

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

Meeting Group:	Assessment Team
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Date: 15 April 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	Personal matter
IC National Campus	Joseph Felix, Jr.	X		
IC Chuuk Campus	Kind Kanto	X		
IC CTEC	Taylor Elidok		X	On leave
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	Personal matter
VPIEQA	Caroline Kocel	X		
Registrar	Doman Daoas		X	Off-island
DFAO	Faustino Yarofasig		X	
Chuuk	Genevy Samuel	X		

Additional Attendees:	None
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Agenda

1. Approval of 3/4/2019 minutes
2. Adopt agenda
3. Election of chair for assessment
4. Review action points from previous meeting and non-quorum discussion
5. Reader teams progress update on Program Reviews
6. Endorse accepted Program Reviews
7. Overview of Assessment cycle (see attached Excel sheet draft - based on p. 16 of Program Assessment Manual - pasted below this email for your convenience)
8. Discuss - Institutional Assessment Report: Quality / issues need addressing / next steps
9. Proposed work for A-team's remaining meetings this academic year & looking ahead to next

Major Topics of Discussion

1. Minutes of 3/4/2019 approved
2. Agenda adopted.

3. Election of chair for assessment team. VPIEQA selected as the assessment team chair.
4. Review action points from previous meeting and non-quorum discussion
Checklists and templates review and reasons for differences is still being sorted out by the VPIEQA, VPIA, DAP
5. Reader teams progress update on Program Reviews
Marine science is ready for approval.
Nursing program: there is a single issue yet to be resolved. VPIEQA is following up.
Cabinet making: checklist was submitted.
ACE systemwide: no updates. Readers not in attendance.
6. Endorse accepted Program Reviews
Marine science program review moved, seconded, and approved unanimously.
7. Overview of Assessment cycle. Discussion of possible modifications to the spreadsheet. Add the stipended writer, the IC, and the assessment team member assigned, should each be listed in a column.
Member recommended resequencing the columns to ensure assessment team approval precedes resource allocation. Question arose as to the specific stipend amount. At a meeting at Cliff there was discussion of the stipend being up at \$750, but the current document is at the \$150 level. Page 2 of 4 of 28 May 2018 minutes: "Each instructional program should receive a \$750 annually to allocate to program faculty in the form of a stipend." Link referenced below.
Stipend is not intended to be retroactive, only apply to work going forward (next academic year).
Side discussion of where responsibility lies for ensuring assessment occurs for programs which have not produced required assessment reports. Member noted that as a matter of committee memory the decision was made that employee supervisors have supervisory responsibility to ensure assessment occurs. Faculty are not hired solely to teach - there are other duties as assigned.
8. Discuss - Institutional Assessment Report: Quality / issues need addressing / next steps. Brief discussion of one portion of the report: general education annual report. Member who volunteered to do multi-year program review for general education did not opt in to work on the 2018-2019 annual program review for general education. He did work on a subreport on general education program learning outcome 3.5. Link included in referenced documents.
9. Proposed work for A-team's remaining meetings this academic year & looking ahead to next. A discussion of institutional memory, continuity, and how assessment team closes the assessment loop. VPIEQA will put together Next meeting: 29 April 2019.
10. Meeting adjourned at 14:07.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:
1. http://wiki.comfsm.fm/@api/deki/files/5450/=at_2018_05_28_minutes.docx

2. <https://danaleeling.blogspot.com/2018/12/assessing-general-education-science.html>

College Website Link:

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

Prepared by:	Dana Lee Ling	Date Distributed:	15 April 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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