

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

Meeting Group:	Assessment Team
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Date:	Time:	Location:
March 27, 2019	1:00 PM – 2:00 PM	President’s Conference Room (VoIP 4517/PIN 6530)

Members:

Titles/Representative	Name	Present	Absent	Remarks
VPIEQA, Chair	Caroline Kocel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DAP	Maria Dison	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
IC National Campus	Joseph Felix, Jr.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	?
IC Chuuk Campus	Vacant	<input type="checkbox"/>	<input type="checkbox"/>	
IC CTEC	Taylor Elidok	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recruitment
IC Kosrae Campus	George Tilfas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
IC Yap Campus (Acting)	Joy Guarin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ad hoc committee
Faculty member, NC	Dana Lee Ling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Founding Day Meeting
Faculty member, NC	Peltin Olter-Pelep	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FAO Director, SS	Faustino Yarofaisug	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Registrar, SS	Doman Daoas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recruitment

Additional Attendees:

- Agenda:
1. Update status of Program Reviews: Marine Science, Nursing, Cabinet Making/Furniture Making, ACE systemwide-next steps for each
 2. Mismatch of Template for Program Review and checklist-updating template (including general advice eg. avoid using acronyms, what to do about seat cost?)
 3. Admin Unit reviews
 4. Assessment Leadership Academy-useful project ideas

Agenda/Major Topics of Discussion:

Chair called the meeting to order at 1:10 PM. Five members were present and due to the lack of quorum it was decided to continue the meeting but only for discussion purposes.

1. Update status of Program Reviews....
 - Marine Science checklists from reader team Joy Guarin and Dana Lee Ling were submitted via email.
 - Nursing program final checklist was submitted by reader team Peltin Pelep and Caroline Kocel.
 - Cabinet Making/Furniture Making checklist was completed by reader Faustino Yarofaisug. Reader Felix is yet to complete the checklist.
 - ACE systemwide combined checklist was submitted by reader team Doman Daos,

Caroline Kocel and Maria Dison.

In accord with the program review process, reader teams will send their final checklists to the appropriate instructional coordinators who will then work with the program review authors to revise the program reviews as recommended by the reader teams and return the revisions to the Assessment team by April 8, 2019, ready for the Assessment Team's next meeting on April 15th.

The endorsed instructional programs will be forwarded to the VPIA for action.

2. During the reader teams' review process, it was realized that the program review template and the checklist are not aligned. Some items on the assessment team's checklist were missing from template.

Some items on the program review template do not apply to certain programs such as ACE, while other points, such as the calculation of seat cost, are still under discussion. Reader teams recommend to "black out" these items from the checklist (since they are Not Applicable) and write explanations in that row of the checklist: the ACE systemwide checklist can be used as a reference.

DAP and VPIEQA will review and align the assessment team checklist and templates for instructional program review. To avoid confusion with program reviews already going through the assessment process, the revised forms will be implemented for upcoming program reviews.

3. While admin unit review process is noted in the assessment and program review manual, the quality of the process could be improved. A possible useful project for VPIEQA to do at the assessment leadership academy.

Template and checklist for admin unit reviews need to be double checked to ensure they are aligned. Reminders will be sent to the admin unit supervisors regarding the program reviews that are due.

Faustino requested review of the template and checklist for admin unit program review and how they are connected to the TracDat.

4. Chair reiterated request for suggestions of ideas for her assessment leadership academy project. Few suggestions include assessment of Institutional Student Learning Outcomes. Should these outcomes be assessed only by the instructional programs or institution wide? Another suggested project is as mentioned under #3 above.

Meeting adjourned at 1:50.

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Comments/Upcoming Meeting Date & Time/Etc.:
Propose next meeting on Monday April 15 th .

Handouts/Documents Referenced:
http://www.comfsm.fm/publications/handbook/Program-Assessment-and-Program-Review-Procedures-Manual.pdf

College Web Site Link:
http://www.comfsm.fm/

Prepared by:	M. Dison	Date Distributed:	03/28/19
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Approval of Minutes Process & Responses:
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
<ul style="list-style-type: none">• VPIEQA – by 03/28, liaise with Dana & Joy regarding Marine Science program review checklist• VPIEQA – by 03/28, forward program reviews and assessment team recommendations to appropriate ICs, requesting updates to be made and back to assessment team by 8th April.• DAP & VPIEQA – before next committee meeting, review and align program review checklists and templates for both instructional programs and admin units.• DAP & VPIEQA – before next committee meeting, follow up current status of program reviews that were have been endorsed by the Assessment team and submit to VPIA if appropriate.• VPIEQA – before next committee meeting, email assessment team and other relevant staff or faculty for further suggestions / clarifications on useful project for ALA.

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments