

**College of Micronesia – FSM**  
**Instructional Affairs**  
**FY 2014 First Quarter Performance Report<sup>1</sup>**  
*October 1<sup>st</sup> – December 31<sup>st</sup>, 2013*

**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*

*Focus on student success*

CC	The Chuuk Campus Student Body Association (SBA), and the Student Services and the Instructional Divisions sponsored an Academic Talent Showdown on November 20, 2013. Students were grouped	SS2.2, 2.3	IB & IIC

<sup>1</sup> College of Micronesia – FSM website: <http://www.comfsm.fm/> for additional information contact [rschplanning@comfsm.fm](mailto:rschplanning@comfsm.fm)

	down according to the five congressional regions of Chuuk. They were asked questions and the group with the right answers got points. The questions were written by the instructors, based on the SLOs for the courses they were teaching. Similar questions were used on the final exams in the respective courses. Team Mortlocks won.		
CC	Three committees have been established to address the needs of students based on President Daisy's Steps-to-be-Successful. The three committees are: Study, Work Hard, and Prepare. Instructional Division established these committees for members to find ways to encourage students to do the three steps to be successful in their studies.	SS2.2, 2.3	IB & IIC
CC	Nineteen students graduated after Fall 2013. Sisten received their AA in Teacher Preparation, and three received their Certificate of completion in Bookkeeping	SS2.4	IIB
CC	75% of the students enrolled during Fall 13 were awarded Pell grant	SS2.4	IIB
PC	Instructor Emmanuela Garcia developed a website for uploading and downloading science lab reports.	AP1	Standard II
PC	With supervision of instructor Permitez, VEE230 students and Techno club members successfully relocated the FM antenna and transmitter for better and greater coverage area	AP1	Standard II
PC	The following HTM students participating in the educational trip to Kosrae : Mackleen Henry, Marmoleen Kerman, Shallane Mauricio, Cheyenne Rose Augustine, Brandy Yinug, Risenta Cholymay, and Lashuntha Joab. To share the cost participants have raised a total of \$1,143 through fundraising activities and sponsor/parents contributions.	AP1	Standard II
PC	IT completed the WIFI access at Student Services.	TP 1	Standard III. C
PC	CES assisted workstudy program and field intership for 3 students.	CES/AES 6.4	Standard II
PC	Early registered 313 students	SS1	Standard II
NC	A working group consisting of 2 faculty, 2 counselors, and the dean of academic programs surveyed students and faculty at all campuses to gather recommendations for the content of a first year college experience course being developed for implementation fall 2014	AP1.8	Standard II
NC	Young Executive Society (YES!) is preparing to build study tables with benches on campus. The club has raised	SS2.3	Standard IIB

	\$1,200+ for purchase of the materials and the Filipino community will build the benches and tables.		
YC	<ul style="list-style-type: none"> <li>· <u>Instructional</u></li> <li>- Midterm Deficiency Report for Fall 2013</li> <li>- Total enrollment = 195</li> <li>- Total # students on Early Warning = 90 (46%)</li> <li>- Tl. # students with midterm deficiency = 61 (31.3%)</li> <li>- Total courses offered- 41</li> <li>- Total number and percentage of courses with midterm deficiency- 30/41= 73.2%</li> <li>- Number and percentage of students with 1 deficient course- 37/61=60.7%</li> <li>- Number and percentage of students with 2 deficient courses- 15/61=24.6%</li> <li>- Number and percentage of students with 3 deficient courses- 7/61=11.5%</li> <li>- Number and percentage of students with 4 deficient courses- 1/61=1.6%</li> <li>- Number and percentage of students with 5 deficient courses- 1/61=1.61%</li> <li>- Number and percentage of students with 6 deficient courses- 0</li> <li>- Total Number of Withdrawals- 29 <ul style="list-style-type: none"> <li>Number of students with W-23/195= 11.8%</li> <li>With 1 W- 18;      With 2 W- 4;      With 3 W- 1</li> </ul> </li> </ul>		
YC	<ul style="list-style-type: none"> <li>- All advisors met and organized before the 2<sup>nd</sup> POWOW. Students were advised on withdrawals, COMET, early registration, Midterm Def. &amp; Career goals.</li> <li>- As part of career goal that was conducted by advisors, the tutor did a presentation on Exploring Career Options.</li> </ul>	2.3  2.3	
YC	<p>Good Standing:</p> <ul style="list-style-type: none"> <li>- After reviewing status at the end of Fall 2013, 162 students with good standing and 33 (17% of 195 enrollment) students are placed on: 7-FAS; 3-Acad.Susp; 23-probation.</li> <li>- SIS generated report on academic standing as follows: <ul style="list-style-type: none"> <li>21-acad.probation</li> <li>6-continued acad. probation</li> <li>3-acad. Suspension</li> <li>2-Dean's list</li> <li>11-Honor Roll</li> <li>1-President's List</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>● 87% is the average rate of students who got a C or better grade in all the courses they enrolled in.</li> <li>● 6% is the average rate of students who got a D grade in any of the courses enrolled in.</li> <li>● 6% is the average rate of students who got an F grade in any of the courses enrolled in.</li> <li>● 1% is the average rate of students who got an I in any of the courses enrolled in.</li> <li>● Total # students with W = 23 (11.8%)</li> <li>● 4 students (2.05%) withdrew completely.</li> </ul>		

YC	<p>Student Awards:</p> <ul style="list-style-type: none"> <li>- Award Ceremony for Fall 2013 held on December 6th, 2013</li> <li>- Outstanding Academic Performance = 2</li> <li>- Perfect Attendance = 1</li> <li>- Most Improved = 37</li> </ul> <p>Graduates = 8 [degrees = 6; CA = 2]  4 - Teacher Prep; 1 - CIS; 1 - LA; 2 - CA AFT</p> <p>Student Transfers = 6 [transfer to National Campus]</p>		
YC	<p><u>Assessments:</u></p> <ul style="list-style-type: none"> <li>● ILO assessments for 200 level courses</li> </ul> <p>5 200 level courses were offered in Fall 2013. All were assessed by the faculty with results submitted to VPIA and DAP.</p> <ul style="list-style-type: none"> <li>● Authentic Assessment was done by all 7 full time faculty members with results submitted to VPIA and DAP.</li> <li>● Course Level Assessments were done by the 7 full time and 7 part time faculty members with results submitted.</li> <li>● Common Writing Assessment for EN 120b was done and submitted.</li> <li>● ACE Math and English assessments were also done and submitted.</li> </ul>		
YC	<p>Tutoring Program</p> <ul style="list-style-type: none"> <li>- There were total of 102 (63 head count) visits to tutoring. Tutor &amp; staff reviewed 1<sup>st</sup> progress report with individual student.</li> <li>- Using the 2<sup>nd</sup> progress and midterm def reports from instructors, we were able to tutor 66 (head count-102 visits). <ul style="list-style-type: none"> <li>§ We received 2<sup>nd</sup> progress report for 59 students. 48 (81%) of them were tutored.</li> <li>§ 61 students were placed on midterm deficiency. 13 of them were placed on attendance problems and 49 with low grades. We targeted the ones with low grades and 22 (45%) of them were tutored.</li> </ul> </li> </ul>	2.3	
YC	<p>Financial Aid</p> <ul style="list-style-type: none"> <li>- 101 students received PELL awards, \$259,712.00. 74 students are eligible, but haven't received awards yet. 44 of them are in the process and 30 have yet to complete their FAFSA. 20 students are not eligible to receive PELL.</li> <li>- We were able to fill all 35 positions for work study allotted to YC. 12 of them completed their hours.</li> </ul>	2.3  2.3	

YC	<p>Student Activities:</p> <ul style="list-style-type: none"> <li>- 40 students visited SS for various topics, mainly academic.</li> <li>- Activities conducted were Health Fair, EducUSA presentations on campus and at high schools, Contagious Skin Disease, Online Registration with a total of 214 attendees.</li> <li>- Agriculture class participated in World Food Day event on Oct. 30th to display and sell vegetables and other crops.</li> <li>- Yap State Auditor's Office did a presentation on fraud awareness on campus.</li> <li>- Early Registration: 60 for Yap Campus; 7 for National campus</li> <li>- 96 visits to campus nurse for health information and services</li> <li>- Halloween Party with a haunted house and movie. Event was organized by SBA officers and FSM FMI cadets were invited to attend.</li> <li>- 2 Teams (boys &amp; girls) participated in the varsity games for all schools in Yap and both teams won and will receive trophies.</li> </ul>																						
FSM FMI	<p><u>Instructional:</u></p> <ul style="list-style-type: none"> <li>- Administer a total of 3 internal exams for MME 180 Engineering Knowledge II. 2 for MWE 103 Basic Marine Machinery System.</li> <li>- On October 6, we initiated Officers On Duty for all instructors to stand by during study hours to train corps officers in their roles as officers on duty. Evening study hall hours serve to get cadets together to study and prepare for next day's instructions. Officers serve as proctors.</li> <li>- Math and English placement tests have been administered to all cadets to have an indication of skill levels for each cadet. This will enable instructional and student services to plan and implement a tutoring program for the campus.</li> <li>- Prepare all the general and fire alarms that were brought in from Micro Spirit and install them at the dorm the cafeteria and the security to be used for muster and other purposes. The other four good alarms were set aside for Yap Campus.</li> <li>- Mid – Term average of all three programs including the common courses:</li> </ul> <table border="1" data-bbox="296 1000 1421 1346"> <thead> <tr> <th>Marine Engineering</th> <th>Fishing Technology</th> <th>Navigation</th> <th>Common Courses</th> </tr> </thead> <tbody> <tr> <td>MWE 103 (70%)</td> <td>FT 110 (93%)</td> <td>MWA 101(88%)</td> <td>MWD 102(93%)</td> </tr> <tr> <td>MME 180 (80%)</td> <td>FT 130 (83%)</td> <td>MMA 176(89%)</td> <td>MWE 100(91%)</td> </tr> <tr> <td>MES 192 (76%)</td> <td></td> <td>MMA 177(Matt)</td> <td></td> </tr> <tr> <td>MME 179 (87%)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>- Review and make changes to the merit system, inform and explain the merit system to the corps of cadets</li> </ul>	Marine Engineering	Fishing Technology	Navigation	Common Courses	MWE 103 (70%)	FT 110 (93%)	MWA 101(88%)	MWD 102(93%)	MME 180 (80%)	FT 130 (83%)	MMA 176(89%)	MWE 100(91%)	MES 192 (76%)		MMA 177(Matt)		MME 179 (87%)					
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	and implement on October 30 at 0800hrs.  - Construct total of three (3) welding booth for MES 192 in the After Machinery Space (AMS) for practical welding.		
FSM FMI	<u>FSM FMI Student Services:</u> - Student services staff participated in First Aid & CPR refresher course to be recertified. - Planned and participated in the following cadets extracurricular activities: o Week end camp out [while living quarters were fumigated by DHS Sanitation] o Halloween activity at Yap Campus o Yap Campus Grand Opening o Provided campus tour to Christian School 1 – 8 graders - 131 visits to the campus dispensary with numerous trips to hospital and Gagil dispensary. - 2 teams participated in Canoe Festival events. - Events and activities for students over the holidays included: Island Tour, BBQ outings, Picnics, Church services/mass. - New TV and internet cable in Rec. Hall for cadets.		
FSM FMI	Graduate Placement: - 2012 graduates: 17 out of 22 graduates are employed on Japanese Purse Seiners licensed by NORMA and others operated by Daishing Fisheries in Japan. - 2013 graduates: 8 out of 25 graduates are placed already.		
KC	● Nine students successfully transferred to National Campus to continue their studies.	AP1	II B 2b
	● Six degree requests were processed.	AP4	II A 2h
	● Processed 18 academic transcript requests; Five candidates completed requirements in 2013.3, two in Electronics Technology and three in Liberal Arts studies.	AP4	II A 2i
	● Five second degree and seven re-admit applicants were admitted to 2014.1. TYC in teacher preparation, eight did not complete essay.	AP1 SS1	II B 1b
	● At the end of 2013.3, 70% passed their courses; approximately 29% failed.	AP1 SS2	ii B 3c

	<ul style="list-style-type: none"> <li>• LRC patronage approximately 5,130; non-compliance was 77; new acquisition was 132.</li> <li>• Computer usage at LRC reported general application 601, reference &amp; email 1303, and NIDA users 541.</li> </ul>		

*Emphasize academic offerings in service to national needs*

Office	Accomplishments	IEMP #	ACCJC Standard
CC	Art 101, a requirement for the AA degree in Teacher Preparation, was offered online by Karen Simion during Fall 13 to Chuuk campus students.	AP1.14	IA & IIA
CC	COM-FSM Chuuk Campus entered into an agreement with the Chuuk State DOE for COM-FSM to provide Continuing Technical Education (CTE) courses to 30 Chuuk High School Students. The courses started during Fall 2013 and will end in May 2014.	AP1.16,	IA & IIA
CC	Through the <b>AHEC Program</b> , courses in basic public health were provided to about 25 employees of the Chuuk State Department of Health Services at the Chuuk campus from October 7 to 16, 2013. At the end of the training, certificates of participation were awarded to the participants.	AP1.4, 1.16, 2.1, 2.5,	IA & IIA
CC	Three pre-Nursing Assistant and Basic Public Health courses are offered during Spring 14.	AP1.11	IA & IIA
PC	Presented community service proposal to Cabinet	AP1	Standard II
NC	Classes for third year accounting were offered in the evenings at Pohnpei campus. 15 students enrolled in five courses.	AP 1	Standard IIA

NC	Rosalinda Yatliman has joined the health services division on a short-term contract to act as liaison between COM-FSM and FSM Health. Ms. Yatliman will be assisting with short-term trainings funded through grants from FSM Health.	AP1.4	Standard IIA
CC	Twenty-three youths completed three months training in Math, Science and English. Most of them will be admitted to different grades at Chuuk High School this January 2014.	CRE/CES 6.4.3	IA
CC	Thirteen ladies completed training in Basic Business and Computer. Fifty-four other ladies completed training in sewing, handicraft making, and cooking.	CRE/CES 6.3.1	IA
YC	<ul style="list-style-type: none"> <li>- Partnering with Yap DOE to begin in Spring 2014 teacher training for ECE teachers, pending passing of COMET.</li> <li>- Teacher training continues for elementary teachers although there remains very few without an associate degree.</li> <li>- Health Assistant courses also continues although not every semester.</li> </ul>		
FSM FMI	<ul style="list-style-type: none"> <li>· Class of 2012, total graduates = 22</li> <li>· 17 are employed on Japanese Purse seiners licensed by NORMA and others operad by Daishing Fisheries.</li> <li>· Class of 2013 = 25</li> <li>· 5 have been placed with 3 under training by NORMA; 1 awaiting travel documents to work for Daishing Fisheries or Kaimaki, 1 as engineer teacher at Woleai High School.</li> </ul>		
FSM FMI	- 8 Cadets in Marine Engineering program had shipboard training on MV Hapilmahol during its long field trip to the neighboring islands during the holidays. JOCV Fumi accompanied the cadets as a faculty member.		
FSM FMI	<p>- continues to establish and improve relations/ partnerships with the following:</p> <ul style="list-style-type: none"> <li>● Dept. Public Works &amp; Transportation</li> <li>● Dept. Resources &amp; Development</li> <li>● Diving Seagull, Inc.</li> <li>● FSM TC&amp;I</li> <li>● NORMA</li> </ul>		
KC	<ul style="list-style-type: none"> <li>● Two students completed Electronics Technology in 2013.3.</li> <li>● Collaborative efforts between UOG/COMFSM opportuned staffs of the Kosrae Utility Authority, Department of Education, and COM-FSM to learn photovoltaic system maintenance. Dr. Bruce Best of UOG successfully conducted two separate</li> </ul>		



	on-island workshops.		
KC	<ul style="list-style-type: none"> <li>• New dry litter piggery facility completed and dedicated this reporting period.</li> <li>• Assisted HTM student and program faculty from Pohnpei Campus during their excursion and and internship at Kosrae Nautilus.</li> </ul>		

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

Office	Accomplishments	IEMP #	ACCJC Standard
CC	The Chuuk Campus Administration and Student Services Divisions each raised a thousand dollar for the Endowment Fund in 2013. CRE raised \$400, and Instructional Division raised \$225. This is in addition to the biweekly allotments by certain employees.	AP1.1	IIID
CC	The CTE Training of 30 Chuuk High School students will generate <u>\$58,936.80</u> .	AP1.1	IIID
CC	The COM-FSM Chuuk campus snack bar is now operated by a committee made up of staffs, faculty members and students. Students in the business classes are doing their Practicum there. Part of the surplus will go to the Endowment Fund, and part to be used by the Chuuk campus depending on needs.	AP1.1	IIID
CC	Rusted and leaked metal roofing for Dean's office were replaced. Roofing and some ceilings of the Student Center were also replaced. During the Christmas break, the maintenance serviced 15 air conditioner units.	FCE2.1b	IIIB
CC	Media tech repaired broken Follet server at the Chuuk campus LRC	AP4.5, TP1.1	IIC & IIIC
CC	Chuuk campus Maintenance Division was given the new computer given to Chuuk campus by NORMA (National Government).	ASP4.1	IIIC
CC	Agroforestry nurseries are established and maintained in all five regions of Chuuk, and are providing planting materials for local crops (taro, tapioca, banana, eggplant, long beans,	CRE/CES 6.2	IA

	papaya) to interested community members.		
CC	Implementing two field research projects at Tunnuk, Weno: 1. Cassava Intercropping with Okra and Long Beans and, 2. Evaluation of Sweet Potato varieties for yields and suitability to pastries using different combinations of sweet potato and wheat flour.	CRE/AES6.3	IA
YC	- Yap Campus won the 50/50 raffle and donated \$12,500 to the Endowment Fund.		
FSM FMI & YC	- These 2 campuses shared resources, mainly manpower resources. The theme and practice for the year was “Doing more with less.” Campus Dean, Student Services Coordinator, Campus Nurse, IT Specialist, and Librarian have responsibilities and duties at both campuses. - Both campuses ended the fiscal year 2013 in the black. This was a first in a number of years for FSM FMI. This was doable by continuous monitoring and containing the costs of utilities, especially power, energy conservation measures implemented, lower fuel consumption, lower food services costs, etc.		
KC	<ul style="list-style-type: none"> <li>● Fundraising for Endowment has been idle except continuous payroll allotments by employees.</li> <li>● Pell awards netted \$395,012.</li> </ul>		III

**Be financially sound, fiscally responsible, and build resources in anticipation of future needs –  
Measures of success**

**Endowment and Fund balance**

- Percent decrease in fund balance per year will not exceed five (5) percent.
- Dollar amount and percent change in endowment per year. Target for fundraising is \$50,000 annually. The Friends of the College of Micronesia – FSM foundation is currently being organized and will be setting endowment targets in AY 2013/14.

*Invest in and build a strong capacity in human capital*

Office	Accomplishments	IEMP #	ACCJC Standard
CC	On December 16 to 19, 2013, Red Cross staffs trained 26 faculty members, staffs and two SBA officers on CPR and First Aid. All 26 will be certified in CPR by the Micronesia Red Cross Chapter..	HR3.1	IIIA
CC	Chuuk Campus faculty members had their faculty workshop on 01-06-14. Their main focus of the workshop was CSLO assessment for Spring 14.	AP5.1, HR3.1	IIIA
CC	Assessment Coordinator Ross Perkins trained Chuuk Campus faculty members on Tracking SLO and Student Engagement. He also conducted a workshop on the eight Institutional Student Learning Outcomes (ISLOs) and the ISLO Linkage Process.	AP5.1, HR3.1	IIIA
CC	Mr. Perkins discussed with the faculty members how they could conduct GenEd/ISLO assessment and how they could help to self-improve the teaching-learning process.	AP5.1, HR3.1	IIIA
CC	Assistant ALO and Assessment Coordinator Ross Perkins trained a few key staffs at Chuuk campus on the Trac Dat.	HR3.1	IIIA
CC	Part time instructors for the basic public health and pre-nursing assistant courses have been certified to begin Spring.	AP3, HR3.2	III A
PC	Senior JOCV Kazuhide Okada started working with the T&T division on Oct. 14	HR3	Standard III A
PC	RAC instructor (Esteban) attended the Pacific Regional Ozone2Climate Technologies Symposium, which is sponsored by the United Nation Environment Protection (UNEP) in Samoa.	HR3	Standard III A
PC	Heavy Equipment Operator Training – T&T Chair, MVM Instructor (Nestor) and Carpentry Instructor (Yarofmal) and Director Jack participated in the Heavy Equipment Operator Training. Training was conducted by certified trainer, Adam Resepwil of Pohnpei Transportation Authority (PTA).	HR3	Standard III A
CC	Applicants for the Account Clerk position were interviewed and the Ad hoc committee is ready to make its recommendation. The other two positions of Nutritionist and Agriculture Agent have been advertised and applicants will be interviewed soon.	CRE/A6.1.3, CRE/CES6.5.1 & 6.2.1	IA & IIIA
FSM FMI & YC	- Ross Perkins, ACAALO, visited both campuses to provide training in TracDat and assessment for instructional units.		

	<ul style="list-style-type: none"> <li>- Security officers, student services, FSM FMI faculty, and maintenance staff participated in First Aid &amp; CPR for certification.</li> <li>- In December, work sessions were held on both campuses to review and revise the assessment outcomes, strategies, activities, and timeline. Final copy of both campuses outcomes, etc. have been submitted to VPIA and DAP for review.</li> <li>- Input into TracDat for both campuses began.</li> <li>- Acting IC Joy Guarin conducted a short session on how to write measureable PLO's and SLO's for all FSM FMI faculty members.</li> </ul>		
KC	<ul style="list-style-type: none"> <li>● One faculty attended an ESL workshop at University of Guam. One IT staff continues to pursue BA degree at Walden University.</li> </ul>	HR3.1	III A 5a
	<ul style="list-style-type: none"> <li>●</li> </ul>		

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

Office	Accomplishments	IEMP #	ACCJC Standard
CC	All-campus meetings have been a monthly event at your Chuuk campus. It is a time of disseminating information as well as collecting inputs on issues affecting the college and its students. Every month a division is responsible for organizing the meeting. This includes the Administration, Student Services, CRE, Instructional, and SBA.	AP1.1	IVA
CC	SBA officials have been very actively participating in Management Council meetings. They also met with Mr. David Adams, the Communication Plan consultant, and discussed the communication issues at the campus.	TP1.6	IVA
CC	David Adams informed the Chuuk Campus Community that COM-FSM is expected to complete a Communications Plan Policy and he was soliciting for inputs from all campuses. He met with the Chuuk Campus Community to get their input.	TP1.6	IVA

CC	The COM-FSM BOR and the President met with the Chuuk Campus Community and external stakeholders on 12-02-13.	AP1.1	IVB
CC	Classroom observations of part time instructors were submitted at the end of semester to Human Resources as required. In addition, Instructor Evaluations from Fall 2013 are still being tabulated and averaged by IC secretary.	AP1.18, 3.1, HR3.1	IB & IVA
PC	<p>October Campus wide meeting was held on October 31<sup>st</sup> followed with the Halloween Costume Competition. Ice cream was served after the event. More than 80 faculty, staff, students attended. Following are the winners for the contest:</p> <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Winner – Ugly Grandma Tyrel Henry</li> <li>○ 2<sup>nd</sup> Winner – Island Girl Sheanette Donre</li> <li>○ 3<sup>rd</sup> Winner – Dutch Lady Kesia Dorres</li> </ul>	HR3	III
FSM FMI & YC	<ul style="list-style-type: none"> <li>- Campus management team meetings held biweekly at each campus. SBA officers at Yap campus attend these meetings. At FSM FMI, Captain or Chiefmate meet with Corp of Cadet officers weekly.</li> <li>- All Campus Meetings held at each campus once a month.</li> </ul>		
FSM FMI & YC	- President Daisy and VPIA Mariana Ben-Dereas visited both campuses in late October and met with all students, cadets, faculty members, and staff.		
YC	- Yap Campus held its Grand Opening Ceremony for the newly constructed Student Center and Classroom Block Bldg. on Oct. 24th. In attendance were Regent Mary Figir, President Daisy, VPIA Ben-Derease, Governor S. Anefal, Senator C. Chieng, and other government and community leaders as well as students, cadets, faculty, and staff of both campuses.		
KC	<ul style="list-style-type: none"> <li>● Assessment Coordinator conducted on-island workshops on assessment in tracdat and online registration to appropriate staff and faculty respectively.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Comptroller and Campus Accountant at National Campus conducted asset inventory and reporting procedures to appropriate staff, supervisors, and the fiscal officer.</li> </ul>		
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<b>Become a learning organization through development of a learning culture guided by learning leaders – Measures of success</b>			
<b>Learning Organization</b> <b>Learning Centered Community Colleges</b>			
<b>The Learning College is based on six key principles (O'Banion) :</b>			
<ul style="list-style-type: none"> <li>• The Learning College creates substantive change in individual learners.</li> <li>• The Learning College engages learners as full partners in the learning process with learners assuming primary responsibility for their own choices.</li> <li>• The Learning College creates and offers as many options for learning as possible.</li> <li>• The Learning College assists learners to form and participate in collaborative learning activities.</li> <li>• The Learning College defines the roles of learning facilitators by the needs of the learners.</li> <li>• The Learning College and its learning facilitators succeed only when improved and expanded learning can be documented for learners.</li> </ul>			
<b>Policies</b>			
<ul style="list-style-type: none"> <li>· One hundred (100%) percent of policies to be reviewed and updated by 2016.</li> <li>· Percent of policies assessed as per policy assessment cycle (95%)</li> </ul>			

*Evoked an image of quality*

Office	Accomplishments	IEMP #	ACCJC Standard
CC	Staffs and faculty members evaluations are ongoing in order to assess their effectiveness, and to make suggestions / steps for improvement.	AP3.1	IB
CC	Instructors did pre-and-post testing in their classes as part of their CSLO assessment to measure student learning, and to identify needs for improvement.	AP1.1	IB
PC	T and T programs developed ISLO, PSLO and CSLO for all respective programs in this division.	AP1	IB
YC	Assessment for Administrative units, Instructional, and Student Services were done during this quarter.		
FSM FMI	Assessment for all units have started.		

KC	<ul style="list-style-type: none"> <li>● Job performance evaluation were completed in the following departments: admin/ieqa - 2; student services - 4; cre - 2.</li> <li>● During the reporting period three contract renewals were processed.</li> <li>● Conducted classroom observations for seven full-time faculty and four adjunct faculty.</li> <li>● Administered FYE survey and uploaded data into Survey Monkey.</li> </ul>		

**Evoke an image of quality – Measures of success**

**Internal**

- Recognition of excellence awards annually.
- Accreditation reaffirmation

**External**

- Alumni and employer survey: Surveys revised based on strategic plan and to be administered in Spring 2014 to set baseline data.

*Department Response to Self-Identified Issues: Planning Agendas*

Office	Planning Agenda Item	ACCJC Standard	Work Completed & Evidence
IA	<p>The college will improve its ability to demonstrate that all instructional programs meet the mission of the college and needs of the students by:</p> <ul style="list-style-type: none"> <li>· Including surveys or questions of student engagement in the overall student satisfaction survey to help identify appropriate instructional strategies.</li> <li>· Having the curriculum committee conduct semester review and evaluation of effective instructional strategies and by a) providing an annual update of the IAP Handbook with appropriate instructional strategies and b) providing training during the annual staff development day and in other venues.</li> </ul>	IIA1a-c (1 of 1)	-- CCSSE (result of) -- ask for CAC's retreat notes (May and June)

	<ul style="list-style-type: none"> <li>· Evaluation of the program review and assessment recommendations by the Curriculum Committee to ensure appropriate implementation for positive impact on student learning.</li> </ul>		
IA	As per the Policy on Continuous Improvement Cycle, the policies and procedures for the design, approval, administering, delivery, and evaluation of courses and programs will be evaluated.	IIA2a (1 of 1)	-- CAC minutes (make sure get wiki links for these specific minutes)
IA	The college will improve its tracking of the current competency levels required of its graduates by: <ul style="list-style-type: none"> <li>· Developing processes and procedures for the use of advisory committees and their evaluation.</li> <li>· Improving the dissemination of research findings and information from employer surveys.</li> <li>· Using other modes of obtaining information on current and future competency requirements.</li> </ul>	IIA2b (1 of 1)	
IA	The college will develop a prioritized listing of programs and course outlines for review that includes the sequencing of reviews and identification of responsible authors.	IIA2c (1 of 1)	-- CAC May retreat report and link for first CAC meeting in August /
IA	The college will formalize its review, discussion, and dialogue on delivery modes and teaching methodologies through formal discussion sessions each semester by the Curriculum Committee based on a compilation of classroom observations and a review of program assessment reports, and by holding sessions on best practices in instructional methods to be provided by each campus at the annual President's Retreat.	IIA2d (1 of 1)	Classroom observations are regularly conducted and results forwarded to DAP. Assessment reports are regularly complied.
IA	The college will look at mechanisms for automation of its course and program assessment, and program review system. The college web site will provide access to institutional, program, and course level student learning outcomes and assessment reports and program reviews.	IIA2e-f (1 of 1)	TracDat purchased. Population of TracDat beginning Aug. 2013. Need workshop notes



			from Assessment Coordinator.
IA	As the college works at continually improving its assessment system, it is looking for ways to enhance its understanding of student academic strengths and weaknesses related to student learning outcomes. A major part of the planning agenda is to renegotiate existing articulation agreements and expand articulation agreements to additional schools which [sic] are receiving our transfer students.	IIA2g-I (1 of 1)	
IA	At the current stage of development, the revised general education program is being implemented with an ongoing assessment plan. The results of the assessment for courses and program [sic] will drive future improvements.	IIA3a-c (1 of 1)	
IA	The college will continue to monitor the college's policy on degree programs and graduation requirements to ensure that all new degree programs meet the requirements of this policy.	IIA4 (1 of 1)	
IA	The Division of Vocational Education will continue to work with the Vocational Training Coordinator under the VPIA's office to seek funding assistance from OMIP to acquire needed professional development training programs for its faculty members. This will help to ensure that the quality of training courses produce graduates who are able to demonstrate technical and professional competencies that meet employment standards and are prepared for external licensure and certification.	IIA5 (1 of 4)	
IA	The Division of Vocational Education at Pohnpei Campus will continue its efforts to work with its advisory council and other program stakeholders in reviewing program review recommendations to ensure recommendations are meeting the needs of the workforce and stakeholders prior to forwarding all recommendations to the Assessment Committee and the Curriculum Committee for review and recommendation to the college board.	IIA5 (2 of 4)	<p>Make sure all documentation or evidence of meetings and input from stakeholder is being recorded and linked.</p> <p>Notes from Dean's meeting with Education Director regarding 3rd year subchange (this should be</p>

			documented)
IA	The division of vocational education will work with the Curriculum Committee to modify programs to increase more on-the-job training components.	IIA5 (3 of 4)	under development
IA	Strengthen the implementation of FSM National technical skills testing/certification. <ul style="list-style-type: none"> <li>The Division will continue to work with the FSM National DOE or T3 to improve or strengthen the Nation's technical/vocational skills testing and certification body.</li> </ul>	IIA5 (4 of 4)	
IA	Secure funding for industry certification.	IIA5 (1 of 3)	
IA	Modify programs/courses to increase on-the-job training (OJT).	IIA5 (2 of 3)	under development
IA	Strengthen the implementation of FSM National technical skills testing/certification.	IIA5 (3 of 3)	
IA	The college president in his FY 2011 performance budget established outcomes to renew, update and/or review current articulation agreements at the college and develop at least one new articulation agreement each year for the next three years.	IIA6a (1 of 1)	
IA	The college is currently conducting both a project to streamline programs and services at the college to meet changing enrollment and economic conditions as well as developing an academic master plan. Which programs and services to maintain eliminate or significantly change is considered in both activities. The college will adhere to the processes and procedures established in its Curriculum Handbook for programs that will be eliminated or significantly changed to minimize impact on students.	IIA6b (1 of 1)	requested and approved to put a hold on recruiting new students into EET program starting fall 2013.
IA	The college is currently developing an academic master plan. Once the plan is completed, a review will be conducted of all academic program missions, program goals, and student learning outcomes to ensure consistency and integrity in its publications.	IIA6c (1 of 1)	
IA	The college through its DAP and ICs, will continue to monitor the faculty evaluations for ratings on "professionalism" to ensure that the college's code of ethics is being followed. Reviews of student rating of faculty will also be monitored to ensure that the code of ethics is maintained.	IIA7a (1 of 1)	on going and reported every semester

IA	The college will maintain its review of academic honesty requirements of students through first day of class review of academic honesty in course syllabi and monitoring of disciplinary committee actions related to academic honesty. A change in the levels of referrals and suspension by the disciplinary committee related to academic honesty will result in development of an intervention plan.	IIA7b (1 of 1)	ongoing with review of syllabi
IA	Supplemental training will be provided to improve the quality and identification of SMARTer outcomes/objectives/strategies and to aid in the identification of appropriate measures for improvement and assessment plans and reports, with an emphasis on linkages to performance budget development.	IIB1 (1 of 2)	
IA	Training will be provided in the establishment of unique cohorts (tracking SSSP students, internal transfers from state sites, impact of tutoring services, etc.) in the SIS to allow tracking of impact of student services programs and services on student learning.	IIB1 (2 of 2)	
IA	The college will undertake training in the SIS for all academic advisors to ensure familiarity with the program and with the use of features that will allow them to provide appropriate guidance to students during their college career.	IIB3c (1 of 2)	ongoing every semester
IA	Surveys will be conducted in spring 2010 for academic advisors and a random set of students on advising practices and impact of the SIS, in order to improve academic advising of students.	IIB3c (2 of 2)	
IA	The college must develop and deliver language courses in, at least, the four major state languages. Students should be encouraged to learn, at least, one FSM language in addition to their first language to promote the appreciation and understanding of the different languages and cultures in the FSM and to provide a basis for understanding and appreciating diversity on an international level.	IIB3d (2 of 2)	The college had been unable to document the genesis or ownership of this item. Likely this evolved around delivering on the “uniquely Micronesian” component of the mission statement. However, please be sure this is

			addressed by IA and CAC and the results/recommendations/conclusions documented here.
LRC	<p>Critical elements for improvement of selecting and maintaining learning resources materials and equipment are:</p> <ul style="list-style-type: none"> <li>· Development and implementation of a formal purchase plan that includes proactive solicitation of learning resources material and equipment and a replacement plan for existing materials and equipment that meets students' learning needs. Special attention will be placed on broader solicitation for items through the college's governance structure standing committees.</li> <li>· Development and implementation of an improvement plan for increasing the availability of credentialed librarians to provide training in and improvement of the selection of materials that support the college's mission and enhances student learning.</li> <li>· Replace Follet software currently used at LRCs with software that improves reporting and record keeping components.</li> </ul>	IIC1a (1 of 1)	<p>-</p> <p>- Two librarians graduated in July 2013 with their masters in library science from the University of North Texas - Jayleen Kokis of Chuuk campus and Jenny Hainrick of National campus. MITC Coordinator is currently enrolled in an online bachelor's program in library</p>

			<p>science at the University of Maine in Augusta.</p> <p>- An open source program, KOHA, is being piloted at the campus libraries as a possible replacement for Follett. Met with IT on October 6 for upgrade of the KOHA program for further testing.</p>
LRC	Develop a structured information literacy training program based on pre post testing of entering, current, and existing student' competencies through web, local server based and print tutorial programs.	IIC1b (1 of 1)	Four modules of information literacy were developed in 2011 and continue to be updated with feedback from users. Additional modules are being developed to target majority of students that cater to their most basic literacy needs to the most advanced. Tutorial programs based on the modules are being developed to be included on the library website.
LRC	Expanding the digital collection of learning materials, including Trust Territory of the Pacific Islands (TTPI) collections and additional Pacific collection materials, will assist the college in meeting its mission by providing better access to previously unavailable materials related to history and culture of the FSM.	IIC1c (1 of 1)	Select materials from the Pacific collection have been included in the Pacific Digital

			<p>Library project available at <a href="http://www.pacificdigitallibrary.org">http://www.pacificdigitallibrary.org</a> which is maintained by MITC Coordinator who serves as the Technical Director of the project.</p>
LRC	The college will acquire, install, and maintain security gates at LRC sites.	IIC1d (1 of 1)	<p>Security gate for the National Campus LRC is being worked on for repairs and maintenance. Once that work is done, a smaller security gate which is already available, will be set up at the Pohnpei Campus library for their use. Yap Campus library has a functional security gate. Communicated with Maintenance Division for their assistance in procuring similar gates for Chuuk and Kosrae Campus libraries.</p>
LRC	The college will expand its interlibrary loan program with regional institutions with a focus on Pacific Postsecondary Education Council (PPEC) institutions.	IIC1e (1 of 1)	<p>Interlibrary loan MOUs have begun with first University of Guam Robert F. Kennedy library. Drafted and emailed to UOG Acting Director Monique Storie and ILL</p>

			officer Paul Drake.
LRC	<p>To improve implementation of the program assessment at each LRC site:</p> <ul style="list-style-type: none"> <li>· Provide training to LRC's in program planning and assessment.</li> <li>· Provide either fact-to-face or electronic meetings to discuss improvement plans and implementation of improvement activities.</li> </ul>	IIC2 (1 of 1)	* Assessment is on-going for all campus libraries
LRC			
LRC			

# Institutional Effectiveness Indicators Update<sup>2</sup>

## *(dashboard approach)*

NOTE: IRPO will prepare recommendations on what should be reported each quarter, but generally this section is intended to be a quick overview of critical Institutional Effectiveness Indicators related to Students, Human Resources, Finances, Financial Aid, Facilities & Security, etc. **For example (what indicators to report on may vary from quarter to quarter):**

### Institutional Effectiveness Indicators

#### Students

- Enrollment by campus, gender, state of origin, student type, etc.
- Percent of students full time enrolled and earned 12 or more credits
- Average students credits enrolled, attempted and earned
- Percent of students in good academic standing
- Enrollment by genders, state of origin and campus
- Student/faculty ratios
- Student success rates in ACE and General Education Programs
- Student success rates by campus and degree type
- Resident Halls fill ratio
- Average class size
- Tutor and counseling contacts
- LRC usage rates
- Etc.

#### Financial Aid

- Percent of students receiving financial aid
- Percent of students on financial aid suspension
- Percent of students receiving scholarships
- Average financial aid received

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<sup>2</sup> Additional detail may be found on the college website: <http://www.comfsm.fm/> and IRPO <http://www.comfsm.fm/?q=irpo>. For questions contact: [rschplanning@comfsm.fm](mailto:rschplanning@comfsm.fm).



Financial

- Expenditures by funding sources (ESG, SEG, etc.)
- Expenditures against strategic direction
- Expenditures against cost category

Human Resources

- Retention rates for faculty and staff
- Faculty/staff by state of origin
- Percent of filled positions
- Instructional faculty work load
- Student/student services staff ratio

Facilities & Security

- Tracking of Total Cost of Ownership against targets
- Summary of security incidents

Assessment

- Percent of program reviews completed

**LRC Usage Rates (October-December 2013)**

<b>Chuuk Campus LRC</b>						
	Patron Usage	Circulated	Visitors	Computer Use	Comp. Assist	Ref Queries
October	5695	338	38	134	10	12
November	6541	322	0	349	11	12
December	2918	127	6	263	14	16
<b>TOTAL</b>	<b>15154</b>	<b>787</b>	<b>44</b>	<b>746</b>	<b>35</b>	<b>40</b>
<b>Kosrae Campus LRC</b>						

	Patron Usage	Circulated	Visitors	Computer Use	Comp. Assist	Ref Queries
October	2163	173	0	1005	19	31
November	1948	85	0	930	5	24
December	1019	38	0	510	9	17
<b>TOTAL</b>	<b>5130</b>	<b>296</b>	<b>0</b>	<b>2445</b>	<b>33</b>	<b>72</b>
<b>Pohnpei Campus LRC</b>						
	Patron Usage	Circulated	Visitors	Computer Use	Comp. Assist	Ref Queries
October	4858	238	3	849	30	2
November	3268	228	12	596	86	5
December	1930	170	11	402	50	0
<b>TOTAL</b>	<b>10056</b>	<b>636</b>	<b>26</b>	<b>1847</b>	<b>166</b>	<b>7</b>
<b>Yap Campus LRC</b>						
	Patron Usage	Circulated	Visitors	Computer Use	Comp. Assist	Ref Queries
October	2566	1187	27	1197	46	31
November	1984	748	27	815	13	25
December	671	236	18	314	4	8
<b>TOTAL</b>	<b>5221</b>	<b>2171</b>	<b>72</b>	<b>2326</b>	<b>63</b>	<b>64</b>

<b>National Campus LRC</b>						
	Patron Usage	Circulated	Visitors	Computer Use	Comp. Assist	Ref Queries
October	21963	1563	2	7223	124	41
November	17236	880	5	5898	120	133
December	8143	717	4	3416	76	54
<b>TOTAL</b>	<b>47342</b>	<b>3160</b>	<b>11</b>	<b>16537</b>	<b>320</b>	<b>228</b>

**Total Volumes as of End of Quarter (December 2013)**

<b>LRC</b>	<b>Total Volumes</b>
Chuuk Campus LRC	11356
Kosrae Campus LRC	1944
Pohnpei Campus LRC	6590
Yap Campus LRC	10018
National Campus LRC	67071
<b>TOTAL</b>	<b>96979</b>