**College of Micronesia – FSM**

**Minutes Reporting Form**

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

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| **Date:**  | **Time:**  | **Location:**  |
| May 5th 2021 | 15:00 | Zoom |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
| 1. Business Admin (2020) - March 5th email sent to IC Felix asking "Please can you confirm to what extent Marlene has addressed the reader team's comments?"
2. Building Technology (2021) - Maria and Doman - assigned on April 27th. Is this going forward or backwards?
3. Electronic Technology (2021) - Thomas and George - assigned on April 27th. Is this going forward or backwards?
4. Telecom Communications (2021) - reader team sent back to IC Silbanuz and writer for revisions. Awaiting response.
* Revisions to wording of the 9-step IPR process are still being worked upon to seek broader consensus
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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]*  | Sick |
| IC, Chuuk Campus | Genevy Samuel | [x]  | [ ]  |  |
| IC, CTEC | Phyllis Silbanuz | [x]  | [ ]  |  |
| IC Kosrae Campus | George Tilfas | [x]  | [ ]  |  |
| IC Yap Campus | Thomas R. Foruw | [x]  | [ ]  |  |
| NC Faculty  | Angelina Tretnoff | [ ]  | [x]  | Teaching |
| FSM-FMI Faculty | Michael Mailuw | [ ]  | [x]  |  |
| VPIEQA, Chair | Caroline Kocel | [x]  | [ ]  |  |
| Registrar | Doman Daoas | [x]  | [ ]  |  |
| Director FAO | Faustino Yarofasig | [ ]  | [x]  | Excused |

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| **Agenda:**1. Read mission statement2. IPR and AUPR status updates3. Program review 9-step process - who does what and when?4. Improving communication from admin to faculty once program review is accepted. |
| **Agenda/Major Topics of Discussion:**1. Read mission statement2. IPR and AUPR status updatesVPIEQA: shared the [program tracking sheet](https://docs.google.com/spreadsheets/d/1HV4duSR85QGF63dBTTiU-oeeYmqACU1jlg8g-dlICtY/edit#gid=1058712685) and requested updates, reminded of reading assignments – some of these are from 2020 which can cause a double burden.1. Business Admin (2020) - March 5th email sent to IC Felix asking "Please can you confirm to what extent Marlene has addressed the reader team's comments?"
2. Building Technology (2021) - Maria and Doman - assigned on April 27th. Is this going forward or backwards?
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4. Telecom Communications (2021) - reader team sent back to IC Silbanuz and writer for revisions. Awaiting response.

3. Program review 9-step process - who does what and when?In the recent IPR workshop (April 28th 2021), faculty shared their experiences on program reviews, and what they hope for after they submit to the Assessment Team. Program reviews are for ourselves, for improvements, and for EC for budgeting and the Board. VPIEQA: Sharing of information – we need to be careful, because some people are including identifying information on students, eg. in the alumni or employment tracking section. What information should we / shouldn’t we include on program reviews if they are published on the website?DAP: VPIA and I discussed this issue for the new website – there will be assessment pages only available to users with a COM email address. This keeps our assessment results internal. VPIEQA: Following FERPA and privacy rules, ICs need to make sure that students’ names are not included – count the individuals up and present as an aggregated data set. We can update this on the revised template to make it clear.Discussion on the 9-step process in Program Review – we worked together to revise the language, especially focusing on those steps *after* program reviews are endorsed by the Assessment Team.Notes below present the original wording of the 9-step process in black, and the suggested updates in red. NOTE – this is still work-in-progress and not yet finalized. 1. Program(s) provides required information and data for review by the end of the spring semester: every four years for associate degrees and every two years for one-year certificates.

Faculty regularly complete CSLO assessments in assessment management software (TracDat? Canvas?) and PSLO assessments in Annual Program Assessment Summaries, due May or June.**OIE** provides official data on enrollment, enrollment ratios, course completion, student persistence and retention, and graduation. 1. Draft program reviews are written by program faculty and shared with other faculty within the program for dialogue and feedback.

Lead writers of program reviews coordinate with program faculty across all campuses, supported by ICs. Lead writer drafts program review. Faculty read, review, dialogue and feedback, by the end of Fall semester. 1. Immediate supervisor provides feedback on program review.

**Immediate supervisor (IC)** provides feedback on program review by mid-January. IC communicates any issues to DAP and Assessment Team.If Recommended **IC** sends the program review to DAP, Assessment Team Reader Team members and CCs the Lead Writer. 1. **Assessment Team** evaluates program review for quality during the first two weeks of February.

Not Recommended Assessment Team reader team sends the program review back to the Lead Writer, IC, and includes DAP in the communication.*The above step means that instead of multiple emails being sent (from Reader Team, to A-Team Chair, to IC, to writer) there is almost direct communication between the reader teams and the supervising IC, while keeping DAP in the loop*Recommended **Assessment Team Chair ~~readers~~** recommends the program review for endorsement by A-team. *A-team endorsement is a rubber stamp, meaning the Chair assumes responsibility for the contents of the Program Review?*A-team Chair sends endorsed program review it to VPIA, and includes IC. IC informs lead writer. 1. VPIA provides input and validates Assessment Team’s report by the end of February.

VPIA provides input and validates Assessment Team’s report by sending a notice of “Approved” to DAP and IC. IC informs the Lead Writer.*This step is to inform that the IPR received the VPIA’s approval and will be presented to EC. It hasn’t reached the budgeting step yet. That is why it is important to get the IPR to the VPIA according to the schedule so that it could reach the EC before the budget planning process.*1. VPIA communicates results & recommendations to EC for planning and resource allocation, in March, when planning for the next budget cycle is starting.

 **VPIA** communicates results and recommendations **to** EC for planning and resource allocation, and includes DAP & IC in the communication~~.~~ 1. ~~Recommendations and action improvement plans are sent to CC for recording.~~

*Why? What does this serve? What are they going to do about it at this stage?Can they just wait until the next step, when the plans are agreed upon, or when program modifications etc. come to them?*EC makes decisions based on the evidence presented by VPIA.1. ~~CC and immediate supervisor are informed on how recommendations are used for planning and resource allocation~~

**VPIA** communicates to DAP on how EC are using the recommendations for planning and resource allocation. DAP communicates this onto CC and IC. CC saves these recommendations in their document repository.~~CC saves the program review’s recommendations in their document repository for recording.~~1. Immediate supervisor informs college community that program reviews are completed and posts program reviews on the college website by the end of April.

*We need to provide access to relevant people only. VPIA and DAP have discussed this with webmaster for revamped college website.* **IC** communicates the recommendations to Lead Writers and sets dates in the calendar for follow up with **program faculty.** IC posts the final program review on the college website by the end of April. |

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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:** | 05/12/21 |