**College of Micronesia – FSM**

**Minutes Reporting Form**

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| **Meeting Group:** | **TracDat Assessment Management System Review Team** |

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| **Date:** | **Time:** | **Location:** |
| August 9, 2019 | 2:00 PM – 3:00 PM | President’s Conference Room  **\***Zoom meeting trial |

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| **Members:** |
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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
| * VPIA to request availability of 4 VPs for Tuesday 12th August 4pm, and request they are prepared to share their reporting needs and problems with TracDat * VPIA to ask after Chuuk representatives’ status regarding Zoom * J-P to draft next meeting agenda based on these minutes, ask for team review and distribute * Team to determine appropriate meeting time for future regular meetings |

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| **Additional Attendees:** |  |
| Agenda:   1. Discussing scope of work of this team | |
| A**genda/Major Topics of Discussion:**  VPIA: This is your working group, with VPIA and VPIEQA to support your work – this serves as your committee service for academic year 2019 – 2020. Suggest to nominate someone in your group to serve as a chair, to call meetings, email, send reminders, and someone to take notes in the correct minutes form. Meet at least once a month – other work done in between meetings.  Faculty: Are there other Assessment Management Systems (AMS) out there that function better than TracDat?  VPIEQA – they exist, all have advantages and disadvantages. This team is to evaluate our usage of TracDat system.  Faculty: It’s too early to call this a *working group*, at this stage we are brainstorming, we don’t have a clear idea of what work needs to be accomplished. Firstly, need to assess whether or not the assessment needs of the institution match the AMS we are using. Perhaps we are using TracDat wrongly, or perhaps the system is not the right one for COM-FSM. A working group needs significant time allocation.  Faculty: I input data into TracDat and would like to find ways to make things easier especially for people new to COM. New faculty need training.  Faculty: I want to use TracDat as much as possible to link course, program and institutional outcomes. I input data – I also see gaps. Agreed – need for training.  Faculty: Data inputting is easy, but many instructors do not know *why* they are inputting data. If they understand the importance of TracDat to the institution they would feel the importance of completing these tasks. Currently there is too much duplication in TracDat.  Faculty: No need to wait until the end of the semester. Someone needs to check that the data is there when it needs to be – shouldn’t wait two years or until program review finds missing info. Sometimes faculty leave without completing the necessary work. Someone should also send a reminder to faculty at beginning of semester to review and update their assessment strategies.  Faculty: Issues related to assigning this work to part-timers.  VPIA: Other AMS were considered – the problem was we never finished the set-up of how the system *should* be used, then we’ve been through three Deans of Assessment who were in charge of training. There are many features in the system we are not using.  VPIEQA – request the group to be mindful of State campuses, low internet bandwidth, people going to campus at night just to upload or download.  VPIA – we are not asking you to do training on TracDat. Now the work is to identify the problems and provide recommendations on what needs to be fixed.  Faculty: three pillars / needs   1. Clean data currently in TracDat 2. Reconfigure TracDat 3. Train staff on best practices and usage   Currently my challenge, when I look into previous data, including learning objectives and rubrics input wrong. Thresholds are changing – currently these seem to be at the discretion of teaching staff, but the point of thresholds is that they are used consistently. These issues are currently silent, creating serious problems for the institution, if we are relying on erroneous data. The three pillars are quite independent of each other and the workload can be divided, and together create a solid report. Also gives us greater flexibility for others to join the team, some people join because they want to learn, others because they want to help. Same issues with TracDat apply to other systems eg. Schoology – the model/template we use here can be applied to a future review of other systems.  Faculty: TracDat is a large system – needs to be looked at piece by piece, what do administrators want from faculty?  VPIA: need to collect and automatically connect data at CSLO, PSLO and ISLO levels. Someone at admin level should be able to send out assignments to faculty. Not many people were given higher level access and no one is checking that couse, program and institutional level are linking.  Faculty: Student services, admin, academic. Do we have clarity on the reporting needs of each of these? Need to identify.  VPIA: Guam Community College are using TracDat effectively and do semesterly training/refresher for their faculty. Faculty should have minimal burden on TracDat.  Faculty: At some point, external training will be needed but we are not yet there and have proficient users here. The success of training is not determined by the proficiency of the facilitator but by the extent to which the training meets the needs of those it is targeting.  Faculty: agree that we are willing to make recommendations to improve use of TracDat.  Faculty: this group needs more members and representative of all users. Need a holistic view of how it all fits together.  VPIA: I cannot tell if students are meeting learning outcomes but this is important and we must report on this. Need to know if our students are meeting our ISLOs.  Faculty: all faculty use TracDat, don’t know if all admin staff also use the system – the training needs will vary and may only be needed by certain people eg. Directors or VPs.  Faculty: Currently Schoology can report as far as CSLOs at student level – this detail is lost in TracDat – problem with aggregation.  VPIA: ACCJC asked us to to focus more at program level and need to be able to disaggregate, currently we have only been able to disaggregate by gender, but eg. we could compare student learning disaggregated by State.  Propose next meeting to invite 4 Vice Presidents (VPIA, VPAS, VPIEQA, VPEMSS) already prepared with a) their reporting needs and b) their problems with the TracDat system.  Faculty: might a survey be appropriate?  Faculty: maybe later when we are looking more broadly at faculty needs. | |

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| **Comments/Upcoming Meeting Date & Time/Etc.:** |
| Propose Tuesday 12th August 4pm, with representatives from TracDat team and 4 Vice Presidents: |

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| **Handouts/Documents Referenced:** |
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| **College Web Site Link:** |
| <http://www.comfsm.fm/> |

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| **Prepared by:** | C. Kocel | **Date Distributed:** | 08/09/19 |