



## Human Resources Office

### Number of Full-Time Personnel

Retention Rate vs. Attrition Rate, August 22, 2017, to November 22, 2017.

Campus	Retention (N=394)		Attrition (N=394)	
	Count	Rate	Count	Rate
National	178	45.18%	3	0.76%
CTEC	71	18.02%	1	0.25%
Chuuk	50	12.69%	0	0.00%
Kosrae	33	8.38%	1	0.25%
Yap	35	8.88%	0	0.00%
FSM FMI	21	5.33%	1	0.25%
<b>Total</b>	<b>388</b>	<b>98.48%</b>	<b>6</b>	<b>1.52%</b>

### Full-Time Personnel distributed by Sex and Campus, as of November 22, 2017

Campus	Full-Time Personnel (N=388), as of 11/22/2017				Total n
	Male (count)	Percent of n	Female (count)	Percent of n	
National	98	55.06%	80	44.94%	178
CTEC	42	59.15%	29	40.85%	71
Chuuk	31	62.00%	19	38.00%	50
Kosrae	23	69.70%	10	30.30%	33
Yap	20	57.14%	15	42.86%	35
FSM FMI	15	71.43%	6	28.57%	21
<b>Total</b>	<b>229</b>	<b>59.02%</b>	<b>159</b>	<b>40.98%</b>	<b>388</b>

### Recruitment Data for August 21, 2017 to November 22, 2017

While hiring continues for FY 2018, there are six new hires as of report. Of these six new hires: (a) four were hired as instructors, and (b) two as classified-class employees.

### Enrichment Initiatives

**February 14, 2018, National Campus & CTEC.** 30 managers attended a workshop presented by the Director of Human Resources and Atty. Steve Finnen covering the following policies: (a) B.P. No. 6007-Employment; (b) B.P. No. 6010-Leave Policies; (c) B.P. No. 6017-Performance Evaluation; (d) B.P. No. 6018-Termination; and (e) B.P. No. 6019-Employee Discipline and Protection.

**February 14, 2018, National Campus & CTEC.** 32 managers attended a workshop on "Investigation for Managers" presented by Timothy Fenlon.

### Policy Development

The Human Resources Committee continues to review new and proposed changes to current policies, as follows:

**Proposed changes to Board Policy No. 6033 (Personnel Policies).** This has been reviewed by the Human Resources Committee, and pending review by the faculty/staff senate.

**Proposed new policy and administrative procedure: Board Policy No. 6034, and Administrative Procedure No. 6034 (Dress Code).** This has been submitted to Human Resources Committee for initial review.

## COM-FSM 2018-2023 Strategic Direction 1

### Innovate academic quality to ensure student success

Ensure student success by decreasing time to completion and increasing student satisfaction, persistence, retention, and graduation rates by innovating academic quality and enhancing student support services.



## Department for Instructional Affairs

ACADEMIC PROGRAMS | STATE CAMPUSES | FSM FISHERIES & MARITIME INSTITUTE | COOPERATIVE RESEARCH & EXTENSION

## Update on the BS in Elementary Education Proposal

The Board of Regents endorsed a resolution in support of a baccalaureate degree in elementary education at the December 13, 2017, meeting. Since that time, the baccalaureate in elementary education proposal has been drafted and received endorsement from the Curriculum Committee, Finance Committee, Recruitment, Admissions, and Retention Committee and the Executive Committee. The next steps include approval by the Board of Regents (March 2018 meeting), and submission of a substantive change request to ACCJC during the fall 2018 semester.

Professor Susan Moses has been instrumental in collecting the necessary data and drafting the proposal for committee and Board review. Education faculty from each campus met in January to conduct alignment of learning outcomes from course to program and from associate to third year certificate and baccalaureate level. The group wrote all course outline descriptions as well. This same group is now writing the course outlines that must be submitted to the Curriculum Committee for approval and to ACCJC with the substantive change request. Implementation of the program is scheduled for fall 2019 pending all remaining approvals.

## COM Land Grant Awarded \$75,000.00 to the College of Micronesia-FSM



COM Land Grant awarded \$75,000.00 to the College of Micronesia-FSM to enhance the library collection in preparation for the Bachelor of Science in Education program.

LRC Director, Jennifer Helieisar, prepared a proposal requesting the funding to build collections at all campus libraries. Reference materials, DVDs, and journal subscriptions, will be purchased to directly support the proposed baccalaureate program in education.

## Spring 2018 Course Offerings

Campus	Number of Courses		Full-Time		Part-Time		Faculty, Spring 2018
	Spring 2017	Spring 2018	Count	Count%	Count	Count%	
National	184	193	41	85%	7	15%	48
CTEC	94	89	27	96%	1	4%	28
Kosrae	39	39	7	47%	8	53%	15
Chuuk	55	48	12	80%	3	20%	15
Yap	32	30	5	42%	7	58%	12
<b>Total</b>	<b>404</b>	<b>399</b>	<b>92</b>	<b>78%</b>	<b>26</b>	<b>22%</b>	<b>118</b>

## Faculty Workshops

Faculty workshops were held at all campuses on January 8-9. Topics included building authentic learning communities, uploading data into TracDat, writing assessment reports and generating ideas for the revision of the Integrated Educational Master Plan.

Continued professional development was conducted in Yap on Feb. 23, and is planned for Chuuk the following week. Kosrae, National and CTEC have professional development days planned for March.

## Education Talent Search Program's Spelling Bee



Education Talent Search Program held its 2018 spelling bee in the Governor's conference room. Four students were selected to compete in the regional spelling bee in Guam on March 30, 2018. The four students are Daphne Rodriguez-Kolonia Elementary, Louisa Carmina Jack-Kolonia Elementary, Morales Edgar-Nett Elementary, and Adam Primo-Awak Elementary.

## National Campus Math Faculty: Embedded Tutoring

Two National Campus math faculty are piloting a model for **Embedded Tutoring**. The class is designed so that the students spend the first 10-15 minutes in groups reviewing homework problems identified by the tutor prior to class time. The tutor grades the homework. The instructor then introduces the new learning outcomes for the day. Students then get back into groups to practice. The tutor is in the class during the entire time and assists students with questions. The goal for the spring semester is to determine what a full study on embedded tutoring will look like in the fall when a more significant sample size might be available. It is possible the current students will be trained as tutors for the fall study. Final results will be reported in May at the end of the semester.

## UPDATES: Cooperative Research & Extension



Lolita Ragus, researcher in Chuuk has developed a survey to collect data on crop production and marketing in Chuuk State. The survey is collected weekly and includes the volume of produce delivered by farmers, sold by vendors, and wastage. The overall purpose is to generate monthly and yearly production and marketing trends for economic crops in Chuuk.

Pohnpei Extension Services requested and received \$50,000 from Pohnpei State Government to support extension services.

### Publications:

1. Murukesan Krishnapillai (2018). Enhancing adaptive capacity and climate change resilience of coastal communities in Yap. In: Leal Filho, W. (Ed.), *Climate Change Impacts and Adaptation Strategies for Coastal Communities*. Springer, Switzerland.
2. Sowing Seeds of Stability in Micronesia. <https://www.usaid.gov/news-information/frontlines/september-october-2017/sowing-seeds-stability-micronesia>
3. Enhancing the Climate Resilience of Atoll Communities on Yap Island, FSM – Blog. <https://www.climatelinks.org/blog/enhancing-climate-resilience-atoll-communities-yap-island-fsm>
4. Brochures published and distributed: Watermelon (Brochure No. 47); Dragon Fruit (Brochure No. 48); Pineapple (Brochure No. 49); Squash (Brochure No. 50); and Bell Pepper (Brochure No. 51)



College of Micronesia-FSM  
**State Campuses, & FSM Fisheries  
 & Maritime Institute**

### FSM Fisheries and Maritime Institute

- Upward Waterproofing of roof is complete.
- Cadet Center – work remaining are: (1) replace broken glass on sliding window in TV/lounge area; and (2) install gutters with hanger/support. Completion date is March 18, 2018. IT staff are working to get the center connected to the Internet network. Couches, TV, pool table, and computers are being moved in to the center. The final piece of equipment is the exercise equipment being shipped from Hornets Sports in Guam.
- FMI Cadet Living Quarter - This project progress has been slow due to delayed arrival of materials (ceramic tiles) ordered from off-island. Work such as painting, desks, closets, and ceiling were completed while awaiting ceramic tiles and other materials for the bathrooms. Work has resumed for 2 weeks now that ceramic tiles have been received. Additionally, a change order with a request for time extension (60 calendar days) has been submitted to national campus for review and approval. The change order consists of additional work (discussed and recommended by Project Manager) – installation of bathroom sinks, bathroom wall tiles & accessories, and officers' bathroom wall tiles, and living quarters exterior wall painting. This will bring the total cost of project to \$91,183.40 (\$73,138.15 + \$18,045.25). The new completion date is April 24<sup>th</sup>, 2018. The challenge with this project is the fact that there are cadets still living in the building while renovation work is taking place. Work is being done by wing with some cadets living temporarily in the Rec. Hall and the Female Unit.

### Chuuk Campus: Activities in Support of Student Success

- Chuuk Campus sponsored an **Academic Talent Showdown** on Friday, Dec. 1, 2017. About 100 students participated in the two-hour event. During the showdown, participants were asked question from all the subject areas. These questions were made by the faculty members and were intended to help the students learn and understand more for their final exams.
- Chuuk Campus initiated a project entitled **Foundations of Excellence (FoE)**. The purpose of FoE is to design, develop, implement, and evaluate activities to ensure student success among first-year experience students as well as certificate/degree students. A list of 43 performance indicators has been identified to work on in the next 2-3 years.

### Career & Technical Education Center (CTEC)

- Trade & Tech faculty at CTEC **upgraded NIDA trainers** by purchasing new versions, repairing experiment cards, and obtaining licensures for new software. The software had not been updated since its original purchase in the early 2000's.
- **CTEC Annual Exhibit** is scheduled on March 22-23 from 9 -4 pm each day. Students from all local high schools are invited to the campus. Students prepare presentations for each program offered. The purpose of the event is to provide students an opportunity to demonstrate knowledge of learning outcomes as well as recruit new students.

### Kosrae Campus

- **AFT student interns** from Kosrae Campus visit Malem Elementary School once or twice a month to share with the students the skills they need in order to grow their own crops and how to take good care of the crops.

### Yap Campus

- Yap Campus continues with **mandatory advising sessions** for all students. The sessions are scheduled three times each semester with the first at approximately 2 weeks into the semester, the second at 4 weeks into the semester and the third time after mid-term exams. Last fall 78 students participated in the advising sessions and those 78 students had a 95% pass rate.
- Yap Campus faculty members conducted **COMET training for high school teachers**. Three high schools attended the training. Basic information about COMET was shared as well as specific information on types of words in the vocabulary section, samples of reading selections and questions, writing prompts and rubric, practice math tests, and tips on test taking skills. Feedback from the high schools indicated they would now spend the entire year preparing seniors rather than just a few weeks.