

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

Meeting Group:	Assessment Team
-----------------------	-----------------

Date:	Time:	Location:
06/17/20	1:00pm Pohnpei time	Zoom

Summary of Recommendations with Suggested Timeline & Responsibilities:

Person Responsible	Action	Deadline
VPIEQA	<ol style="list-style-type: none"> 1. Revise AUPR checklist in line with revised template – send to Doman for his ‘does this make sense’ review 2. Read Bookkeeping & Micronesian Studies IPRs 3. Fix date with Faustino to complete work on Financial Aid AUPR 4. Call session with DAP and ICs on addressing IPRs with Absent/Resigned/all-part-timer faculty – propose September? 5. Prepare and call for next Assessment Team meeting July 1st 	July 1 st
Peltin	<ol style="list-style-type: none"> 6. Read Bookkeeping & Micronesian Studies IPRs 	July 1 st
Dana	<ol style="list-style-type: none"> 7. (re)Share outputs of ISLO working group with DAP & VPIEQA 	June 24 th
Doman	<ol style="list-style-type: none"> 8. Check VPIEQA’s revised checklist against the new template 	July 8 th
Acting Chuuk IC Genevy	<ol style="list-style-type: none"> 9. IPRs due 2020 – check in with Richardson – how far through the ACE Program Review is he. Provide written update to VPIEQA & DAP on which sections complete, incomplete, needing data, needing support. 	June 24 th
Kosrae IC George	<ol style="list-style-type: none"> 10. IPRs due 2020 – check in with Hiroki Noda - how far through the EET Program Review is he. Provide written update to VPIEQA & DAP on which sections complete, incomplete, needing data, needing support. 	June 24 th
National IC Felix	<ol style="list-style-type: none"> 11. IPRs due 2020 – check in with: a) Business Administration b) CIS c) Nursing Assistant Certificate d) Basic Public Health e) 3rd Year Specialist in Public Health. How far through the Program Reviews are writers? Provide written update to VPIEQA & DAP on which sections complete, incomplete, needing data, needing support. 	June 24 th
DAP	<ol style="list-style-type: none"> 12. Provide written update to VPIEQA on status of Institutional Assessment Reports 2018-2019, 2019-2020. 	June 24 th
CTEC IC Taylor	<ol style="list-style-type: none"> 13. IPRs due 2020 – check in with a) HTM b) Cabinet/Furniture Making c) Construction Electricity <p>How far through the Program Reviews are writers? Provide written update to VPIEQA & DAP on which sections complete, incomplete, needing data, needing support.</p>	June 24 th
Yap IC Thomas	<ol style="list-style-type: none"> 14. IPRs due 2020 – check in with FMI Fishing Technology. 	June 24 th

	How far through the Program Reviews are writers? Provide written update to VPIEQA & DAP on which sections complete, incomplete, needing data, needing support.	
--	--	--

Members:				
Titles/Representative	Name	Present	Absent	Remarks
VPIEQA	Caroline Kocel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DAP	Maria Dison,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CTEC IC	Taylor Elidok	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hospital visit
CC Acting IC	Genevy Samuel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NC IC	Jun Felix	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
KC IC	George Tifas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
YC IC	Thomas Foruw	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Faculty member, NC	Dana Lee Ling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Faculty member, NC	Peltin Olter-Pelep	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Unwell
FAO Director, SS	Faustino Yarofaisug	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Registrar, SS	Doman Daoas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Additional Attendees:	
------------------------------	--

Agenda:

1. ToR review (attached)

2. AUPR and IPR status check in - next action steps and deadlines

Deadline for lead writers for PRs due 2020

<https://docs.google.com/spreadsheets/d/1HV4duSR85QGF63dBTTiU-oeYmqACU1jlg8g-dIICtY/edit#gid=1490848436>

3. Online learning assessment implications

4. Assessing the Assessment Team - review to be included within the Governance Report.

Agenda/Major Topics of Discussion:

With the global situation as it is, coupled with the COM-FSM's rapid transition to online learning and all the work that entails, I did not want to add to the stress by calling an assessment team meeting. Neither did it feel appropriate to ask the IPR lead writers to attend the final workshop originally scheduled for the last week of May. Nevertheless, the important work must continue and it's time to reconvene the A-team.

1. ToR Review

Need to review work completed by working groups this year: ISLOs review; GenEd; and TracDat working group.

Review: ISLO working group and GenEd assessment group findings. Curriculum committee need to look at and make recommendations to VPIA.

2. AUPR and IPR status check in - next action steps and deadlines

Reviewing the program review tracking sheets – note down next steps, person responsible.

AUPRs – writers having difficulties in completing the final part – seeking clarification and support.

3. Online learning assessment implications

Faculty were provided some training but students did not get enough online training orientation on course delivery. Many students were completely unprepared.

Marshall Islands have experience making a similar transition to online learning – they had a 3-month training program for faculty.

Faculty workload – rather than taking a class of 33 students, it is more like individually tutoring 33 individuals.

Training of student and more faculty training required.

Importance of reaching out to students who *aren't* attending. Some students say that they won't return to courses if they are online, as it is an inferior form of education.

This summer's assessment results should be done carefully – they will NOT be comparable to other semesters.

Prepare surveys for students before the end of semester – learn about those who opted out – who had negative experiences.

Online learning – learning assessment – meta-assessment

Faculty want to be able to share best practices – Zoom meetings – solution findings and share.

Good news – finally we have communications across campuses! One faculty at COM-FSM.

Note – mid-term grade report – cannot depend on the Dropout Detective because faculty are keeping different records using different platforms – not all on Schoology.

ICs to inform mid-terms?

Challenges: eg. Chuuk, some can't regularly connect, sometimes they type their homework into emails and then send them when they are online.

IC – over time, IT working to resolve the challenges. Major issue – text books – many students did not have their textbooks available at bookstore for the first week. There was a problem with Cengage and Mintap – IT worked closely with Cengage to resolve the issue.

IC – faculty are spending much more time on delivery of online services compared to in-face. Up all night. Students having problems with clear directions on submitting assignments...we are working with faculty to help train them to give clearer directions.

CTEC – lots of students are coming in to use the labs and to classrooms made open to allow students with devices to access wifi.

Challenges – Students, especially ACE – took in Spring, did not complete, they were asked to take the course again. Students who took it last semester had trouble accessing the course – now this is resolved.

Security keep logs of computer lab usage.

Kosrae – internet connectivity is our main challenge. Many students staying up late to complete assignments. Require more training on Schoology. Student services start planning for student orientation on Schoology, and faculty. Need more trainings available especially for those who missed it.

Financial Aid

Difficulty reaching our students – don't want staff to be overloaded – need a 1-stop center – can reach out to students and faculty and connect them. Some of the typewriter era faculty are not ready to teach online. Need to be careful about faculty teaching in Fall.

Perhaps need for a Teaching Assistant to enable the professor to continue contributing in online environment.

Schoology does not have capacity to include components for Financial Aid and Student Accounts.

Longer term – we probably need to move away from Schoology since Schoology is focusing their efforts on K12 – not much expectation for innovation in the future. Alternatives not yet available – need to integrate.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

Assessment Team Terms of Reference http://www.comfsm.fm/assessment-team/ASSESSMENT-TEAM-TOR_29MAY2018.pdf

College Web Site Link:

Prepared by:

Date Distributed:

Approval of Minutes Process & Responses:

-

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
--------	----------	-------------	--------------------------	----------