



Institutional Assessment Committee (IAC)
March 29, 2016 Meeting
10:00 am – 12:00 pm / 1:30 – 3:30 pm

In attendance: Vice President Jay Olegeriil, Dean Robert Ramarui, Dean Sherman Daniel, Associate Dean Marianne Temaungil, IR Ligaya Sara and Director Deikola Olikong

Absent: Vice President Thomas Taro and Dean Willy Wally

Agenda:

- Review 14 program reviews submitted on January 31, 2016
- Make recommendations to the Executive Committee and the college President

Discussion:

- Review Business Accounting program, Business Administration program, Computer Science department, and English department program reviews.
- Discuss and prepared committee's recommendations to the Executive Committee and the college President; to be submitted through the Executive Committee meeting scheduled for April 27th.
- Olikong requested that those responsible to certify program review reports, such as vice presidents and deans take time to do actual review of their programs, divisions and service areas program reviews before planting their signatures for certifications. This process will ensure that when vice presidents and deans sign to certify, their signatures make the report an official documentation of their division/department. Their review will also ensure that the program review is professionally written with all required supporting documents, as well as all required sections are filled to support the action plans and resource allocations requested.
- Olikong reminded members that the committee's review should focus on the accomplishment of program/service area goals and objectives, program learning outcomes assessment results and service area outcomes assessment results; results should drive action plans; and resource requests should be in line with the action plans.
- Members agreed that vice presidents and deans will take time to review their program/service area program review before certifying the reports by signature endorsement.
- Members also agreed that results of assessments should drive the action plans and in line with resource requests of every program review.
- Committee adjourned its working meeting at 3:30 pm with the next meeting scheduled for April 05, 2016 at 9:00 am.

Deikola Olikong, IAC Chair



Institutional Assessment Committee (IAC)
April 5, 2016 Meeting
9:00 am – 1:50 pm

In attendance: Vice President Jay Olegeriil, Dean Robert Ramarui, Dean Sherman Daniel, Associate Dean Marianne Temaungil and Director Deikola Olikong

Absent: IR Ligaya Sara (excused – SAT 10), Vice President Thomas Taro and Dean Willy Wally

Agenda:

- Continue reviews of program reviews submitted on January 31, 2016
- Make recommendations to the Executive Committee and the college President

Discussion:

- Review Information Technology program, Office Administration program, Tourism and Hospitality program, Health and Physical Education department, Mathematics department, Music/Fine Arts department, Other Languages department, Science department and Social Sciences/Humanities department, and MAP program reviews.
- Discuss and prepared committee's recommendations to the Executive Committee and the college President; to be submitted through the Executive Committee meeting scheduled for April 27th.
- There are several program reviews that require additional information and clarifications. IAC will request from academic program/department the required information to be submitted by May 31, 2016.
- The committee will go ahead with its report to the Executive Committee and the college President on April 27th while waiting for additional information from different academic programs/departments.
- The committee will set its next meeting date when it receives program reviews that were required to be submitted to IREO on March 31, 2016.
- The next meeting will review and discuss seven reports from the School of Arts & Sciences (Agricultural Science program, Criminal Justice program, Education program, Environmental and Marine Science program, Liberal Arts program, Library and Information Services program, and Nursing program)
- Meeting adjourned at 1:50 pm.

Deikola Olikong, IAC Chair



Institutional Assessment Committee (IAC) Program Review Report

IAC's Purpose: IAC is a sub-committee of the college Executive Committee that oversees the institutional assessment process to ensure that it is systematic and follows established time frame; monitors the quality of assessment to ensure findings are valid and actionable; makes recommendations to improve the institutional assessment process; make recommendations regarding publication of assessment results; monitors the implementation of assessment/program review recommendations; helps ensure that assessment results drive institutional decision-making, planning, resource allocation and implementation, and reports the results of the committee's work to the Executive Committee and the college President.

| <u>Program/Service Area:</u> | <u>Review Cycle: 4th</u> | <u>Submission Date:</u> |
|--|---|-------------------------|
| Health & Physical Education Department (HP) Instructional Unit Academic Program | S.Y. 2012-13 S.Y. 2013-14 S.Y. 2014-15 | January 31, 2016 |

Commendation/s:

- IAC commends the HP Department for its success in meeting proficiency level benchmark in all PLOs in this review cycle period. Expected outcome is 70% of students will perform at the proficiency level.
 - GE PLO 1 (ILO 1) - 85%
 - GE PLO 2 (ILO 2) - 80%
 - GE PLO 5 (ILO 5) - 85%

Recommendation/s:

- Section 5.0 Previous Program Review Action Plans – Current program review showed only one action plan of the previous review; was this only action plan stated under the previous review cycle?
- Section 6.0 Current Program Review Action Plans – action plans in this current review must be incorporated and aligned with resource allocation (adult and infant mannequin replacement). Results of assessments didn't show any need to replace a mannequin; should there is need for replacement, discuss it under the strengths/needs sections.
- Action plans of current review of \$45.00 for certification of First Aid and CPR is not a requirement of any student learning outcomes at the course and program levels; therefore, it can't be expected of students to pay the fee for certification.

Overall Comment/s:

- HP Department review was well-written with required supporting documents. The committee applauds department chair, Allins Nobuo for his effort and commitment in providing this cycle's program review without assistance from other faculty.

Reminder:

- HP Department 5th review cycle program review is due to IREO on January 31, 2019 covering school years 2015-16; 2016-17; and 2017-18.

CC: Executive Committee; HP Department Chair A. Nobuo; IREO



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| <u>Program/Service Area:</u> | <u>Review Cycle: 4th</u> | <u>Submission Date:</u> |
|--|---|-------------------------|
| Information Technology (IT) Instructional Unit Academic Program | S.Y. 2012-13 S.Y. 2013-14 S.Y. 2014-15 | January 31, 2016 |

Commendation/s:

- IAC commends the IT Program for its success in meeting proficiency level benchmark in all PLOs in this review cycle period. Expected outcome is 70% of students will perform at the proficiency level.
 - PLO 1 – 94%
 - PLO 2 – 94%
 - PLO 3 – 97%
 - PLO 4 – 93%
 - PLO 5 – 83%

Recommendation/s:

- Hiring an additional instructor to support the program has been an identified action plan since the 3rd review cycle. The current number of students enrolled in the program at this time does not support the need to hire an additional program instructor. However, including other duties and responsibilities of the sole instructor in the strengths/needs sections of the report may help support the need to hire an additional instructor.
- For professional development and necessary equipment, software and supplies indicated under action plans of the program, IT Program is recommended to submit request following travel authorization process and requisition process in place for institutional decision-making, planning, resource allocation and implementation to support program learning outcomes and increase student achievement and institutional effectiveness.

Overall Comment/s:

- IT program review was professionally written with required supporting documents.
- IAC recommends the IT Program instructor help the college identify a qualified individual to be hired as the additional IT full-time instructor; recommends the college to hire additional full-time instructor to help support the IT Program.

Reminder:

- IT Program's 5th review cycle program review is due to IREO on January 31, 2019 covering school years 2015-16; 2016-17; and 2017-18.

CC: Executive Committee; IT Program Chair J. Yaoch; IREO

IAC members present for this review – Vice President Olegeriil, Dean Robert, Dean Daniel, Assoc. Dean Temaungil & ALO Olikong



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| <u>Program/Service Area:</u> | <u>Review Cycle: 4th</u> | <u>Submission Date:</u> |
|---|---|-------------------------|
| Office Administration (OA) Instructional Unit Academic Program | S.Y. 2012-13 S.Y. 2013-14 S.Y. 2014-15 | January 31, 2016 |

Commendation/s:

- IAC commends the OA Program for its success in meeting proficiency level benchmark in all PLOs in this review cycle period. Expected outcome is 70% of students will perform at the proficiency level.
 - PLO 1 – 91%
 - PLO 2 – 89%
 - PLO 3 – 100%
 - PLO 4 – 85%
 - PLO 5 – 93%

Recommendation/s:

- IAC recommends that OA program review action plans be aligned with assessment results, as well as resource requests. PLOs expected outcome was met; therefore, IAC do not see any need to create two additional courses, specifically OA 100 and OA 110. Should these courses be a need of the program; IAC requests that OA program provides valid evidence why two additional courses are required.
- IAC beliefs that Academic Affairs office and faculty office have available machines, such as computer printer that OA program may utilize to print documents and/or make copies.
- For the purpose of teaching filing skills, IAC recommends that OA program teach filing knowledge and skills by providing more paper-based filing activities. Once students master paper-based filing activities; OA program instructors may request offices around the campus for students to do filing hands-on activities to gain appropriate experience.
- OA program is recommended to utilize secretarial trainings provided by the college Continuing Education (CE) program while identifying summer training/conference to attend outside the campus. When off campus training/conference is identified, OA program needs to request for professional development where approval by the college President is required for attendance.

Overall Comment/s:

- OA Program Review report needs to be written at a professional level (using college level English and writing). Program review reports should be written using the term OA program and not "I" referring to a particular instructor.

Reminder:

- OA Program's 5th review cycle program review is due to IREO on January 31, 2019 covering school years 2015-16; 2016-17; and 2017-18.

CC: Executive Committee; OA Program Chair D. Ledgerwood; IREO