**College of Micronesia – FSM**

**Minutes Reporting Form**

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|  **Meeting Group:** | Deans’ Administrative Unit Program Review workshop I |

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| **Date:**  | **Time:**  | **Location:**  |
| 03/22/21 | 15:30pm Pohnpei time | Zoom |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
| * Latest AUPR template, VPIA and VPIEQA’s program reviews and 4-column TracDat report and other helpful materials are online here <https://drive.google.com/file/d/16b-Qt6PhhW6pS9LbZcMf6oe1vZBsBygZ/view?usp=sharing>.
* VPIEQA to check with VPIA that 2016-2020 is acceptable as assessment period for all Deans.
* VPIEQA to revise the staffing table, section 3.1, to suit Deans’ needs and add it to the template.
* Recommendation to use TracDat to generate a 4-column report for section 4 assessment reulsts – the AUPR Word doc together with the TracDat report will represent a complete program review.
* Deadline – April 2021.
* Direct questions to VPIEQA and/or your own VP
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| **Members:** |
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| **Titles/Representative** | **Name** | **Present** | **Absent** | **Remarks** |
| Dean, Chuuk Campus | Kind Kanto | [x]  | [ ]  |  |
| Dean, Yap Campus | Lourdes Roboman | *[x]*  | *[ ]*  |  |
| Dean, CTEC Campus | Grilly Jack | *[x]*  | *[ ]*  |  |
| Dean, Kosrae Campus | Nena Mike | *[x]*  | *[ ]*  |  |
| Acting Dean, FSM-FMI | Tioti Teburea | *[x]*  | *[ ]*  |  |
| VPIEQA | Caroline Kocel | *[x]*  | *[ ]*  |  |

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| **Agenda:**1. Understand the Administrative Unit Program Review template and expectations – your Q&As

2) Connecting up, across, and in the Deparments.3) Deans and VPs and Offices4) Practice is Best Practice  |
| **Agenda/Major Topics of Discussion:**VPIEQA: I hesitated to push on the administrative unit program reviews due in 2020 due to the rapid shifts under the COVID-19 pandemic. Nevertheless, it’s important we continue with this work. This way, we work as a community of practice going through the same things at the same time. Goal is to share admin unit program reviews so that others across departments and campuses can see what others are working on and better align. It is complex working across campuses and within departments – in the last series of admin unit program reviews we discussed some of the pros and cons of a ‘departmental approach’ vs. a ‘campus approach’. Program reviews of all admin units should be inclusive of activities at the State campuses. If the State campuses are currently ‘invisible’ in the program review, this is an area for improvement for them.The template on the google drive link above is the most current. It is simplified from the version currently in the Program Assessment manual to avoid repetition and redundancy. Sections are numbered and the checklist the assessment team will use is provided. Dean: What years data are we including in the assessment period? VPIEQA: 2016-2020 to be uniform across all Deans. This is the first Deans program review - going too far back in history doesn’t make sense to make meaningful changes today or for tomorrow. Need to check with VPIA that this is acceptable. VPIEQA: This is my interpretation of the hierarchy of objectives, others may disagree – any comments?Dean: When it comes to budgeting, we have all the other Admin Units – like Facilities and Business Office under the Deans’ budget. We need to be on the same page as the VPs, so that people are trying to move in the same direction. Dean: Is VPIA communicating assessment results in advance so we can set up our own plans aligned? Deans should be contributing to VPs assessments, to help them achieve their goals. VPIEQA: VPIA’s Program Review and Assessment results are shared in the google drive folder. I will add mine too so you can use these for reference.Deans: For section 3.1, staffing, who do we include?VPIEQA: This section needs to be tailored for Deans program review as it is clearly different from Offices. I will revise the table and add it to the template.Dean: Seeing each others’ assessment is transparent – Deans are their hands in the State to facilitate the work. VPIEQA: One example is Facilities work on reducing electricity consumption (Strategic Goal 2.6). You could use their AUOs and then implement them at your campus. Dean: There is risk of offices only implementing their changes and targets at National campus while leaving State campuses behind. For example, each building at National has a backup generator, but Kosrae and Yap campus do not. With online learning; no power = no learning. NOTE – section 4.1 Assessment Results can be completed by including the TracDat 4-column report here. No need to duplicate information. . Ultimately we plan to integrate the two but for now, we are working with both Word Docs and TracDat reports. Dean: Previously we had to generate a 4-column report and submit to VPIEQA. VPIEQA: In favour of using VPs and other Offices AUOs within your own Program Review. Look at Deans’ job description (google drive). “Governance” falls under VPIEQA so you can use my AUO, and “Community Engagement’ too – you facilitate the community summits in your State and can use my assessment goals and results. “Curriculum and Instruction” falls under VPIA so you can align with her results. Please do update your AUOs titles (in TracDat) to make sure they include all the necessary elements (year, unit, number, and written brief description). Otherwise, when you try to read someone else’s AUOs you won’t be able to understand what they are working towards!  VPIEQA: It might not align now, it might be messy and that’s ok. That’s why we do this work so we can identify areas to improve on. Don’t worry about perfect.Dean: Question about Mission StatementDean Kosrae read his mission statement: In line with the overall mission of College of Micronesia-FSM, Kosrae Campus is to serve the unique needs, circumstances,  and goals of Kosrae State in teacher education; vocational; and career and technical training. COM-FSM Kosrae Campus must adopt a program involving both research and services that serves government agencies, schools, village communities, and local organizations which in turn serves the interests of the public.VPIEQA: I will provide the mission statements together with today’s notes.Reference [here](https://docs.google.com/document/d/18_A9YYJjQ3rTTUqFpnJMaAwK1NwiOCiz/edit?rtpof=true). |

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| **Comments/Upcoming Meeting Date & Time/Etc.:**  |
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| **Handouts/Documents Referenced:**  |
| AU’s mission statements [Here](https://docs.google.com/document/d/18_A9YYJjQ3rTTUqFpnJMaAwK1NwiOCiz/edit?rtpof=true)VPIA’s and others’ Program Reviews in google drive with other resources on [google drive](https://drive.google.com/drive/u/2/folders/1BNpqsAzrxSCo97Ficn-HAQk6pHT-y1vG) |
| **Prepared by:** | C. Kocel | **Date Distributed:** | 03/22/21 |