

Yap CRE from page 4.

Next phase of the project is to refine spawning and larval rearing protocols for mass production and conduct ocean grow-out trials. The project has generated interest and involvement of four communities for technical assistance to restock and enhance giant clam populations in their waters.

Research/Hatch funding -Hatch-Approved Project: Crown Leaf Budding, Rooting and Growing Media for Pineapple (Ananas comosus (L) Merr

Early research results indicated promising and practical application of using pineapple crown leaves for rapid multiplication of planting materials.



Using leaves from the crown to propagate seedlings (left). New seedlings for nursery production (right).

Presidential Search Update

The application period for the Presidential Search closed at the end of June 2020 and the Committee is currently screening candidates and identifying those to be called to interviews to may take place in July.

Survey

What people consider to be the most important challenges facing the college and what the next president should prioritize?

450 people, including 179 students from all six campuses across the four States, participated in the survey to understand what people consider to be the most important challenges COM-FSM is facing and what the next President should prioritize.

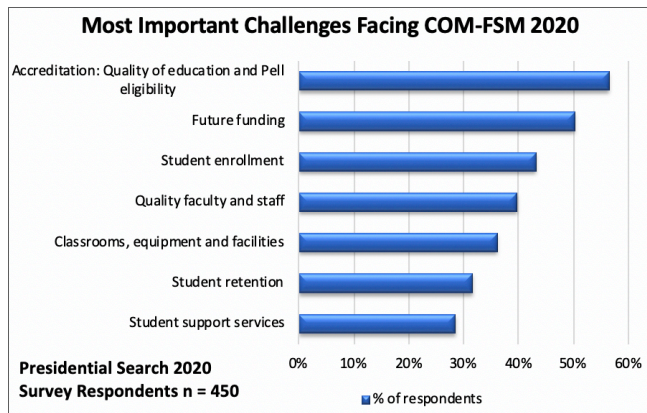


Figure 2.0. Presidential Search 2020 survey respondents selected three challenges facing COM-FSM which they believe are most important.

Accreditation (quality of education and Pell eligibility) and future funding are broadly considered to be the two most important challenges facing COM-FSM in 2020. Classrooms, equipment and facilities are next in importance to students, whereas faculty and staff are more concerned with enrollment.

MISSION STATEMENT

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.

Department for **INSTITUTIONAL EFFECTIVENESS & QUALITY ASSURANCE**
Information Technology | Office of Institutional Effectiveness

Office of Institutional Effectiveness

A qualitative survey to better understand people's experiences of the early weeks of online learning, and the CCCSE SENSE

The Office of Institutional Effectiveness (OIE) created and administered a qualitative survey to better understand people's experiences of the early weeks of online learning. 20 faculty and 40 students responded to the surveys – analysis is currently underway and results will be shared with the college community shortly.

of the **Center for Community College Student Engagement (CCCSE)**, aiming to help community colleges why some entering students persist and succeed and others do not. Normally administered during the 4th and 5th weeks of the fall academic term, SENSE asks students to reflect on their earliest experiences (academic and services-related) with COM-FSM. This year's survey includes two special modules focusing on COVID-19 Impact and Guided Pathways.

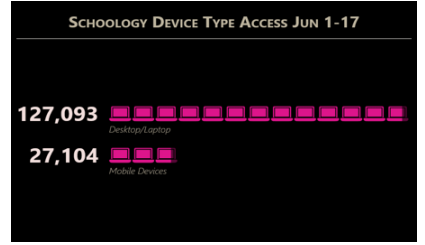
2020 is the first year that COM-FSM will participate in the **Survey of Entering Student Engagement (SENSE)**, a product and service

Information Technology

Rapid Shift to Online Summer Session

In preparation for online courses, the Information Technology Office (ITO) has been working closely with Instructional Affairs and the EMSS to allow for a rapid change to online instruction. The Office of Admissions, Records and Retention (OARR) and ITO worked closely to make necessary changes to the Student Information System to accommodate online courses. The use of Schoology has allowed for courses to be taught online. The transition was met with a lot of challenges which we continue to help faculty and students with.

Schoology statistics suggest that desktop computers and laptops remain the top computing resource to access online material.



For the first three weeks of instruction, June 1-17, 2020, there have been a total of 134,093 access views to Schoology by students (841 this semester), and 20,402 times by faculty (60 instructors teaching 91 sections). Computer labs college-wide were changed to a "social distance" (SD) compliant set up, 10 per lab six feet apart. Chuuk has three SD labs, CTEC four SD labs, Kosrae two SD labs, National six SD labs, and Yap has five SD labs. At most each campus is using two SD labs with others on standby should the need arise. Classrooms can also be converted SD labs should the demand increase. Logs are being kept at each campus as reflected in the graph to track lab usage.

Analytics from June 1 through June 17 report a total of 127,093 access views by desktops/ laptops and 27,104 accesses from mobile devices that include smartphones, iPads, and tablets. Wifi remains live at all campuses and in demand during business hours, and after hours for as users can catch the signal around the parameters of the campuses and by occupants of the Residence Halls at the National Campus. The IT Office is in talks with FSMTc to explore what additional speed can be provided to the Kosrae Campus and at what cost. The use of Schoology has further exacerbated the loading times for both personnel and students at our Kosrae Campus.

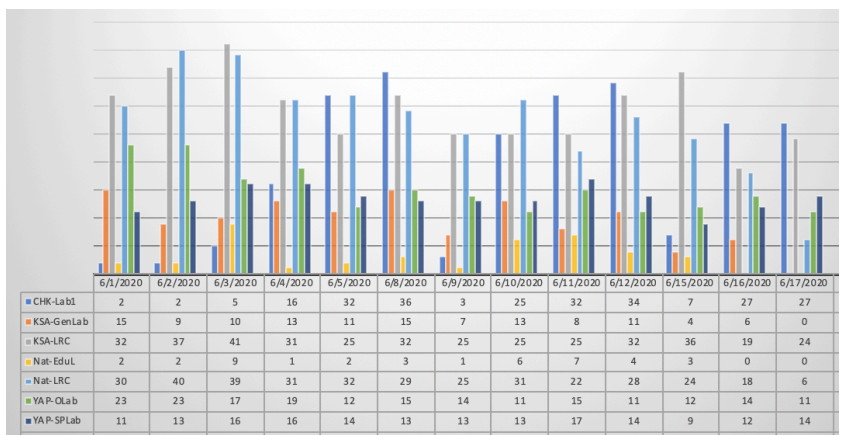


Figure 1.0. Daily Use of Socially Distanced Computer Labs on Each COM-FSM Campus, June 1, 2020, to June 17, 2020.



Overview: Assessment | 2019 – 2020 | Workshops and Meetings

Assessment Team Meetings & Workshops	Administrative Unit Program Review Workshops
2019.09.17	2019.07.18
2019.10.09	2019.08.06 & 07
2019.11.20 – Instructional Program Review Workshop I	2019.11.21
2020.01.22	2020.03.09
2020.02.11 Instructional Coordinators – Improving Feedback	
2020.02.26 Instructional Program Review Workshop II	
2020.03.11 Canceled due to COVID-19 all-campus meeting	
2020.05. 26 Instructional Program Review Workshop III – Canceled to allow instructors time for Online Learning preparation	
2020.06.17	

The challenges of keeping on track with assessment work are not new to COM-FSM. Within the context of COVID-19 global pandemic, the challenges are multiplied, a few examples of which are presented below.

Voices from across COM-FSM

"I will need to be brief because I am using the COM campus internet in my office--We don't have internet at home--and our campus dean limits our usage time to 1 to 2 hours. Security monitors my time and gives me a warning just under 1 hour. Not much time to do anything but keep up with e-mail."

"Sadly I do not have internet connection unless I buy a phone card and use 3G. Right now I'm babysitting my nieces at my mom's house and I'm able to use the wifi."

"Me and my wife are really working hard on our land to grow more food. I don't have any computer so i can't work on my assessment."

"we are planting more banana and breadfruit trees, taro and other crops we can grow. I wished that I can continue on with my work and finish where I am now but my laptop needs update and some of the information I need, staffs were not able to respond back to me due to no one should be at campus. I have

not been to campus, just staying at home. My work is saved on my desktop at the office at the moment but if there is no change to the due date I might have to go to the office and try to make a copy of it so I can work on it."

"I am more worried about water supply, in case of drought. I am planning to purchase a water tank for storage. I cannot work at home but I do come to the office at least once a week."

"I wrote to my students through Schoology and no one has responded. I hope they're all okay."

"my scheduled flight was canceled due to the travel ban enforced by the FSM government. Maybe, I cannot visit my family this summer until this COVID-19 is still a global problem. This situation makes me feeling stress and worry more about the condition of my family back home, although we are continually communicating through video calls."

Publication and Graphics

▶ Filming, Editing, & Publicizing Interim Presidents Graduation **Video Message**. (Note: Video Reached up 400+ views until it was taken down and replaced on June 17, 2020, due to a minor correction)

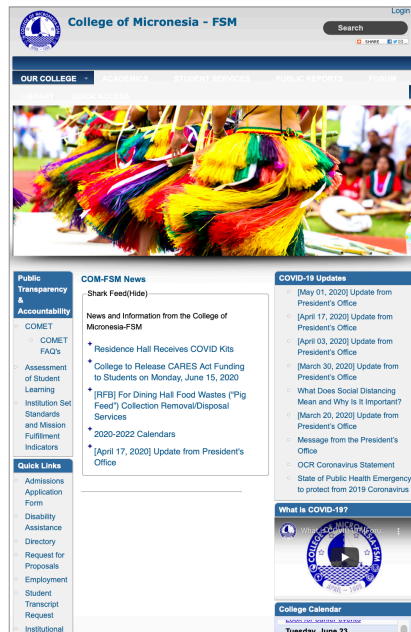
▶ Filming, Editing, & Publicizing Spring 2020 Graduation **Video Message**

▶ Presidential Announcement Advertisement locally and across the Pacific Via **Kpress** and **Pacific Island Times**

▶ Interim President Photo Op (May 18, 2020). Photos for Presidential releases, Publications, and Media Postings.

▶ Kaselelhi Press Ads: **Volume 20, Issue 8, Volume 20, Issue 9, Volume 20, Issue 10, Volume 20, Issue 11, Volume 20, Issue 12, and Volume 20, Issue 13**

▶ Social Media. College Facebook Page (3,706 Followers)



COM-FSM COVID-19 Preventive Measures

Get to know COM-FSM's COVID-19 Preventive Measures and Framework

The college follows the FSM Nationally defined five conditions of readiness for COVID-19.

	FSM National	Chuuk State	Kosrae State	Pohnpei State	Yap State
Condition 5:	All clear				
Condition 4:	Zero cases but COVID-19 threat exists				4b: "Threat detected" No cases on-island, but real threat identified 4a: "Evidence of Local Transmission in Hawaii, Guam, Palau or Other FSM States"
Condition 3:	1-10 cases				First case' initial case identified
Condition 2:	>10-100 cases				Established Transmission' 2nd generation of cases of multi-foci of local cases
Condition 1:	>100 cases (widespread transmission on main island)				1c: 'Widespread Transmission on Yap Proper'
	1b: 100 cases (widespread transmission throughout State)				1b: 'Widespread Transmission throughout Yap State'
					1a: 'Continued Spread Transmission throughout Yap State'

Figure 2.0. COVID-19 conditions as defined by FSM national and states.

The college has drafted a document "COM-FSM Preventive Measures & Framework" aiming to:

- ▶ provide a standardized framework for COM-FSM in its response to the COVID-19 outbreak
- ▶ provide technical information and guidance for coordinated efforts across all campuses and departments to minimize the impact of COVID-19
- ▶ present the measures COM-FSM takes to protect the lives and property of the college community during the COVID-19 emergency while preserving the orderly functioning of the college community.

Training on this document has taken place in certain departments, including IT, to: Get to know COM-FSM's COVID-19 Preventive Measures & Framework; Understand Reasons For and Against Wearing Masks; How to Make, Wear, & Clean Cloth Face Coverings; and address Frequently Asked Questions.



Figure 2.0. Information Technology Office's online training on COVID-19 Preventive Measures & Framework.

Participatory Governance

As of June 17, 2020, 60 people responded to the end of year Committee Self-Evaluation survey. Of the seven committees,

- ▶ two have completed all end-of-year committee work and nominated officers for next year;
- ▶ four have 1-2 tasks (of 5) remaining; and
- ▶ One has four tasks remaining

The biennial governance report is in progress which will provide valuable data to consider how best committees can function under the current changing conditions.



Publication Data for COM-FSM Facebook Page, March 16, 2020, to June 18, 2020

Facebook Post	Date Posted	Number of People Reached	Number of Engagements
Update from President's Office [March 30, 2020]	Monday, March 30, 2020	1,406	163
COM-FSM Presidential Search Announcement	Wednesday, April 1, 2020	1,648	295
Update from President's Office [April 03, 2020]	Friday, April 3, 2020	1,018	137
Gardening: Good for You Today, Great for Us	Sunday, April 12, 2020	585	50
Update from President's Office [April 17, 2020]	Friday, April 17, 2020	2,354	353
Update from President's Office [May 01, 2020]	Friday, May 1, 2020	3,560	310
Spring 2020 Graduates	Friday, May 8, 2020	7,730	2,391
Registration for Summer 2020	Wednesday, May 13, 2020	4,991	788
PELL Grant Available This Summer 2020	Thursday, May 14, 2020	719	148
SEG For Summer 2020	Thursday, May 14, 2020	479	28
COM-FSM Presidential Search Deadline May 31st	Friday, May 22, 2020	1,295	175
College Board Announces Interim President	Friday, May 22, 2020	3,014	659
Traditional Navigation Program	Wednesday, May 27, 2020	2,066	156
Interim President's Congratulatory Message	Sunday, May 31, 2020	1,400	197
Graduation Video Message Spring 2020	Wednesday, June 10, 2020	4,299	632
College to Release CARES Act Funding	Wednesday, June 10, 2020	956	654
Total	16 posts	32,534	7,136
Average		2,034	446

Department for
ADMINISTRATIVE SERVICES

Bookstore | Business Office | Dining Hall | Facilities & Maintenance | Human Resources | Procurement & Property Management

Updates: Administrative Services

On March 16, 2020, the college ended the spring semester right after the FSM and Pohnpei State issued a COVID-19 Coronavirus Emergency Declaration for schools to close. COM-FSM followed the emergency declaration and activated its college Emergency Management Plan which was revised recently by the department toward the end of last year. VPAS chaired the first meeting of the college's Emergency Management Team (EMT) as included in the Emergency Management Plan and began concrete plans for procuring supplies for the college such as hand sanitizers, face masks, thermal testing device, soap for washing hands, protective gears, and other medicines for students and staff. In the plan, the Director of Maintenance was designated as the Plan Administrator so several meetings of the EMT has been chaired by Director Francisco Mendiola. Vice President for Administrative Services was selected as the liaison officer to the FSM Health Emergency Team.

The college declared portion of the college to be locked down so students and staff inside the locked down boundary were restricted from going out and also for visitors to be off limit. Purchases of food supplies were bought enough for a little more than a month. While the locked down was activated, several

students from Yap, Chuuk, and Kosrae were given chances to go home. Kosrae students left on a ship due to restrictions of flights going to Kosrae from Pohnpei. Yapese students flew to Chuuk and stayed there for few weeks before the H1 Hapilmohol picked them up and took them to Yap.

The college submitted supplemental funding request to FSM President's Office in the amount of \$1.5 million dollars to take care of summer online course deliveries and also to reimburse the college for some of the expenses the college paid for students to travel home via ships, planes and hotel. The college paid for water bottles for students to help them while going on the ships to Yap and Kosrae.

The FSM Department of Finance has established good draw down procedures for the college to get its subsidy fund from FSM without going through the FSM regulations requirements that the FSM department and offices follow. The college will follow quarterly subsidy drawdown arrangements. This drawdown arrangement is helping the college to get its funding ahead of time to use. Timing for request for fund drawdown is important and so Business Office staff are instructed to make request on a timely basis.

Procurement and Property Management Office

The office continues to process purchase orders and receiving reports in a timely manner to promote improvements in the procurement cycle. One of the unit new administrative objective (AUO2) for the fiscal year is to improve the processing time of

procurement cycle and maintain satisfactory cycle completion rate at, or above 75% within 1-3 days and reduce, or minimize "Fair" (4-6 days) and "Poor" (7 days+). The processing cycle includes the following workflows: receive purchase request, compliance review, generate



Human Resources Office

Number of Full-Time Personnel

Retention Rate vs. Attrition Rate from March, 2020, to June 22, 2020

Campus	Number of Full-Time Personnel	Retention Rate		Attrition Rate		Reasons
		Count	Rate	Count	Rate	
National	162	160	99%	2	1%	Relocation off island
CTEC	81	81	100%	0	0%	
Chuuk	51	51	100%	0	0%	
Kosrae	40	40	100%	0	0%	
Yap	43	41	95%	2	5%	Termination and another job
FSM FMI	15	15	100%	0	0%	
Total	392	388	99%	4	1%	

Data above reflects current personnel during reporting period, employee departed and hired/started. Personnel whose effective dates or separation dates from the college fall on dates after June 22, 2020, will be reflected in the next report.

Gender and Citizenship Distribution of current Full-Time Personnel

Campus	Male		Female		FSM Citizen		Non-FSM Citizen		Total n
	Count	% of n	Count	% of n	Count	% of n	Count	% of n	
National	91	57%	69	43%	120	75%	40	25%	160
CTEC	46	57%	35	43%	69	85%	12	15%	81
Chuuk	32	63%	19	37%	45	88%	6	12%	51
Kosrae	25	63%	15	38%	34	85%	6	15%	40
Yap	21	51%	20	49%	32	78%	9	22%	41
FSM FMI	11	73%	4	27%	14	93%	1	7%	15
Total	226	58%	162	42%	314	81%	74	19%	388

Recruitment Data For March 2020, to June 22, 2020

While hiring was on hold for more than two months since the lockdown, the college starts again this month, for both FY 2019 and FY 2020. Table below shows positions filled during this period, March 2020 to June 22, 2020. These numbers do not include pending job offers or positions in the screening process.

Positions	National	CTEC	Yap	Chuuk	Kosrae	FSM FMI
Faculty						
Management						
Professional						1
Classified	5	6		1		
Total	5	6		1		1

Enrichment Initiatives

- ▶ May 27, 2020, HR Director enrolled in a one-on-one free coaching session online with Glenn Furuya of *Leaderships works.com*
- ▶ May 29, 2020, Trello training with HR campus representatives.
- ▶ May 29, 2020, Issue notice and invite for Open Season in the Retirement Plan
- ▶ May 29, 2020, Issue notice and invite for Open Season for MiCare Plan
- ▶ June 1, 2020, Participated in the RFP for the FSM Group Life Insurance Plan.

HR Director is coordinating two sessions of online training for the management team scheduled for July.

Policy Development

Human Resources Committee (HRC) which is responsible for reviewing policies and procedures pertaining to human resources suspended meetings in March with the lockdown. While the committee has not resumed its regular meetings, it carried out the following tasks electronically.

- Completed committee self-evaluation
- Confirmed all meeting minutes for the academic year all are uploaded on the website including the most current TOR.