

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

<b>Meeting Group:</b>	<b>Assessment Team</b>
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<b>Date: 22 Jan 2020</b>	<b>Time: 13:00</b>	<b>Location: Presidents conference room, Palikir</b>
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**Members Present:**

<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			On approved leave
IC CTEC	Taylor Elidok	X		
IC Kosrae Campus	George Tilfas		EFNEP	In another meeting
IC Yap Campus	Thomas Foruw		*	
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		*	

\* Zoom technical difficulties

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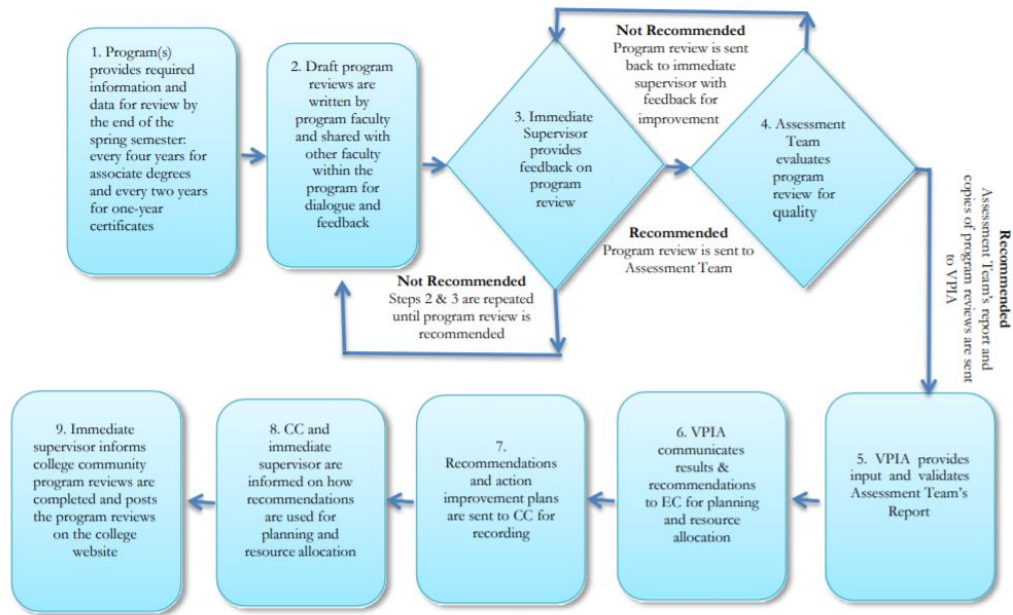
**Agenda**

1. Instructional program review status - 2019-2020. What worked well? How can assessment team's work improve?
2. Program Review Process: Parts and Interactions.
3. Your problems, questions here?

**Major Topics of Discussion**

Note: remote sites were apparently unable to log in via Zoom.

1. Instructional program review status  
(<https://docs.google.com/spreadsheets/d/1HV4duSR85QGF63dBTTiU-ooeYmqACU1jlg8g-dlICtY/edit?usp=sharing>).  
Member notes that general education multiyear review was submitted for comments December 2018. A key recommendation, reviewing the institutional learning outcomes, was engaged in by a working subgroup which has tacitly endorsed a draft revision.



**Figure 3. The Nine Steps for Completing Instructional Program Review.**

2. A look at processes and parts. While the boxes are important, the arrows are perhaps overlooked and equally important. Such as the arrow from two to three. A lot of that information is moved by email, which is hard to track down and is easily lost to institution when an employee leaves.. If that arrow occurred on TracDat, if the documents were stored and moved through TracDat rather than email, that would provide better institutional memory.

A member noted that only the final version should be uploaded to TracDat. Another member recommended that the reports be done in the College's Google Drive as TracDat is inappropriate for documents that are being edited and updated. Two users could download a document, both edit, and the second to upload will overwrite the edits made by the first person to upload. Google Docs is designed to handle multiple simultaneous authoring. And the College drive ensures institutional memory and continuity.

The committee discussed the existence of the College Google Drive/G Suite. IT has not yet determined how to integrate existing email and logons to the College's Google Drive, at present users are issued a new @comfsm.edu.fm domain email address. This could be confusing for employees, thus IT is holding off full deployment. This would eventually replace the functionality of both the college Wiki and the use of DropBox. G Suite has robust version tracking including tracking of multiple simultaneous editors.

A member noted that reader teams need to be assigned for programs due in/already submitted.

The recommendations section of both the annual and multi-year program reviews

should include an action plan along with the recommendations. Not just recommendations, but who is going to do what and when.

Next program review workshop is February 26 those reports due spring 2020, lunch will be served. May 12 will be workshop number three. August 4 and 5 will be presentation of assessment findings at the summit.

The discussion of when a program review writer considers whether the contract is fulfilled when the report is approved by the supervisor or when the assessment team approves the report. A member noted that one report remains unreviewed since December 2018, thus waiting for the assessment team to approve is unrealistic. This means that stipend should pay out when the immediate supervisor recommends the report to the assessment committee.

Committee adjourned at 2:00 PM due to class commitments.

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

05 February 2020 at 1:00 PM.

**Handouts/Documents Referenced:**

1. <https://docs.google.com/spreadsheets/d/1HV4duSR85QGF63dBTTiU-oeYmqACU1jlg8g-dlICtY/edit?usp=sharing>
2. <http://www.comfsm.fm/publications/handbook/Program-Assessment-and-Program-Review-Procedures-Manual.pdf>

**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:**

22 Jan 2020

**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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