College of Micronesia – FSM
Minutes Reporting Form

Meeting Group:	Instructional Program Review –Lead Writers' 2020 Workshop II

Date:	**Time:**	**Location:**
02/26/20	1 – 2pm	MITC, National campus + Zoom all-states participation

Members:

Titles/Representative	**Name**	**Present**	**Absent**	**Remarks**
CTEC IC	Taylor Elidok	☒	☐	
CTEC CM/FM Lead Writer	Salba Silbanuz	☒	☐	
CTEC CE Lead Writer	Romino Victor	☒	☐	
CTEC HTM Lead Writer	Joyce Roby	☒	☐	
CC Acting IC	Genevy Samuel	☒	☐	
NC IC	Jun Felix	☒	☐	
NC Nursing Lead Writer	Rudelyn Dacanay	☒	☐	
NC Nursing 2nd Writer	Kathy Benjamin	☒	☐	
NC CIS Lead Writer	Edper Castro	☒	☐	
NC BA Lead Writer	Cindy Marie Edwin	☒	☐	
NC 3YPH	Robert Spegal	☐	☒	
NC PH Lead writer	Paul Dacanay	☒	☐	
OIE	Francis Alex	☒	☐	
DAP	Maria Dison,	☒	☐	
VPIEQA	Caroline Kocel	☒	☐	
KC IC	George Tilfas	☒	☐	
YC IC	Thomas Foruw	☒	☐	
FMI FT Lead Writer	Alvin Sinem	☒	☐	
CC Acting IC	Genevy Samuel	☒	☐	
CC EET lead writer CC	Hiroki Noda	☒	☐	
CC ACE lead writer	Richardson Chiwi	☒	☐	

Additional Attendees:	

Agenda:

1. Welcome – VPIEQA
2. Guidance on IPR google drive folder
3. Share your inputs for sections 1 & 2, answer your questions
4. How to complete section 3, section 4.
5.

Section 3 – missing data – reach out to relevant faculty thru IC – if fails, escalate or consult with higher office

a. KC – need EET data from CTEC; YC already sent
b. YC & FMI – 3.4 – program only offered at FMI
c. Genevy – had technical problem so missed discussion

Agenda/Major Topics of Discussion:

1. Welcome

Especially welcome with audio and video representatives from all four FSM states. It is a milestone worth celebrating.

2. Guidance on IPR google drive folder – a reminder from November's workshop.

There is a Google Drive link called Instructional Program Review – lead writers' kit.
https://drive.google.com/drive/folders/1kAvZsJ0FuWc_O2BQtdIRG4Ci2QJK8uVJ

In it you will find Guidance on Completing the IPR.
Also the 2020 template in Word format.
A timeline of this year's process is presented in Lead Writers for Program Review.
Finally, an Excel file from the Office of Institutional Effectiveness which contains the official data required to complete sections 2.7, 3.3, 3.4, 3.5 and 3.6 of the template.

3. Share your inputs for sections 1 & 2, answer your questions

Question: Which years of data should be included?
Answer: Program on a 2-year review cycle should present two years of data. Programs on a 4-year review cycle should present four years of data. BUT there was a staggered calendar, and some on a 4-year cycle are now due. Most importantly, check the previous program review and make sure that the data continues uninterrupted.

Question: Where do I find the old program review?
Answer: Should be on the website. They seem to have disappeared.
ACTION: Dean of Academic Programs to follow up with IT to ensure all old program reviews are posted. Before March 3rd.

VPIEQA – realized that OIE's data doesn't go far back enough. OIE to update. We will alert you of the latest file when ready.
ACTION: OIE to update. Before March 3rd.

Question: This is my first program review, I'm not sure what to include
Answer: Program reviews should include information FROM ALL CAMPUSES WHERE THAT PROGRAM TAKES PLACE. For example, ACE is a COLLEGEWIDE program review.

4. How to complete section 3 and section 4

Remember to look at the Guidance pages on the google drive – this document gives you section by section advice – the purpose of each section, where to get the data, addressing commonly asked questions. Please refer to it and ask any questions to your IC or VPIEQA. The template is imperfect but we are trying to make it as user-friendly as possible.

Faculty report that section 3.1 is the most time-consuming – this is where data *should* be taken from TracDat. If the data is not there, you need to request it from IC. ICs need to work closely together and their faculty to ensure data flow.

Be specific about your data requests – not just "please provide the data", think Who, When, Where, What, Why, When
ACTION: VPIEQA to provide communications template for requesting data.

If request fails to get answer, try again. If fails once more, escalate.

Section 3.2 – use data from Program Assessment Summaries.

Section 3.3, 3.4, 3.5, 3.6 – use Excel file provided from OIE. This is the OFFICIAL DATA SOURCE. You are permitted to *add* your own data if you have evidence to share, but this is *in addition* to the data from OIE, it cannot replace it.

Section 4 – Student satisfaction, transfer data, alumni data, employment – an area the college is really trying to address. Correct you may consider this beyond the scope of your program BUT you *are* responsible for your program and its relevancy and currency. Are your students going onto study or work in fields related to their studies? Are they equipped with the necessary skills and knowledge to succeed? If you have information on your graduated students, include here. If not, this is something to include in the Action plan.

GENERALLY – this is a template – adapt it if necessary. If your program is only offered at your campus, delete other campus columns. Try to help the reader understand what you are trying to say.

ANALYZE the information. What does all this data *tell* you? What can you *learn* from it? How can you use this information to make improvements to your program?

Stipend – still trying to figure out best way to pay it but will ONLY be paid to those who submit a quality program review, through their IC, before the deadline which was agreed in previous workshop = Monday August 31st 2020.

See you in the next workshop – May. Date to be confirmed.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	C. Kocel	**Date Distributed:**	02/27/20

Approval of Minutes Process & Responses:
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Action by President:

Item #	**Approved**	**Disapproved**	**Approved with conditions**	**Comments**

Summary of Recommendations with Suggested Timeline & Responsibilities:
• DAP – work with IT to ensure old program reviews are posted on website before March 3rd. • OIE – update Excel sheet by March 3rd • VPIEQA – alert all ICs and writers on March 3rd once these updates are made • ICs and DAP – together decide on date of May workshop. Tell VPIEQA before March 3rd.