

FY13 Second Quarter Performance Report (January - March 2013)

College of Micronesia – FSM - Performance reporting form

Department/Division/Campus:	IEQA	Period:	January 1 - March 31, 2013
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Strategic goal 1: Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively

Objectives	Accomplishments	Comments/additional detail
<p>1A: Promote quality teaching and learning-centered behaviors and environments for the six campuses</p>	<p><i>ACCJC Student Learning Outcomes Rubric Training</i> On February 5, 2013, VPIEQA/ALO conducted accreditation training for National Campus and Pohnpei Campus administrators and staff. Training included a focus on the ACCJC Rubric for Student Learning Outcomes.</p> <ul style="list-style-type: none"> • Training Agenda/announcement • Evaluation of Training • Training activity: SLO Rubric Presentation <p>On February 22, 2013, VPIEQA/ALO conducted accreditation training for Yap Campus and FMI Campus. Training included a focus on the ACCJC Rubric for Student Learning Outcomes.</p> <ul style="list-style-type: none"> • Training Agenda • Evaluation of Training <p>VPIEQA/ALO had college faculty complete a survey and self-reflection on actions faculty take to ensure, “Students demonstrate awareness of goals and purposes of courses and programs in which they are enrolled” (ACCJC SLO Rubric statement 7). Survey results:</p> <ul style="list-style-type: none"> • Combined Yap & FMI Campus Results • Chuuk Campus Results • National Campus Results 	<p>Training Announcement: NC & PC http://www.comfsm.fm/myShark/news/item=409/mod=19:49:10</p> <p>Training Attendance and Evaluation http://www.comfsm.fm/accreditation/2013/slo-report/Accreditation_Attendance_Eval_NC_PC.pdf</p> <p>Training Activity http://www.comfsm.fm/accreditation/files/5-16/ACCJC%20SLO%20Rubric%20Presentation.pdf</p> <p>Training Agenda: Yap/FMI http://www.comfsm.fm/accreditation/2013/slo-report/Staff_Dev_Day_2013_Agenda.pdf</p> <p>SLO Survey Results: Yap Campus http://www.comfsm.fm/accreditation/2013/slo-report/Faculty_SLO_Survey_Yap_22FEB13.pdf</p>

	<ul style="list-style-type: none"> • Kosrae Campus Results • Pohnpei Campus Results 	<p>SLO Survey Results: Chuuk Campus http://www.comfsm.fm/accreditation/2013/slo-report/Faculty_SLO_Survey_Chuuk_22FEB13.pdf</p> <p>SLO Survey Results: National Campus http://www.comfsm.fm/accreditation/2013/slo-report/Faculty_Survey_National_22FEB13.pdf</p> <p>SLO Survey Results: Kosrae Campus http://www.comfsm.fm/accreditation/2013/slo-report/Faculty_SLO_Survey_Kosrae_22FEB13.pdf</p> <p>SLO Survey Results: Pohnpei Campus http://www.comfsm.fm/accreditation/2013/slo-report/Faculty_SLO_Survey_Pohnpei_22FEB13.pdf</p>
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Strategic goal 4: Foster effective communication

Objectives	Accomplishments	Comments/additional detail
4A: Enhance communications pathways	<p>[IT] <i>SIS Developments</i> The progress on work towards the goals of the COM-FSM SIS current modification phase of the working database referred to as</p>	

	<p>phase III contract continues. As mentioned in the accreditation report, the SIS is a step in the right direction and has allowed for many positives for the COM-FSM, but they encourage us to continue the efforts. The Developer will be visiting on-site April 2013. The visit will be to implement major changes in software to the base Database code for the SIS.</p> <p>As per the terms of the contract no. ct11-0459/enc11.0401 and as specified in the details of the SIS phase III contract, the following is an update of work done so far:</p> <ol style="list-style-type: none"> 1. The Migration of the MySQL database server to new, faster hardware is now 100% complete. The previous system has been switched off; the full migration was a big task and was successful. 2. Campus-managed announcement and news items for display in the COM-FSM myShark portal and other locations such as the COM-FSM web site and information panels is progressing on schedule. 99% complete but not in production yet. 3. Online Registration efforts continue. <ul style="list-style-type: none"> - implementation planning (procedural changes and policy development) 50% - software development 40% 4. E-Mail distribution by campus or other grouping work is 90% complete. <ul style="list-style-type: none"> - to be used for sending emergency notices or other high-priority messages 5. Course schedule planning and projection (work in progress) 6. Wait-listing capabilities (work in progress) <ul style="list-style-type: none"> - implementation planning (procedural change and policy 	
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	<p>development) - software development to follow</p> <p>Other expected work done during April regarding SIS:</p> <p>Online Registration</p> <ul style="list-style-type: none">Finalize policy and procedure documentsFee paymentLimits (credits, sections, etc)Advising cycleDesign look and feel for softwareImplementation planningTrial groupFull release <p>SIS Upgrade</p> <ul style="list-style-type: none">dev database update/testingRetraining needed?prod database updatemyShark updateE-Mail list and alias management (new distinction)	
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<p>4B: Provide communications infrastructure to support communication pathways</p>	<p>[IT] IT continues to work toward improving the overall COM-FSM technology system.</p> <p><i>Networks</i> Networks: IT is actively pursuing potential options to make existing networks faster and therefore services we offer more effective. Talks continue with our primary internet service provider for changes to the National campus link speed, the Pohnpei campus link type, the Kosrae campus link type, the Chuuk campus link type and the Yap campus link type. We are close to agreeing to the new terms, and details have been shared with relevant leadership at the College.</p> <p>As it stands now, after all is in place, Yap, Chuuk and Kosrae campuses will terminate usage of T1 lines and switch primary connections for internet services to DSL a type link at rates of 1537/768 kbps each. Pohnpei campus will also switch to a DSL link also at 1537/768 kbps but their T1 utilization will remain for overhead and local connection needs for e-mail and SIS. FMI campus will retain their T1 link to Yap campus as their primary internet service line. The link type change is to take advantage of DSL type technologies recently made available at these locations: DSL type technologies are better able to handle noisy copper lines used by our service provider that may reduce link speed in some cases.</p> <p>Negotiations continue for price details of a second DSL type connection at a lower data rate for Yap, Chuuk and Kosrae campuses for VoIP traffic only, in order to separate it from other internet traffic for improved throughput of data over the connection. Current internet speeds for Yap, Chuuk and Kosrae campuses over T1 lines are at 1024 kbps asymmetric. In conjunction with these changes and as necessary to make use of these changes, IT has been purchasing more smart switches to increase control capabilities on existing networks. Cost for changes are currently estimated to be</p>	<p>Details of the current internet service contract:</p> <p>Attachment A – Service Charges</p> <p>One Time Installation Fee 1. Fiber Optic Cable installation from FSMTC Palikir Exchange to COM Palikir Campus \$17,719.00 2. Equipment installation for 75Mbps of IP connectivity at the COM Palikir Campus \$24,628.46 Total Installation Fee \$42,347.46 Monthly Recurring Service Charges 1. 7Mbps (50% CIR) of Internet via Fiber Optic at COM-FSM Palikir \$7,759.80 2. 4 wire (2-pair) leased circuit per month (one-year minimum). (\$2.50/first ¼ mile/pair, \$0.75/additional ¼ mile/pair) a. From COM-FSM Chuuk, Moen to FSM Telecom, Moen N/C b. From COM-FSM Yap, Colonia to FSM Telecom, Colonia N/C c. From COM-FSM Kosrae, Tofof to FSM Telecom, Tofof N/C 3. Internet IP Router(s) to be located at the following: a. COM-FSM Palikir N/C b. COM-FSM Chuuk, Moen N/C c. COM-FSM Yap, Colonia N/C d. COM-FSM Kosrae, Tofof N/C 4. 1024kbps Global T1-Basic Symmetric Leased Line Service, Moen \$2,546.00 5. 1024kbps Global T1-Basic Symmetric Leased Line Service, Colonia \$2,546.00 6. 1024kbps Global T1-Basic Symmetric Leased Line Service, Tofof \$2,546.00 7. Dedicated peer to peer link between COM-FSM National Campus and COM-FSM Pohnpei Campus \$72.00 8. Dedicated peer to peer link between COM-FSM Yap Campus and the Yap Maritime Academy \$72.00 9. Domain Name Server Registration for comfsm.fm domain \$8.00 10. Public Static IP /29 (1 each @ \$80 each/month) \$80.00</p> <p>TOTAL FIXED MONTHLY RECURRING CHARGES \$15,621.80</p> <p><i>Network Expansion / Improvement Projects underway:</i></p>
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<p>4C: Enhance the college community's ability to communicate effectively</p>	<p>[DCR] (DCR news release responsibilities are currently under IT)</p> <p>Summary: For the month of January to March 2013 DCR has produced the following:</p> <ul style="list-style-type: none"> · 46 News Stories were posted on the college's newsfeed · 24 Announcements posted on the college's newsfeed · 10 Publications · 1 Forum Lecture · Publicized 2 All-Campus Meetings 	<p>[DCR] News Releases & Announcements:</p> <p>News Stories:</p> <ol style="list-style-type: none"> 1. Board Issues Actions and Directives after January Meeting (http://www.comfsm.fm/myShark/news/item=411/mod=21:35:23) 2. Front Parking Lot to Reopen on January 22nd (http://www.comfsm.fm/myShark/news/item=413/mod=21:35:23) 3. IREI Donates Instructional Materials to COM-FSM Library (http://www.comfsm.fm/myShark/news/item=414/mod=21:35:23) 4. Students Hopeful as Spring Semester Begins (http://www.comfsm.fm/myShark/news/item=415/mod=21:35:23) 5. COM-FSM Board of Regents Holds Community Meeting in Pohnpei (http://www.comfsm.fm/myShark/news/item=416/mod=21:35:23) 6. President Daisy Accepts Certificate for Chinese Carpet Donation (http://www.comfsm.fm/myShark/news/item=420/mod=21:35:23) 7. Kosrae Campus Holds Financial Aid Workshop for Students (http://www.comfsm.fm/myShark/news/item=422/mod=21:35:23) 8. Yap Campus Welcomes Students for Spring 2013 (http://www.comfsm.fm/myShark/news/item=424/mod=21:35:23) 9. Did You Know... (http://www.comfsm.fm/myShark/news/item=425/mod=21:35:23) 10. President Daisy Attends Solar Project Handover Ceremony at Palikir (http://www.comfsm.fm/myShark/news/item=426/mod=21:35:23)
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		<p>od=21:35:23)</p> <p>33. Recycling project: aluminum cans and plastic bottles od=21:35:23)</p> <p>34. Four National Campus Students named Badminton Champions od=21:35:23)</p> <p>35. Social Science Club to have a local product fundraiser od=21:35:23)</p> <p>36. Kosrae Campus Obtained 100% Completion for the Online Accreditation Basics Course od=21:35:23)</p> <p>37. Students Gearing up for Cultural Founding Day od=21:35:23)</p> <p>38. Australian Soccer Coach Conducts Clinic at National Campus od=21:35:23)</p> <p>39. Combined Midterm and Follow Up Report od=21:35:23)</p> <p>40. ACCJC WASC Visiting Team Adds Additional Member od=21:35:23)</p> <p>41. Integrated Educational Master Plan od=21:35:23)</p> <p>42. Free Health Screening Conducted at COM-FSM Yap and FMI Campus od=21:35:23)</p>
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		<p>od=21:35:23)</p> <p>9. Chuuk Campus Study Skills Workshop (http://www.comfsm.fm/myShark/news/item=440/mod=21:35:23)</p> <p>10. Staff Development Day for National Campus (http://www.comfsm.fm/myShark/news/item=449/mod=21:35:23)</p> <p>11. U.S. Army Recruiter to Visit National Campus\ (http://www.comfsm.fm/myShark/news/item=450/mod=21:35:23)</p> <p>12. March Board of Regents Meeting (http://www.comfsm.fm/myShark/news/item=454/mod=21:35:23)</p> <p>13. Beach body work out sessions at National Campus (http://www.comfsm.fm/myShark/news/item=459/mod=21:35:23)</p> <p>14. Completion of the College Status Report on Student Learning Outcomes Implementation (http://www.comfsm.fm/myShark/news/item=460/mod=21:35:23)</p> <p>15. Board of Regents March 2013 Meeting (http://www.comfsm.fm/myShark/news/item=464/mod=21:35:23)</p> <p>16. Poetry Contest at National Campus (http://www.comfsm.fm/myShark/news/item=467/mod=21:35:23)</p> <p>17. Free Health Screening at Yap Campus (http://www.comfsm.fm/myShark/news/item=468/mod=21:35:23)</p> <p>18. National Campus Students General Meeting on Accreditation (http://www.comfsm.fm/myShark/news/item=470/mod=21:35:23)</p> <p>19. ACCJC WASC Visiting Team (http://www.comfsm.fm/myShark/news/item=473/mod=21:35:23)</p>
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		<p>20. Rotary Club Of Pohnpei Scholarship Application http://www.comfsm.fm/myShark/news/item=474/mod=21:35:23)</p> <p>21. [Scholarship Opportunity] CariPac Scholarship http://www.comfsm.fm/myShark/news/item=480/mod=21:35:23)</p> <p>22. Assessment of the ACCJC Rubrics at COM-FSM http://www.comfsm.fm/myShark/news/item=481/mod=21:35:23)</p> <p>23. [Internship Opportunity] CARIPAC and AHEC 2013 Summer Internship Program http://www.comfsm.fm/myShark/news/item=483/mod=21:35:23)</p> <p>24. President's Message to the Community http://www.comfsm.fm/myShark/news/item=485/mod=21:35:23)</p> <p>Publications:</p> <ol style="list-style-type: none"> 1. Volume 6 Issue 1 COM-FSM Sharks Newsletter http://www.comfsm.fm/dcr/newsletter/Volume6Issue1.pdf.LCK) 2. Volume 6 Issue 2 COM-FSM Sharks Newsletter http://www.comfsm.fm/dcr/newsletter/Volume6Issue2.pdf 3. All Campus Meeting Poster (PRINT) 4. U.S. Army Recruiter Poster (PRINT) 5. Badminton Clinic Poster (PRINT) 6. Chuuk Raffle and Live Band Event (PRINT) 7. Community Meeting Flyer (PRINT) 8. Founding Day Program (PRINT) 9. President's Invitation (PRINT) 10. Students General Meeting on Accreditation (PRINT) <p>Forum Lectures:</p> <ol style="list-style-type: none"> 1. How Important the Postal Service is to our Nation http://www.comfsm.fm/myShark/news/item=428/mod=21:35:23)
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		<p>All Campus Meetings:</p> <p>1. [Announcement] All Campus Meeting (http://www.comfsm.fm/myShark/news/item=417/mod=21:35:23)</p> <p>2. [Announcement] All Campus Meeting (http://www.comfsm.fm/myShark/news/item=451/mod=21:35:23)</p>
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Strategic goal 5: Invest in sufficient, qualified, and effective human resources

Objectives	Accomplishments	Comments/additional detail
<p>5A: Provide on-going professional development of faculty and staff</p>	<p><i>Accreditation Training: “Accreditation Bootcamp”</i></p> <p>VPIEQA/ALO conducted accreditation training for National Campus and Pohnpei Campus administrators and staff on February 5, 2013, and for all employees of Yap Campus and FMI Campus on February 22, 2013.</p> <p>Training outcomes included:</p> <ul style="list-style-type: none"> ● Demonstrate basic knowledge on our accreditation status ● Demonstrate basic knowledge on the accreditation process ● Discuss SLO rubric and your perceptions of where we are towards proficiency. ● Be able to define, discuss, and offer specific examples of authentic assessment. ● Commit to authentic assessment. ● Demonstrate understanding of faculty/staff/admin roles and responsibilities towards the SLO report and midterm report. <p>This completed an initial, college-wide accreditation training goal for</p>	<p>Training Announcement http://www.comfsm.fm/myShark/news/item=409/mod=19:49:10</p> <p>Attendance and Evaluation http://www.comfsm.fm/accreditation/2013/slo-report/Accreditation_Attendance_Eval_NC_P_C.pdf</p> <p>SLO Rubric Training Activity http://www.comfsm.fm/accreditation/files/5-16/ACCJC%20SLO%20Rubric%20Presentation.pdf</p> <p>Training Agenda http://www.comfsm.fm/accreditation/2013/slo-report/Staff_Dev_Day_2013_Agenda.pdf</p>

	<p>all employees across all campuses. Additional training on specific accreditation standards and accreditation reporting will continue during the coming academic year.</p> <p>Google Doc and COM-FSM wiki training Yap Campus and FMI Campus also participated in Google Doc training and COM-FSM wiki training (VPIEQA Trip Report).</p> <p>Faculty Capacity Building Three faculty members participated in a workshop to enhance their capacity to generate a college manual reflecting best practices in usability design, and then engaged in the construction of a CAC Handbook and a Budget Handbook to demonstrate skills acquired. Draft Handbooks were exhibited in the Combined Midterm and Follow Up Report (p. 34) and the final manuals will be offered as evidence to the ACCJC in the May 2013 Supplemental Report. Manuals are currently undergoing a user-testing phase.</p>	<p>Combined Midterm and Follow Up Report http://www.comfsm.fm/accreditation/2013/midterm-report/MidTerm_and_Follow_Up_Report_2013_Final.pdf</p>
5B: Recruit and retain qualified personnel to allow delivery of quality services		
5C: Update personnel policies and procedures to meet on-going human resources needs		

Strategic goal 7: Build a partnering and service network for community, workforce and economic development

Objectives	Accomplishments	Comments/additional detail
7A: Increase involvement of the community in college affairs	<p>Provided data for program [IRPO] <u>Planning</u></p> <ul style="list-style-type: none"> ● Prioritization of nonacademic programs <ul style="list-style-type: none"> ○ Nonacademic programs review process 	

	<ul style="list-style-type: none"> ○ Coordinated establishment of rating criteria ○ Conducted calibration workshop of working group using the rating criteria to establish common views of the rating criteria ○ Coordinated establishment of 5 rating working groups and distributed materials via Google drive ● Timeline <ul style="list-style-type: none"> ○ 2/25/2013 Deadline for submission of program ratings by rating working groups ○ 2/28/2013 Deadline for submission of non academic program prioritization report ● Integrated Educational Master Plan <ul style="list-style-type: none"> ○ narrative ○ Provided write up for External Trends facing the college 	
<p>7C: Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities</p>	<p><u>Assessment</u></p> <ul style="list-style-type: none"> ● Assessment Coordinator <ul style="list-style-type: none"> ○ Ad hoc committee established and initial review of applicants completed for the assessment coordinator position ○ Interview will be completed during the week of February 25, 2013 with recommendations prepared ● Tracdat <ul style="list-style-type: none"> ○ Progress has been made with Tracdat; All required payments were made and paper documents reviewed and signed by Nuventive and the College President. ○ Initial trainings were held with TracDat representatives on the overview of the system and population of information into the TracDat system for the college ○ Data has been entered into the TracDat: 	

	<ul style="list-style-type: none"> ■ Programs ■ Courses ○ Initial training on TracDat was provided during Professional Development Day (2/22/2013) 	
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Strategic Goal 9: Provide for continuous improvement of programs, services and college environment

Objectives	Accomplishments	Comments/additional detail
9A: Improve institutional assessment and evaluation	<p>VPIEQA/ALO <i>Combined Midterm and Follow Up Report</i></p> <ul style="list-style-type: none"> ● A Combined Midterm and Follow Up Report was submitted to ACCJC/WASC on March 15, 2013. ● The College Status Report on Student Learning Outcomes Implementation was submitted to the ACCJC/WASC on March 5, 2013. ● An annual fiscal report was submitted to the ACCJC/WASC on March 5, 2013. ● An annual report was submitted to the ACCJC/WASC on March 27, 2013. <p>[IRPO] Others</p> <ul style="list-style-type: none"> ● Impact on continuous improvement <ul style="list-style-type: none"> ○ Director participated in the Society for College and University Planning (SCUP) Planning Institute Step III on Integrated Planning: Working with relationship Realities. ○ Director meet with Guam Community College (GCC) regarding realities of TracDat implementation and areas of special importance 	<p>Combined Midterm and Follow Up Report http://www.comfsm.fm/accreditation/2013/midterm-report/MidTerm and Follow Up Report 2013_Final.pdf</p> <p>College Status Report on Student Learning Outcomes http://www.comfsm.fm/accreditation/2013/status-report/Status%20Report%20on%20SLO%20Implementation_COMFSM_Final.pdf</p> <p>Annual Report</p>

<p>9B: Integrate planning, evaluation and resource allocation for continuous improvement</p>		
<p>9C: Increase research and data driven decision making</p>	<p>[IRPO] <u>Research</u></p> <ul style="list-style-type: none"> ● IPEDS <ul style="list-style-type: none"> ○ Winter Data Collection surveys completed and located. Surveys focused on financial aid. ○ Community College Survey of Student Engagement (CCSSE) and Community College Faculty Survey of Student Engagement (CCFSSE) ○ Coordinated college registration and initial preparation for participation in CCSSE and CCFSSE in spring 2013 including review of webinar and initial meeting with survey administrators <p>Note: CCSSE and CCFSSE are US national surveys of student engagement and will allow comparison of COM-FSM with community colleges across the US. Both CCSSE and CCFSSE will be administered in spring semester 2013. Results will be available in summer 2013.</p> <ul style="list-style-type: none"> ● Provided Course Master Data File (CMDf) to CCSSE as the basis for sampling by CCSSE of courses where the survey will be administered. <p>Note: CCSSE and CCFSSE will provide the college with information on what is happening in the classroom, comparison of perceptions of students and faculty regarding what is happening, and</p>	

	<p>comparisons with other community colleges.</p> <ul style="list-style-type: none"> ● IRPO conducted several meetings with the state campus ICs and SSCs to participate in administering the CCSSE surveys/reports earlier in March 2013. Trainings were held via teleconference: Schedule as were set <ul style="list-style-type: none"> ○ [CCSSE] master schedule review in the President’s conference room(pcr) on Tuesday, 1/29/2013 9:30 AM ○ [CCSSE] overview of CCSSE with campuses on Monday 3/11/2013 1:00 PM in the pcr ○ [CCSSE] planning meeting on Fri 3/22/2013 10:00 AM in the BOR conference room(bcr) planning includes: <ul style="list-style-type: none"> ■ Administering the surveys <ul style="list-style-type: none"> ● How, Who, when to administer the surveys ■ Administration Timeline 	
<p>9e: Enhance decision making and communications at the college through implementation, monitoring and evaluation of the new governance policy and revised standing committee structure.</p>		