

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

<b>Meeting Group:</b>	<b>Assessment Team</b>
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<b>Date: 18 Sep 2019</b>	<b>Time: 13:00</b>	<b>Location: Board conference room, Palikir</b>
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<b>Members Present:</b>				
<b>Titles</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
VPIEQA, Chair	Caroline Kocel	X		
IC National Campus	Joseph Felix, Jr.	X		
IC Chuuk Campus	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		
DAP	Maria Dison	X		
Registrar	Doman Daoas	X		
DFAO	Faustino Yarofasig		X	
Chuuk	Genevy Samuel	X		

<b>Additional Attendees:</b>	None
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**Agenda**

1. Updated IPR template & checklist - pilot with guidance
2. Inventory of the program review tracking. Refer to Google Drive Excel sheet.
3. Assign reader teams for 4 IPRs
4. Guidance for recommendations - focus on student learning

**Major Topics of Discussion**

1. Feedback: updated IPR template & checklist - pilot with guidance.  
The target is not in the table, should the target go in the description? The core student learning outcomes table does not have a target. For now the target goes into the written analysis. There is also a user guide with a FAQ stored on Google Drive.  
Add page numbers to the template.
2. Inventory of the program review tracking. Refer to Google Drive Excel sheet which is linked in the referenced documents section. Review of the updates on program reviews. Status of reports. General education annual report 2018-1019 is being worked upon by

the DAP. Yap did a comprehensive report on Gen Ed at Yap campus. There are working groups set up for this academic year. Gen Ed and iSLO working group. Also the TracDat and Developmental math working group might replace committee service.

FMI navigation was worked on by Joy. IC National and Faustino will review this.

*Cabinet making/furniture making, IC National and Faustino.*

Lead writers workshop in November is targeting the next cycle. Next cycle:

Business Administration, Computer Information Systems, Hospitality & Tourism Management, FMI Fishing Technology.

Perhaps might include those just finished.

Lead writers need to be found for Nursing Assistant Certificate, Basic Public Health, 3rd-Year Specialist in Public Health, Community Health Assistant Training, Trial Counselor. All of the following are on the old template: Nursing Assistant Certificate, Basic Public Health, 3rd-Year Specialist in Public Health, Community Health Assistant Training, Trial Counselor, Building Maintenance & Repair, Cabinet Making/Furniture Making, Construction Electricity, Electronic Engineering Technology, ACE. Tabled pending separate discussions on how to handle these.

3. Reader team assignments

Third year education: Pelsihner

Maria and Doman are the reader team for AFT

Bookkeeping and secretarial science

Phyllis is lead writer for bookkeeping and secretarial science

Third year accounting: vacant. No instructor at the moment. She resigned last year.

Third year general business: George Mamangon.

Carpentry: Dana and Joy as reader team

Motor vehicle maintenance: Peltin and VPIEQA

Refrigeration and air conditioning: George and Taylor

Administrative units: ongoing work by VPIEQA on her assessment academy. Working on 2018 and 2019 to go through reviews and revise templates.

4. Guidance for recommendations - focus on student learning. Recommendations should focus on student learning. Written recommendations should be directed at learning. When there is missing data, that should be highlighted, or a missing course, or a course with no data, or perhaps because there was no faculty, the data was missing. Another area to highlight would be classes with too many students, e.g. chemistry with 37 students. Seat cost should also be included.

Additional topics.

5. Reader teams for the annual reports. "Since all team members are assigned to program review, do you have a deadline for submitting our checklists for the program review so I can schedule the reader teams for PASS." - DAP. Can deadlines be set for deadlines on program review readers to complete their work? The reader team reports are due 25 September.

6. Cabinet making was sent in 2018 on the old template. We are coming up on the next cycle for the two year programs, decisions on how to handle these now dated program reviews have yet to be made.

7. Section six should not prevent things from moving forward. A group will try to work on how to complete this section.

**Comments/Upcoming Meeting Date & Time/Etc.:**

25 September 2019 at 1:00 PM.

**Handouts/Documents Referenced:**

1. <https://docs.google.com/spreadsheets/d/1HV4duSR85QGF63dBTTiU-oeYmqACU1jlg8g-dIIcTY/edit?usp=sharing>
2. [https://docs.google.com/document/d/1zUxycyO9yVNCulG0\\_jd9BVEmpvquChq8Xk5gJxkTHHhc/edit?usp=sharing](https://docs.google.com/document/d/1zUxycyO9yVNCulG0_jd9BVEmpvquChq8Xk5gJxkTHHhc/edit?usp=sharing)

**College Website Link:**

1. [http://wiki.comfsm.fm/Committee\\_Minutes/Assessment\\_Team](http://wiki.comfsm.fm/Committee_Minutes/Assessment_Team)

**Prepared by:**

Dana Lee Ling

**Date Distributed:**

18 Sep 2019

**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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