

**COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form**

Committee or Working Group	Assessment	Team	
Date: August 11, 2017	Time: 1:00 PM	Location:	Board Conference Room
Members Present:			
Titles/Reps	Name	Present	Absent
Chair	Richard Andrews	X	
Vice-Chair	Mark Kostka	X	
Secretary	Dana Lee Ling	X	
IC AS National	Joe Felix, Jr.	X	
IC AA National	(vacant)		
IC Chuuk	Mixon Jonas	X	
IC FSM-FMI	(vacant)	X	
IC Kosrae	George Tifas	X	
IC Pohnpei	Taylor Elidok	X	
IC Yap	Joy Guarin		Yap Summit
Pohnpei campus	Bern Mulvey	X	
National campus	Faustino Yarofasig	X	
National campus	Francis Alex	X	
National campus	Teetake Yeeting	X	
National campus	Mark Kostka	X	
National campus	Francis Alex	X	
National campus	Mark Kostka	X	
National campus	Peltin Olter-Pelep		out ill
Additional attendees:			

Agenda
1. First meeting of the academic year

Minutes

12:10 Mission statement read

Introductions

Member requested a copy of the Terms of Reference for the Assessment Team

Alignment of learning objectives discussion

A member noted that all programs tried to align course learning outcomes to program learning outcomes and to institutional learning outcomes. There were alignment grids of program learning outcomes to institutional learning outcomes submitted by program coordinators to division chairs and instructional coordinators.

Even if they are "somewhere out there," the grids will need to be revised, updated, and realigned.

There are version issues: where grids/matrices do exist, they are not necessarily consistent in different sources.

Alignments will have to be done program-by-program

Member notes outline content cannot be frozen in a new push to renew the "three hundred" outlines that were approved in the 2012 push. Content was frozen in 2012, some courses were carrying five year old content in 2012. Updated outlines will have implicit mappings in that CSLOs include PSLO and ISLO assignment at the specific learning outcome level on the outline.

Member notes the need for a campus wide discussion on definitions in TracDat. What does "introduction" mean? We need to define college-wide vocabulary. The same data has to be entered.

If a course is taught on multiple campuses, how does the outline get modified? By collaborative email/meetings among all instructors teaching the course.

How is this documented? If email, then the emails document this.

Question on a handout involving gaps. Grids help reveal gaps. The alignment helps reveal these gaps. Then you can modify either the course or the program learning outcomes. Grids make manifest the areas with curriculum is not aligned, where deficiencies exist.

Discussion of meeting schedule. Frequency of meetings.
 Areas of responsibility: who reviews program reviews? Both the Assessment Team and the Curriculum Committee. There is a process.

Why the overlap in membership between curriculum and assessment? How can IC approve assessment in curriculum and in assessment?

Member explains the history of the Assessment Team and Curriculum.

Decisions in assessment team are by consensus.
 Meetings will be Fridays 3:00 to 4:00 biweekly.
 Recommendations will go to curriculum and can be assigned inside of TracDat. The committee can identify to whom the recommendation should go, those that need to go curriculum, some will not. All loops will have to be closed.

Adjourned 13:07

Documents Referenced				
College Web Site Link:	VOIP:			
Prepared by:	Dana Lee Ling	Date Distributed:	August 11, 2017	
Approval of Minutes Process & Responses:				
Submitted by:	Dana Lee Ling	Date Submitted:	8/11/2017	
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities				
Next meeting: 3:00 P.M. August 25, 2017				