

**College of Micronesia – FSM
Minutes Reporting Form**

Meeting Group:	Assessment Team
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Date: 04 March 2019	Time: 13:00	Location: Board conference room, Palikir
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Members Present:				
Titles	Name	Present	Absent	Remarks
DAP, Chair	Maria Dison	X		
IC National Campus	Joseph Felix, Jr.	X		
IC Chuuk Campus (Acting)	Kind Kanto		X	
IC CTEC	Taylor Elidok	X		
IC Kosrae Campus	George Tilfas	X		
IC Yap Campus (Acting)	Joy Guarin	X		
Faculty member, NC	Dana Lee Ling	X		
Faculty member, NC	Peltin Olter-Pelep	X		
VPIEQA	Caroline Kocel	X		
Registrar	Doman Doas	X		
DFAO	Faustino Yarofasig	X		

Additional Attendees:	None
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Agenda

1. Introductions
2. Approval of 9/19/2018, 11/5/2018 minutes
3. Overview of pending items
4. Provide reminders for program reviews due spring 2019
5. Plans going forward

Major Topics of Discussion

1. Introduction of membership spring 2019
2. Minutes for 9/19/2018 and 11/5/2018 moved for adoption and seconded. Unanimously adopted.
3. Status of instructional program reviews that were due spring 2018. These were submitted to the assessment team for action. Discussion of how to proceed. Discussion of possible use of reader teams versus individuals using the checklist.

Outstanding program reviews that have not been checklisted. Marine science, Nursing,

Cabinet making, Construction, Electricity.
ACE may have been checklisted by IC Yap campus.
AAS in electronics technology was checklisted by IC Kosrae campus.

The following administrative units had program reviews due in Fall 2018. IT, Facilities and Maintenance, Guidance and counseling, Administrative services, Kosrae campus, Center for Entrepreneurship,

Request made for all checklists be submitted to secretary for posting to the Wiki.

Stipends for lead writers of program review was approved.

4. DAP asked VPIEQA to send reminders to other vice presidents on assessment reviews that are due from fall 2018 and are due in spring 2019.

Refer to pages 17, 24. Administrative unit checklist on page 58. Instructional unit checklist not found in the manual.

<http://www.comfsm.fm/publications/handbook/Program-Assessment-and-Program-Review-Procedures-Manual.pdf>

A possible academic unit checklist:

https://docs.google.com/document/d/18onxi0qWUwxdhw_xf8pRjYPnYBaj3kbHXAVRfJ8biIlg/edit?usp=sharing

5. Plans going forward.

Recommendation of biweekly meetings with possible meeting dates of March 18, April 15, April 29, and May 20.

VPIEQA is joining the assessment training academy. VPIEQA will be working a project both on this institution and one other institution. Sought input on what might be most useful to the institution in terms of assessment. Academy will begin in June.

VPIEQA will work on assigning reader teams for the undone (not yet checklisted reports) from spring 2018.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:
1. Program review checklist. Version in possession of AT secretary: https://docs.google.com/document/d/18onxi0qWUwxdhw_xf8pRjYPnYBaj3kbHXAVRfJ8biIlg/edit?usp=sharing

2. Program review handbook:
<http://www.comfsm.fm/publications/handbook/Program-Assessment-and-Program-Review-Procedures-Manual.pdf>

College Website Link:

http://wiki.comfsm.fm/Committee_Minutes/Assessment_Team

Prepared by:	Dana Lee Ling	Date Distributed:	04 March 2019
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Approval of Minutes Process & Responses:

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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
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