**College of Micronesia – FSM**

**Minutes Reporting Form**

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

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| **Date:** | **Time:** | **Location:** |
| June 16th 2021 | 15:30 | Zoom |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
| * DAP to update permissions on the Assessment Team Dropbox folder to ensure current members have access while former members do not. * Updates of IPR and AUPR templates are formally approved and should be used for program reviews from 2022 onwards. * VPIEQA to clean up and present the revised AUPR calendar. |

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| **Members:** |
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| **Agenda:**  1. E-vote results - TC and BT - endorsed.  2. Templates for IPR and AUPR  3. Program Assessment and Program Review manual updates  4. Calendar for IPRs due 2022  5. Calendar for Assessment Team |
| **Agenda/Major Topics of Discussion:**  Meeting was called to order at 15:38  IC Felix read the mission statement.  VPIEQA has requested DAP to update the permissions  DAP reminded that all IPRs need to be finished, even those due Spring 2019, we are currently at about 60% submission.   1. E-vote results   Following electronic voting by email from assessment team members, the telecommunications and building technology IPRs (due Spring 2021) are endorsed.   1. Templates for IPR and AUPR   VPIEQA presented the latest IPR and AUPR templates. While these have regularly been updated in line with recommendations from the Assessment Team and feedback from lead writers, they have not been formally adopted. The old templates still appear in the program assessment and program review manual.  IPRs – updates were included per the discussions from workshops this year. It is important to update the years of data to be included, each year, before sharing the template. This helps writers – we have found that even in later workshops, faculty are still asking *which years are in the assessment period*?  IPR template for 2022 tries to make it very clear that data for **online learning and face-to-face learning must be kept separate.**  The tables have been prepared on the basis of the switch to online learning in summer 2020.  If a course was available face-to-face during AY2020-2021, the writer should adjust the tables accordingly.  Question: If we formally update the templates, will it be applied retroactively?  VPIEQA: No, the templates will apply from those submitted from here on. We do not want to create additional work for writers who have used different templates.  DAP: For the current cycle, use the template for AY2020-2021 which was shared at the beginning of the process.  **Action:** A vote was held on whether to endorse the IPRs and AUPRs as presented. All members voted unanimously YES.   1. Program Assessment and Program Review manual updates   VPIEQA presented work on updating the program assessment and program review manual (see file included in the Assessment Team Dropbox).  Highlights have been used to show where things have changed, will need to be changed, with comments on when things may be updated.  Updates included   * Inclusion of Bachelors program(s) with its 7-year program review cycle (first scheduled 2026) * Removal of ‘Building Maintenance & Repair’ from Table 4 (IPR calendar) * Updating the AUPR calendar, to include ICs, PPMO, and CRE and CFE. Assessment of DAP and DISLET should be included within VPIA’s program review. * Note – 3rd year accounting and 3rd year general business may be removed from the next program review cycle, the proposed Bachelors in Business is recommending they be combined.   It is difficult to rotate the work burden around, especially small programs where there is only one faculty – can ICs help?  Yes, that is what is happening – we are all pitching in to help complete the program reviews.  It is very important that ALL program reviews are complete.  With the frequent changes in personnel, there has been little continuity.  Director: It seems that instructional side is more organized, and we thank DAP for leadership. On the Admin Units, it seems to have been more left with the individual VPs – it needs to be more collaborative.   1. Calendar for IPRs due 2022   Associates:   1. Liberal Arts/Heath Career Opportunities Program 2. Marine Science 3. Public Health 4. Nursing   Certificates:   1. Nursing Assistant Certificate 2. Basic Public Health 3. 3rd-year Specialist in Public Health 4. Community Health Assistant Training 5. Trial Counselor 6. Cabinet Making / Furniture Making 7. Construction Electricity 8. Electronic Engineering Technology 9. ACE 10. Calendar for Assessment Team   Presented document (in Dropbox) for actions of assessment team, corresponding to the program assessment and review manual calendars.  There needs to be someone overall looking at assessment and assessment training.  We are doing our best, moving forward step by step.  VPIEQA apologized for not being able to move further forward on this during her time here. |
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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:** | 06/21/21 | |