

**College of Micronesia – FSM**  
**Instructional Affairs**  
**FY 2013 4th Quarter Performance Report[1]**  
*April-June 2014*

**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*

Office	Accomplishments	IEMP #	ACCJC Standard	
VPIA	Course Offering Summer 2014	AP 1.3	Standard II.A.	
	National			52 sections
	Kosrae			16 sections
	Pohnpei			24 sections
	Chuuk			21 sections
	Yap			14 sections
	FMI			
	Total	127 sections		
VPIA	65% completion rate for Achieving College Excellence students F 2013. 71.7% course completion rate for Achieving College Excellence spring 2014.	AP 1.13	Standard II.A.	

VPIA	<table border="1"> <thead> <tr> <th>Campus</th> <th># of Faculty with overloads – summer 2014 (6 is regular load for summer session)</th> <th># of part-time instructors – summer 2014</th> </tr> </thead> <tbody> <tr> <td>National</td> <td>1</td> <td>5</td> </tr> <tr> <td>Kosrae</td> <td>1</td> <td>3</td> </tr> <tr> <td>Pohnpei</td> <td>0</td> <td>0</td> </tr> <tr> <td>Chuuk</td> <td>2</td> <td>2</td> </tr> <tr> <td>Yap</td> <td>2</td> <td>4</td> </tr> <tr> <td>FMI</td> <td></td> <td></td> </tr> </tbody> </table>		Campus	# of Faculty with overloads – summer 2014 (6 is regular load for summer session)	# of part-time instructors – summer 2014	National	1	5	Kosrae	1	3	Pohnpei	0	0	Chuuk	2	2	Yap	2	4	FMI			AP 1.18	
	Campus	# of Faculty with overloads – summer 2014 (6 is regular load for summer session)	# of part-time instructors – summer 2014																						
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FMI																									
VPIA	Total resources for April combined for all campus libraries was 98148 and 98167 for May.		AP 4.5	Standard II.C.																					
VPIA	<p>Course completion rate for spring 2013 – 62.5% ABC and P.  Course completion rate for spring 2014 – 68.3% ABC and P.  83.3% of students in good academic standing spring 2014.  Overall withdrawal rate for spring 2013 – 12.6%  Overall withdrawal rate for spring 2014 – 10.5%.  General Education course completion rate for fall 2013 - 68.4% ABC and P.  General Education course completion rate for spring 2014 – 64.6% ABC and P.  Total number of graduates spring 2014 – 194  29 cadets from FMI</p>		AP 1	Standard II.A.																					

IA-National Campus	Short Term Education Program for the Underrepresented Persons (STEP-UP) – Four students began their 8 week summer research project.	AP 2.1	Standard II.A.
CK-Campus	AHEC began Summer Camp 2014 offering science, English, and math to juniors and seniors high school students interested in health fields.	AP 2.1	Standard II.A.
PC	100% of the UB senior participants who took COMET were accepted to enroll at COM-FSM fall 2014. 18 of the 20 seniors began classes summer session 2014. 6-week summer program is from June 20 – Aug. 01. Annual performance report was submitted to USDOE on April 25, 2014.	AP1.7a	Standard II.A.
PC	64 of the 65 TSP seniors were invited to attend COM-FSM. 15 enrolled for summer classes. 148 eighth graders in TSP graduated from 11 targeted elementary schools. Salutatory and valedictory addresses were all given by TSP participants. Received continuation of grant in May 2014.	AP1.7b	Standard II.A.

PC	Gear Up submitted annual performance report to USDOE on April 15, 2014. 3 of 4 essay students representing PICS were GearUp participants. 145 participants for the Gear Up summer program	AP1.7c	Standard II.A.
PC	<p><u>T&amp;T</u></p> <ul style="list-style-type: none"> <li>• There are 17 students who successfully completed or graduated from their respective T&amp;T programs: <ul style="list-style-type: none"> <li>○ AAS Telecommunication – 6 students</li> <li>○ AAS Electronics Technology – 4 students</li> <li>○ COA Construction Electricity – 2 students</li> <li>○ COA Cabinetmaking – 2 students</li> <li>○ COA Refrigeration and Air Conditioning – 3 students</li> </ul> </li> <li>• 19 out of 20 students completed 60 hours of on the job-training (OJT) through the VEE250 Cooperative Education course.</li> <li>• 4 Motor Vehicle Mechanic students are currently doing their OJT at MASCOT auto repair shop. They are expected to complete their 160 hours of OJT by the end this summer semester.</li> <li>• Over 400 high school students 2014 exhibit</li> </ul>	AP 2.1	Standard II.A.
YAP	<p>Results at mid-term after implementation of intensive tutoring(PoW Wow)</p> <ul style="list-style-type: none"> <li>- # classes offered = 42</li> <li>- # courses with midterm def. = 32 (76.2%)</li> <li>- # students with midterm def. = 84 (46.7%)</li> <li>- # student with 1 def. course = 37 (44.1%)</li> <li>- # student with 2 def. courses = 22 (26.2%)</li> <li>- # student with 3 def. courses = 17 (20.2%)</li> <li>- # student with 4 def. courses = 6 (7.1%)</li> <li>- # student with 5 def courses = 2 (2.38%)</li> <li>- Total # of withdrawals = 78</li> <li>- # students with W = 43 (headcount) 1 W = 27; 2 W = 9; 3 W &amp; up = 7</li> <li>- # of grade F = 32 # of students with F grades = 26 1 F = 20; 2 F = 6</li> <li>- # of grade D = 58 # of students with D grades = 46 1 D = 34; 2 D = 12</li> <li>- # of Incomplete = 0</li> </ul>	AP 1a 2.3	Standard II.B.
KC	<p>Tutorial services convened two weeks after the starting date of Summer Term allowing student's exposures to academic assistance and advising.</p> <p>As part of the recruitment effort, staff and faculty held community outreach in all Kosrae municipalities by sharing admission's and college information.</p>	AP 1a 2.3	Standard II.B.

	<p>ACE II was offered during the summer term as a summer bridge program for nine of the ten students placed by the 2014 COMET in February.</p> <p>Recruitment and testing for Third Year Certificate Teacher Preparation-Elementary were conducted in June during the Micronesia Teacher Education Conference (MTEC).</p>	<p>AP 1</p> <p>AP 1a 2.3</p>	<p>Standard II.A.</p> <p>Standard II.B.</p>
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Focus on student success – Measures of success	
<p><b>Student Performance</b></p> <ul style="list-style-type: none"> <li>Course completion rates (ABCORP) will be at least 69% fall &amp; spring semester 2013/2014.</li> <li>Overall withdrawal rates will be less than 8.3 percent for fall semester 2013 and 9.5 percent for spring semester 2014.</li> <li>General Education Assessment – Course completion rates for EN 120A &amp; 120B for fall 2013 and spring 2014 will be at least 63% for EN 120A &amp; 64% for EN 120B.</li> <li>Institutional Student Learning Outcomes Assessment – students will average at least 2.1 on the American Association of Colleges and Universities Value: Valid Assessment of Undergraduate Education components for Oral Communication, Written Communication and Foundation and skills for life-long learning outcomes rubrics for AY 2013/14.</li> </ul> <p><b>Completion and Transfer</b></p> <ul style="list-style-type: none"> <li>Certificate and degree completion rates for the FY 2013 cohort of new full time students at 150% will be 14.4%, FY 2014 cohort of new full time students at 150% will be 16.4% and FY 2015 cohort of new full time students at 150% will be 18.4%.</li> <li>Performance at transfer institution: To be established in AY 2013/14.</li> </ul> <p><b>Retention and Persistence</b></p> <ul style="list-style-type: none"> <li>Fall-spring persistence rate of will be a minimum of 78% for new full time students cohort in fall 2013 who persist to spring 2014, fall-fall retention rates will be a minimum of 65% for new full time students cohort in fall 2013 who return in fall 2014.</li> </ul> <p><b>Job Market</b></p> <ul style="list-style-type: none"> <li>Career program completer’s employment status (within FSM): Baseline data to be established in AY 2013/14.</li> <li>Employer rating: Revised employer survey to be delivered in fall 2013 for establishment of baseline data.</li> <li>Internship experiences: Baseline data to be established in AY 2013/14.</li> </ul> <p><b>Satisfaction and Engagement</b></p> <ul style="list-style-type: none"> <li>CCSSE &amp; CCFSSSE: Targets to be set by September 2013 based on CCSSE and CCFSSSE administered in spring 2013.</li> </ul>	

*Emphasize academic offerings in service to national needs*

Office	Accomplishments	IEMP #	ACCJC Standard
VPIA	Substantive Change for 3rd yr. Teacher Preparation-Elementary approved by ACCJC on May 19, 2014.	AP 1.7	Standard II
Chuuk CRE	CRE continues to offer small business classes and computer classes to community members as part of the outreach program.	CES6.3.1	
PC	Etscheit’s Enterprises Human resources staff visited HTM office during the exhibit and stressed their interest in screening and interviewing several students. Business cards were distributed and appointments are to be arranged.	AP 2.2	

	<p>HTM faculty met with members of Micro Games Protocol committee to recruit HTM students to assist in Olympic activities.</p> <p>Conducted Skills Expo 2014 in April 2014, which attracted over 400 high school seniors.</p> <p>AFT program sold some vegetable seedling to some of the community members in Kolonia and were able to educate those people in planting their own food. This will continue next semester.</p>		
PC CES	<p>CES PNI agents have conducted community trainings throughout Pohnpei proper on banana propagation on selection of best planting materials, best practices for good quality, handling and disinfection of planting materials in 16 different communities in Pohnpei.</p> <p>Conducted demonstration to Upward Bound program on banana propagation, and swine castration.</p>	CES6	Standard II.
CC	<p>On February 13, 2014, twenty-four students took the essay test, to determine if they are qualified to enroll in the 3<sup>rd</sup> year Teacher Preparation Program.</p>	AP 1.7	IIB
CC	<p>The AHEC Program has hired a tutor to assist students who need help especially those who are pursuing studies in the allied health professions. The tutor and the specialist are visiting the high schools on Weno, and talking with the juniors and seniors about career opportunities in the allied health fields.</p>	AP 2.2	II.B.
CC	<p>Ninety-three high school students and adults from two churches completed training in solid waste management and health benefit and gardening of local food crops.</p>	CRE/CES 6.4.3	IA
CC	<p>A total of 45 extension trainings in Global Food Security and Hunger program, agroforestry, and other extension programs were carried out during the second quarter of 2014 throughout the State and a total of 1,777 participants attended.</p>	CRE/CES 6.3.1	IA
YC	<p>FSM FMI 1<sup>st</sup> year cadets received their certificates in basic safety and watchkeeping in April.</p> <p>2 groups of cadets completed their shipboard training on H1 Vessel to the neighboring islands.</p>	AP 7.1	Standard IIA
YC	<p>Vocational Education Day took place at Yap Campus on April 24<sup>th</sup>. Programs featured during the day included FSM FMI Fishing Technology with net-making demos, Marine Engineering, and Navigation, and Yap Campus AFT (Agriculture &amp; Food Technology), Health Careers info sharing, Electronics Engineering (displays &amp; demos), Bookkeeping, Secretarial Science, display of plants &amp; vegetables grown by students, etc. High school students participated in the event.</p>	AP 2.2	IIA

KC	3 programs exhibited student learning outcomes during Vocational Exhibition Week, electronics, agriculture and CRE cooking club. Pigs were auctioned to the public.	AP 2.2	IIA

**Emphasize academic offerings in service to national needs – Measures of Success**

**Articulation and Partnerships**

- Articulation agreements: a) One additional articulation agreement will be added annually and b) transcript analysis in summer 2013 will be used to establish baseline data for student transfer to institutions with articulation agreements.
- Partnership agreements: a) Two partnership agreements will be added over the period of the strategic plan and b) students' participation in partnership programs.

**Certification examinations**

- Percent of students passing certification examinations based on testing options available in the FSM (Career and Technical Education (CTE) is working to establish the FSM as a testing center for critical CTE certifications).
- Percent of graduates passing FSM Teacher Certification (target to be established fall 2013).

**Training and Opportunities**

- Percent increase in training opportunities based on baseline data to be established in summer 2013.
- Assessment of impact of training on work performance, based on survey of program participation, meeting training goals within 3 months of conclusion of training. Assessment criteria to be included in training design.

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

Office	Accomplishments	IEMP #	ACCJC Standard
IA-National Campus	Dr. Bourgoin awarded a grant from the Australian embassy for water quality equipment	AP 1.5a	
IA-National Campus	Brian Lynch continues with the ATE-NSF grant which funds marine science student research opportunities and supports field trip activities for marine science courses.	AP 1.5a	
Chuuk	Chuuk State School system continues to provide funding for teachers by paying tuition and fees for the non-degree teachers.	AP 1.7	
PC	PC continued to accommodate students and the communities' requests to utilize the facilities and the vocational front area for their meetings, sports tournaments, and car wash activities. A total of \$1,625.00 was collected.  Collected Blue Plate Cafe sales for the month of April and May totaling \$675.44.	A.5.1	Standard III.B.

KC	In the maintenance and facilities division, staff is assessing the possibility of reactivating water well on campus in preparation of the El Nino expected in the Fall and Winter months. Director Mendiola from the National Campus is in charge of the project and has been directing onsite staff to take vital steps in the emergency directive.	FCE 2.1a	
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<b>Be financially sound, fiscally responsible, and build resources in anticipation of future needs – Measures of success</b>			
<b>Endowment and Fund balance</b>			
<ul style="list-style-type: none"> <li>• Percent decrease in fund balance per year will not exceed five (5) percent.</li> <li>• 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.</li> </ul>			
<b>Revenue Sources and Allocations</b>			
<ul style="list-style-type: none"> <li>• Diversity of revenue sources: Target to set summer 2013.</li> </ul>			

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

Office	Accomplishments	IEMP #	ACCJC Standard
IA-National Campus	Peltin Olter Pelep and a student presented at the 5 <sup>th</sup> regional Conference on Island Sustainability in Guam, April 16 and 17.	AP 3.7	
IA-National Campus	Peltin Pelep participated in the regional community college faculty development workshop focusing on climate change and its associated effects in Palau, June 23-27. This workshop is part of the \$300,000 grant requirements received from NSF.	AP 3.7	
IA-National Campus	Division Chairs from National and Pohnpei campuses and I-DAP participated in a three-day supervisor's workshop conducted by Dr. Tom Watson of Watson Training & Development.	AP 3.7	
IA-National Campus	I-VPIA attended the first of three Assessment Leadership Academy trainings June 2-6.	AP 3.7	
IA-National Campus	Training for Nursing program faculty and tutors held in April. Faculty and tutors trained on use of simulation in teaching and use of tutoring services and materials.	AP 3.7	
IA-National Campus	Paul Dacanay attended the AHEC director meeting May 28 and 29 to plan for the next year grant activities.	AP 3.7	
IA-National Campus	Nursing faculty, Paul Dacanay and Chuuk AHEC site coordinator attended the American Pacific Nursing Leaders Council Meeting June. Dr. Dacanay presented the Public Health and Nursing Program status.	AP 3.7	
Chuuk Campus	Dean Kind Kant attended the Management and Leadership in Education Institute at Harvard Graduate School of Education June 12 – July 1.	AP 3.7	
PC CES	Agents from CES PNI attended the coconut rhinoceros beetle (CRB) training sponsored by FSM R & D as first responders in case of incursion of CRB.	HR 3.2	Standard III.A.

	Two CES PNI staff attended a conference of WSARE to better understand support and funding assistance available through USDA programs for Western Land Grant Universities and Colleges.  CES Agent attended a conference on the Animal Production and Food Safety to refresh and improve understanding of food safety issues with regards to drug residual in animal products and antibiotic resistance.	HR 3.2  HR 3.1	
YC	FMI library assistant is being trained by YC IT specialist to do IT duties at FMI. She is also working with YC Librarian to improve FMI library to meet accreditation standard.	AP 3.7	

<b>Invest in and build a strong capacity in human capital – Measures of success</b>
<p><b>Credentialing</b></p> <ul style="list-style-type: none"> <li>Tracking of faculty and staff credentials based on aspirational credentialing to be set by September 2013</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>Percent allocation of professional development funds against prioritized capacity development needs based on prioritized to be established summer 2013.</li> <li>Impact of professional development on work performance based on employee and supervisors survey within three (3) months of completion.</li> </ul>

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

<b>Office</b>	<b>Accomplishments</b>	<b>IEMP #</b>	<b>ACCJC Standard</b>
IA	Participated in CAC meetings and activities as the IC representative. Participated in Management Team meetings.	AP 5.1	Standard
IA	Instructional Policies reviewed and those needing no revision were posted on the website at <a href="http://www.comfsm.fm/?q=policy-instructional-affair">http://www.comfsm.fm/?q=policy-instructional-affair</a>	AP 5	
Chuuk Campus	Nurse scheduled awareness assemblies for illnesses common at this time of year.	AP 5.1	
Pohnpei Campus	Campus Secretary continued to attend regular campus meetings, management team meetings, and other meetings like HR Reps, Staff Development committee, Faculty Staff Senate, and Student Conduct Board. She also attended the BOR and its community meeting.  Perman and Silbanuz attended Program Prioritization Working Group meeting via teleconference.  Perman recruited Acting Student Services Coordinator Kanichy, Instructor Elidok, and UB Student Services Specialist Yarofalig to participate as interview panelists in the HTM 250 student mock-interview.	AP.5.1	Standard III.



YC	All faculty submitted program and course assessments.	AP 1.1	Standard II.
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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>			
<ul style="list-style-type: none"> <li>Assessment of the college as a learning organization centered on Peter Senge’s Five Disciplines: Systems thinking, Personal mastery, Mental models, Building shared vision, and Team learning. Assessment to be based on evidence generated by the governance structure: committee and team minutes, policy assessment, and program reviews, etc.: Baseline data to be established using a learning organization survey in September 2013.</li> <li>Examine organizational culture and organizational leaders for evidence of “proactivity, commitment to learning to learn, positive assumptions about human nature, belief that the environment can be managed, commitment to truth through pragmatism and inquiry, positive orientation toward the future, commitment to full and open task-relevant communication, commitment to cultural diversity, commitment to systemic thinking, and believe that cultural analysis is a valid set of lenses for understanding and improving the world” (Schein, 2010).</li> </ul>			
<b>Communications</b>			
<ul style="list-style-type: none"> <li>CCSSE and CCFSSSE analysis: Targets to be set by September 2013 based on CCSSE and CCFSSSE administered in spring 2013.</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>			

*Evoke an image of quality*

Office	Accomplishments	IEMP #	ACCJC Standard
IA-National Campus	Instructional Divisions conducted program reviews and submitted to CAC. The program reviews were forwarded to VPIA’s office for review and recommendations on improvement. I-DAP assisted with COA and AAS programs by working with Divisions for improvement. Program reviews were then forwarded to the Program Prioritization working group for ranking.	AP 1.1	Standard II.A.
IA-National Campus	Social Science division completed SY 2013-2014 program assessment and input data and analysis in TracDat; completed the 2013-2014 Program Assessment summaries, and developed the 2014-2015 assessment plans for Micronesian Studies and Trial Counselor programs	AP 1.1	Standard II.A.
IA	Compiled ratings of student evaluation of instructor for Spring 2014 and the overall ratings are high. Summary of the ratings are being compiled and will be forwarded to supervisors. Evaluations completed at all campuses. Conducted classroom observations for Pohnpei Campus faculty.	AP 3	
CC	Meseiset Newsletter continues to produce monthly issues, informing the campus and the community on what is going on in some classes on campus, and in the community. There are additional features in the newsletter worth reading and doing...	AP 5	
CC/PC	Danilo Mamangon and Deeleeann Daniel received a PhD from U. H. Manoa in math education.	AP 3.7	

PC	Pohnpei Campus held its Incentive Award Ceremony on May 5, 2014 in the Student Services Hall. President Joseph M. Daisy, CD Grilly Jack, IDAP Maria Dison, staff, faculty, and students participated in the event. It also serves as the farewell for our six World Teach volunteers, our potential graduates, and recognition of our Purple Teams who won the Founding Day Games.	AP 3	
PC	HTM, BK and SS program reviews completed for AY 2011 -2013	AP 1.1	Standard II.A.

Evoke an image of quality – Measures of success	
<b>Internal</b>	<ul style="list-style-type: none"> <li>• Recognition of excellence awards annually.</li> <li>• Accreditation reaffirmation</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Alumni and employer survey: Surveys to be revised based on strategic plan and administered in fall 2013 to set baseline data.</li> <li>• Survey of FSM political and traditional leadership on perceptions of the college: Baseline data to be set fall 2013.</li> </ul>