

College of Micronesia-FSM

Governance Report



College of Micronesia-FSM
PO Box 159, Pohnpei, FM 96941

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VPIEQA, OIE

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Executive Summary

To ensure appropriate stakeholder participation, the College of Micronesia-FSM (COM-FSM) maintains and regularly assesses the effectiveness of a participatory governance system that authorizes administrators, faculty, and staff to participate in the decision-making process ([Board Policy No. 2200](#)), in support of academic quality and accomplishment of mission ([ACCJC Standard I. B.7](#)).

The governance structure at the College of Micronesia-FSM allows for the college community to contribute to decision-making at the college. Faculty and staff communicate their input toward decisions through any of the standing committees for which they are members. The purpose of each committee is presented in their respective Terms of Reference.

A series of policies, practices, and communications represent the ways the participatory governance process are carried out at COM-FSM. These are reviewed regularly according to a timeline of policy review.

Recommendations from this document are:

- a) Clarify timeline for next review of BP2200 and accompanying AP2200; and BP6026
- b) Holistic review of policy ecosystem to ensure alignment, connect policies through appropriate referencing, and make policies more user-friendly (ie. searchable through key-word).
- c) (In ToR) ICT to report via VPIEQA (ICTC)
- d) (In ToR) Curriculum Committee to update 'Director' to 'CTEC Dean'. (CC)
- e) (In ToR) Finance – remove / replace reference to Council of Chairs. (FC)
- f) Continuation of Recognition Awards to committee officers – consider varying amounts depending on the number of meetings held, to reflect variation in committee meetings and workload. (VPIEQA)
- g) Ex-Officio members set up recurring Zoom meetings for committee meetings in AY2020-2021 (Ex-Officios)
- h) Conduct training for Officers on using different functions of Zoom, and how to conduct meetings. (VPIEQA)
- i) Create online training tutorial “How to Post Minutes” (IT)
- j) Connect payment of Recognition Awards to timely submission posting of minutes. (VPIEQA)

k) Request Ex-Officios support in ensuring minutes are updated and posted (Ex-Officios)

l) Clarify with committee officers that the official recommendation for posting of minutes is within three working days of a meeting being held (VPIEQQA)

m) Based upon minutes from across the participatory governance structure, consider publicizing more frequent summaries and updates, with more reader-friendly content (Publications)

n) Work with Director of Student Life to explore ways of improving student participation in the participatory governance process (VPIEQQA)

o) Clarify the role of SBAs as full committee members and remind secretaries to mark their attendance on minutes. (VPIEQQA)

The annual self-evaluation survey is the primary means through which committees can assure their continuous improvement. Results show diverse areas of success and challenge for each committee.

With the shift towards provision of online learning, adequate provision of training and IT infrastructure for committee officers and participants is crucial to ensure a robust participatory governance structure.

1. Introduction

1.1. Purpose of the Participatory Governance Structure

The governance structure at the College of Micronesia-FSM allows for the college community to contribute to decision-making at the college. Faculty and staff communicate their input toward decisions through any of the standing committees for which they are members. The standing committees include the Facilities and Campus Environment Committee (FCE), Human Resources Committee (HRC), Curriculum Committee (CC), Finance Committee (FC), Information Communication and Technology Committee (ICT), Recruitment, Admissions and Retention Committee (RAR), and Student Success Committee (SSC). Students are encouraged to participate and their viewpoints sought in matters for which they have a direct, reasonable interest.

All mid-level managers form the Management Team (M-Team) to promote interoffice communication. The members of the M-Team include the state campus deans for Kosrae, Chuuk, Yap, and Career and Technical Education Center (CTEC) in Pohnpei; dean of academic programs; directors of financial aid, human resources, learning resource center, admissions, records and retention, information technology, facilities and maintenance, procurement, counseling, student life, cooperative research & extension; supervisor of campus security & safety; and comptroller. Communications from the M-Team are sent to the president through the Cabinet. The chair of this group also sits on the Executive Committee. Members of the Executive Committee include the college president, Faculty and Staff Senate president, Student Body Association president, M-Team chair, the college vice presidents, and campus deans.

Reference: [Board Policy 1600 Governance Structure](#)

1.2. Purpose of Individual Committees

The purpose of each committee is presented in their respective Terms of Reference.

	Purpose
Curriculum	The Curriculum Committee makes recommendations to the President through the DAP and /or DCTE and forwarded to the VPIA on matters relating to curriculum, instructional program review and assessment, instructional course review and assessment, academic policies and procedures. http://wiki.comfsm.fm/Committees/Curriculum_Committee/TERMS_OF_REFERENCE - pageFiles
Finance	The Finance Committee makes recommendations to the President through the VPAS and the Council of Chairs (CoC) on matters relating to fiscal management of the College. http://wiki.comfsm.fm/@api/deki/files/5432/=TOR-Finance_Committee.pdf
ICT	The Information Communications Technology Committee advises the President on matters relating to technology issues for the college. http://wiki.comfsm.fm/@api/deki/files/1946/=ICT_Committee_Terms_of_Reference (TOR) - revised.pdf
Recruitment, Admissions, Retention	The Recruitment, Admissions, Retention Committee advises the President in all matters relating to the recruitment, admissions and retention of students at the college. http://wiki.comfsm.fm/@api/deki/files/5146/=RAR_TOR_2017_finalpdf.pdf
Human Resources	The Human Resources Committee advises the president on matters relating to human resources, including professional development. HUMAN RESOURCES COMMITTEE Revised November 2019
Facilities & Campus Environment	The Facilities and Campus Environment Committee makes recommendations on matters relating to the physical plant, learning environment, facilities planning, transportations, campus beautification, landscaping and infrastructure maintenance, emergency preparedness, and accessibility issues. http://wiki.comfsm.fm/@api/deki/files/5645/=TOR-Final-Copy-as-of-November-2019.pdf
Student Success	The Student Success Committee (SSC) serves as a forum for members of the college to engage in participatory governance and purposeful dialogue on matters relating to academic and student support services to promote student success by decreasing time to completion and increasing student satisfaction, persistence, retention, and graduation rates. http://wiki.comfsm.fm/@api/deki/files/5252/=ssc_FINAL_Terms_of_Reference.pdf

Figure 1: Purpose of each COM-FSM Committee, as defined in Terms of Reference

2. Policies, Practices, Communications

2.1. Policies

Board Policies & Administrative Procedures,	Date adopted Date revised Date reviewed	Main Points Relating to Governance
Board Policy 1600 Governance Structure	03/23/06 03/22/14 09/06/19	Description of governance structure and membership.
Board Policy 2200 Participatory Governance	12/07/07 02/19/15	Description of rationale and definition of participatory governance
Administrative Procedure 2200 Participatory Governance	12/07/06 03/24/17	Detailed description of participatory governance structure and procedures. Reference to Strengthening Purposeful Dialogue: A Handbook of Guiding Principles, Protocols, and Strategies (2014)
Board Policy 6003 Governance	04/01/93 04/30/2015	Areas of responsibility and appointing authority of the Board
Board Policy 6026 Faculty Workload	04/01/93 05/28/08 11/27/19	Participating in one standing committee or providing alternative services to the college and community, as specified in Administrative Procedure No. 2200 and 6026; may be asked to participate in ad hoc committees
Administrative Procedure 6026 Faculty Workload	04/01/93 03/28/08 04/30/15 08/11/17	Description of nominations Links to Faculty Workload Reporting Document

Figure 2: COM-FSM Board Policies & Administrative Procedures Concerning Participatory Governance

Recommendation:

- a) Clarify timeline for next review of BP2200 and accompanying AP2200; and BP6026

- b) Holistic review of policy ecosystem to ensure alignment, connect policies through appropriate referencing, and make policies more user-friendly (ie. searchable through key-word).

2.2. Practices

2.2.1. Terms of References reviewed at the beginning of each academic year

The Terms of References (ToRs) are reviewed at the beginning of each academic year and the updated version posted to the wiki. The table below compares lines of communication and authority from committees' terms of references.

	Authority
Curriculum	The Curriculum committee (CC) operates through the authority of and reports to the President. Recommendations from the committee are submitted through the Dean of Academic Programs (DAP) and/or Director of Career and Technical Education (DCTE) to the VPIA for approval by the President.
Finance	Recommendations from the committee are submitted through the Vice President for Administrative Services (VPAS) and copied to the Council of Chairs for approval by the President.
ICT	The Information Communications Technology Committee operates through the authority of and reports to the President through the IT director. Recommendations from the committee are submitted to Information Technology Director through the chairperson, then on to the President for action.
Recruitment, Admissions, Retention	The Recruitment, Admissions and Retention Committee (RARC) operates through the authority of and reports to the President. Any recommendations from the Committee needing approval by the President should pass through the Registrar and the VPEMSS before the President takes action. The Ex-officio updates the committee members on the action taken on the committee's recommendations. Recommendations from the committee are submitted to the President for action
Human Resources	The Human Resources Committee operates through the authority of and reports to the President through the Office of Human Resources. Recommendations from the committee are submitted by the Director of Human Resources through the VPAS to the President for action.
Facilities & Campus Environment	The Facilities and Campus Environment Committee operates through the authority of, and reports to, the President. Recommendations from the committee are submitted through the Director of Maintenance then through the Vice President for Administrative Services (VPAS) for approval by the Executive Committee, President and the Board of Regents as needed.

Student Success	The Student Success Committee operates through the authority of and reports to the president. Recommendations from the committee are submitted through either the Director of Student Life to the Vice President for Enrollment Management and Student Services or, as appropriate, the Dean of Academic Programs to the Vice President for Instructional Affairs for approval by the President
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Table 1: Comparison of Committees' Terms of References

Most committees – with the exception of ITC – make recommendations through the ex-officio member(s) to the relevant Vice President.

To align and update the ToRs, the following recommendations are made:

Recommendations:

- c) ICT to report via VPIEQA (ICTC)
- d) Curriculum Committee to update 'Director' to 'CTEC Dean'. (CC)
- e) Finance – remove / replace reference to Council of Chairs. (FC)

2.2.2. Annual Self-Evaluation Surveys

At the end of each academic year, committees conduct an end-of-year self-evaluation in the form of a survey distributed by the Office of Institutional Effectiveness. Results are shared with committee officers to analyze and make improvements.

After the first three questions targeting committee name, campus, and survey taker's role (faculty, staff, administrator, student), the following questions are posed. Responses are on a 5-point Likhert scale ranging from Strongly agree, Agree, Neutral, Disagree, Strongly Disagree

Q4. Goals or Purpose of Committee
a) All committee members understand the goals and purpose of our committee.
b) The committee members agree on the goals and purpose of the committee.
c) There is alignment between our goals and purpose and the actions taken and / or the decision made by the committee
Q5. Support for the Committee
d) Our committee has adequate human resources to support its functions.
e) Our committee has the respect and support of key stakeholders within our organization.
Q6. Time and Location of Meetings
f) Our meetings are held regularly and with appropriate frequency.
g) Our meetings begin and end as scheduled.
h) The length of our meetings is appropriate and respectful of the agenda.
i) We receive the meeting agenda and materials in advance of the meeting to allow for appropriate review.
j) We consistently use our meeting time well. Issues get the time and attention proportionate to their importance.
Q7. Recording / Minutes

k) The minutes of our meetings are accurate and reflect the discussion, next steps and / or action items articulated by the members.
Q8. Membership
l) Our members treat each other with respect and courtesy.
m) Our members come to meetings prepared and ready to contribute.
n) As a general rule, when I speak I feel listened to and that my comments are valued.
Q9. Communications Technology
o) I have experience using Zoom for online meetings (in this committee, other COM-FSM work, or personally).
p) I have the necessary equipment, internet, and electricity to participate in Zoom meetings from my home-working environment.

The survey instrument ends with three open-ended questions providing all an opportunity to reflect and provide their feedback.

Q10. What works well in our committee?

Q11. What doesn't work so well in our committee?

Q12. What are your recommendations to help improve this committee?

In AY2018-2019, there were 107 survey respondents. The COVID-19 pandemic and change in working arrangements disrupted committee meetings from March 2020. In AY2019-2020, n=68. Questions on communications technology were added to the survey instrument to try to better understand participants' readiness to use Zoom. All committees effectively reached a quorum of members to effectively present a committee self-evaluation, with the exception of the Facilities and Campus Environment Committee.

- Results of the 2019-2020 survey are presented in Chapter 3 Results from the Self-Evaluation Surveys.
- Results for each committee are presented in Chapter 4 Committee Spotlights.

2.2.3. Recognition awards

Recognition awards valuing \$100 have been given to committee Chairs and Secretaries, and \$50 to Vice-Chairs, in recognition of the services performed. These have commonly been presented in the context of the Incentive Awards Day associated with BP 6016: [Incentive Program](#). Awards were made available to AY2019-2020 committee officers during the college summit on August 4th 2020.

Recommendations:

- f) Continuation of Recognition Awards to committee officers – consider varying amounts depending on the number of meetings held, to reflect variation in committee meetings and workload. (VPIEQA)

2.3. Communications

COM-FSM aims to engage in purposeful dialogue across and within all of its campuses. In 2014, COM-FSM's Communications Policy Working Group published ["Strengthening Purposeful Dialogue: A Handbook of Guiding Principles, Protocols, and Strategies"](#). *Purposeful dialogue* is defined as follows:

COM-FSM Definition of Purposeful Dialogue

- Purposeful dialogue is a model of institutional communication characterized by the following:
 - genuinely participatory,
 - multi-directional and ongoing,
 - professional in tone,
 - centered on use of evidence
 - and focused on achieving published mission and goals.
- Submitted to the Executive Committee
08/17/2013 then endorsed by electronic vote.

2.3.1. From VOIP to Zoom

Using the VOIP system was very challenging – clarity of audio, delays, cuts in communication and system malfunctions all impeded the smooth functioning of committees, as reported in comments in committee self-evaluation responses.

When people in Kosrae (with the lowest internet bandwidth) reported success using Zoom as a video-conferencing tool, it became clear that Zoom had potential to serve college communication needs. In 2019, COM-FSM introduced five trial Zoom accounts.

When the college was forced to close campuses as a preventive measure against COVID-19, reliance on Zoom increased rapidly. COM-FSM's COVID-19 Preventive Measures and Framework dictates that under condition 3 and above, only essential workers are permitted on campus.

It is now common for many staff, faculty, and students to work remotely, from home. Electricity outages, internet connectivity, and overburdened internet bandwidth may all prevent individuals from participating in committee work. Two questions were added to the AY2019-2020 committee self-evaluation survey to assess people's ability to serve remotely on committees.

- I have experience using Zoom for online meetings (in this committee, other COM-FSM work, or personally).
- I have the necessary equipment, internet, and electricity to participate in Zoom meetings from my home-working environment.

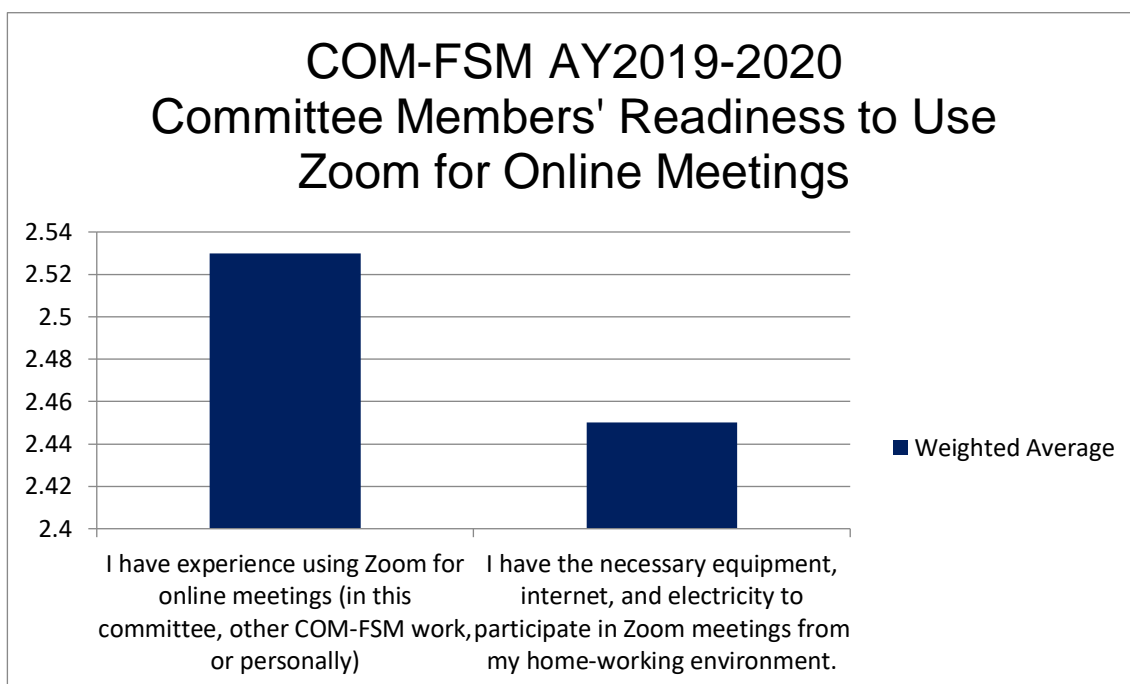


Figure 3: COM-FSM AY2019-2020 Committee Members' Readiness to Use Zoom for Online Meetings

Figure 3 shows committee members' response, weighted average on a scale of 1 to 5, with one being "Strongly Agree" and five being "Strongly Disagree". The closer the score to 1, the greater the members feel ready to participate in Zoom online meetings.

On average, 63% of respondents strongly agree or agree that they have experience using Zoom for online meetings (in committee, other COM-FSM work, or personally), and have the necessary equipment, internet, and electricity to participate in Zoom meetings from my home-working environment. On the other hand, 16% strongly disagree.

Recommendations:

g) Ex-Officio members set up recurring Zoom meetings for committee meetings in AY2020-2021

h) Conduct training for Officers on using different functions of Zoom, and how to conduct meetings.

2.3.2. Comparison of Committees' Communications of Minutes

A Committee Officers' training was held on 9th August 2019 with representatives from all committees. At that time, "a timely manner" was defined by consensus as ***within three working days of the meeting***. The table below shows the time requirements and person responsible for sharing minutes in each committee.

Committee	Distribution, Posting of Minutes (Person Responsible)
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Curriculum	Distribute the minutes to the CC members for review 5 working days after the meeting. (Secretary)
Finance	Distributes and posts the minutes of each meeting within three working days after the meeting. (Secretary)
ICT	Distribute and post the minutes in a timely manner . (Secretary)
Recruitment, Admissions, Retention	Distribute and post the minutes in a timely manner . (Vice-Chairperson)
Human Resources	Distribute and post the minutes in a timely manner . (Secretary)
Facilities & Campus Environment	Distribute minutes electronically for review by members within three working days . (Secretary)
Student Success	Distribute and post the minutes electronically. (Secretary)

Table 2: Comparison of Committees' Timeliness in Distribution of Minutes

Currently, minutes are the main form of communication coming from committees. Viewing the minutes pages shows that with the exception of ICT committee, minutes for the academic year were generally posted on the wiki at the end of the academic year, when it was made clear that payment of the Incentive Awards would only be made if all minutes were posted online. This demonstrates the effectiveness both of the Incentive Awards and the need for training and support on the regular posting of minutes.

- i) Create online training tutorial "How to Post Minutes" (IT)
- j) Connect payment of Recognition Awards to timely submission posting of minutes. (VPIEQA)
- k) Request Ex-Officios support in ensuring minutes are updated and posted (Ex-Officios)
- l) Clarify with committee officers that the official recommendation for posting of minutes is within three working days of a meeting being held (VPIEQA)

2.3.3. Multi-Directional and Ongoing Communications

COM-FSM's definition of purposeful dialogue clarifies the necessity for communication in *multi* directions. Currently, [minutes from Board of Regents meetings](#) and their resulting [directives](#) are the modes of communication on the outcomes of the participatory governance process. Publication of these online are not currently well publicized and their contents are not necessarily reader-friendly enough to suit the range of COM-FSM stakeholders. A number of committee members remarked on this in open-ended questions in the self-evaluation surveys.

Recommendations:

- m) Based upon minutes from across the participatory governance structure, consider publicizing more frequent summaries and updates, with more reader-friendly content (Publications)

2.3.4. Attendance & Active Participation

2.3.4.1. Responsibilities of committee members

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings;
- Share information on committee discussions, recommendations and decisions with COM-FSM and gather input from their area of representation;
- Carry out assignments.

2.3.4.2. Responsibilities of Committee Officers

The following responsibilities for Chairperson, Vice Chairperson, and Secretary, are taken from [Curriculum Committee's ToR](#). The responsibilities for other committee officers are largely similar, though some minor variations exist.

The chairperson's responsibilities are to:

- Prepare and distribute the agenda prior to each meeting;
- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner;
- Forward recommendations through the DAP or DCTE to the VPIA for approval/action by the President within 5 working days;
- Communicate with the VPIA's office for feedback on recommendations
- Distribute the official minutes to the VPIA, President, and COM-FSM community.
- Maintain a file of all minutes.

The responsibilities of the vice chairperson are to:

- Assist the chairperson with the above responsibilities.
- Preside over meetings in the absence of the chair.
- Upload or publish approved minutes (and documents) on the CC and COM-FSM Wiki page.

The responsibilities of the secretary are to:

- Review the meeting agenda with the chair and vice chair;
- Take and prepare accurate minutes;
- Record attendance of committee members;
- Distribute the minutes to the CC members for review 5 working days after the meeting.

2.3.4.3. Responsibilities of Ex-Officios

Ex Officio members have no right to make motions or vote, are not counted as part of quorum, and are not obligated to participate in the same way as members.

- Ensure committee minutes are current.
- Advise and guide the committee to ensure the thoughtful consideration of relevant perspectives, expertise, and responsibility.
- Help keep the committee focused during the year on relevant, important college decisions, processes, plans, priorities, and towards improving institutional effectiveness and student success.
- Serve as a source of historical knowledge, continuity, and expertise on policies and procedures.
- Receive minutes to check attendance - notify the immediate supervisor or DAP when members are not attending meetings.

Reference: [Administrative Procedure No 2200 Participatory Governance](#)

2.3.4.4. Student Participation

[BP 2200](#) states that “Students shall be encouraged to participate and their viewpoints sought in matters for which they have a direct, reasonable interest.”

Each academic year, SBA representatives are nominated to be members of the following committees:

Finance, ICT, Facilities & Campus Environment, and Student Success.

No student representatives are nominated on:

Curriculum; Recruitment, Admissions & Retention; Human Resources

The National SBA President is also a member of the Executive Council.

Attendance records show no student participation in committees during AY2018-19, and AY2019-2020. No students participated in the Committee Self-Evaluation survey AY2019-2019, nor AY2019-2020.

The following comment reflects people’s perception of the current situation around student participation:

Having students in committees has not been proven successful and attendance has been very minimal. I do not believe they are comfortable being among administrators, faculty and staff (this can be a cultural issue). We need to take the meetings and discussion to the students. Meet the students on their turf - such as student centers, dining halls, residence halls and recreation centers. We have had successful experiences in the past.

One example of ‘meeting on student turf’ was when the Director of IT joined the SBA in October 2019, “to inform students on what the Tech Fee is for, what it has been used for, and discussions around using the fee to pay for a certain portion of internet costs.” ([Board Report November 27th 2019](#)).

Recommendations:

- n) Work with Director of Student Life to explore ways of improving student participation in the participatory governance process.
- o) Clarify the role of SBAs as full committee members and remind secretaries to mark their attendance on minutes.

2.3.5. Summary of Recommendations from Chapter 2

- a) Clarify timeline for next review of BP2200 and accompanying AP2200; and BP6026
- b) Holistic review of policy ecosystem to ensure alignment, connect policies through appropriate referencing, and make policies more user-friendly (ie. searchable through key-word).
- c) (In ToR) ICT to report via VPIEQA (ICTC)
- d) (In ToR) Curriculum Committee to update 'Director' to 'CTEC Dean'. (CC)
- e) (In ToR) Finance – remove / replace reference to Council of Chairs. (FC)
- f) Continuation of Recognition Awards to committee officers – consider varying amounts depending on the number of meetings held, to reflect variation in committee meetings and workload. (VPIEQA)
- g) Ex-Officio members set up recurring Zoom meetings for committee meetings in AY2020-2021 (Ex-Officios)
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- k) Request Ex-Officios support in ensuring minutes are updated and posted (Ex-Officios)
- l) Clarify with committee officers that the official recommendation for posting of minutes is within three working days of a meeting being held (VPIEQA)
- m) Based upon minutes from across the participatory governance structure, consider publicizing more frequent summaries and updates, with more reader-friendly content (Publications)

- n) Work with Director of Student Life to explore ways of improving student participation in the participatory governance process (VPIEQA)
- o) Clarify the role of SBAs as full committee members and remind secretaries to mark their attendance on minutes. (VPIEQA)

3. Results from the Self-Evaluation Surveys

This section presents the findings from AY2019-2020 self-evaluation surveys, comparing results for COM-FSM committees alongside the collegewide averages.

68 people responded in AY2019-2020’s survey: 26 from National campus, 9 from Chuuk campus, 10 from Kosrae, 15 from CTEC, and 8 from Yap. Of these respondents, 31 were faculty, 32 were staff and 4 were administrators. No students participated in the Committee Self-Evaluation survey.

Survey responses were on a 5-point Likhert scale
 1 – Strongly agree 2 – Agree 3 – Neutral 4 – Disagree 5 – Strongly Disagree

Weighted average scores are presented; the closer the score to 1, the greater the members agree with that statement.

Results presented here are not analysed in this section. For analysis, readers should refer to chapter 4 below.

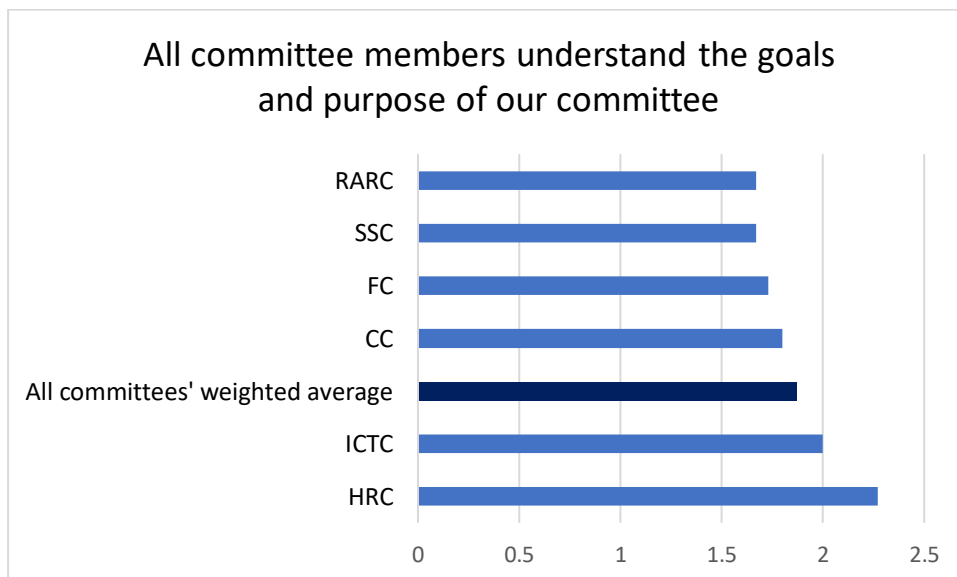


Figure 4: Agreement that committee members understand the goals and purpose of committee: Weighted averages compared AY2019-2020

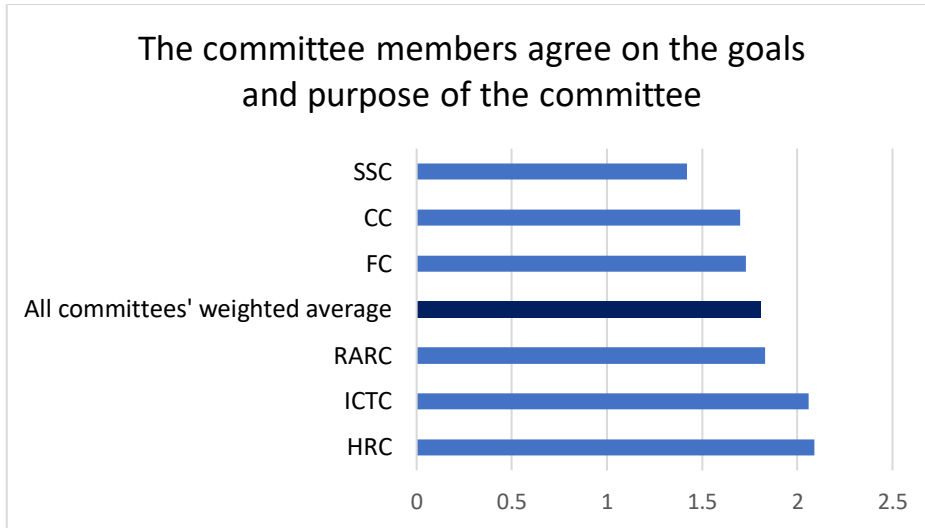


Figure 5: Agreement that committee members agree on the goals and purpose of the committee: Weighted averages compared 2019-2020

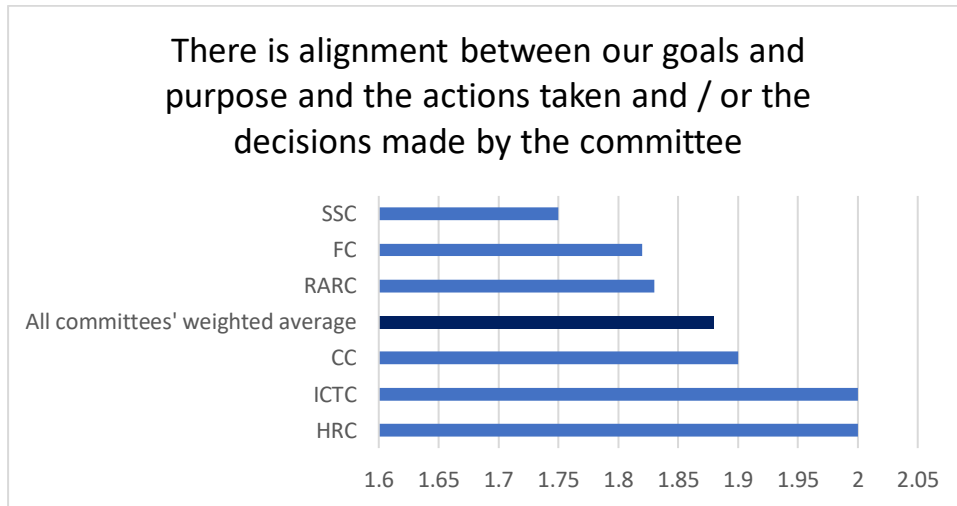


Figure 6: Agreement that committee members see alignment between committee goals and purpose, and the actions taken: Weighted averages compared 2019-2020

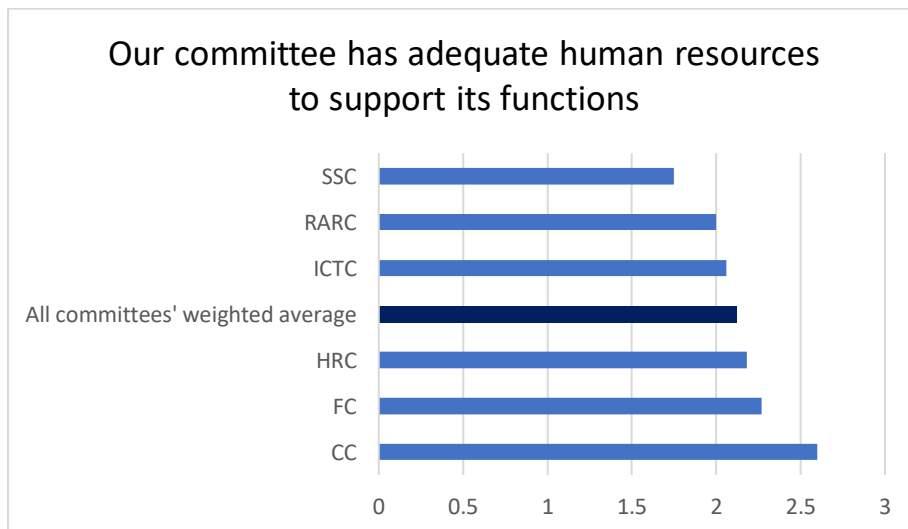


Figure 7: Agreement that committees have adequate human resources to support their functions: Weighted averages compared 2019-2020



Figure 8: Agreement that committees have the respect and support of key stakeholders within COM-FSM: Weighted averages compared 2019-2020

Question 6 in the self-evaluation survey includes the following five questions:

Q6. Time and Location of Meetings
q) Our meetings are held regularly and with appropriate frequency.
r) Our meetings begin and end as scheduled.
s) The length of our meetings is appropriate and respectful of the agenda.
t) We receive the meeting agenda and materials in advance of the meeting to allow for appropriate review.
u) We consistently use our meeting time well. Issues get the time and attention proportionate to their importance.

In Figure 9, weighted scores for the five questions are averaged to present one rating for each committee.

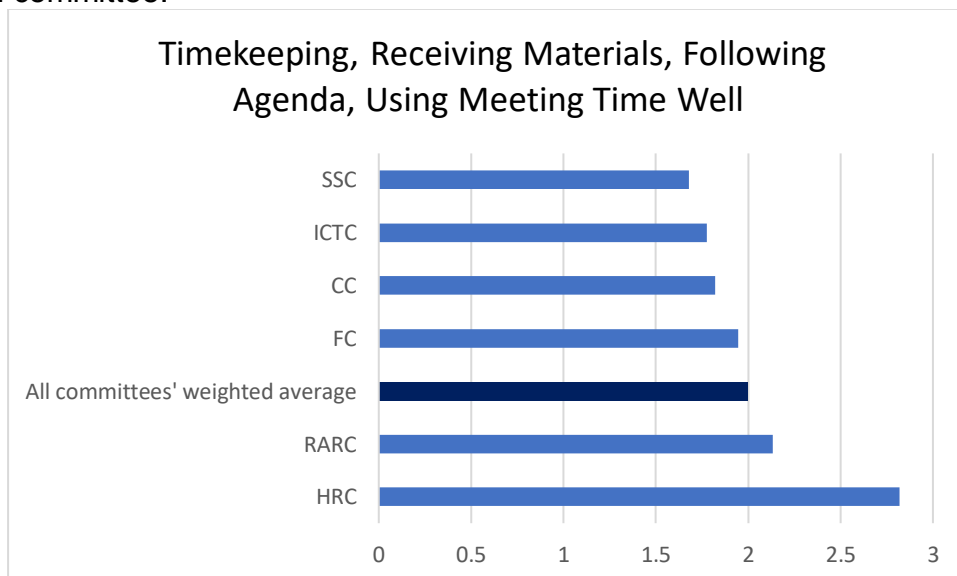


Figure 9: Agreement on Timekeeping, Sharing Materials, Following Agenda, and Using Meeting Time Well: Weighted averages compared 2019-2020

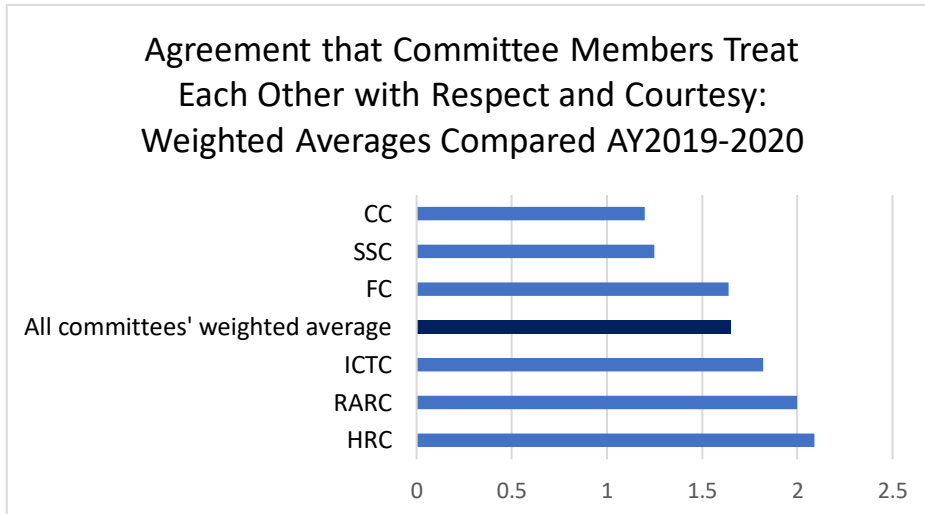


Figure 10: Agreement that Committee Members Treat Each Other with Respect and Courtesy: Weighted Averages Compared AY2019-2020

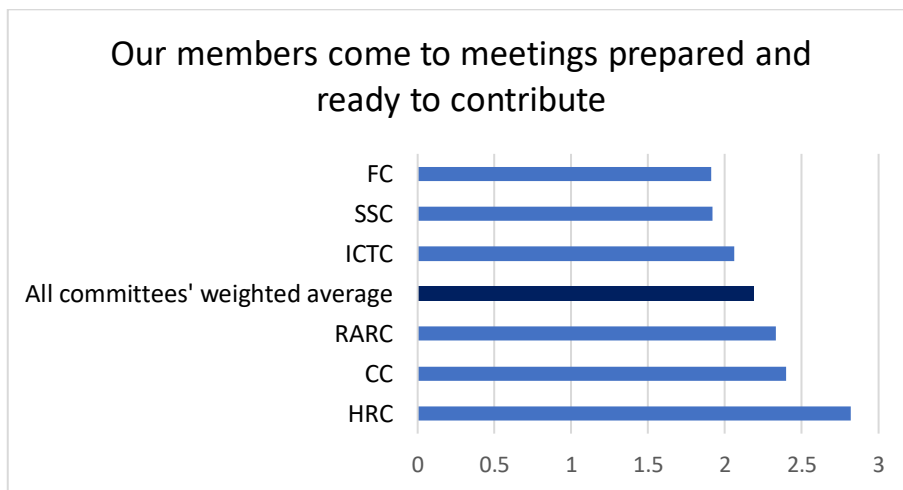


Figure 11: Agreement that Committee Members come to Meetings Prepared and Ready to Contribute: Weighted Averages Compared

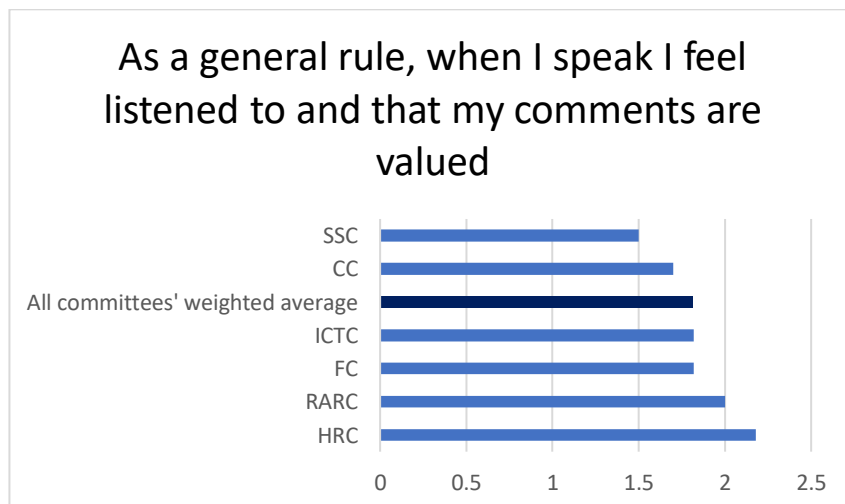


Figure 12: Agreement that Committee Members Feel Listened to and their Comments Valued: Weighted Averages Compared

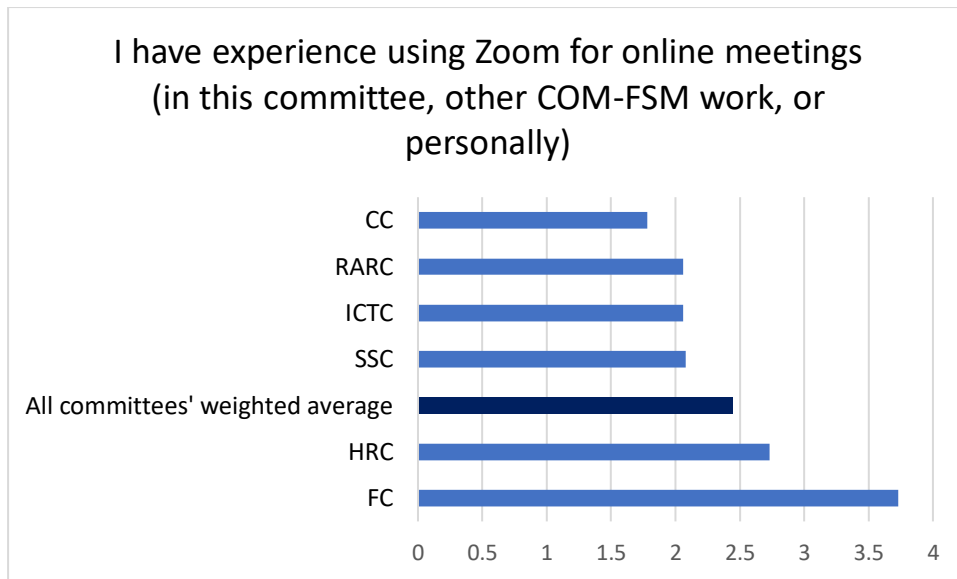


Figure 13: Experience using Zoom for online meetings: Weighted averages compared

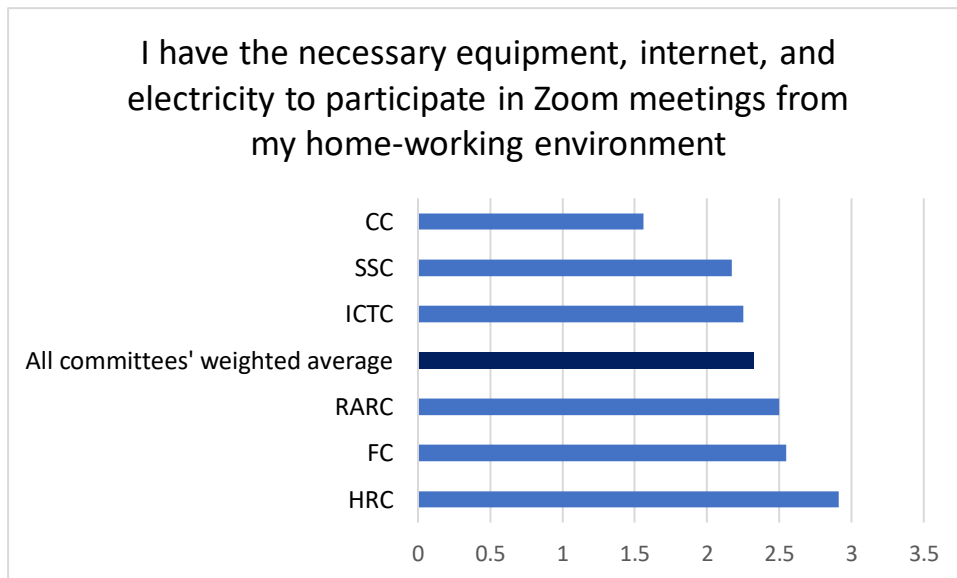


Figure 14: Agreement on Having the necessary equipment, internet, & electricity to participate in Zoom meetings from home: Weighted averages compared

4. Committee Spotlights

4.1. Curriculum Committee (CC)

This section presents the findings from the Curriculum Committee’s self-evaluation surveys, considered alongside results for all COM-FSM committees.

10 members of CC responded in AY2019-2020’s survey: 5 from National campus, 2 from Chuuk campus, and 1 each from Kosrae, CTEC, and Yap. Of these respondents, 8 were faculty, 1 was staff and 1 was an administrator. There is no student representative on CC.

Survey responses were on a 5-point Likert scale
1 – Strongly agree 2 – Agree 3 – Neutral 4 – Disagree 5 – Strongly Disagree

Weighted average scores are presented; the closer the score to 1, the greater the members agree with that statement.

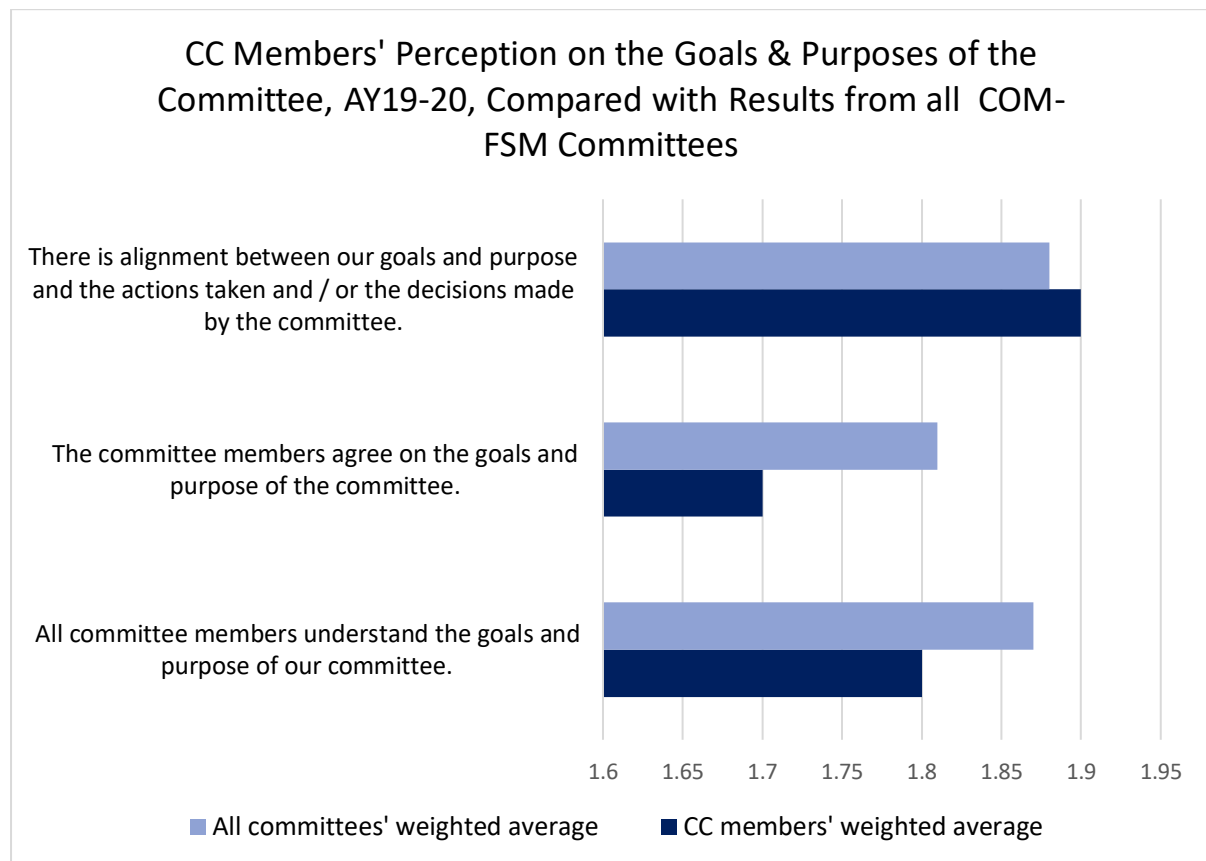


Figure 15: CC Members' Perception on the Goals & Purposes of the Committee, AY19-20, Compared with Results for from all COM-FSM Committees

CC members have relatively high agreement that there is alignment between their goals and purpose and the actions taken and/or the decisions made by the

committee. Additionally, they strongly agree on the goals and purpose of the committee, which their members understand well.

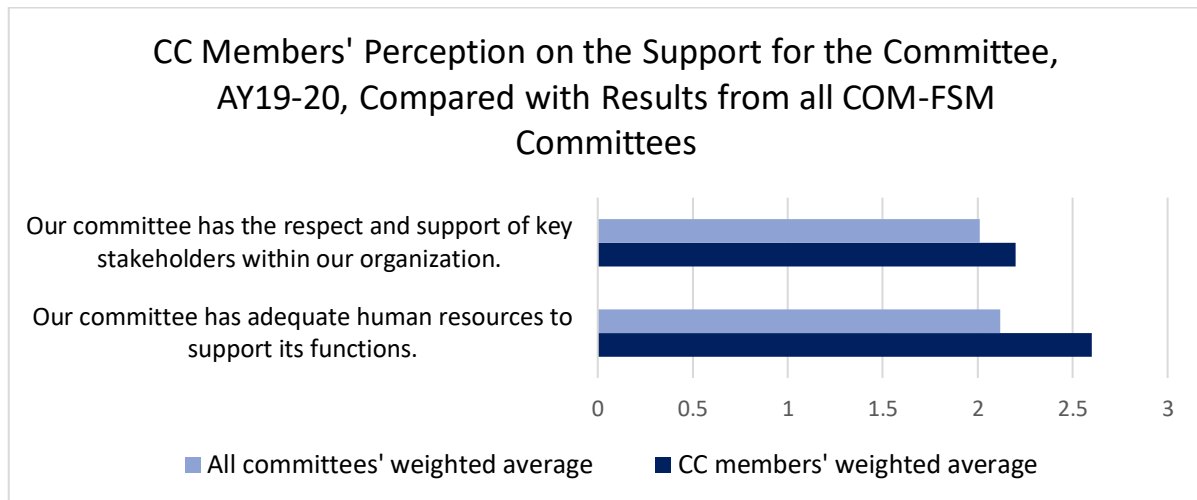


Figure 16: CC Members' Perception on the Support for the Committee, AY19-20, Compared with Results for from all COM-FSM Committees

While CC members agree to a certain extent that the committee has the respect and support of key stakeholders within COM-FSM, members also have a lower level of agreement that the committee has adequate human resources to support its functions.

CC Members' Perception on the Time & Location of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

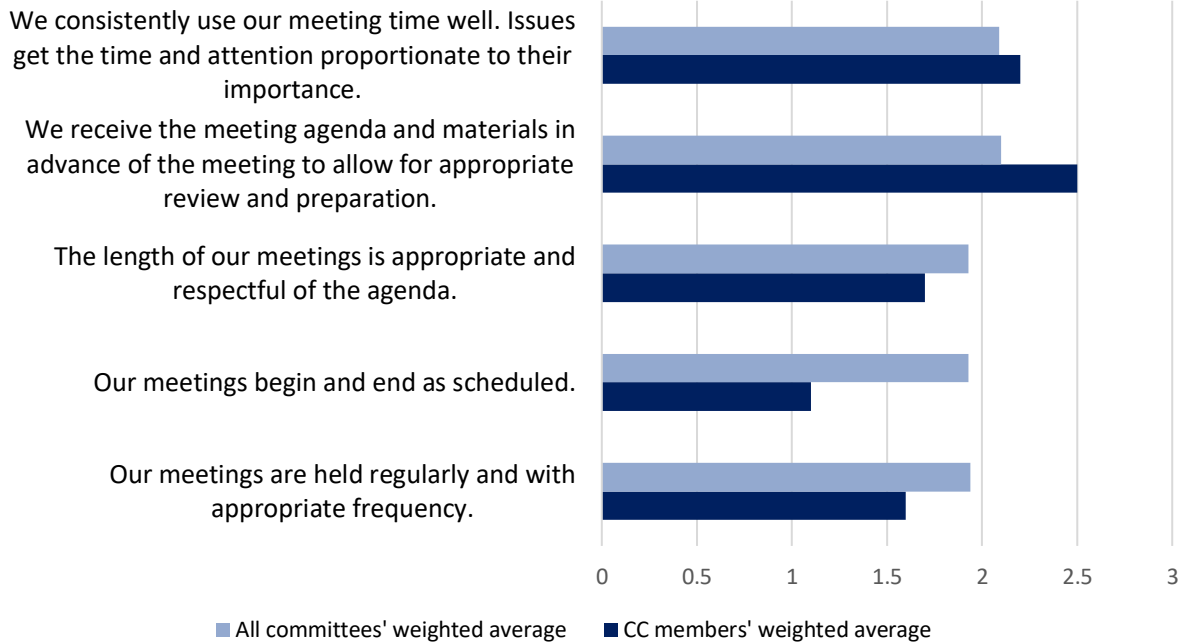


Figure 17: CC Members' Perception on the Time & Location of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

Results suggest that CC could improve communications to ensure their members receive the meeting agenda and materials in advance of the meeting to allow for appropriate review and preparation. With regards to the timing and frequency, CC slightly outperforms the collegewide weighted average.

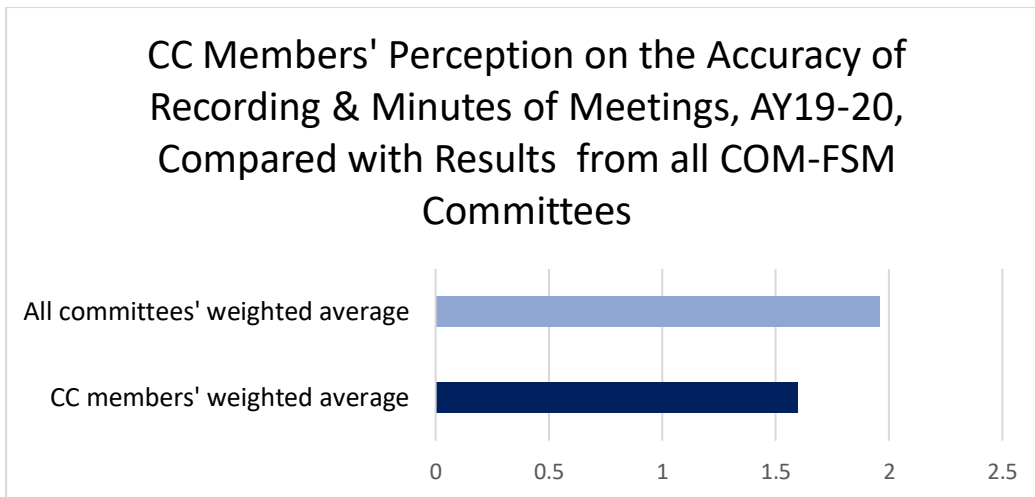


Figure 18: CC Members' Perception on the Recording & Minutes of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

Minutes and recordings are rated as accurate in CC.

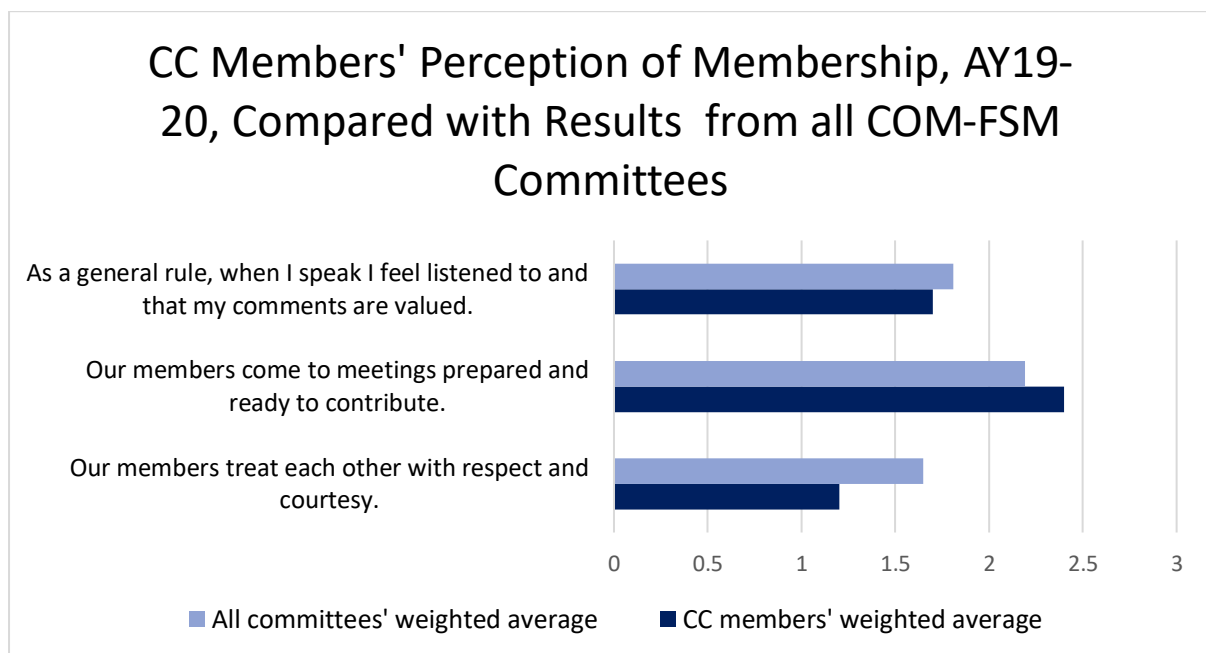


Figure 19: CC Members' Perception of Membership, AY19-20, Compared with Results from all COM-FSM Committees

Members of CC treat each other with respect and courtesy, and generally people feel their comments are valued. Members could make some improvement on preparation for meetings.

CC Members' Perception of Communications Technology, AY19-20, Compared with Results from all COM- FSM Committees

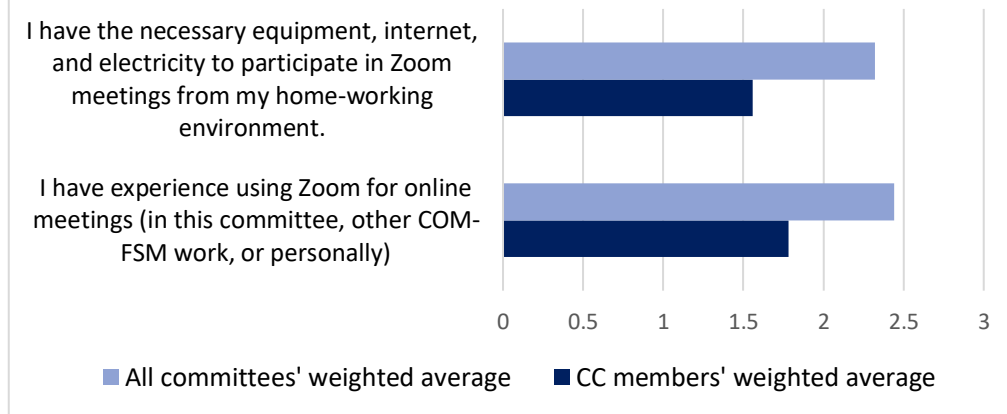


Figure 20: CC Members' Perception of Communications Technology, AY19-20, Compared with Results from all COM-FSM Committees

CC members are slightly better equipped and experienced using Zoom compared to the collegewide weighted average. Some members wrote comments:

- Frequent power outages may prevent me from participating in Zoom meetings from home.
- Can we switch to Schoology Conference or zoom?
- I have my own laptop, Internet, and most often electricity to be able to participate in Zoom meetings. At least at present.

What works well in CC?	What doesn't work so well in CC?
<ul style="list-style-type: none"> • Most everything. Attendance may be the biggest issue. • Cooperative attitudes and good leadership. • Members are well versed in their respective backgrounds for the programs they represent. • Humble leadership... gentleman, and it's easy working with him. Also, Sue is an admirable and knowledgeable contributor. • Meetings were held regularly and on time • Attendance and discussions on policies and course outlines. • We have a key core of members who really work hard and work well together. We try to review Course Outlines which is quite a lot of extra work. • Reviewing of course outlines 	<ul style="list-style-type: none"> • I personally do not enough time to meet all my obligations to the CC committee due to other COM responsibilities. • Sometimes unorganized which leads to ineffective use of time. • Having the necessary documents ahead of time. • A few members are absent too frequently, and they aren't always aware of what's going on from agenda to agenda. • If changes need to be made in a given course outline, in most instances, the author never gets back to the readers with the needed changes or explanations as to why it should not be changed. This has kept us from finishing as many course outlines as we could have. • None • Completion of assigned tasks such as updating of course outlines. • Having a Common Understanding on process of Outlines Approval.

What are your recommendations to help improve this committee?
<ul style="list-style-type: none"> • Do as much committee work as possible on line. • All members of the committee should become familiar with the Curriculum Handbook. • Better document tracking system, utilize meeting time with effectiveness and efficiency, and more members should contribute intellectually and proficiently in an active manner. • We need to get support from someone, ICs, Deans, perhaps DAP to help us to either get the Course Outlines revised as necessary or grant the Reader Teams power to make needed changes if the author does not respond. • None • Documents to be sent at least three days ahead of meeting time. • One small recommendation -- if we commit ourselves to serving on the committee, we have to take our work seriously and get it done. • More involvement of the instructional coordinators in tasks to faculty such as updating course outlines assigned.

4.2. Finance Committee (FC)

This section presents the findings from the Finance Committee's self-evaluation surveys, considered alongside results for all COM-FSM committees.

11 members of FC responded in AY2019-2020's survey: 2 from National campus, 1 from Chuuk campus, 3 from Kosrae and CTEC, and 2 from Yap. Of these respondents, 4 were faculty and 7 were staff. No students participated in the Committee Self-Evaluation survey.

Survey responses were on a 5-point Likert scale

1 – Strongly agree 2 – Agree 3 – Neutral 4 – Disagree 5 – Strongly Disagree

Weighted average scores are presented; the closer the score to 1, the greater the members agree with that statement.

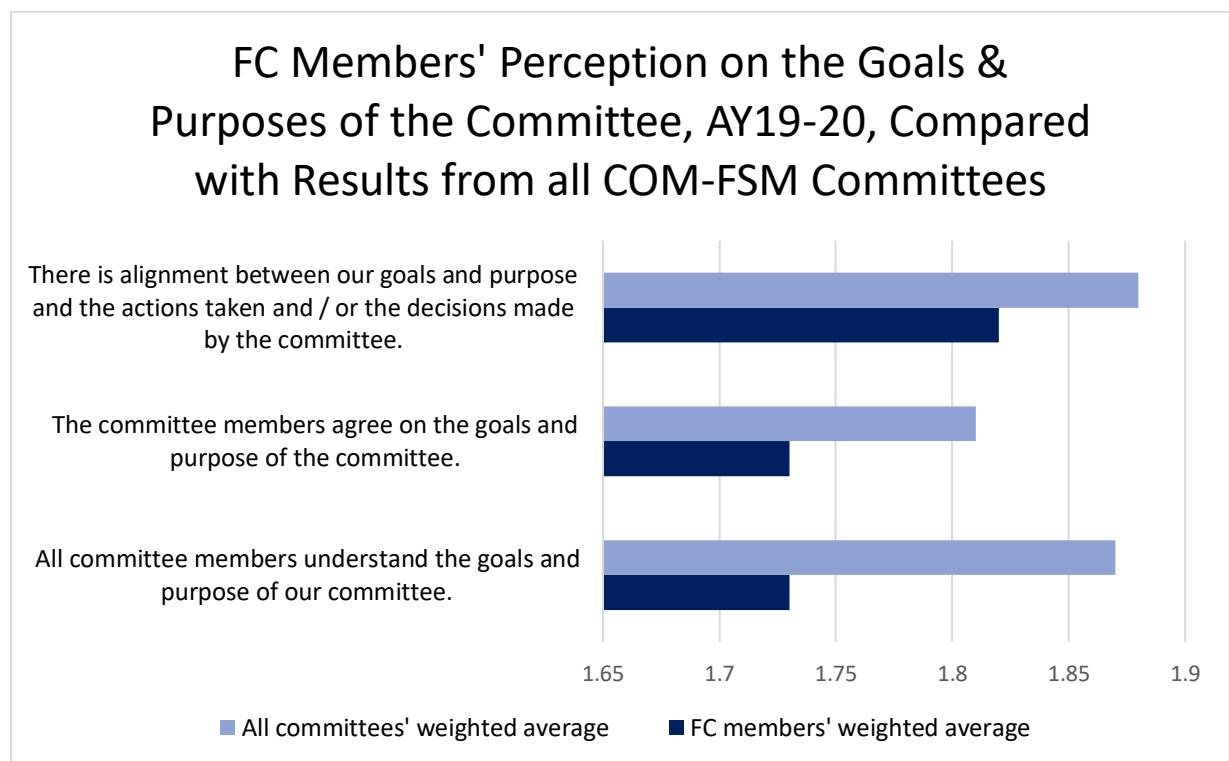


Figure 21: FC Members' Perception on the Goals & Purposes of the Committee, AY19-20, Compared with Results from all COM-FSM Committees

FC members strongly agree on the goals and purpose of the Finance Committee, outperforming the collegewide results on all three questions in this section.

FC Members' Perception on the Support for the Committee, AY19-20, Compared with Results from all COM-FSM Committees

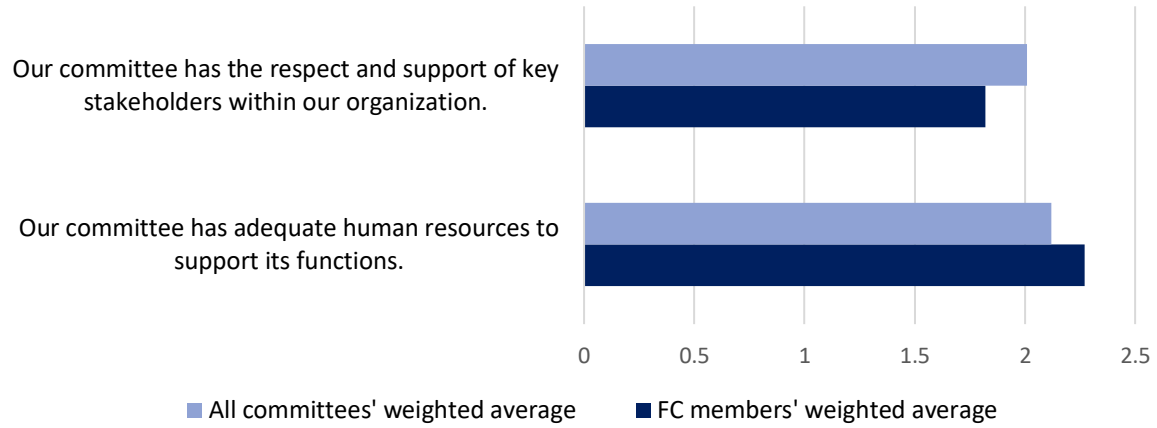


Figure 22: FC Members' Perception on the Support for the Committee, AY19-20, Compared with Results from all COM-FSM Committees

FC members agree that the committee has the respect and support of key stakeholders within COM-FSM. There is a slightly lower level of agreement that the committee has adequate human resources to support its functions.

FC Members' Perception on the Time & Location of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

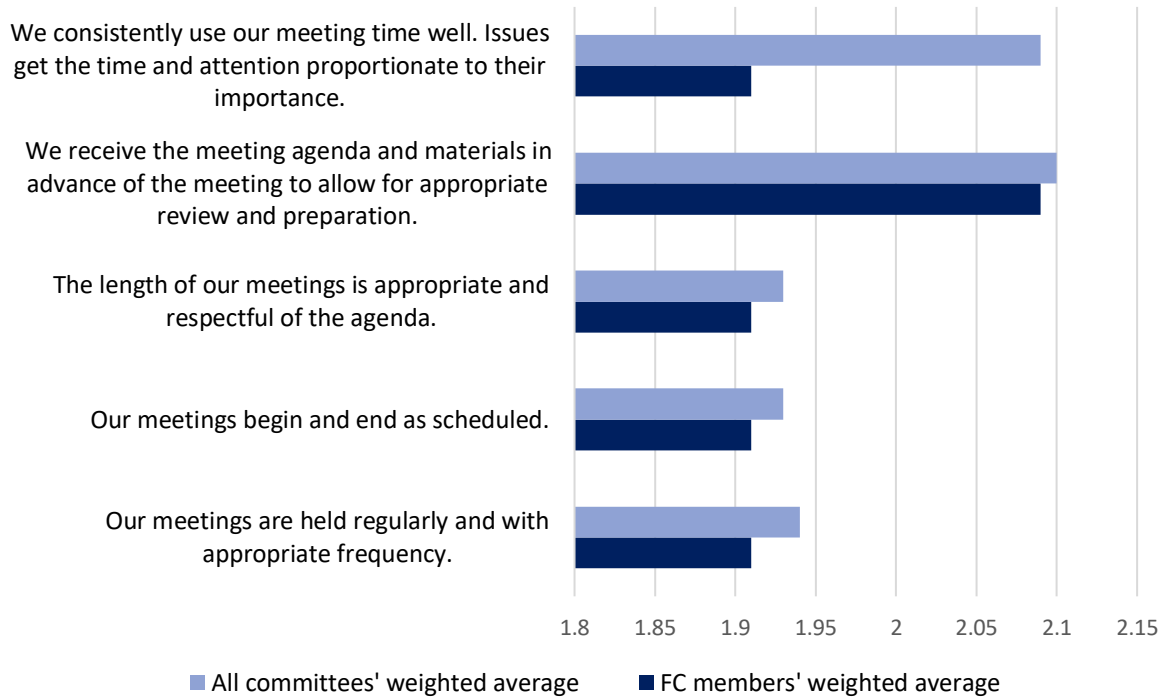


Figure 23: FC Members' Perception on the Time & Location of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

Results suggest that FC could improve communications to ensure their members receive the meeting agenda and materials in advance of the meeting to allow for appropriate review and preparation. With regards to the timing and frequency, FC slightly outperforms the collegewide weighted average.

FC Members' Perception on the Accuracy of Recording & Minutes of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

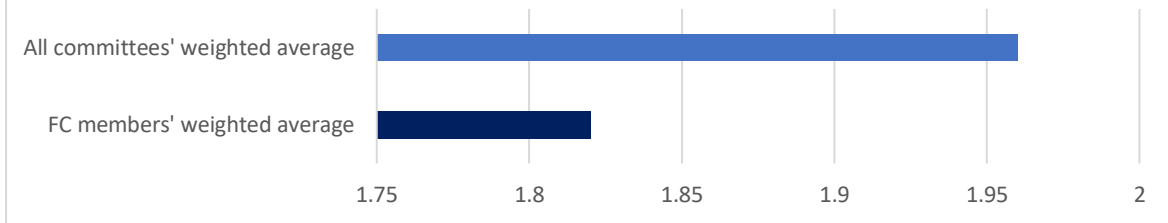


Figure 24: FC Members' Perception on the Accuracy of Recording & Minutes of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

Minutes and recordings are rated as accurate in FC.

FC Members' Perception of Membership, AY19-20, Compared with Results from all COM-FSM Committees

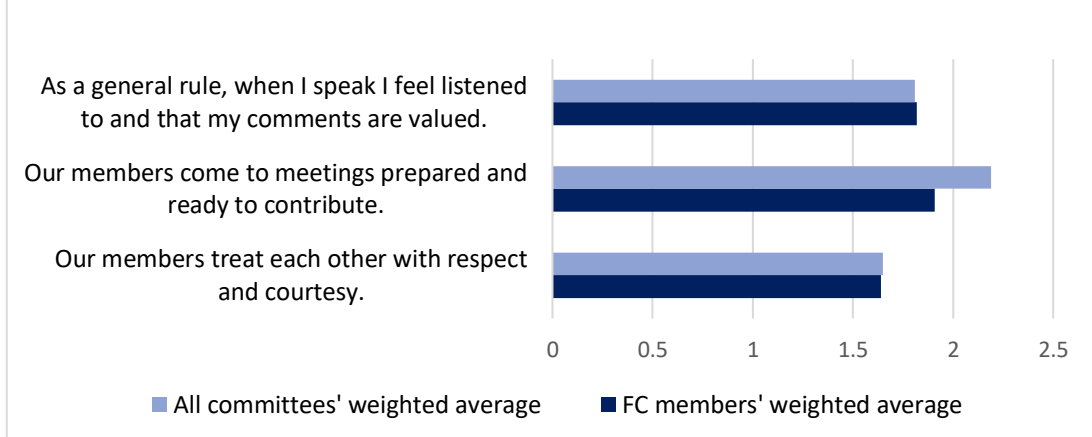


Figure 25: FC Members' Perception of Membership, AY19-20, Compared with Results from all COM-FSM Committees

Members of FC feel their comments are valued, people come well prepared and ready to contribute, and people treat each other with respect and courtesy.

FC Members' Perception of Communications Technology, AY19-20, Compared with Results from all COM-FSM Committees

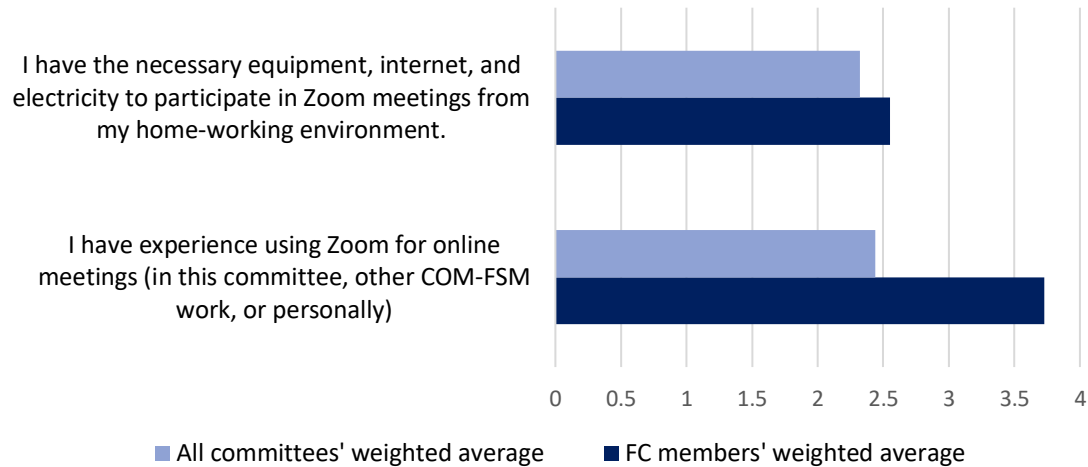


Figure 26: FC Members' Perception of Communications Technology, AY19-20, Compared with Results from all COM-FSM Committees

FC members are slightly lesser equipped and experienced using Zoom compared to the collegewide weighted average. Some members wrote comments:

- Never had a zoom meeting
- I have the necessary equipment, internet, and electricity to participate in Zoom meetings from my home-working environment.

What works well in FC?	What doesn't work so well in FC?
<ul style="list-style-type: none"> • Face to face meetings • When we have a pre-planned meeting and agenda. • Chairperson listens to everyone's inputs and comments. Always takes the time to ask if we agree to what has been discussed. • Open communication and giving respect to each other and not on the basis of what position you have in the college • We are free to express our opinion on the matter the topic. Everybody is committed to do their part. • Working together • Our chair regularly communicates with members. 	<ul style="list-style-type: none"> • We do quite a bit of ad hoc work, that is, we are asked on the spot to respond to something we haven't had the chance to discuss first in a meeting. • I don't see anything that doesn't work well. • Our attendance and participants from each divisions of the college • As of now, I don't see anything wrong with our committee. • Selection of presiding officers • When it comes to discussion, not all members have the opportunity to contribute. • Thinking that a specific department is more important than other departments • Some members are passive - not all contribute to discussions

What are your recommendations to help improve this committee?
<ul style="list-style-type: none"> • Add members willing to add to meaningful discussions so committee can arrive at good decisions • Agenda need to be circulate at least a week before the meeting. Remember, we are representing our campuses, so we need everyone's input/feedback. • When someone asks for our input on a procedural item or issue which comes under an existing policy and/or procedure, would they kindly supply or cite the governing policy/procedure for our reference. I would not take the initiative to research whether a governing policy/procedure exists, but instead depend on the requester to supply or cite pertinent policy and procedure. • More collaborations between departments • Maybe try creating a video chat room. Sometimes the VOIP is not available for me to use. • Put in more members and members that are more inclined in finance aspects • That a protocol of selecting officers is put in place and followed yearly • Utilize Zoom meetings more often.

4.3. Facilities & Campus Environment Committee (FCE)

This section presents the findings from the Facilities and Campus Environment Committee’s self-evaluation surveys, considered alongside results for all COM-FSM committees.

10 members of FCE responded in AY2019-2020’s survey: 6 from National campus, 1 from Chuuk campus, 1 from Kosrae, 0 from CTEC, and 1 from Yap. Of these respondents, 2 were faculty, and 7 were staff. No student representative responded from FCE.

Collegewide survey responses were analyzed before FCE members responded to the AY2019-2020 self-evaluation survey. Recalculation of the data including their responses would result in slight changes to collegewide averages.

Survey responses were on a 5-point Likert scale

1 – Strongly agree 2 – Agree 3 – Neutral 4 – Disagree 5 – Strongly Disagree

Weighted average scores are presented; the closer the score to 1, the greater the members agree with that statement.

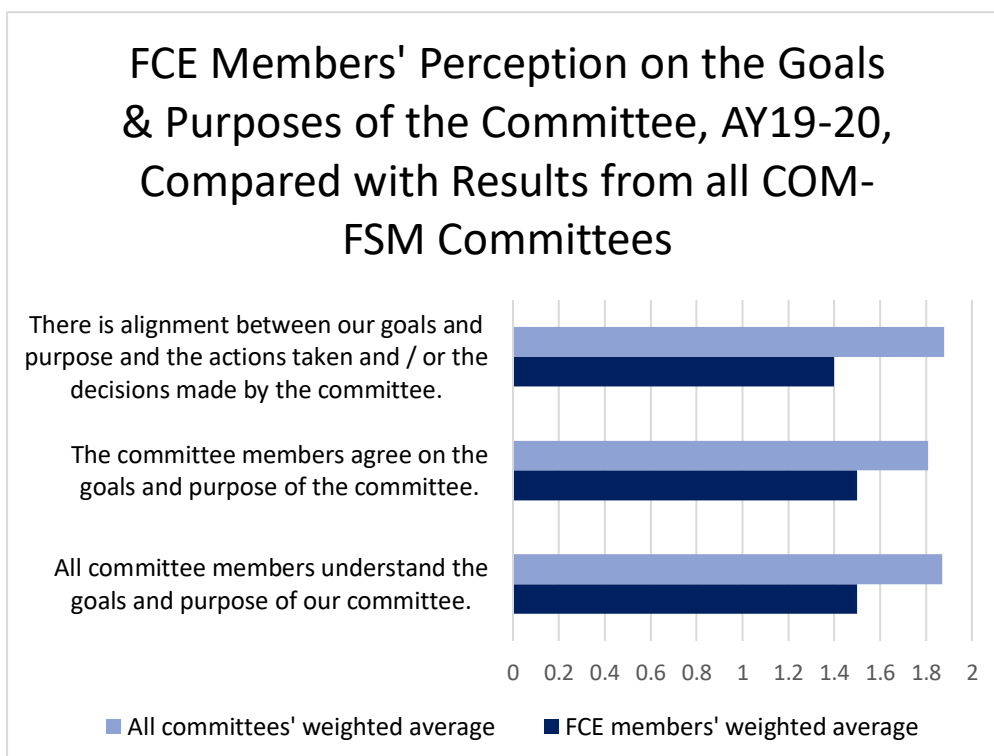


Figure 27: FCE Members' Perception on the Goals & Purposes of the Committee, AY19-20, Compared with Results from all COM-FSM Committees

FCE members strongly agree on the goals and purpose of the Finance Committee, outperforming the collegewide results on all three questions in this section.

FCE Members' Perception on the Support for the Committee, AY19-20, Compared with Results from all COM-FSM Committees

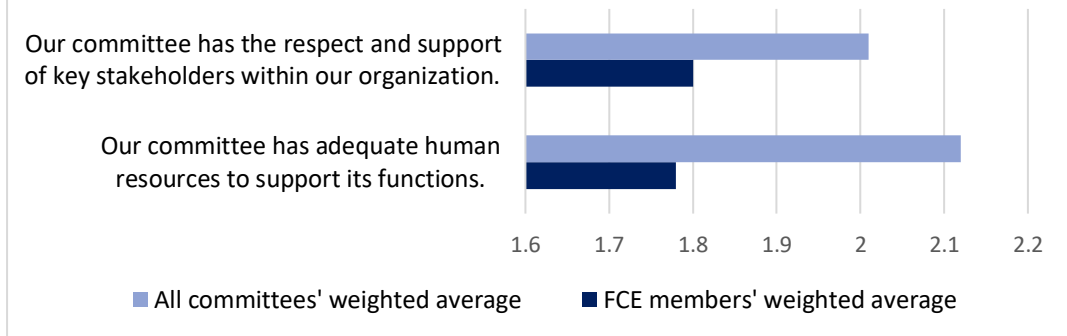


Figure 28: FCE Members' Perception on the Support for the Committee, AY19-20, Compared with Results from all COM-FSM Committees

FCE members agree that the committee has the respect and support of key stakeholders within COM-FSM. There is a slightly higher level of agreement that the committee has adequate human resources to support its functions, when compared to the collegewide weighted average.

FCE Members' Perception on the Time & Location of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

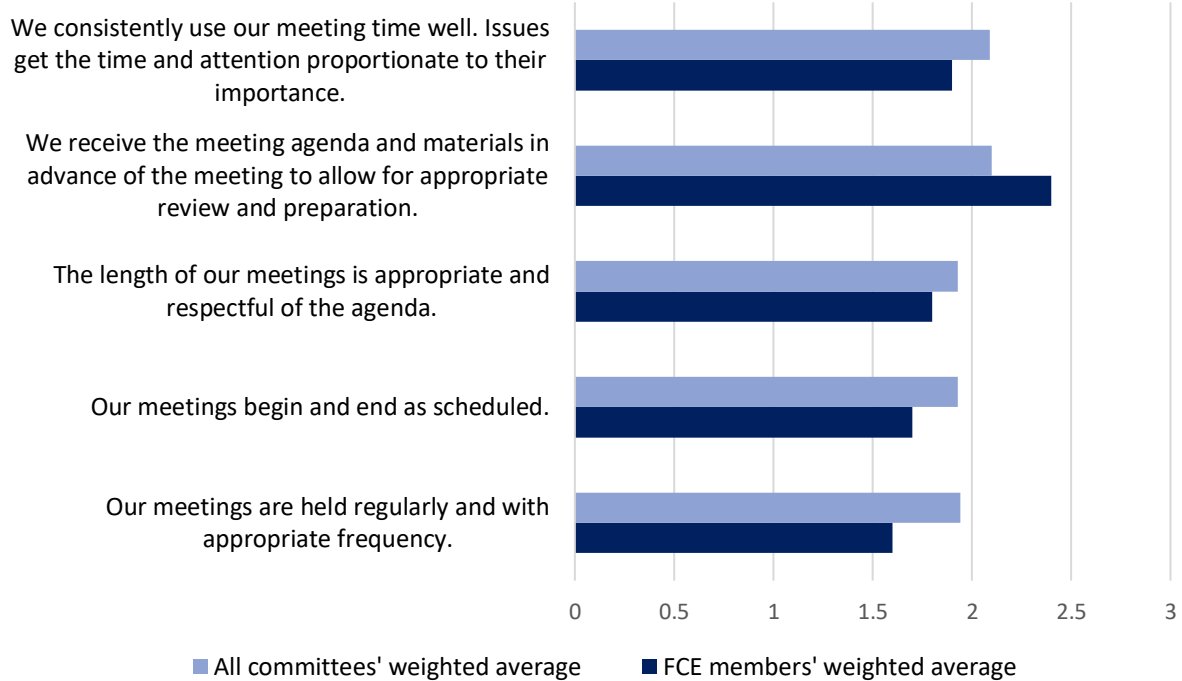


Figure 29: FCE Members' Perception on the Time & Location of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

Results suggest that FCE could improve communications to ensure their members receive the meeting agenda and materials in advance of the meeting to allow for appropriate review and preparation. With regards to the timing and frequency, FC slightly outperforms the collegewide weighted average.

FCE Members' Perception on the Recording & Minutes of Meetings, AY19-20, Compared with Results...

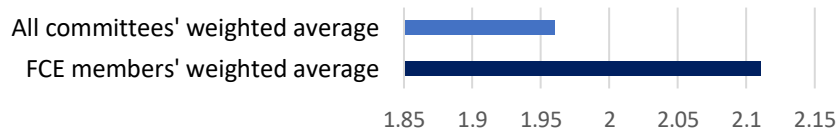


Figure 30: FCE Members' Perception on the Recording & Minutes of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

Though FCE members generally agree that the minutes of meetings are accurate and reflect the discussion, next steps and / or action times articulated by the members, they are noticeably lower in agreement than the collegewide average.

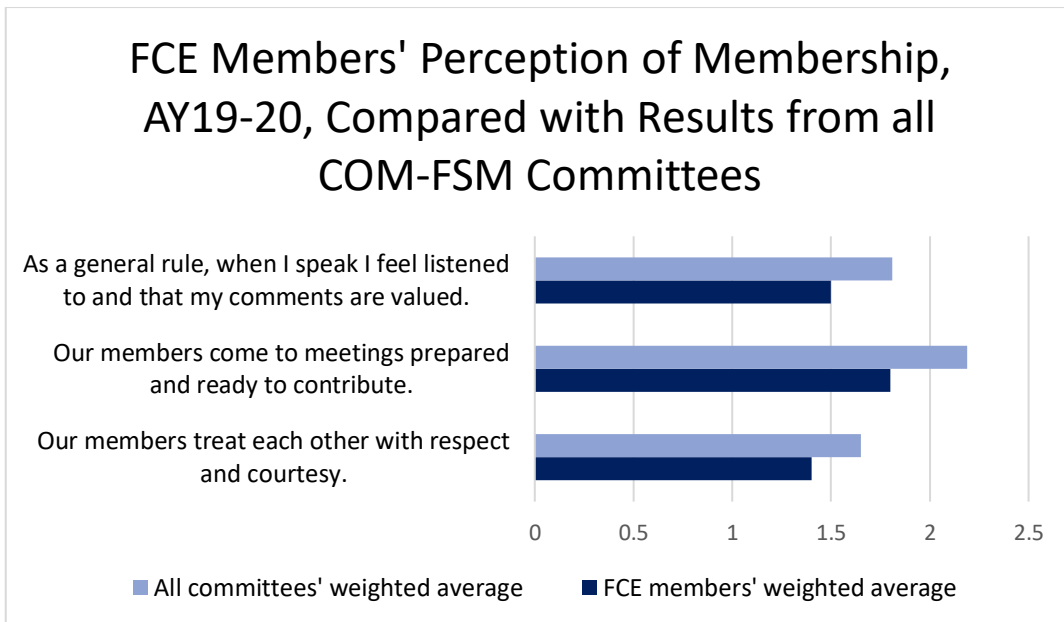


Figure 31: FCE Members' Perception of Membership, AY19-20, Compared with Results from all COM-FSM Committees

Members of FCE treat each other with respect and courtesy, and generally people feel their comments are valued and that members come to meetings prepared and ready to contribute.

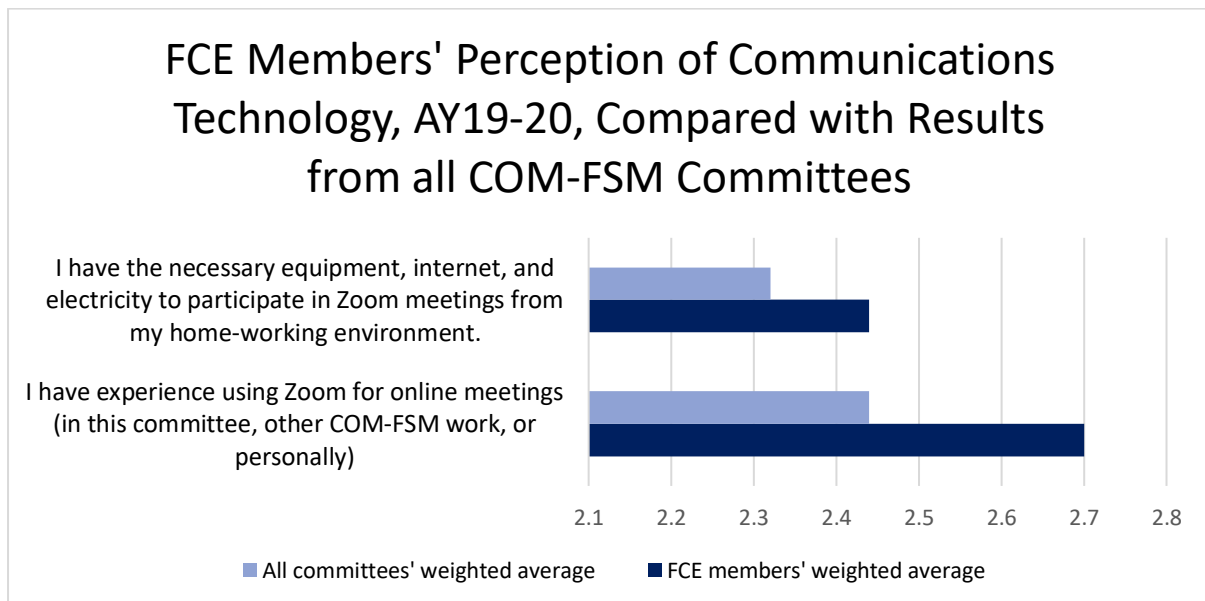


Figure 32: FCE Members' Perception of Communications Technology, AY19-20, Compared with Results from all COM-FSM Committees

FCE members feel noticeably less well equipped and experienced using Zoom compared to the collegewide weighted average.

What works well in FCE?	What doesn't work so well in FCE?
<ul style="list-style-type: none"> • When we meet, everyone's active involvement with issues is to deal with respect and honesty. • Very organized minutes and agenda; good team work, involvement, and participation; problems and concerns presented were addressed with positive solutions. • State campuses were always called upon to share ideas on issues discussed during meetings. • The committee meets and discuss matters timely because the form in which the agenda items are presented are more directed to decision making. • Team work 	<ul style="list-style-type: none"> • Attendance: I don't recall having every member present at any one meeting, there's always someone missing. • Absence and slow formal feedback from VPs, Other committees, EC and Cabinet. • Maybe attendance due to unavoidable conflict schedule • Undecided agendas

What are your recommendations to help improve this committee?
<ul style="list-style-type: none"> • Committees discuss items that the Cabinet assign to committees. This is to avoid committees spending time discussing issues that are not aligned with the directions and priorities of the college. It's best if committee efforts are focuses on issues of importance to the college. • Chairperson to solicit agenda items from committee members at least two weeks prior to meeting; Chairperson to ask the names of those present for meeting at state campuses for accurate records. • Refreshments • To focus on student concerns and project that will benefit the college. • Everyone must show for meeting and on time. • Upgrade for better and clear communication.

3.4 Human Resources Committee (HRC)

This section presents the findings from the Human Resources Committee’s self-evaluation surveys, considered alongside results for all COM-FSM committees.

11 members of HRC responded in AY2019-2020’s survey: 4 from National campus, 2 from Chuuk campus, 1 from Kosrae, 3 from CTEC, and 1 from Yap. Of these respondents, 3 were faculty, 6 were staff, and 1 was an administrator. There is no student representative on HRC.

Survey responses were on a 5-point Likhert scale

1 – Strongly agree 2 – Agree 3 – Neutral 4 – Disagree 5 – Strongly Disagree

Weighted average scores are presented; the closer the score to 1, the greater the members agree with that statement.

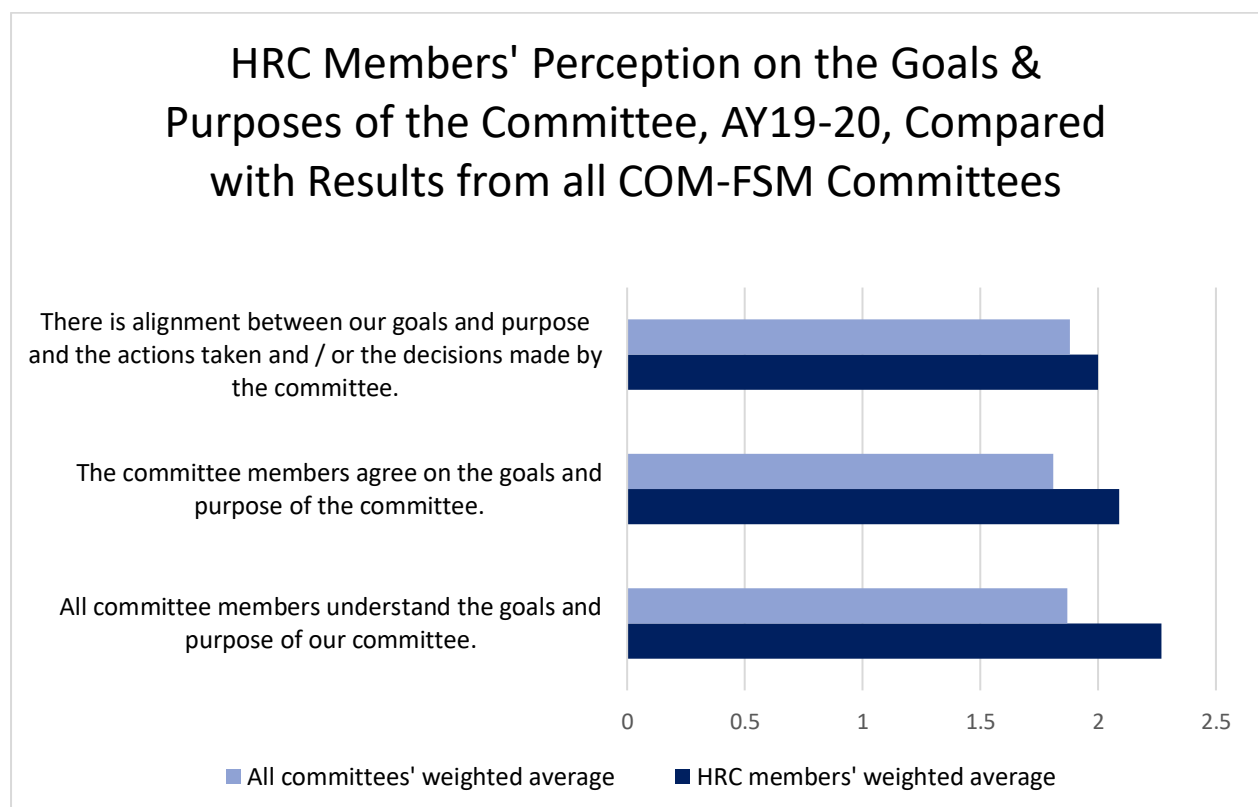


Figure 33: HRC Members' Perception on the Goals & Purposes of the Committee, AY19-20, Compared with Results from all COM-FSM Committees

Though HRC members agree to a certain extent that there is alignment between their goals and purpose and the actions taken and/or the decisions made by the committee, in each of the three questions above, HRC members slightly underperform the collegewide weighted average. HRC might help its members better understand its goals and purpose.

HRC Members' Perception on the Support for the Committee, AY19-20, Compared with Results from all COM-FSM Committees

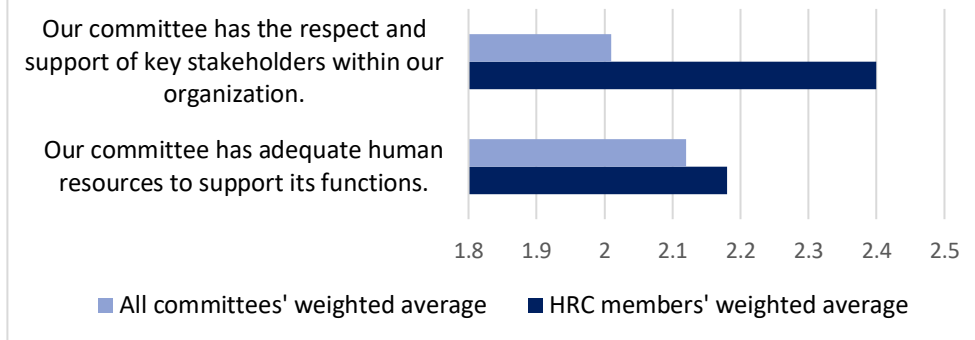


Figure 34: HRC Members' Perception on the Support for the Committee, AY19-20, Compared with Results from all COM-FSM Committees

While HRC members agree to a certain extent that the committee has the respect and support of key stakeholders within COM-FSM, the level of agreement is noticeably lower than the collegewide average. Members also have a slightly lower level of agreement that the committee has adequate human resources to support its functions.

HRC Members' Perception on the Time & Location of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

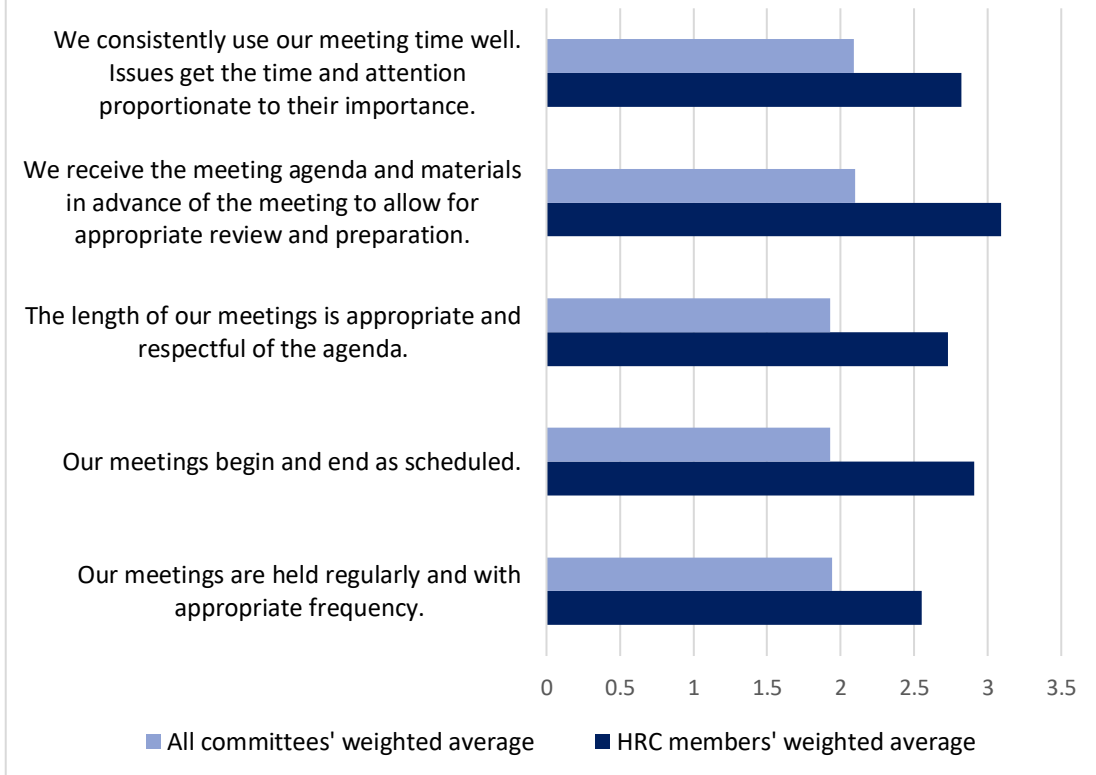


Figure 35: HRC Members' Perception on the Time & Location of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

While overall in agreement, HRC members consistently rate their level of agreement lower than the collegewide weighted average in each of the five questions in this section. Most notably, the results suggest problems with keeping time especially at the beginning and end of meetings, and that improvements can be made in sending agenda and materials to committee members in advance of the meetings to allow for appropriate review and preparation.

HRC Members' Perception on the Recording & Minutes of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

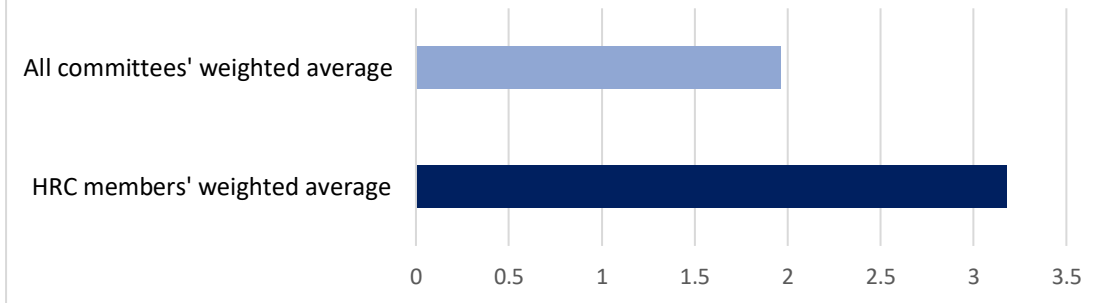


Figure 36: HRC Members' Perception on the Recording & Minutes of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

HRC members slightly disagree that the minutes of meetings are accurate and reflect the discussion, next steps and / or action times articulated by the members.

HRC Members' Perception of Membership, AY19-20, Compared with Results from all COM-FSM Committees

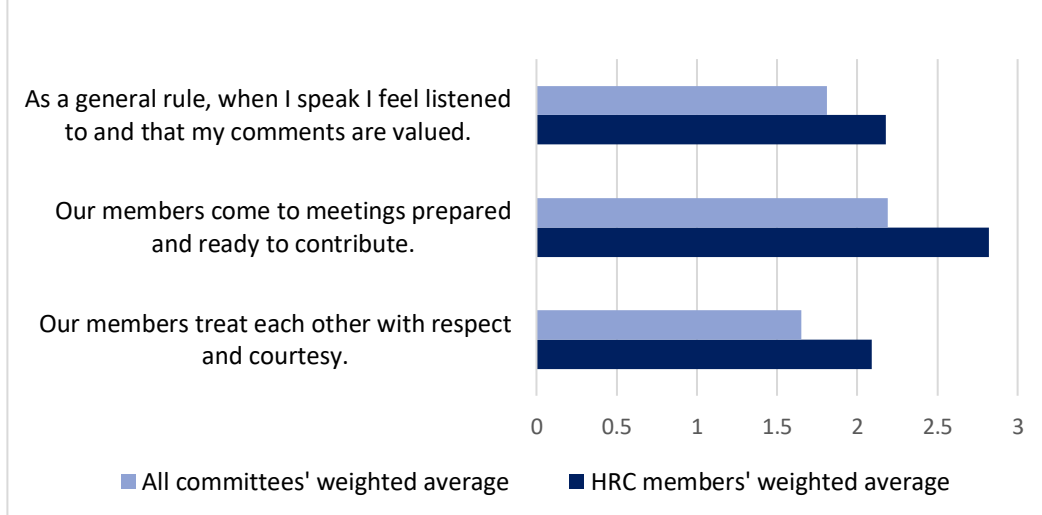


Figure 37: HRC Members' Perception of Membership, AY19-20, Compared with Results from all COM-FSM Committees

Members of HRC treat each other with respect and courtesy, and generally people feel their comments are valued. Members could make some improvement on preparation for meetings.

HRC Members' Perception of Communications Technology, AY19-20, Compared with Results from all COM-FSM Committees

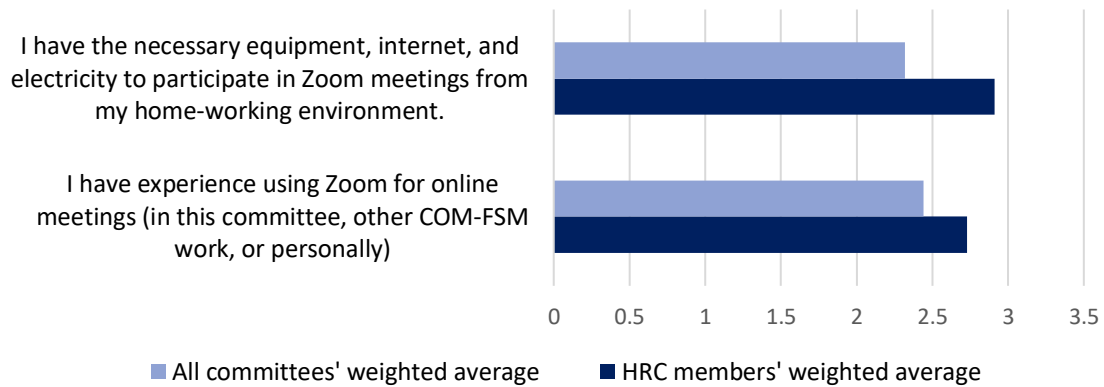


Figure 38: HRC Members' Perception of Communications Technology, AY19-20, Compared with Results from all COM-FSM Committees

HRC members feel slightly less well equipped and experienced using Zoom compared to the collegewide weighted average. Some members wrote comments:

- I still have no clue as to how to use zoom for meetings. I only attended one zoom meeting but had no clue how it started and all.
- VOIP was used in HRC meetings
- I have to be at my office to use zoom. I do not have a laptop at home.
- Only at work but not elsewhere. Internet access outside the College is an issue

What works well in HRC?	What doesn't work so well in HRC?
<ul style="list-style-type: none"> • Discussions were carried out well but slow • Friendly and patient members. • We are respectful of each others' comments, allowing other members to speak. • Participation within discussions • Input is well-received and taken into careful consideration • Respect and willingness to contribute. 	<ul style="list-style-type: none"> • Most of the meetings don't start/end on time and documents never sent out on time as stated in the TOR. • Communication sometimes not clear. • Some members do not seem to care about the meeting. • When minutes are not done on time for adoption in the next HRC minutes, which shows that the TOR are not being followed. Also, HRC officers need to know why certain BPs are being brought to the committee for review. This will help the members to know what areas need modification or not, etc. • Length of meeting is sometimes too long and not much gets done from the agenda. • Agenda and time of the meeting • Punctuality, attendance, membership and meeting schedule conflicted with class schedules of several faculty members of the committee.

What are your recommendations to help improve this committee?
<ul style="list-style-type: none"> • Newcomers need to get well-oriented with each committee assigned for us before we start participating just to know what to say or where to raise our voices, so people won't feel lost or left out during discussions • Officers to prepare themselves before the meeting and provide documents head of time. And see if discussions is appropriate to take action online instead of calling special meeting and end up cancelled because of not enough quorum. • HRC Officers: to emphasize to the members to be familiar with HRC's TOR; to be prepared and review BPs and APs that will to be covered in HRC's next mins. This will help to move BPs along. • Read information regarding meeting before coming to the meetings. • Minutes to be sent at least 3 days after meeting date; Agenda and handouts to be given at least a week before the meeting so that it can be reviewed; Keep track of the length of the meeting. • To have a balance of membership by gender; and also if class times of faculty can be taken into consideration when assigning a faculty to a committee considering that committee meeting times are fixed throughout the year.

3.5 Information and Communications Technology Committee (ICTC)

This section presents the findings from the Information and Communications Technology Committee's self-evaluation surveys, considered alongside results for all COM-FSM committees.

17 members of ICTC responded in AY2019-2020's survey: 8 from National campus, 2 from Chuuk campus, 3 from Kosrae and CTEC, and 1 from Yap. Of these respondents, 8 were faculty, 8 were staff, and 1 was an administrator. No students participated in the Committee Self-Evaluation survey.

Survey responses were on a 5-point Likert scale
 1 – Strongly agree 2 – Agree 3 – Neutral 4 – Disagree 5 – Strongly Disagree

Weighted average scores are presented; the closer the score to 1, the greater the members agree with that statement.

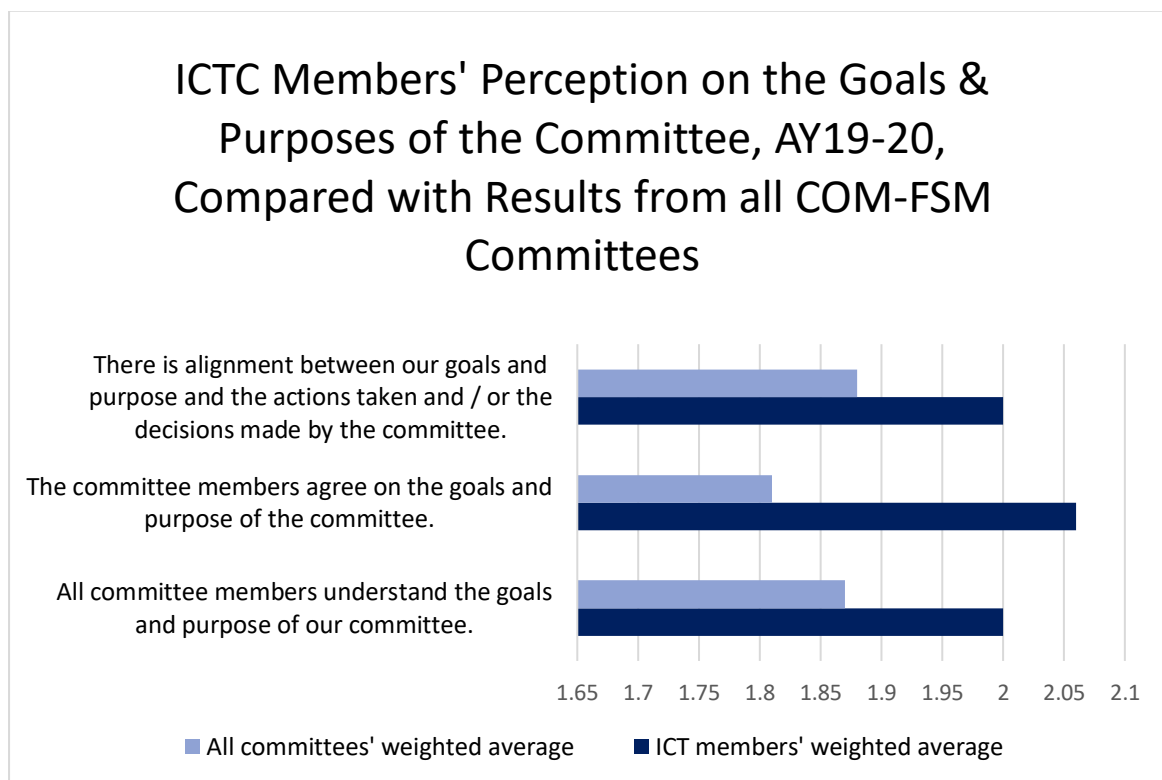


Figure 39: ICTC Members' Perception on the Goals & Purposes of the Committee, AY19-20, Compared with Results from all COM-FSM Committees

ICTC members have moderately high agreement that there is alignment between their goals and purpose and the actions taken and/or the decisions made by the committee. Additionally, they agree on the goals and purpose of the committee, which their members understand. Nevertheless, results for each of the questions in this section are consistently lower than the collegewide weighted average, suggesting improvements could be made to clarify the goals and purpose of the committee, and to help members' understand these.

ICTC Members' Perception on the Support for the Committee, AY19-20, Compared with Results from all COM-FSM Committees

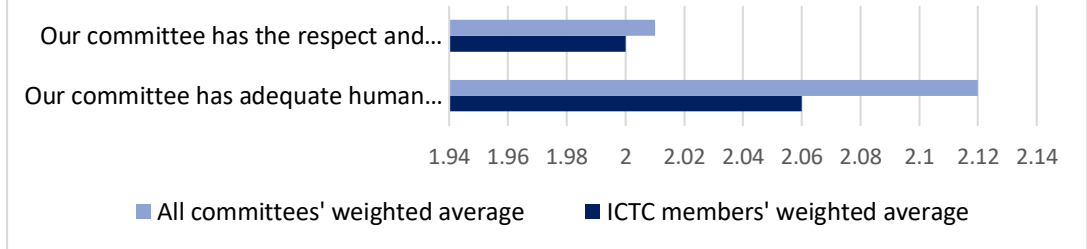


Figure 40: ICTC Members' Perception on the Support for the Committee, AY19-20, Compared with Results from all COM-FSM Committees

ICTC members agree that the committee has the respect and support of key stakeholders within COM-FSM, and have a higher level of agreement that the committee has adequate human resources to support its functions, compared to the collegewide weighted average.

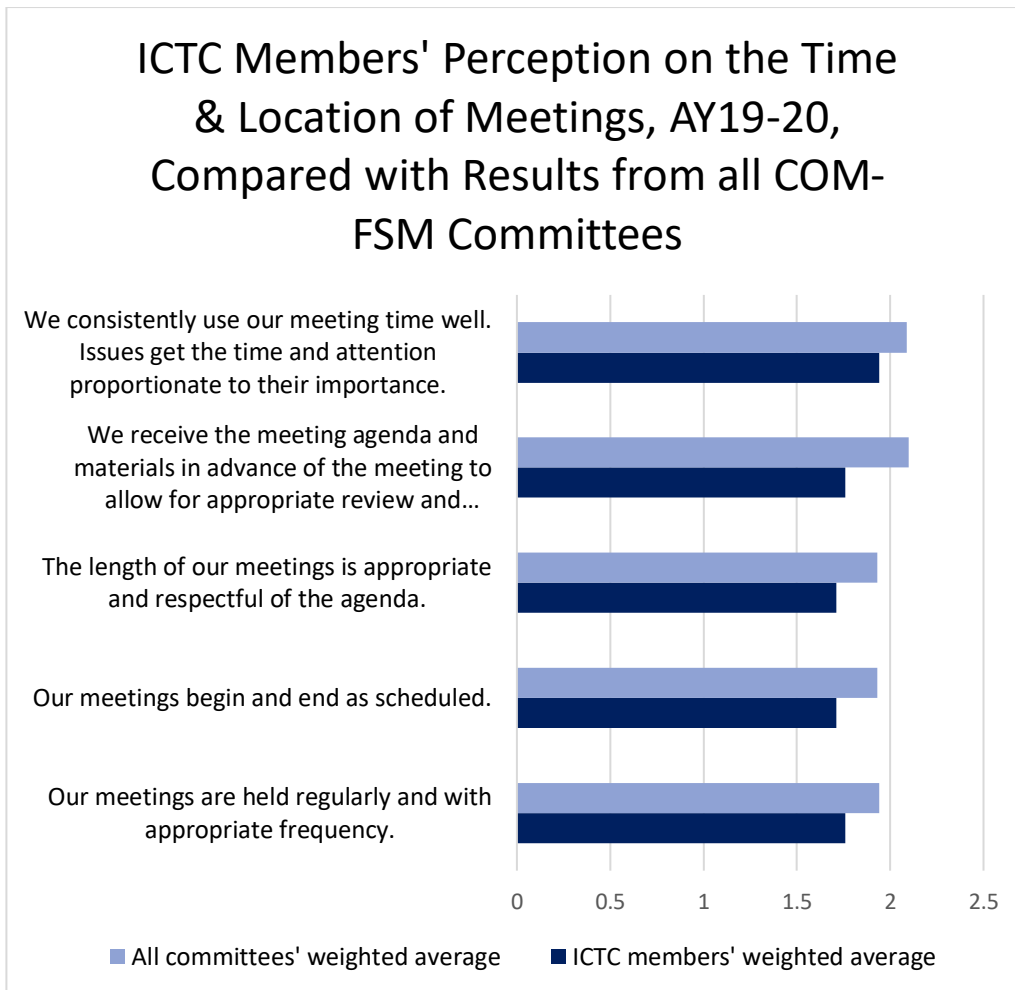


Figure 41: ICTC Members' Perception on the Time & Location of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

Results demonstrate that ICTC are performing well with regard to use of meeting time, communications of agenda and materials, timing, and frequency of meetings.

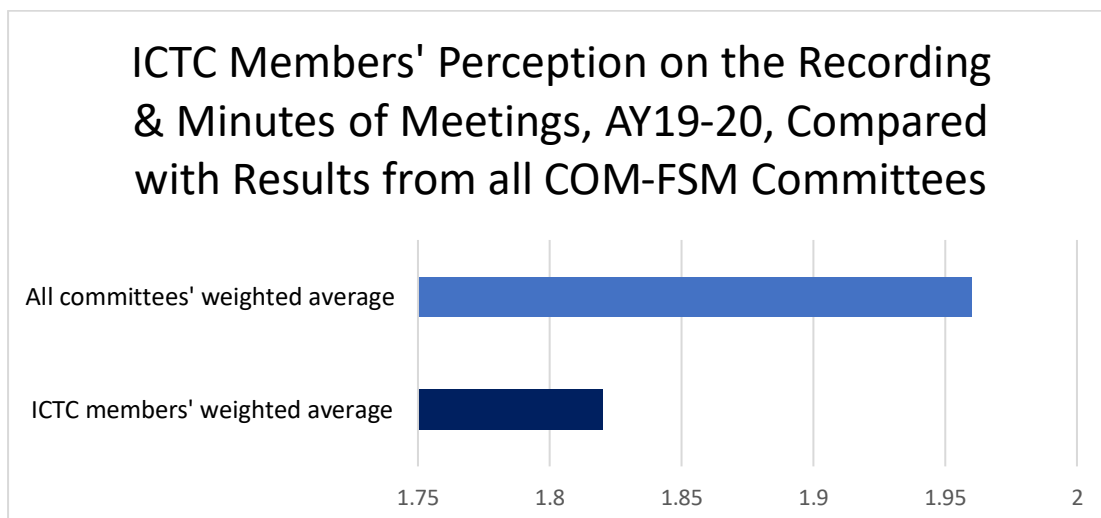


Figure 42: ICTC Members' Perception on the Recording & Minutes of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

Minutes and recordings are rated as accurate in ICTC.

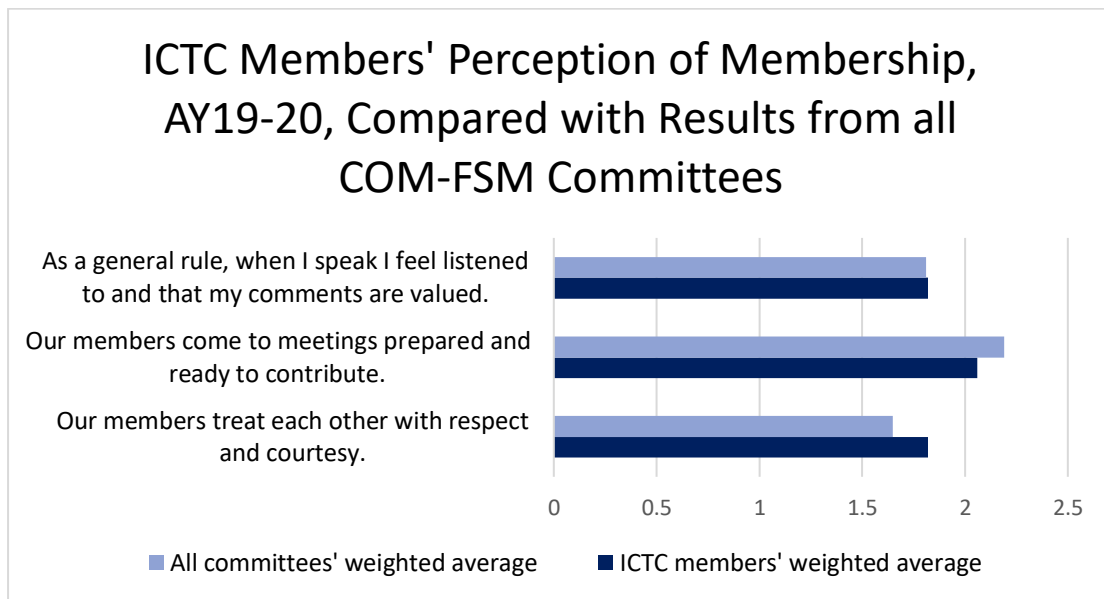


Figure 43: ICTC Members' Perception of Membership, AY19-20, Compared with Results from all COM-FSM Committees

Members of ICTC treat each other with respect and courtesy, and people feel their comments are valued. Members prepare well for meetings and are ready to contribute.

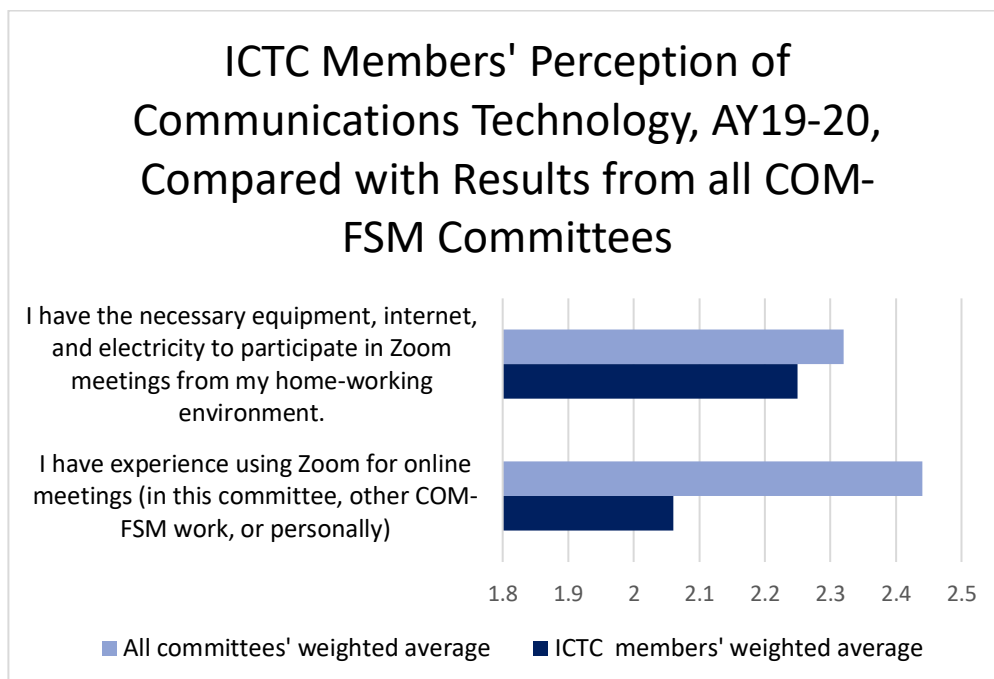


Figure 44: ICTC Members' Perception of Communications Technology, AY19-20, Compared with Results from all COM-FSM Committees

ICTC members are slightly better equipped and experienced using Zoom compared to the collegewide weighted average, although some members are only equipped to participate when on campus, not from home.

What works well in ICTC?	What doesn't work so well in ICTC?
<ul style="list-style-type: none"> • Many knowledgeable members. • Cooperation • Collaboration • Committee members respect each other and work well together as a group • Leadership and communication • Everyone can contribute and share ideas when asked upon. Team work is efficient and done professionally. • All the assigned works by the ICT chair are done promptly • Online meetings • The members participate keenly on the deliberation of each agenda. 	<ul style="list-style-type: none"> • The communication technology is OK depending on the bandwidth. • No refreshment • It feels like the agenda is solely driven by the chair. Although the table is open for questions, concerns, and alike, there is no participation from members. • We don't receive feedback on our work submitted to secretariat. • Sometimes there are projects and/or works in the college that are ICT-related but the ICT committee are not informed.

What are your recommendations to help improve this committee?
<ul style="list-style-type: none"> • Improvement of using technology • Help improve information technology systemwide with available new technologies • Increase bandwidth across all campuses • Frequent communication technological training. Introduce new communication devices available • Make sure that the ICT director informed the Committee of any ongoing project or about to be done project that are ICT related and that are not confidential in matter. In that way not only the ICT members are aware but they are also able to cascade it to their respective department the updates of project from ICT. And of course could provide some valuable inputs that the ICT director could consider. • Rotational officers. Disallow previous officers from being re-elected. This allows all members to engage more in their committees and fully contribute to discussions rather than agreeing without contemplation. • There should be at least 1 or 2 policies each year that the committee is required to suggest and recommend to the college, to see to it that the purposeful dialogue in the college is not always from top to bottom but it also comes the other way around.

3.6 Recruitment, Admissions, and Retention Committee (RARC)

This section presents the findings from the Recruitment, Admissions, and Retention Committee’s self-evaluation surveys, considered alongside results for all COM-FSM committees.

6 members of RARC responded in AY2019-2020’s survey: 2 from National campus, 0 from Chuuk campus, 1 from Kosrae, 2 from CTEC, and 1 from Yap. Of these respondents, 4 were faculty and 2 were staff. There is no student representative on RARC.

Survey responses were on a 5-point Likert scale
 1 – Strongly agree 2 – Agree 3 – Neutral 4 – Disagree 5 – Strongly Disagree

Weighted average scores are presented; the closer the score to 1, the greater the members agree with that statement.

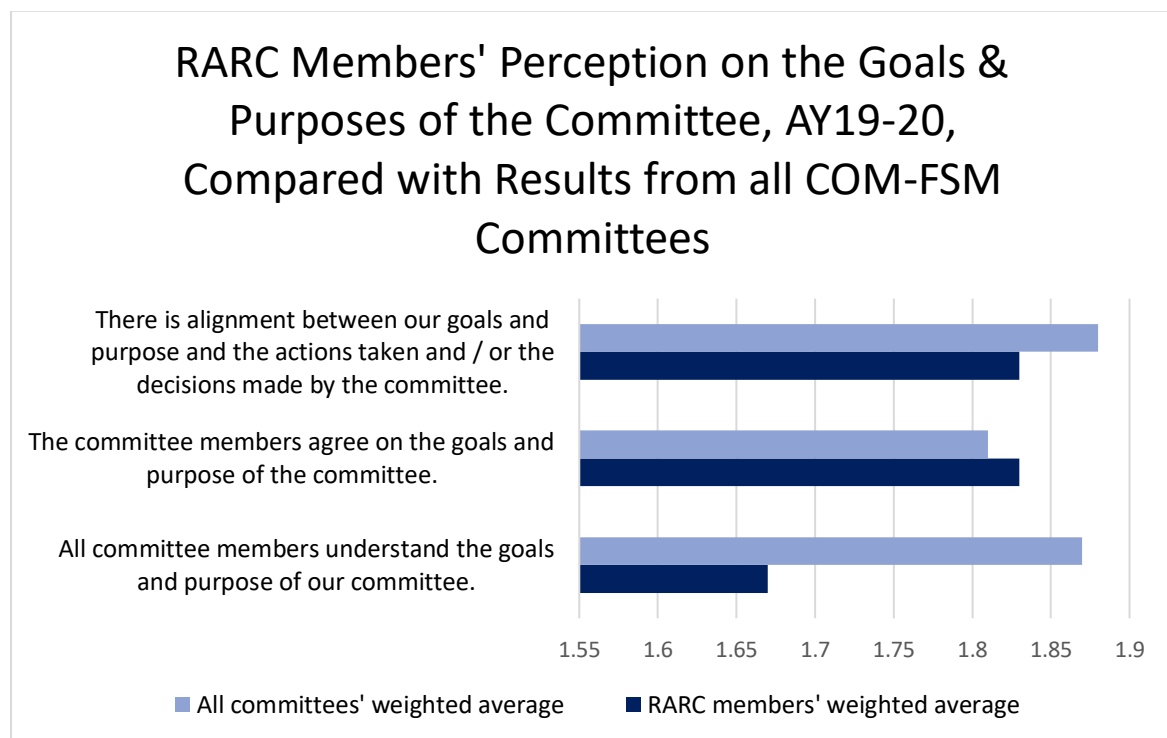


Figure 45: RARC Members' Perception on the Goals & Purposes of the Committee, AY19-20, Compared with Results from all COM-FSM Committees

RARC members have relatively high agreement that there is alignment between their goals and purpose and the actions taken and/or the decisions made by the committee. Additionally, they strongly agree on the goals and purpose of the committee, which their members understand well.

RARC Members' Perception on the Support for the Committee, AY19-20, Compared with Results from all COM-FSM Committees

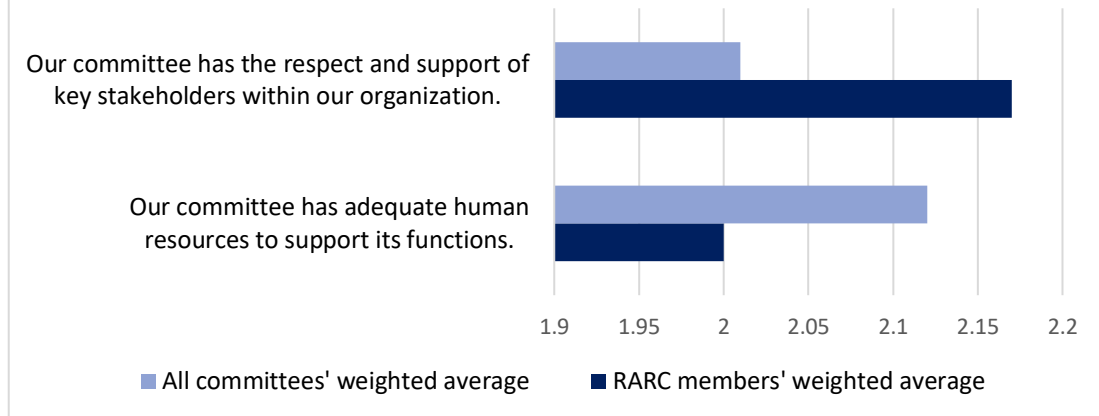


Figure 46: RARC Members' Perception on the Support for the Committee, AY19-20, Compared with Results from all COM-FSM Committees

While RARC members agree to a certain extent that the committee has the respect and support of key stakeholders within COM-FSM, their agreement is noticeably lower than the collegewide weighted average. Members agree that the committee has adequate human resources to support its functions.

RARC Members' Perception on the Time & Location of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

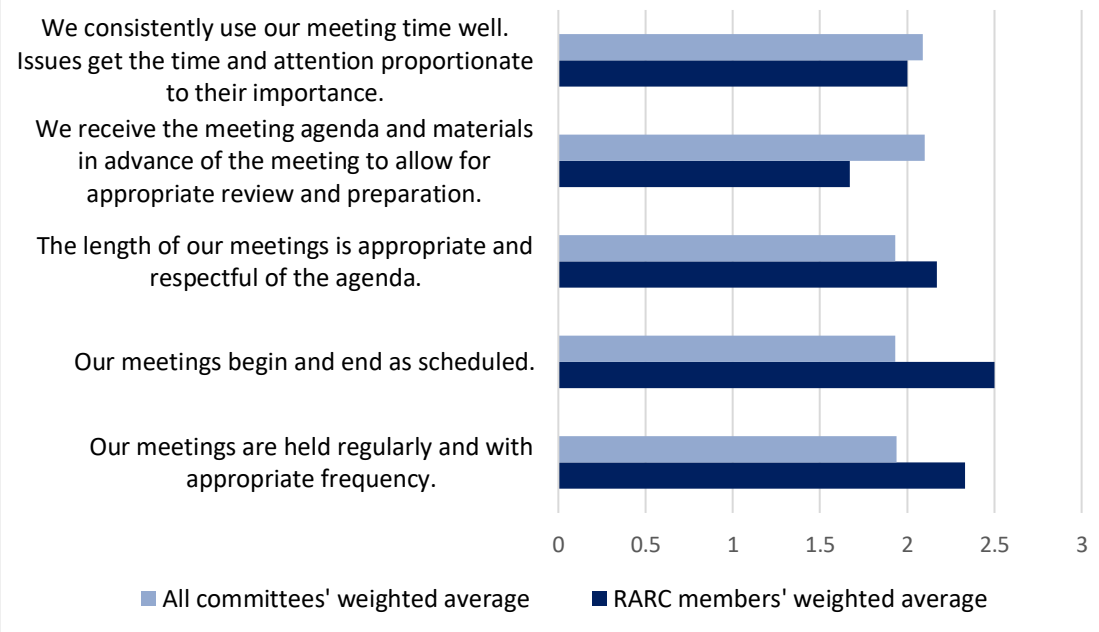


Figure 47: RARC Members' Perception on the Time & Location of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

Results suggest that CC could improve in timekeeping to make sure meetings begin and end on time. RARC members agree that they receive the meeting agenda and materials in advance of the meeting.

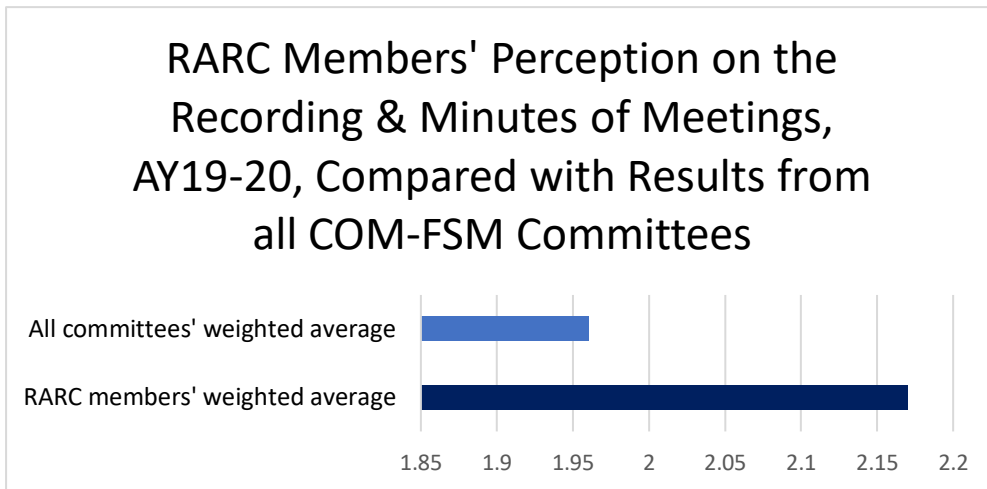


Figure 48: RARC Members' Perception on the Recording & Minutes of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

Results suggest that there is room for improvement in the accuracy of minutes.

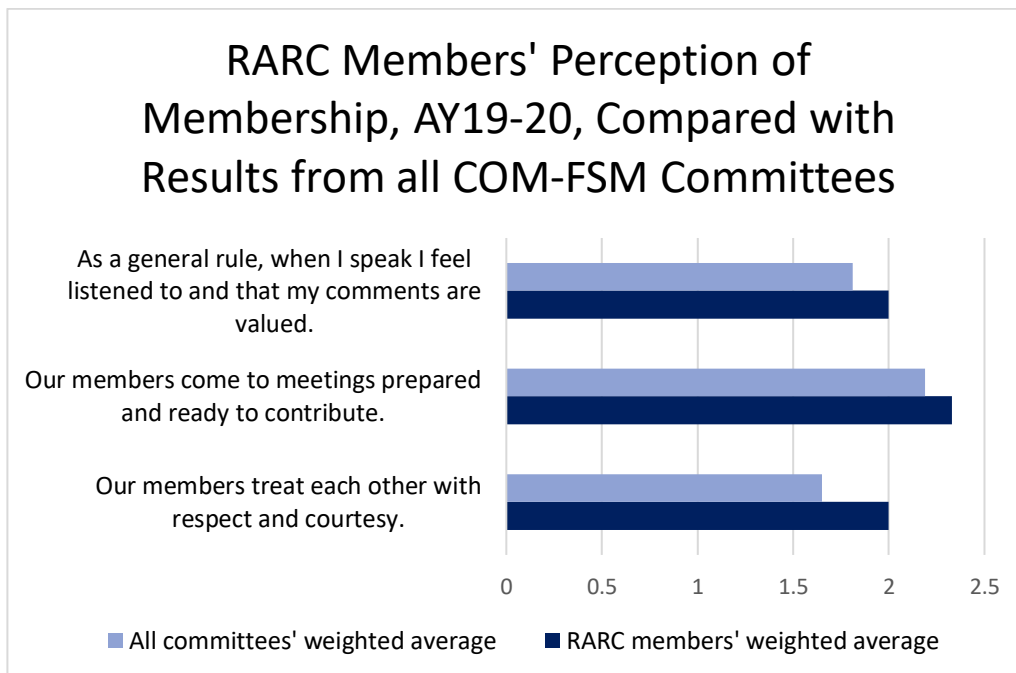


Figure 49: RARC Members' Perception of Membership, AY19-20, Compared with Results from all COM-FSM Committees

Members of RARC generally treat each other with respect and courtesy, and people feel their comments are valued. Members could make some improvement on preparation for meetings.

RARC Members' Perception of Communications Technology, AY19-20, Compared with Results from all COM-FSM Committees

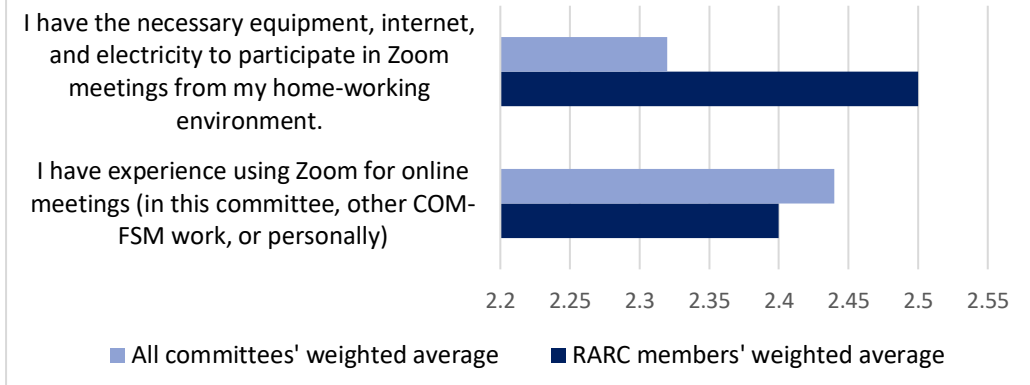


Figure 50: RARC Members' Perception of Communications Technology, AY19-20, Compared with Results from all COM-FSM Committees

RARC members feel slightly lesser equipped to use Zoom from home, compared to the collegewide weighted average – some do not have internet at home.

What works well in RARC?	What doesn't work so well in RARC?
<ul style="list-style-type: none"> • Committee members all participate in the discussion of the agenda presented by the Chair • Communication and professionalism • Set time of the meeting • Discussion opportunity offered time to each campus. • Collaborative consensus. We agree to matters/concerns discussed well. 	<ul style="list-style-type: none"> • Sometimes unable to have the presence of the other committee members from the other states • Teaching members having to be excused from meetings, to arrange classes at a common time, so they remain at meetings to the end. Their potential contribution and smart ideas, involvement in the discussions are critically essential. • Attendance • Promptness

What are your recommendations to help improve this committee?
<ul style="list-style-type: none"> • A more reliable way of communication among the committee members from the other States. • Maybe start using "Zoom", it's good to know people's faces • "Feedback" from whoever RAR reports to and "sharing" between all members. • All members attend each meeting

3.7 Student Success Committee (SSC)

This section presents the findings from the Student Success Committee’s self-evaluation surveys, considered alongside results for all COM-FSM committees.

12 members of SSC responded in AY2019-2020’s survey: 4 from National campus, 2 from Chuuk campus, 1 from Kosrae, 3 from CTEC, and 2 from Yap. Of these respondents, 4 were faculty and 7 were staff and 1 was an administrator. No students participated in the Committee Self-Evaluation survey.

Survey responses were on a 5-point Likhert scale

1 – Strongly agree 2 – Agree 3 – Neutral 4 – Disagree 5 – Strongly Disagree

Weighted average scores are presented; the closer the score to 1, the greater the members agree with that statement.

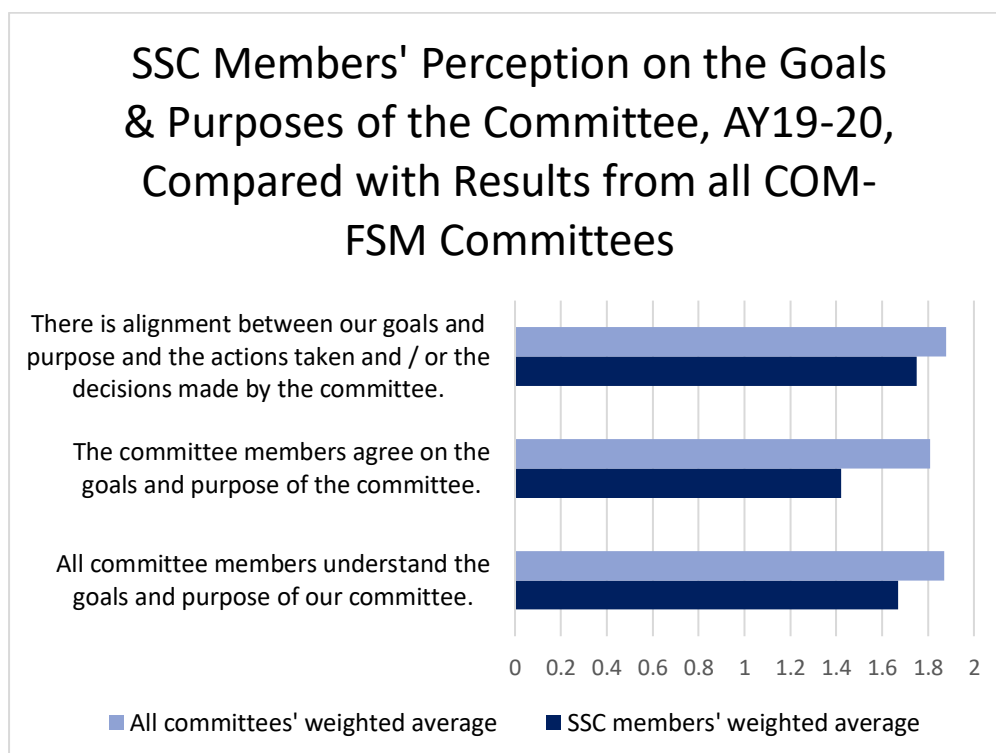


Figure 51: SSC Members' Perception on the Goals & Purposes of the Committee, AY19-20, Compared with Results from all COM-FSM Committees

SSC members have relatively high agreement that there is alignment between their goals and purpose and the actions taken and/or the decisions made by the committee. Additionally, they strongly agree on the goals and purpose of the committee, which their members understand well.

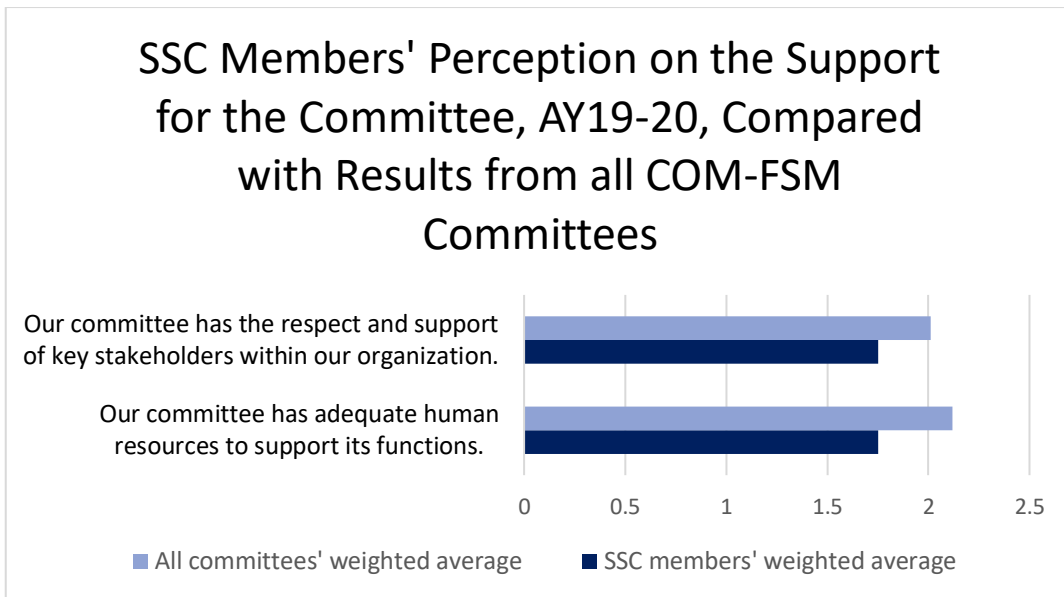


Figure 52: SSC Members' Perception on the Support for the Committee, AY19-20, Compared with Results from all COM-FSM Committees

SSC members agree quite strongly both that the committee has the respect and support of key stakeholders within COM-FSM, and that they have adequate human resources to support its functions.

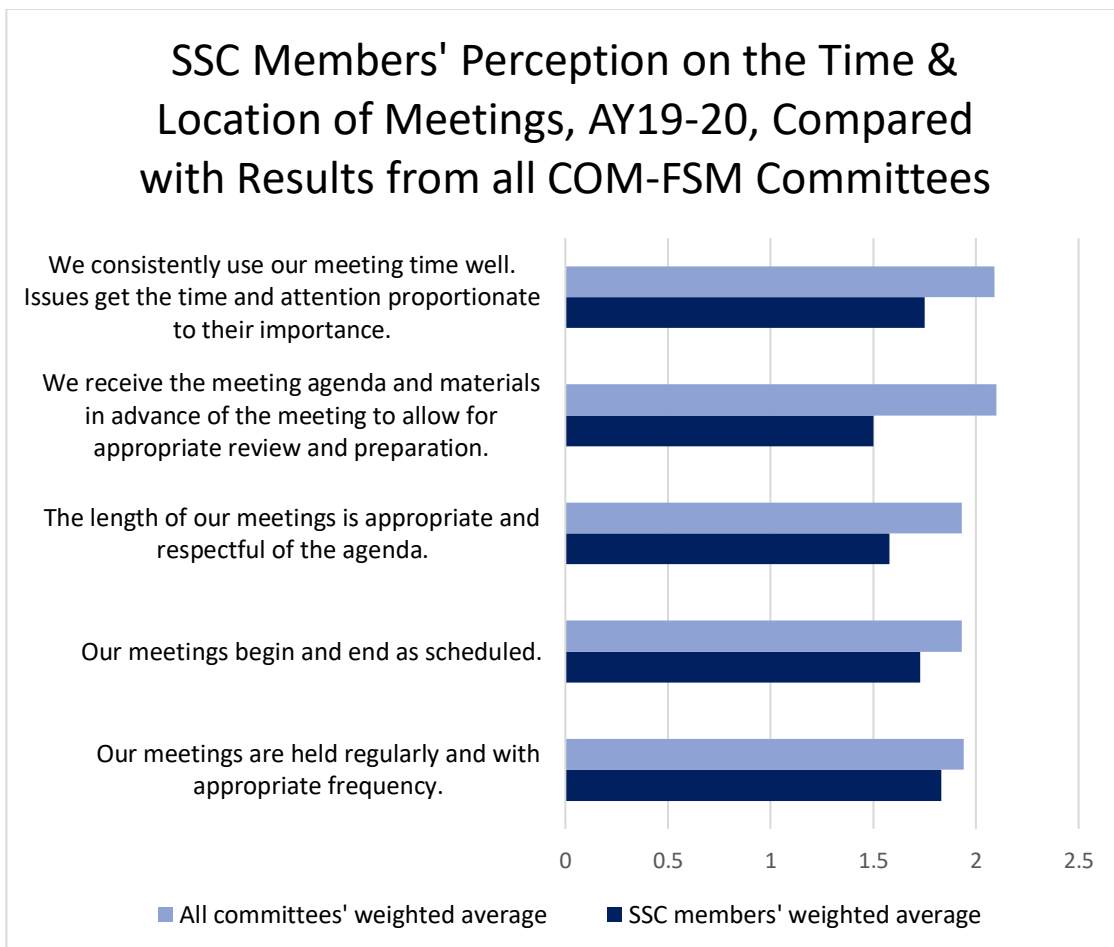


Figure 53: SSC Members' Perception on the Time & Location of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

SSC members agree quite strongly with each of the statements regarding time, location, and frequency of meetings. Members receive the agenda and materials in advance of meetings to allow for appropriate review and preparation.

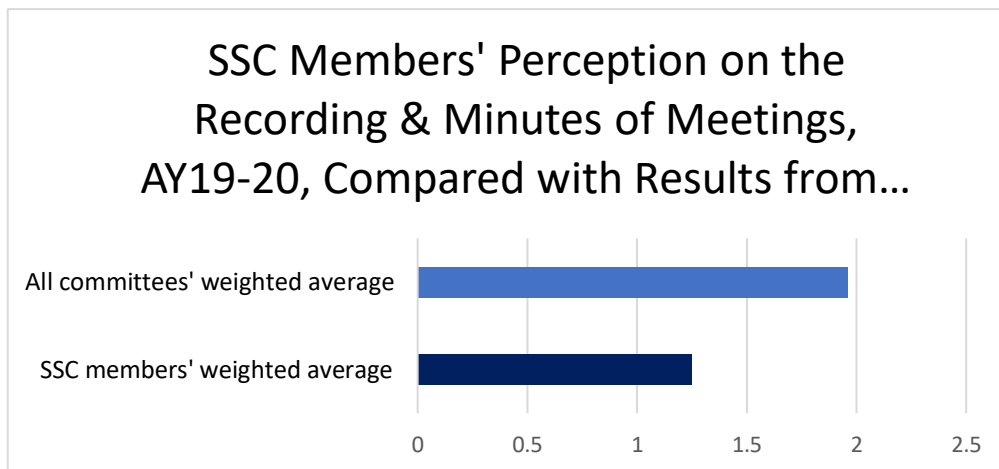


Figure 54: SSC Members' Perception on the Recording & Minutes of Meetings, AY19-20, Compared with Results from all COM-FSM Committees

Minutes and recordings are highly rated as accurate in SSC.

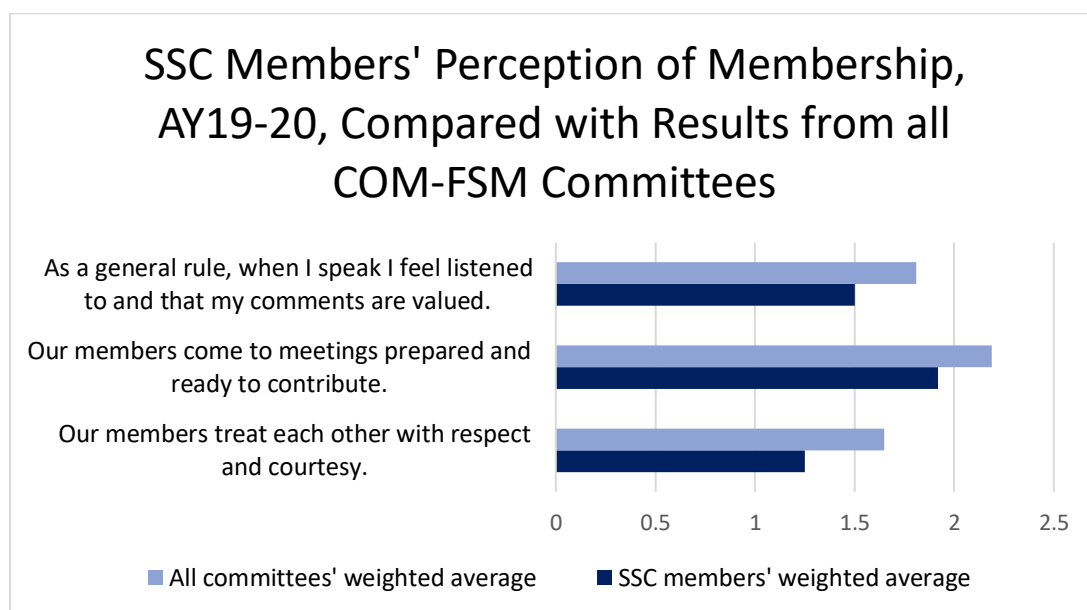


Figure 55: SSC Members' Perception of Membership, AY19-20, Compared with Results from all COM-FSM Committees

Members of SSC treat each other with respect and courtesy, and people feel their comments are valued. Members come to meetings prepared and ready to contribute.

SSC Members' Perception of Communications Technology, AY19-20, Compared with Results from all COM- FSM Committees

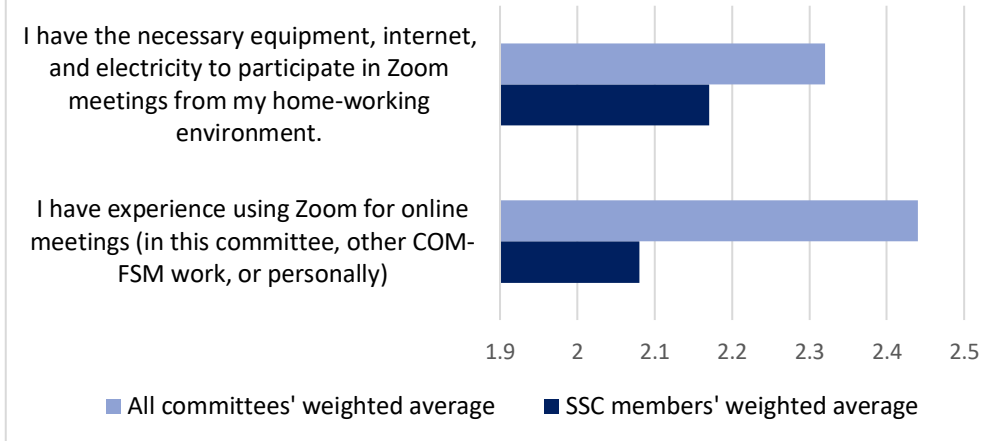


Figure 56: SSC Members' Perception of Communications Technology, AY19-20, Compared with Results from all COM-FSM Committees

SSC members are slightly better equipped and experienced using Zoom compared to the collegewide weighted average. Some members wrote comments:

- I still need help though.
- Others who were involved in the meeting showed me briefly what other functions are for but would be helpful to have a training on using Zoom.
- Need training on zoom
- The speakers on the office laptop I use at home does not work. For a couple of meetings, I went to the office to use the desktop
- Doesn't work on my computer

What works well in SSC?	What doesn't work so well in SSC?
<ul style="list-style-type: none"> • I believe this academic year attendance was better than previous years. I do not think we cancelled a meeting this year due to not having quorum. This academic year we were able to complete a survey for students regarding advisors/advising. This was one area we felt needed attention in order to help students be successful in their studies/time at the college. • Working together in cooperation • Sharing information • Being informed before attending meeting • Ensure everyone has the information they require, understands the outcomes, and knows what they need to contribute to achieve these. • The communications works well as well as email information that is send out to us. 	<ul style="list-style-type: none"> • Having members take on the added responsibilities of being a committee officer. I also feel we need to hear or receive a little more input from members. This way we know what is happening at their campus or what is being done to help students. • Agenda should be limited to the time allotted for the duration of the meeting. • Not responding to emails and not present • Attendance

What are your recommendations to help improve this committee?
<ul style="list-style-type: none"> • To get input from the college community or stakeholders on what areas or issues the committee can work on/help with. The idea for the survey was from the committee members but I think it will also be helpful to get input or ideas of things to work on from the college community. • To find strategies that can be used to help students succeed in college. • Set goals and timelines • Time.. your own time and energy, and when you spend it on your team, it goes a long way toward building healthy relationships. • Maybe we can now use Zoom conferencing as an alternative to using Teleconferences.