**College of Micronesia – FSM**

**Minutes Reporting Form**

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| **Meeting Group:** | ***Workshop: Support Completing Program Reviews, section 3 and next steps***Instructional Program Review –Lead Writers 2021 Workshop III |

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| **Date:**  | **Time:**  | **Location:**  |
| 02/03/21 | 3-4:30 P/K. 2-3:30 Y/C | Zoom |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
| * Wednesday 14th April - Workshop 5 - Finalizing program reviews and writing recommendations and action plans *(optional for anyone who has already completed)*
* OIE to create an extra sheet for all the data needed for 3rd year programs. Upload on google drive by **February 10th**
* ICs and DAP to have a session to identify missing data in TracDat. By (or on?) **February 11th**
* VPIEQA to get data from HR on faculty qualifications - which also needs updating in the catalog. **February 11th**
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| **Members:** |
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| **Titles/Representative** | **Name** | **Present** | **Absent** | **Remarks** |
| Educational Coordinator / Former CTEC IC | Taylor Elidok | [x]  | [ ]  |  |
| Acting CTEC IC | Phyllis Silbanuz | [x]  | [ ]  |  |
| CTEC Carpentry Lead Writer | Xavier Yarofmal | [x]  | *[ ]*  |  |
| CTEC Electronic Technology Lead Writer | Danilo Ibarrola | [x]  | [ ]  |  |
| YC Electronic Technology | Raymond Permitez | [x]  | [ ]  |  |
| CC Acting IC & CC Pre-Teacher Prep | Genevy Samuel | [x]  | [ ]  |  |
| NC IC | Jun Felix, Jr. | [x]  | [ ]  |  |
| OIE | Francis Alex | [x]  | [ ]  |  |
| DAP | Maria Dison, | [x]  | [ ]  |  |
| VPIEQA | Caroline Kocel | [x]  | [ ]  |  |
| KC IC | George Tilfas | [x]  | [ ]  |  |
| YC IC | Thomas Foruw | [x]  | [ ]  |  |
| FMI Marine Engineering Lead Writer | Michael Mailuw | [x]  | [ ]  |  |
| CTEC Building Technology Lead Writer | Cirilo Recana | [x]  | [ ]  |  |
| CTEC Telecommunications Lead Writer | Nelchor Permitez | [x]  | [ ]  |  |
| KC Pre-Teacher Prep  | Rosalinda Bueno | [x]  | [ ]  |  |
| NC Pre-Teacher Prep | Pearl Habuchmai Olter-Pelep | [x]  | [ ]  |  |
| CC Pre-Teacher Prep | Ada Anep | [x]  | [ ]  |  |
| KC 3rd Year Teacher Prep | Penina Tulensru | [x]  | [ ]  |  |
| NC 3rd Year Teacher Prep | Magdalena Hallers | [x]  | [ ]  |  |
| CTEC Motor Vehicle Maintenance | Nestor Mangubat | [x]  | [ ]  |  |
| CTEC Refrigeration & Air Conditioning | Bertoldo Esteban | [x]  | [ ]  |  |
| KC Agriculture & Food Technology | Tara Tara | [ ]  | [x]  | Funeral |

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| **Additional Attendees:** |  |
| Agenda1. Welcome, Minute of Silence, Reading of COM-FSM Mission Statement2. [Online resources for Writers:](https://drive.google.com/drive/u/1/folders/1kAvZsJ0FuWc_O2BQtdIRG4Ci2QJK8uVJ) a) [Template 2021 (word doc)](https://drive.google.com/drive/u/1/folders/1kAvZsJ0FuWc_O2BQtdIRG4Ci2QJK8uVJ) - and where to find the information you need for section 3.b) [Guidance for Writers](https://docs.google.com/document/d/1zUxcyO9yVNCulG0_jd9BVEmPvquChq8Xk5gJxkTHHHc/edit), c) [Data sheets](https://drive.google.com/drive/u/1/folders/1kAvZsJ0FuWc_O2BQtdIRG4Ci2QJK8uVJ), File name Program Data Sheets\_Update-NOV2020.3. Your questions, challenges for completing sections4. Completing Section 3: getting the data, missing data requests by Feb. 17th to ICs.5. Timeline reminder: submission of Program Reviews suggested by end June, to allow time for IC review, feedback, revisions, and submission to Assessment team by August.6. Your questions answered.   |
| **Agenda/Major Topics of Discussion:****1. Welcome, Minute of Silence, Reading of COM-FSM Mission Statement**Taylor Elidok read the college mission statement. **2.**  [Online resources for Writers:](https://drive.google.com/drive/u/1/folders/1kAvZsJ0FuWc_O2BQtdIRG4Ci2QJK8uVJ) VPIEQA shared once again the online resources for lead writers and ICs. Especially, item b - guidance for writers provides a section-by-section breakdown on what and why to include. When faculty or ICs ask questions, this is updated. Please continue to provide your feedback and ask questions so we can continue to improve this process for you. a) [Template 2021 (word doc)](https://drive.google.com/drive/u/1/folders/1kAvZsJ0FuWc_O2BQtdIRG4Ci2QJK8uVJ) - and where to find the information you need for section 3.b) [Guidance for Writers](https://docs.google.com/document/d/1zUxcyO9yVNCulG0_jd9BVEmPvquChq8Xk5gJxkTHHHc/edit), c) [Data sheets](https://drive.google.com/drive/u/1/folders/1kAvZsJ0FuWc_O2BQtdIRG4Ci2QJK8uVJ), File name Program Data Sheets\_Update-NOV2020.**3. Your questions, challenges for completing sections*** 3.1 - CSLO assessment: there is a discrepancy between the number of students enrolled and the number of students being assessed

*This question has been posed before - yes there may be a discrepancy between the number of students enrolled and the number assessed. For example, if assessment of SLO1 takes place before the Withdraw period is over, or if a student is absent. Please provide the number of students who were assessed, and the percentage of those who succeeded.** 3.6 Graduation rates may appear low

 *Yes this is true. Office of Institutional Effectiveness provides the data for this section based on a cohort of students entering first-time full time. This is so the data is comparable across programs - otherwise people will calculate graduation rates in different ways.* *The general guidance for completing program review is to a) use the OIE data and the template provided and b) it is in Word format to allow writers to add extra information if they so choose.* *The issue of inclusion of our significant part-time population is a larger one we are aiming to address.* *The years in the template go back beyond the assessment period because we want to look at all those students who graduated within the assessed period -for example, if someone took 4 years to graduate and graduated in 2016. That is why the years of data in section 3.6 do not match the assessed period.* * 3rd Year Programs - Data issues

The data sheets provided do not provide sufficient data for 3rd year programs. *Noted - OIE to create an extra sheet for those programs. Current writers affected = Taylor, George, IC Felix.* * Is assessment of PSLOs included?

*Program goals are written out in section 2.2 program goals (DAP - wording is confusing - should this be revised?). Section 3.2 is where assessment of PSLOs should be included. Refer to all the Program Assessment Summaries during the assessed period to include here. If all PSLOs were assessed, include them all.* * Faculty can’t see missing data or old semester’s data on TracDat

*ICs to identify missing data.* **4. Timeline and resources for this program review cycle****Timeline for Instructional Program Reviews due Spring 2021*** March - faculty to submit first draft of Program Reviews to ICs. This allows time for review and feedback, and for writers to go back and speak with their colleagues about feedback, to get their last inputs onto the program review.
* April 14th - Workshop 4 - Share inputs for section 3. Completing recommendations and action plans.
* August 4th / 5th (TBC) - Presentation of assessment findings @ summit
* FINAL DEADLINE for instructors to submit to ICs Friday July 30th 2021 – to allow one month for IC to provide recommendations and feedback. *Remember – ICs have a lot of reviews to review – if you hand it in on deadline day, they will have less time to provide the feedback necessary. Please avoid waiting for deadline day.*
* FINAL DEADLINE for ICs to submit **Approved** Program Reviews to Assessment Team – **August 31st 2021**

NOTE - *if you complete the work on the relevant section and submit to IC and VPIEQA no later than 2 weeks before the next workshop, you are not obliged to attend. The workshops are organized to support you complete the work.*  |
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| **Comments/Upcoming Meeting Date & Time/Etc.:**  |
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| **Handouts/Documents Referenced:**  |
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| **College Web Site Link:** |
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| **Prepared by:** | C. Kocel | **Date Distributed:** | 02/27/20 |

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| **Approval of Minutes Process & Responses:** |
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| **Action by President:** |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |

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| **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.
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