**College of Micronesia – FSM**

**Minutes Reporting Form**

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|  **Meeting Group:** | Assessment Team |

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| **Date:**  | **Time:**  | **Location:**  |
| January 26, 2021 | 3:30 – 4:30 P/K2:30 – 3:30 C / Y | Zoom |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
| * Deadline of following reader teams to complete their reviews: 02/16/2021

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| **IPRs to read** | **Team** |
| Business Admin | Caroline and Angelina |
| 3rd Year Certificate in Public Health | IC George & IC Thomas |
| EET | Maria & Doman |

* Wednesday February 3rd – IPR workshop for [lead writers of IPRs due Spring 2021](https://docs.google.com/document/d/1r2rNzxHnmQIgYV0atIcG8L0DG8mHDQ8GQng7l63txM4/edit)

VPIEQA to share invites and materials before 28th Jan.* Wednesday February 10th – AUPR workshop for DAP and ICs – bring your job descriptions <https://comfsm.zoom.us/j/92864089830> Meeting ID: 928 6408 9830
* VPIEQA send GenEd Program review onto GenEd working group.
* VPIEQA – prepare template for Using assessment results check-ins and status updates.
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| **Members:** |
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| **Titles/Representative** | **Name** | **Present** | **Absent** | **Remarks** |
| DAP | Maria Dison | [x]  | [ ]  |  |
| IC, National Campus | Joseph Felix Jr. | *[x]*  | *[ ]*  |  |
| IC, Chuuk Campus | Genevy Samuel | [x]  | [ ]  |  |
| IC, CTEC | Taylor Elidok | [x]  | [ ]  |  |
| IC Kosrae Campus | George Tilfas | [x]  | [ ]  |  |
| IC Yap Campus | Thomas R. Foruw | [x]  | [ ]  |  |
| VPIEQA, Chair | Caroline Kocel | [x]  | [ ]  |  |
| Registrar | Doman Daoas | [x]  | [ ]  |  |
| National campus, faculty | Angelina Tretnoff | [ ]  | [x]  | Class |
| Director, FAO | Faustino Yarofaisug | [ ]  | [x]  |  |
| FMI Faculty | Mike Mailuw | [ ]  | [x]  |  |

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| **Agenda:**1. Old business:
* Request to endorse: GenEd IPR, CIS IPR
* DAP - brief presentation of Assessment Report 2018-2019.
* *Welcome Improvement suggestions for IAR 2019-2020.*

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| **To endorse** | **IPRs to read** | **Team** |
| GenEd IPR | Business Admin | Caroline and Angelina |
| CIS IPR | 3rd Year Certificate in Public Health | IC George & IC Thomas |
| 2018 - 2019 AR [?]  | EET | Maria & Doman |

2. Program reviews / workshops due 2021Next workshop - Wed. 3rd February 3-4:30pm P/K, 2-3:30pm C/Y - any questions or issues from section 3. Focusing on section 3 - completing using data sheets and                                   identifying data gaps in TracDat.                            Submit data gaps by XXX Date                           Following workshop CHOOSE DATE3. Using assessment results - check ins                           No less frequent than monthly - google sheet?4. ISER Gap analysis – findings5. Assessment Team - Membership Update                             |
| **Agenda/Major Topics of Discussion:**1. DAP moved to endorse the two Instructional Program Reviews presented: GenEd. And CIS IPR. (Former) CTEC IC seconded.

All voted in favour. No abstentions. No nays.The GenEd IPR should be forwarded to the GenEd working group to incorporate this into their work and findings.DAP summarized the findings of the AY2018-2019 assessment report. She apologized for the lateness. Three parts to the report: ISLOs, GenEd Learning Outcomes, and Program Assessment Summaries. This is why it is important for these pieces of work to be compelted. VPIEQA asked for clarification on the mapping between PSLO5 Workforce readiness in GenEd – DAP shared the current assessment target and expressed the need for a broader re-mapping of CSLOs, PSLOs, and ISLOs to ensure we are all up to date. Here we commit to implementing the findings from the Assessment report. In addition to workshops on Program Reviews, we should include completing Program Assessment Summaries into the schedule. IC Kosrae moved to endorse the Assessment Report, Acting IC Chuuk seconded. All voted in favor. No abstentions. No nays.1. VPIEQA proposed the date of February 3rd for the next workshop for lead writers of program reviews due Spring 2021. Though it is late notice, ICs will communicate with faculty and let VPIEQA know asap if their respective faculty are unable to attend.

VPIEQA will then share the invites before the end of this week. The workshop will offer writers a chance to ask any questions about sections 1 and 2 which they have already completed, and take a look at section 3. OIE has provided data sheets available in the “[Lead writers toolkit](https://drive.google.com/drive/u/1/folders/1kAvZsJ0FuWc_O2BQtdIRG4Ci2QJK8uVJ)” – excel file. If a program data sheet is not updated on the college website, direct your faculty to this toolkit to complete the sections. Writers will also identify which of their sections on TracDat are missing data – we will do this as a collective process rather than everyone sending individual requests. IC Kosrae requested training on TracDat for Kosrae faculty.Acting IC Chuuk re-affirmed the need for training. 1. VPIEQA will be requesting regular check ins on USING assessment results, to ensure that we are following up on the recommendations from program reviews. For example, if a course modification is underway at Curriculum committee, we can share that information.
2. ISER gap analysis. We must implement the findings of the TracDat working group as well as the assessment report.

VPIEQA is participating in a Nuventive Improve webinar on February 9th 2021. There will be a program prioritization in FY2022.We will set conduct the first workshop for Administrative Unit Program Reviews for ICs and DAP on Wednesday 10th 3-4pm Pohnpei time, (and other AUPRs currently due?)1. Membership update – former CTEC IC is now at National campus as education coordinator. Phyllis is now Acting IC at CTEC.

Since CTEC IC is currently serving on both Assessment Team and Curriculum Committee, we agreed that new Acting IC CTEC will join Assessment Team and Education Coordinator will continue to serve on the Curriculum Committee. |
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| **Comments/Upcoming Meeting Date & Time/Etc.:**  |

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| **Handouts/Documents Referenced:**  |
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| **Prepared by:** | C. Kocel | **Date Distributed:** | 01/26/21 |