

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

Meeting Group:	Assessment Team
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Date: 09 Oct 2019	Time: 13:00	Location: Board conference room, Palikir
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Members Present:				
Titles	Name	Present	Absent	Remarks
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	

Additional Attendees:	None
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Agenda

1. Consider quality of three action plans from Program Reviews - ASPH, Marine Science, Nursing. Consider adopting a standard format. Also consider the time frame over which a recommendation ought to live.
2. Understand expectations for completing assessment work on time
3. iSLOs working group report
4. Review PASs in reader teams
5. Any Other Business

Major Topics of Discussion

1. Comments on action plans. These arose from a request from VPIA to submit action plans based on recommendations from the program review. The table format with headers recommendation, task, person responsible, and date is favored by one member. Length of plans and time periods vary from program to program. Marine science has two recommendations each with a single activity (task) to meet the recommendation. Public

health has four recommendations with four activities under each recommendation. Nursing, however, there are two recommendations which are already completed. Both were short term recommendations and not longer term recommendations. Since program reviews are once every two or four years, the recommendations should also be in this time frame, a longer basis, not just short term recommendations. This may vary, however, with the nature of the recommendations contained in the program assessment summary. Recommendations should be framed in a two to four year time frame.

Should there be a set minimum number of recommendations in a program assessment summary? Probably not. The number of recommendations will be whatever is appropriate to the program based on the program assessment summary.

The recommendations should be reported in TracDat and eventually reported on there.

Comment from financial aid on public health and nursing. The program is AS. Students should finish in two years for AS. There are courses in the curriculum, like Expos, which are not in the IDP. But they reach maximum time frame prior to graduation. They do not include general education core in their program. Public health, nursing, exceed 60 credit hours and cannot be completed on time. Discussion leads to learning that public health is a 65 credit program. While this may require summer attendance, the program can be finished in two years. Thus understanding why students are not completing on time is needed as the problem is not the length of the program in credit hours.

Decision taken to not share program assessment tracking spreadsheet for now - all updates go to VPIEQA who will update the master spreadsheet.

Due to email issues, program assessment summaries need to be sent to the remote state sites a week ahead of assessment team meeting. This means that program assessment summaries must be submitted at least a week ahead of the meeting.

2. There are program assessment summaries coming in late or still outstanding. Can the factors that are causing the late submissions be determined.

On step four of the program assessment tracking spreadsheet between step three and four, where the program assessment summary is recommended to the assessment team, that step should be executed by the program assessment summary going to the IC or other supervisor and then uploaded to the dropbox.

3. iSLOs report. The accreditation standards were changed January 2018. Non-academic units no longer need to "serve" a specific iSLO. The iSLOs can reflect the general education core. Also, the standards require only a general education philosophy, not a "whole institution" philosophy.
4. Reader teams should have program assessment summaries for the next meeting.

Electronic voting results reported after the meeting:
Vote were received via email as follows: 7 votes to endorse IPR in MVM and IPR in Carpentry,
1 abstention.

Comments/Upcoming Meeting Date & Time/Etc.:

23 October 2019 at 1:00 PM.

Handouts/Documents Referenced:

1. http://wiki.comfsm.fm/@api/deki/files/5567/=iwg_2019_10_02_minutes.pdf

College Website Link:

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

Prepared by:

Dana Lee Ling

Date Distributed:

09 Oct 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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