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August 25, 2013

TO: Joseph M. Daisy, Ed.D., President COM-FSM
FROM: Mariana Ben Dereas, Vice President for Instructional Affairs
SUBJECT: VPIA Board Report – September 2013

Dear President Daisy,

These are activities that have occurred since the May 2013 Board meeting. The reports submitted by my office and the 4 state campuses are reporting against the six strategic directions has approved by the Board.

Mission Statement

Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

Vision

College of Micronesia-FSM will provide educational opportunities of the highest quality and will embrace the life-long pursuit of knowledge and the enrichment of the diverse Micronesian communities we serve.

Strategic Directions:

- *Focus on student success*
- *Emphasize academic offerings in service to national needs*
- *Be financially sound, fiscally responsible, and build resources in anticipation of future needs*
- *Invest in and build a strong capacity in human capital*
- *Become a learning organization through development of a learning culture guided by learning leaders*
- *Evoke an image of quality*

1. Focus on student success

1a. Copley System will be used this fall 2013 for improving student retention. It is not a grad eBook rather a system that will connect student to faculty to tutors to councilors. Pilot of program will first start at National campus and then will go to state campuses.

1b. 5 Challenges given to faculty -- The May 2013 graduating students at national campus were surveyed on their experiences at COM-FSM and also asked to rate the faculty. The rating for faculty was 'OK'. Professor Susan Moses then challenged the faculty to be better than 'OK' during her keynote speech.

Two of the new strategic directions focus on student success and being a learning organization. DAP and VPIA's office is encouraging faculty to be the leaders in these areas by meeting Professor Moses' challenge with FIVE challenges for faculty for school year 2013-2014. Anyone completing all FIVE will receive a certificate of completion and recognition at the annual Incentive Award Day.

Challenge #1

Experiment with one different teaching strategy that engages students in active learning.

Challenge #2

Read and summarize five professional development articles/books or join a webinar.

Challenge #3

Conduct one mini-workshop for your colleagues.

Challenge #4

Conduct one classroom research project and submit a report to DAP and Curriculum and Assessment Committee.

Challenge #5

Write a reflection paper on your own advising techniques, knowledge and practices.

<http://www.comfsm.fm/myShark/news/item=607/mod=21:21:45>

1c. A major move of computers and resources was done at the National Campus library to help provide an optimal atmosphere fit for studying. <http://www.comfsm.fm/myShark/news/item=608/mod=07:09:18>

2. Emphasize academic offerings in service to national needs

2a. Curriculum and Assessment Committee (CAC) will be assessing a 25% (per program) of the course outlines offered at the college. This time, they will be focusing on assessment strategies and content of the courses.

2b. To improve usage of the library and collections, surveys were conducted at all campus libraries at the end of the spring semester. These surveys will be used to help with the assessment of collects and improving services at all libraries.

2c. TracDat training was conducted during the August faculty-training week for division chairs and program coordinators.

2d. Working on MOU with the FSM Office of Environment and Emergency Management on training and capacity building for the management of ozone depletion substances. This MOU would be of great benefit to our existing T&T certificate programs.

2e. Dr. Daisy accepted two heavy equipment from the FSM national government (President Mori). These two heavy equipment will be used for land excavation for the college but at the same time, the Director for Career and Technical Education will be working on a curriculum to integrate these equipment training into the existing carpentry program at Pohnpei Campus.

2f. Future MOU:

- Working with SDSU to coordinate Master in Public Administration and BA in Criminal Justice.
- Working on MOU with the FSM Office of Environment and Emergency Management on training and capacity building for the management of ozone depletion substances.

3. Be financially sound, fiscally responsible, and build resources in anticipation of future needs

3a. Less overload for faculty, was able to maintain budget, did not need to tap into fund balance to pay for summer contract, and was able to find within the divisions for summer compensation.

3b. \$100,000 grant from FSM Department of Health and Social Affairs has been granted for fall 2013 to develop and deliver 3 Public Health training modules throughout the 4 FSM states. Dr. Paul Dacanay has developed the 3 modules (Substances Abuse Prevention, Primary Care and Essential Public Health Functions and Services and Integrated Management of Childhood Illness). This would be COM-FSM 2nd grant from FSM Health.

3c. Future MOU:

- Working with SDSU to coordinate Master in Public Administration and BA in Criminal Justice.
- Working on MOU with the FSM Office of Environment and Emergency Management on training and capacity building for the management of ozone depletion substances.

4. Invest in and build a strong capacity in human capital

4a. Currently all Micronesian faculty members have either their Masters or are completing their Master programs. At the National campus, only one Micronesian faculty lacks a Masters but is completing her program this semester. She has taken all courses and is just awaiting her comprehensive test to complete her Masters from UOG.

4b. This summer during the Pacific Education Conference (PEC), COM-FSM's library Director received her Masters in Library Science. She was named Outstanding Student for the Library Education for the US Affiliated Pacific (LEAP) Cohort.

4c. Four of our National Campus faculty members attended a week long seminar for Great Teachers in Hilo, Hawaii to improve and enhance their teaching and assessment strategies. These four faculty members will be conducting workshops throughout the semester to share what they have learned with others.

5. Become a learning organization through development of a learning culture guided by learning leaders

5a. Worked with SPC and the four state campuses to complete desks or tables that are used to display environmental awareness brochures and posters. Each campus had a set number of tables to build and complete and each of the campuses did so by assigning the carpentry faculty or maintenance to build desks.

5b. VPIA office sponsored two faculty to attend the Pacific Educational Conference (PEC) to do presentation on Grad eBook. Again these faculty members did the same presentation for Pohnpei State teachers in August to show them other means of organizing students' grades. Their presentation was well received by the teachers.

6. Evoke an image of quality

6a. During the faculty workshop week (first week of August), there was an emphasis on improving assessment results (workshop on triangulation was conducted), accreditation update was given by the ALO to all faculty members, assessment planning writing on TracDat and workshop on improving course outlines.

6b. 12 students from COM-FSM have been chosen to attend Jenesys2.0 (a cultural visit and tour to Japan hosted by Japan Embassy), date of tour will 10/22 to 11/4. VPIA office assisted the Japan Embassy staff in selecting students through a thorough application process (review of GPA, Essay and interview).

COM-FSM Chuuk Campus Report

1. Focus on student success

1A. Fifty three percent of the students on Summer Semester midterm deficiency list passed their courses.

Fund has been reprogrammed to support tutoring program to assist students in need of academic assistance at Chuuk Campus.

A hundred percent of ACE-English students passed during Summer Semester. Seventy percent ACE-Math passed.

1B. Twenty-four (24) graduates participated in the COM-FSM Chuuk Campus 11th Commencement Exercise on May 21, 2013, but there were a total of twenty-seven (27) who submitted their requests for graduation. All 27 attained their AS or AA degrees.

Nine (9) AA degrees, and three (3) Certificates were awarded after the Summer Semester. Again, these are only those who submitted their graduation applications.

1C. A total of 318 students enrolled for Fall 2013 with 3780 credit hours. The projection was 490. This is low, but it is worth noting that only 178 students from Chuuk schools passed the COMET in 2013.

A total of 204 students enrolled during Summer 13, with 1158 credit hours. The projection was 164 students and 968 credit hours.

2. Emphasize academic offerings in service to national needs

2B. COM-FSM Chhuk Campus and the Chuuk Public Utility Corporation (CPUC) entered into an agreement (MOU) for COM to provide computer training for CPUC employees. The first phase was completed during the Summer Semester and the second phase is still to come.

COM-FSM Chuuk Campus also entered into an agreement with the Chuuk State DOE for COM to provide Continuing Technical Education (CTE) courses to 30 Chuuk High School Students. The Training was completed in May 2013. There is ongoing discussion for a one-year CTE Program to Chuuk High School students for this school year 2013 to 2014.

The Chuuk State Economic Planning Commission, in their July 30th, 2013 meeting, discussed with the Dean of Chuuk campus, their needs for Vocational Skills and Nursing. They would like COM-FSM Chuuk Campus to provide the programs / trainings to fulfill these needs.

Roslyn Reynold, AHEC Specialist at Chuuk Campus, is working on Modules for Short-Term Trainings in Public Health and Nursing.

3. Be financially sound, fiscally responsible, and build resources in anticipation of future needs

3A. Chuuk Campus 2013 Challenge. Each of the four divisions (Administration, Student Services, Instructional, and CRE) is challenged to raise \$1000 by December 31, 2013. This, in addition to employees' biweekly allotments, and the more than \$1000 raised during the 2013 Founding/Cultural Days Activities by the students, is for the Endowment Fund.

3B. The total cost of the two-phase CPUC computer training is \$11,844. The first phase was completed during the Summer Semester and \$3948 was paid to the college. The second phase is still to come.

The CTE Training of 30 Chuuk High School students generated \$29,438.40. The one-year CTE Program that is planned for this school year will generate more revenue.

3C. Twenty-eight (28) fire extinguishers were installed in all buildings (classrooms and offices) at COM-FSM Chuuk Campus.

Satellite dish and solar panels installed at CRE through a CariPac project. This will enable CRE to link directly to the internet without Telecom.

A 16-seater van was purchased for instructional use.

The back-up generators are in the planning to be serviced. Fund was reprogrammed for the repair and rehabilitations of all the vehicles for Chuuk Campus to ensure continuation of services for the campus needs.

The water line from the CPUC main water system has been reactivated and now functioning giving COM-FSM Chuuk Campus another source of water besides the private well and rainwater.

The president approved fund-reprogramming request for the acquisition of chairs for the Chuuk Campus faculty members. Most of the faculty members currently are using the beach-plastic chairs in their offices.

4. Invest in and build a strong capacity in human capital

4B. Ms. Jayleen Kokis, an LRC staff graduated from the University of Texas with a Masters in Library Science.

Miuty Nokar and Danie Mamangon, both math instructors, participated in the 2013 PEC Conference on Saipan. Mr. Miuty Nokar graduated with a Masters in Math Education, and Mr. Danilo Mamangon continues to work toward his doctorate degree in Math Education through the MACIMISE cohort.

Chuuk Campus Cultural Specialist Mr. Joakim Peter is progressing very well in his Ph. D Program at UH Manoa. He was granted a one-year extension to his Staff Development Leave by the president.

5. Become a learning organization through development of a learning culture guided by learning leaders

5A. Volume 2, Issue 2 of MESEISET was released in May 2013.

A Peer Advisor Group has been established and members helped students during registration, and discourage students for taking drugs. These Peer Advisors pledged not to take any drug and to discourage other students from taking drugs.

5B. Chuuk Campus is very active in holding regular monthly All-Campus Meetings to disseminate information to all, and to solicit comments and inputs on issues. The campus Management Council continues to hold meetings to make decisions and establish campus policies. All other committees continue to meet whenever their services are needed.

5C. The Campus Community was informed about new policies through all-campus meetings, and internet communications.

6. Evoke an image of quality

6A. Results of student evaluations of instructors from Spring & Summer 2013 were given out & discussed with individual instructor.

Pre/post tests & authentic assessment are required for all courses this Fall 2013.

The Staff Development Committee will have its award ceremony on Friday August 30, 2013.

6B. Chuuk State Economic Planning Commission is looking at COM-FSM to provide its manpower and vocational skills needs. A Committee was established to look into these needs at the State DOE and Health Services and report back to the Commission on their findings.

COM-FSM Kosrae Campus Board Report

- ***Focus on student success***

G1.1:

- Of the twenty-eight graduates, 25 walked the commencement exercises in July 2013.

- Fifty students were placed on deficiency list in Summer term 2013 with 18% having a grade of “F”, two with “W”, and the rest with grade of “D”.
- Orientation sessions were held for 39 incoming freshmen and Fall Semester 2013 registration netted 243 students, 74 with fulltime status and an FTE of 193. The enrollment is less two students from FY14 budget projection. Forty sections of classes are offered in Fall semester 2013; eight sections were cancelled due to low enrollment and lack of instructors.
- ***Emphasize academic offerings in service to national needs***
 - G2.1:
 - One section of AR101 Introduction to Art (3) is offered for the second time online by Karen Simion. Fifteen students are currently enrolled, students are demanding for a higher class size or additional section.
 - We regret to announce that two of the public health program classes were cancelled this semester due to lack of instructors; the coordinator for AHEC Kosrae is being reassigned to fill the position at Chuuk Campus.
 - G2.2:
 - At a courtesy visit to the leadership of Kosrae, the VPAS, Habuchmai and Director of Career and Technical Education and Pohnpei Campus, Grilly Jack announced to that the College is ready to provide non-credit career and technical training needed by the State.
 - CRE Coordinator and IC began initial discussion on aligning CRE short term non-credit training relative to AFT program courses.
- ***Be financially sound, fiscally responsible, and build resources in anticipation of future needs***
 - G3.1:
 - KC campus finance and fundraising raising committee reported collections to the Endowment Fund in the amount of \$2,274.82 as of August 6.
 - A reprogramming request was partially approved in August to defray costs in POL, Utility, Supplies for administrative services and instructional programs to the end of the fiscal year.
- ***Invest in and build a strong capacity in human capital***
 - G4.1:
 - HR filled two positions at Kosrae Campus: Miss Sharon Oviedo is a new mathematics instructor while Dr. Grady Pettigrew the science instructor.
 - As the new school year kicks in and faculty members are back, the ad hoc to select one faculty for education and English will be reactivated hoping for new members in Spring semester 2014.
 - G4.2:
 - IT staff, maintenance staff, and few security officers assisted Dr. Bruce Best in the installation of the solar power circuit and satellite dish received from CARIPAC project. Concluding the three-day hands-on training, Dr. Best conducted a course in Solar Energy Production in the Pacific. At that training

Kosrae Disaster Program Coordinator, IT specialist from Department of Education, and other local educators attentively listened as the hands-on training came to an end.

- Micronesia Red Cross is sponsoring certification training on CPR and First Aid this week on campus. Participants from Kosrae Campus include two building wardens, four security officers, the College nurse, and CRE coordinator.
- ***Become a learning organization through development of a learning culture guided by learning leaders***
 - G5.1:
 - No data.
 - G5.2:
 - Conducting KC Management Group meeting to share and provide direction based on the assessment plans of each department.
 - Continue to upload newsfeeds and schedule of activities on wiki and college website.
 - Upgraded equipment (CPU) for 8 faculty members, IC, and FAFSA processing with DELL, Windows 8, 64 bit i3 processor, 6GB RAM, and 1TB internal Storage/HDD. Wow!
 - The information technology division finally switched internet connectivity from T-1 to ADSL with the following specifications: switched network to ADSL (Elite) 1.5Mb down and 768Kb up; ADSL Basic for use by SIS and VoIP tested okay.
- ***Evoke an image of quality***
 - G6.1:
 - Kosrae State Government has hired one of the summer 2013 AA degree graduates and placed at Malem Elementary School as a regular classroom teacher in August 2013.
 - A resolution was adopted by Kosrae Leadership Conference held in early August congratulating COM-FSM's reaffirmation of its accreditation.

COM-FSM Pohnpei Campus Report

Focus on student success

1A. Construct 10 new dining tables for blue plate.

1B. Two top students from Cabinet making program assisted program instructors to construct dining tables and seating benches for the dining hall at national campus. The lumber used for this project were all harvested via environmental friendly approach in partnership with a local supplier approved by NRCS program based in Pohnpei.

1C. Spring 2013 T&T graduates included: 11 AAS [5 BT and 6 ET] and 16 COA [3 BMR, 3 CA, 2 CE, 7 CM, and 1 MVM], totaled of 27 graduates.

1D. Develop article for Kaselehlia Press, promote Carpentry program to include heavy equipment training.

1E. JICA donated and installed two white boards for classroom 6&7

Emphasize academic offerings in service to national needs

2a. Final review on a MOU between COM-FSM and FSM OEEM to provide RAC training that will cover new procedures for handling refrigerants. Industry certification will be provided thru this training.

Be financially sound, fiscally responsible, and build resources in anticipation of future needs.

3A. Auto motive club with oversight from the automotive program have started performing minor vehicle services for the college community. Repairs are paid at the PC bookstore with intend to avail the funding to directly support the automotive program.

3B. Rent Gymnasium to Pohnpei State Volleyball and Basketball Association to hold game as part of Pohnpei State liberation games celebrations.

- PC business office has documentation on funding generated from facility rental, carwash and equipment rental

Invest in and build a strong capacity in human capital

4A. HTM instructor Ms. Joyce Roby attended JICA Leadership Training in Okinawa on Tourism.

Become a learning organization through development of a learning culture guided by learning leaders

5A. PC actively holding regular meeting:

- Management meeting
- Divisions
- Offices

5C. The Campus Community was informed about new protocol for communication communications.

Evoke an image of quality

6A. Results of student evaluations of instructors from Spring & Summer 2013 were given out & discussed with individual instructor. Priority level places on SLO as required PC to identify and establish program supervisors for this semester.

- Programs include all T&T and AFT.

COM-FSM Yap Campus & FSM FMI Report

1. *Focus on student success*

Spring 2013

ABC grades 78%

D grades 8.3%

F grades 12%

I grades 0.3%

- FSM FMI & Yap Campus held a joint commencement exercise on May 24th at the Colonia Community Center to graduate a total of 33 students, 26 from FSM FMI and 7 from Yap Campus. It is noteworthy to mention that out of the 33 FMI graduates, 2 were females who received their advanced certificates of achievement in navigation and fishing technology. It is also worth mentioning that out of the 7 from Yap Campus, 4 were national campus graduates in the following programs (UOG Partnership BA-Elem. Ed., AA – Teacher Prep., AS – CIS, and AS – HTM).
- Summer 2013, 8 % (9) of its students enrolled were placed on midterm deficiency, excluding withdrawals. Total enrollment for summer at Yap Campus is 111.
- Summer 2013, .04% (4) of students did not pass their classes with a 2.0 or above GPA.
- Summer 2013, Yap Campus graduated 8 students, 7 degree programs and 1 certificate program [6-TP, 1 LA, 1 AFT].
- FSM FMI Summer 2013 enrollment is 29 (second year) students. In the past years, the academic year for new students began in the summer. Starting this new school year, new students begin in the fall. Fall 2013 enrollment is 53 [29 second year; 24 first year; 4 females; 49 males] students.
- Fall 2013, Yap Campus enrollment is at 194 with a total of 2113 credits. The campus did not meet the projected enrollment of 223 with credit of 2,559. FTE is 213.25.
- Orientations carried out at beginning of fall semester at both campuses with English and Math placement tests given to new students at FSM FMI.

- Merit system for the corp of cadets is approved and implemented this fall. TOR for the Corp of cadets has been completed and ready for review by VPIA.

2. Emphasize academic offerings in service to national needs

- Yap Campus had an MOU with Yap DOE for training of teachers to cover costs of attendance for Spring 13, Summer 13, and Fall 13 in the amount of \$15,320. In October, another MOU with Yap DOE will be entered into for teacher training. Yap DOE would like ECE teachers to begin their training as soon as they can take the COMET and complete their admission process.
- FSM FMI was the site for the observer training sponsored by FFA and SPC in coordination with NORMA. 13 trainees were in attendance.
- FSM FMI May 2013 graduates took the NORMA observer test with more than 50% not passing out of a total of 26. It is worth mentioning that one of the top 2 scorers was a female cadet.

3. Be financially sound, fiscally responsible, and build resources in anticipation of future needs

- Observer training brought in \$41,000.
- MOU with DOE was \$15,320.
- Yap Campus faculty & staff catered to the UB graduation ceremony at a cost of \$2,500 for the endowment fund.
- Endowment Fund 50/50 raffle tickets (15) were sold by both FSM FMI & Yap Campus. FSM FMI has sold all 7 tickets and Yap Campus has sold 2 tickets as of now with 6 more to go.

4. Invest in and build a strong capacity in human capital

- No faculty or staff on staff development at this time. Robert Yangerluo is back on board as Social Science Instructor after successfully completing his masters degree in Micronesian Studies at UOG.

5. Become a learning organization through development of a learning culture guided by learning leaders

- All campus meetings were held each month at both campuses to share information and to solicit input and hear concerns from students.
- Campus Management Team meetings were held bi-weekly at both campuses for all unit supervisors.
- Orientation is held at both campuses for all new students. At FSM FMI, students are given presented information about the programs to assist them in selecting the program / field of study. Math and English placement tests were administer to gauge their skill levels in each area to allow student services and instructional units to plan and implement English / Math instructional sessions on the side.

6. Evoke an image of quality

- Student Award Ceremony was held at Yap Campus last May with 2 students awarded for commendable academic performance; 2 for perfect attendance; and 32 for most improved.
- ILO assessment for all 200 level courses was done in spring and summer 2013.
- Course level and Authentic Assessments done by all full time faculty.