marine Science  Public Health  Nursing  Certificates  Carpentry  Motor Vehicle Maintenance  Refrigeration Air Conditioning |  | | Program Review Tracking sheet - <https://docs.google.com/spreadsheets/d/1HV4duSR85QGF63dBTTiU-oeeYmqACU1jlg8g-dlICtY/edit?usp=sharing> | | | **VPIEQA’s observations**   * We are considering a 2-week time window for each step in the process, to speed up the process and provide a concrete timeline. Currently, the manual provides a basic calendar, but if program reviews are late (as they often are), then the rest of the schedule is unknown. * Struggling to keep on top of all the program reviews, where they are in the process, who is responsible for following up, chasing down, herding cats * There are too many opportunities for the ball to be dropped – the process needs to be better automated with clear instructions and expectations set. Need for an Assessment Coordinator. * Workshops often took the place of assessment team meetings, prioritizing supporting getting the work done). Resulted in less time for assessment team to complete other work mandated by the ToR. | |  1. **What was achieved in CC 2018-2020?**   In 2019-2020 Curriculum Committee members placed most of their collective efforts into revision of course outlines and approval of revised academic policies and procedures:  Listed below are some Course Outlines and their current status. Also listed are Board Policies and Board Procedures that were approved during the SY2019-2020   |  |  |  | | --- | --- | --- | | **Endorsed Course Outlines 2019-2020** | **Approved Revised Board Policies and Procedures** | **Assigned Course Outlines (with reader teams)** | | 1. Sent to VPIA on 8th October 2019 for approval   IS260 – Computer Information system;  SS100 – World of Work;   1. Sent to VPIA 22nd October 2019 for approval   BU270- Principles of Marketing  IS245- Digital Image Edition and Design  IS230-Data Base Concepts   1. Sent to VPIA 26th November 2019 for approval;   MS150-Statistics  BU/MS110 – Business Math   1. Sent to VPIA of 3rd December 2019 for approval;   Refrigeration and Air Conditioning Program and Non Credit - Air Conditioning courses (CTEC);  RAC 101  RAC 102   1. Sent to VPIA 3rd February 2020 for approval;   VCT154 – Introduction to Masonry   1. Sent to VPIA 17th February 2020 for approval;   VCT150 – Cooperative Education  VSP121 – Industrial Safety   1. Sent to VPIA 10th March 2020 for approval;   SS120-Introduction to Geography  BU271 – Business Law  BU260 – Fundamentals of Management | Forwarded to VPIA on 27th September 2019 for publication  BP3301; AP3302; BP3202; BP3204; AP3204; BP3206 and AP3206  Forwarded to VPIA on 3rd February 2020 for publication  AP3309;BP3309; BP3304; BP3309  Sent to VPIA 10th March 2020 for approval;  CTEC-BT Electrical 2017 Program Modification and Alignment |  | | **Chair’s Observations:**   * CC Reader Teams need to expedite their review with initiator so course outline revision process could also speed up. * There remains some confusion among CC members as to what tool to use when reviewing course outlines (CO Checklist). * When Chair slackens in his role as chair CC Team also slows down in it revision process. | | |  1. **Major problems identified**   Table 1: Major problems in CC and A-Team   |  |  | | --- | --- | | Major Problems Identified | Possible Solutions | | * Only 13 Course Outlines were endorsed and 1 Certificate Program and 2 Short Term Training Programs were approved (one on Security Training and another of Non-Degree Air Conditioning) * Course Outline Revision Tool for updating and revising course outlines | * Some CC Teams members were very resourceful in term of policy and procedure understanding/familiarization as well as COs revision process and the New Course Outline template. * CC Members to familiarize themselves with CC Handbook and follow the Checklist. | | * When Chairperson slackens in his role, CC Team also slows down in the revisions process, whole College is affected. | * CC Workshop to address Course Outline revision process and members’ familiarization with CC Handbook | | * COVID19 Pandemic:   COs revision process to become mostly electronic. | * CC to design an electronic process in course outline revision (e.g. zoom conferences and/or electronic voting) | | * A-team – whether changes should be reflected and revisions made to the current program review, or whether those changes should be considered part of the program review’s Action Plan | * Workshops on writing Action Plans, including incorporating feedback from A-team readers | | * When Chairperson / anyone! slackens in role, A-Team also slows down in the program review process | * Include clearer timelines for each step within the process, and ‘manually automate it’. Include nomination of reader teams early. | | * File organization – different versions of files being sent by email | * Shifting towards google drive? | | * **COVID-19 pandemic** * all assessment strategies need to be revisited for online learning * Importance of separating data from online courses and not grouping them together with previous course data – expectations on inputting into TracDat etc. | * how to focus on what is important now without dropping all the important work that needs doing. |   Discussions:  Similar issues across CC and A-team – whereas A-team work to move program reviews along a 9-step process, CC work to move course outline revisions through the process defined in the [CC handbook](http://www.comfsm.fm/Curriculum%20Handbook/Curriculum%20Handbook_2018_final.pdf),  We have tried so many different things in the past and still we are looking for how to make sure things keep moving forward.  How / Can we integrate CC’s work of Course Outline revision into the 9-step process?  Action plans are the outcomes from program reviews – must include timelines and responsibilities. We need to develop a way so that all can clearly see the integration of the processes, how they contribute to the whole, and where we are up to. When there is no follow up, we don’t know where stand.  Two major themes – communication & timelines.  Though CC aim to meet a 2-week timeframe to endorse course outlines and forward to VPIA, we often fail to meet this.  IC’s issues   * data collection on program reviews – no response, OIE. * Following up with faculty – especially now people working online, not on campus – sometimes we get no response, no acknowledgement * Faculty not obligated to work during summer, therefore no responses during this time. * No response from VPIEQA on Program Review submitted. * No clear indication of who assumes responsibility if a faculty member / writer, leaves   CC issues   * When we return Course Outlines to faculty, often the authors do not respond. Maybe they think once they have submitted their work to the CC, their role is done, and they don’t want to make the changes required – causing blocks in progress. * Missing members in last year’s committee   Is there a COM-FSM communications policy? What is the process of communication that we expect to be followed?  Can the four boxes, highlighted orange in Table 1 above be made into just one problem and solution? There is a shared responsibility between committee members – who are committed to the work of their committee – to get things done. It is not the responsibility only of Chair.  Can the Actions/Recommendations from Minutes be distributed widely so that all can know of the status of program reviews and course outlines?  IC – I was a member of both A-Team and CC. working on both committees the work was very similar. As IC, my role is to communicate with faculty coordinating work in the course outline reviews. For the Program Review, I made sure all the necessary data was collected so that the writer has all they need to compelte the Program Review.  Should ICs be serving on both A-team and CC – serving as liaisons between those groups and the appropriate faculty.  Previously, there was a Curriculum AND Assessment Committee – we worked hard to separate the two as there was too much workload for one group. ICs were not expected to serve on Curriculum since there was repetition/overlap – they would already have worked on the Program Reviews – they were relived of this duty to avoid duplication of work.  CC’s membership is based on Program Representatives.  5. Next steps   1. **DAP, ICs + CC Officers:** Ensure all programs are represented on Curriculum Committee for AY2020-2021. Prioritize nomination of members for CC over other committees. Nominate a CC Secretary. Due by the first meeting of CC (Monday 17th August TBC) 2. **VPIEQA & DAP:** to review Curriculum Committee Handbook to see how /can the two sets of work be better integrated. Feedback to CC in last CC meeting of September. 3. **CC Chair / secretary & VPIEQA**: Communications – baby step 1 – “Curriculum and Assessment monthly update”. a joint communication to be shared broadly across the college to update on the status of work on Program Reviews and Course Outlines. 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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:** |  | **Date Distributed:** |  |

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