**College of Micronesia – FSM**

**Minutes Reporting Form**

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

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| **Date: 24 AUGUST 2016** | **Time: 1300** | **Location:** |
|  |  | Board Conference RoomCOM-FSM National CampusPalikir, Pohnpei, FSM |

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| **Members Present:** |
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| **Titles/Representative** | **Name** | **Present** | **Absent** | **Remarks** |
| Dean of Assessment | Richard Andrews |  |  |  |
| Director IRPO | Jimmy Hicks |  |  |  |
| Faculty | Dana Lee Ling |  |  |  |
| Faculty | Mark Kostka |  |  |  |
| Faculty | Peltin Pelep |  |  |  |
| Student Services | Faustino Yarofaisug |  |  |  |
| Student Services | Tetaake Yeeting |  |  |  |
|  |  |  |  |  |
| IC – Chuuk | Mixon Jonas |  |  | Recently hired |
| IC – Kosrae | Vacant |  |  | Job being advertised |
| IC – Pohnpei | Vacant |  |  |  |
| IC – Yap | Vacant |  |  | Possible interim IC |

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| **Additional Attendees:**  | None |
| Agenda:1. Minutes
2. Terms of Reference document – discussion, creation, and modification

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| A**genda/Major Topics of Discussion:**1. Minutes
	1. The minutes of the first meeting (10 August 2016) needs to be approved .
	2. The location of the Agenda was discussed. It was agreed that the agenda is affixed to the front of the template of the Minutes (see section above).
2. Terms of Reference

The meeting was opened at 1:15 pmThe agenda was to discuss the Assessment Team’s Terms of Reference (TOR) document.**General:*** The following documents were used as guidelines and/or templates:
	+ Terms of Reference for the Assessment Committee (Cabinet – 2/18/08)
	+ Assessment Team Proposal (2016)

**Terms of Reference Document Discussion:****Authority, Purpose and Structure:*** It was pointed out that the second paragraph referenced “Council of Chairs”, and that this wording will be replaced by “VPIEQA”.
* Similarly, the wording in the second paragraph referenced “Executive Team”. Who should review and approve the A-Team’s Terms of Reference?

**Authority:*** The chair reported that after consultation with the VPIEQA, the wording, “Assessment Team operates through the authority of and reports to the President through the VPIEQA”, will be changed to:

“Assessment Team operates through the authority of and reports to the President through the VPIEQA or other relevant role players for approval by the President”.**Membership:** * Chuuk has employed an Instructional Coordinator (Mixon Jonas), and Kosrae has placed an advertisement for an Instructional Coordinator on COM-FSM’s website. Yap and Pohnpei Campus deans will be contacted to affirm the availability of interim ICs for service on the committee.
* It was suggested that for the appointment of members of the A-Team, it should be noted that the only membership that can change are the faculty and Student Services representatives. The Dean of Assessment, Director of IRPO, and the Instructional Coordinator memberships are fixed.
	+ The verbiage suggested in the inaugural meeting of August 10, 2016 should read:

 At the beginning of the academic year, the Division Chairs recommend ­­the  Faculty representatives; the VPSS recommends the Student Services  representatives; the Deans of the State campuses or the Dean of Academic Programs at the National campus confirm the availability of Instructional  Coordinators.  The President then appoints the team based on the recommendations/list  provided by the A-Team through the Dean of Assessment.**Organization:*** Bullet point 5 to changed:
	+ from: “Forward recommendations through the VPIEQA for approval/action by the President within 5 working days”.
	+ to: “Forward recommendations **within 5 working days** through the VPIEQA **or other relevant role players** for approval/action by the President”.
* There was some discussion as to whether bullet points 4 and 7 represented the identical thing :
	+ Bullet Point 4: Ensure team minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.
	+ Bullet Point 7: Distributes the official minutes to the VPIEQA, President and COM-FSM community.

 It was decided that the operative words in bullet point 4 that differentiates it from bullet  point 7 are: “in a timely manner”. In other words, bullet point 4 identifies the need to  disseminate information in a timely manner.  The following is to be added to bullet point 7 in order to safeguard sensitive information:  The distribution of sensitive information will determine who will have access to the  official minutes.* Bullet point 6 is to be removed. “Communicate with the VPIEQA’s office for feedback on recommendations. The VPIEQA should act as a “secretariat” position (secretariat position = administrative support) to the A-Team”. This is no longer necessary as the Assessment Team is not a committee.
* Bullet point 8:
	+ “The chair maintains a file on all minutes”, should be changed to, “Minutes will be maintained on the COM-FSM website for minutes at:

<http://wiki.comfsm.fm/Committee_Minutes> * Minutes should be distributed to the A-Team members 2 days after the meeting not 3. This will enable members to respond to the minutes in a timely manner before the next meeting, as well as allow for the dissemination of the minutes to others in a timely manner.

**Next meeting:** * It was suggested and agreed to that all members of the A-Team review the Terms of Reference document before the next meeting, in order to expedite changes, additions, and clarifications of the document.

The meeting was adjourned at 2:05 pm. |
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| **Comments/Upcoming Meeting Date & Time/Etc.:**  |
| 1. The next A-Team meeting will be on Wednesday, August 31, 2016 at 1:00 – 2:00 pm in the Board Conference Room at National Campus.
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| **Handouts/Documents Referenced:**  |
| Assessment Committee Terms of Reference (2008)Assessment Team Proposal (2016)Draft Assessment Team Terms of Reference (2016). |

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| **College Web Site Link:** |
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| **Prepared by:** | Richard Andrews | **Date Distributed:** | August 28, 2016 |

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| **Approval of Minutes Process & Responses:** |
| * The previous minutes (August 10, 2016) was not approved, but will be tabled for approval at the next meeting (August 31, 2016).
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| **Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:** |
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| **Action by President:** |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |