

College of Micronesia – FSM
Instructional Affairs
FY 2013 4th Quarter Performance Report¹
July – September 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

Office	Accomplishments	IEMP #	ACCJC Standard
DAP	Working group to develop first year experience course met. The group put together two surveys to gather information for the contents of the course. One survey will be distributed to faculty and students services staff and the second survey will be distributed to students.	1.8	Std. II
DAP	ACE faculty are hired as tutors for ACE Friday tutoring sessions. The use of faculty provides continuity in learning and fills vacancies when others are not available.	1.13	Std. II
DAP	Curriculum and Assessment Committee given timeline to complete program review by end of March 2014 and program prioritization by July 2014. Division chairs are beginning the process of collecting data and assessment reports necessary for the program review.	1.2	Std. II
Chuuk - Instructional	Faculty workshop 9/6/13 was facilitated by Education/Social Science on assessment – Alton Higashi	1 & 5	IIA
Chuuk Instructional	Meeting with Karen and all ACE instructors to do assessment of ACE courses.	1	IIA

¹ College of Micronesia – FSM website: <http://www.comfsm.fm/> for additional information contact rschplanning@comfsm.fm

Chuuk - Instructional	ESS101w class uses facility of Health and Wellness, Non Communicable Diseases – Public Health to do exercises during rainy days instead of cancelling walking class.	1 & 4	IIIB
Chuuk - AHEC	AHEC Specialist Roslyn Reynolds has collaborated with the Health Services to utilize manpower to begin certificate program in Public Health and Nursing Assistant in Spring 2014.	1	IA & IIA
Chuuk - Student Services	Fifty-three percent (53%) of students on Summer Semester deficiency list passed their courses.	1A	IIB
Chuuk - OAR	Twelve (12) students completed their studies during Summer 2013. Nine got their degrees in Teacher Preparation, and three received their Certificates of completion. Nineteen students submitted applications for graduation this Fall 13	1A	IIB
Kosrae IA	Two sessions of AR101 were conducted online during summer 2013 and Fall 2013 semesters.	1.14	
Kosrae IA	Hired ACE faculty members as tutors for ACE programs to increase student's engagement in learning.	1.13	
Kosrae IA	In collaboration with CARIPAC, conducted two workshops on alternative energy: solar power. Personnel from Kosrae DOE and Kosrae Utilities Authority participated.	2.5	
Kosrae SS	Hired seven tutors: two peers, three part timers, and two faculty of ACE program, and one volunteer from the math/science department to collaborate and assist at-risk students.	2.3 & 2.1	
Kosrae SS	Twenty-eight students walked the commencement ceremony in July 2013, combined students who completed their requirements in Fall 2012 to Summer 2013.	AP1	IIA21
Kosrae SS			
Kosrae IT	Added two DSL to improve transmission of data across campus and internet. Continued to monitor and maintain network security used by the College.	TP1.1 & TP1.7	
Kosrae AD	Assisted Beca consultants in the facilities utilization project. Also assisted Dr. Bruce Best in the installation of solar power student charging station and satellite dish for backup internet access.	3.1.1	
Yap & FMI	All units at both campuses worked on its assessment cycle by closing the loop for FY 2013.		

Yap Instr.	Summer 2013, .04% (4) of students did not pass their classes with a 2.0 or above GPA. Summer 2013, Yap Campus graduated 8 students, 7 degree programs and 1 certificate program [6-TP, 1 LA, 1 AFT].		
Yap Instr. & SS	POW WOW meetings between advisors and advisees were conducted on sept. 20. 127 (65%) students attended. This was done in collaboration with student services staff. POW WOW meetings serve as an “ice breaking” event to bring advisors and advisees together. Also, short presentation on IDP....getting students to understand their individual IDP.	2.3	
Yap Instr.	Best practices workshop for faculty members conducted in september. More to follow in response to Challenge #3 posed by Professor Susan Moses.	1.13	
Yap Instr.	Gen. E. courses assessment ongoing through out the semester as well as course level assessment.	1.1	
YapInstr.	Newly hired faculty members (2) completed their accreditation online course		
Yap SS	assisted students with admissions, financial aid, and SEG work study. Financial aid training is focused on getting students to file their own FAFSA online. This is ongoing until all students have completed FAFSA.	2.3	
Yap SS	Tutoring provided to students starting fall semester.	2.3	
Yap SS	Yap Campus staff, including UB and security officers, took First Aid & CPR refresher course conducted by Red Cross.	2.4	
Yap SS	Basic health care services provided on campus by campus nurse with information sharing on personal hygiene and flu.	2.3	
FSM FMI SS	Public Health mobile clinic conducted health screening for cadets at FMI.	2.3	
FMI SS	extracurricular activities for cadets include cleaning and preparing beach where FMI is given permission to use anytime.	2.5	
FMI	Organizational structure of campus, including Corp of Cadets, submitted to VPIA for review.		
LRC	Developing additional modules to target majority of students with their most basic literacy needs to the most advanced.	AP4	IIC
LRC	National campus first floor library reorganized in response to feedback from students about the noise level from past library surveys, containing computers in a closed-off room while relocating the CRC collection to an accessible area, and setting up laptop stations and study areas for students.	AP4	IIC
LRC	Set up a trial to Credo Reference, an online reference database for faculty and student use that ran from September-October, shared with state campus	AP4	IIC

	librarians and faculty.																				
Instructional, PC	<p><u>Student Performance (Course completion rates)*</u> § Spring 2013 course completion rate is 76% (ABC=65% & P= 86% for ACE English II and 75% for ACE Math II). § Summer 2013 course completion rate is 87% (ABC=88% & P= 86%).</p> <p><u>Student Performance as of September</u> § Success rate as of this month for HTM/BU students is between 85% and 100%. § Students in HTM/BU practicum classes are placed in both private and public agencies and on campus offices and are mid-way toward completion of their practicum hours.</p> <p><u>Retention & Persistence*</u> § Fall 2012-Fall 2013 retention rate is 53% or 149 students out of the 282 new students in Fall 2012 continued their studies to this semester, Fall 2013.</p> <p><u>Class Sections*</u> § 114 class sections were delivered in Spring 2013 with enrollment ranging from 1 student for independent study to 28 students. § A section of the office space in the HTM Division was converted into a classroom to better accommodate classroom needs at the campus. § 117 class sections are being offered this Fall 2013 with enrollment ranging from 4 to 29 students. The section with 4 students is a practicum class in HTM and those with 29 students are technical math courses. § IC compiled Spring 2014 class schedule and posted the same on SIS. § TARF for Spring 2014 was submitted to DAP for review.</p> <ul style="list-style-type: none"> ● Pohnpei Campus through its instructional programs cultivates a sense of environmental preservation and civic mindedness in students by recycling used and donated materials and utilizing them for class projects, constructing furniture from fallen trees, and providing lessons on alternative energy. (on-going) <p><u>Library & Learning Support Services (July, August, September)</u></p> <table border="1"> <thead> <tr> <th><i>Programs/ Services:</i></th> <th></th> <th><i>Computer Usage:</i></th> </tr> </thead> <tbody> <tr> <td>Patron Usage</td> <td>8,451</td> <td>General Application</td> </tr> <tr> <td>Reserved Materials</td> <td>0</td> <td>Technical Assistant</td> </tr> <tr> <td>Materials Circulated</td> <td>517</td> <td><i>Reference Encounter:</i></td> </tr> <tr> <td>Visitors using computers</td> <td>15</td> <td></td> </tr> <tr> <td colspan="3"><i>(Note: Folet system is down, thus September report for LRC is not included.)</i></td> </tr> </tbody> </table>	<i>Programs/ Services:</i>		<i>Computer Usage:</i>	Patron Usage	8,451	General Application	Reserved Materials	0	Technical Assistant	Materials Circulated	517	<i>Reference Encounter:</i>	Visitors using computers	15		<i>(Note: Folet system is down, thus September report for LRC is not included.)</i>			AP 1	II A
<i>Programs/ Services:</i>		<i>Computer Usage:</i>																			
Patron Usage	8,451	General Application																			
Reserved Materials	0	Technical Assistant																			
Materials Circulated	517	<i>Reference Encounter:</i>																			
Visitors using computers	15																				
<i>(Note: Folet system is down, thus September report for LRC is not included.)</i>																					
ETSP	<p>§ Out of the forty-five students enrolled in the ETSP Character Building in July 38 successfully completed. Eight (8) students enrolled in the GED programs and completed. Twenty (21) have enrolled at PICS High School while the rest are</p>	AP1	IIA																		

	<p>waiting for January registration.</p> <p>§ ETSP conducted one parent conference with the assistance of Pohnpei State Public Health Youth for Change and PREP youth group. 90% of expected parents attended.</p> <p>§ Fourteen (14) ETSP students attended and completed the Upward Bound Summer Program.</p> <p>§ Two (2) High School students joined the Step Up program and completed this summer.</p> <p>§ Thirty-two (32) seniors attended the COM-FSM Summer Term and completed. Eighteen (18) were degree bound, 9 were ACE II while 5 were certificates. Six (6) ACE II students successfully passed the program and were promoted into the degree programs.</p> <p>§ Three (3) seniors enrolled at the Palau Community College in Palau.</p> <p>§ Program Officer in Washington, DC approved ETSP FY13-14 budget.</p> <p>§ Hundred twenty (120) seniors joined the program at the beginning of this school year. 110 successfully completed; 97 enrolled at COM-FSM, while 3 enrolled at Palau Community College. Unfortunately the rest are still waiting to retake the COMET.</p> <p>§ Recruitment for SY13-14: 510 7th graders from 10 target elementary schools were tested. 180 were selected to participate.</p> <p>§ ETSP contacted 10 parents and students meeting at each target elementary schools. 80% of expected parents attended.</p>						
SS,PC	<p>Student Services Activities:</p> <p>Fall 2013 Orientation and Registration Plan; Radio Announcements, Banners, and Flyers; Parents Orientation Information; Logistics Plan of Activities; and Budget Detail of Activities.</p> <p>FAO:</p> <p>Counseled and attended to 741 student visitors at the service counter for financial and other related matters.</p> <p>Issued 628 charge authorizations to students during the first and second weeks of instruction. This has allowed students to become well equipped for their classes.</p> <p>Submitted 25 satisfactory academic appeals to NC FAO for review and approval. These students were placed on suspension for not meeting the satisfactory academic requirements.</p> <p>Received 11 Pell Transfers awarding 165 students with the total amount of \$294,463.</p> <p>Employed 250 students under the SEG work-study program. Summer employment award is \$75 employing 50 students, and is only available on-campus as a result of intense student class schedules. Two hundred (200) were selected for Fall 2013 with a total award of \$200.</p> <p>Conducted a 2-day work-study workshop for selected student employees.</p> <p>Partnership with 19 off-campus employers under the work-study program.</p> <p>Submitted 253 student financial aid records to NC for further review and processing.</p> <p>Received 298 visits for tutorial services.</p> <p>Health, Sports & Recreation:</p> <p>Health Clinic Visits:</p> <table border="1" data-bbox="321 1745 574 1864"> <tr> <td></td> <td>PC</td> </tr> <tr> <td>M</td> <td>102</td> </tr> </table>		PC	M	102	SS 1	IIB
	PC						
M	102						
		SS 2	IIB				

F	81
T	183

PC Family Planning:

	PC
M	10
F	4
T	14

Sports & Recreation:

	PC
M	855
F	212
T	1067

Counseling Services:

Counseled total of 164 students: 6-career and 188-Academic and Transfer.

SS3

IIB

OAR:

Certificate of school attendance were sent to Social Security Office for 13 students in Summer 2013 and 46 for Fall 2013.

SS4

IIB

Forty-three (43) re-admission applications were received and processed.

Summer 2013 Graduates:

<u>Bookkeeping</u>	3
<u>Secretarial Science</u>	1
<u>Motor Vehicle Mechanic</u>	1
<u>Building Technology</u>	1
<u>Telecommunication</u>	2
<u>HTM</u>	2

Fall 2013 Graduate candidates by Program:

<u>Building Technology</u>	1
<u>Electronic Technology</u>	1
<u>Telecommunication</u>	1
<u>BMR</u>	4

	<table border="1" data-bbox="321 191 719 428"> <tr> <td><u>Bookkeeping</u></td> <td><u>2</u></td> </tr> <tr> <td><u>Secretarial Science</u></td> <td><u>2</u></td> </tr> <tr> <td><u>HTM</u></td> <td><u>4</u></td> </tr> <tr> <td><u>AFT</u></td> <td><u>5</u></td> </tr> </table> <p>03 Change of Grade; 21 Change of Major; 41 Withdrawals; 39 Transcript Request; Admission documents received 74 for Summer 2013 and 274 for Fall 2013. Thirty-six (36) students were reported for 2013 Mid-Term deficiency reports. Nine (9) students completed their program requirements at the end of 2013. (AS Hospitality Tourism Management-02; AAS Building Technology-01; AAS Telecommunication-02; CA Bookkeeping-02; CA Motor Vehicle Mechanic-01; and CA Secretarial Science-01).</p> <p>Enrollment for Summer 2013 = 211 Enrollment for Fall 2013 = 672</p> <p>Hospitality Tourism Management – 48</p> <ul style="list-style-type: none"> Ø Telecommunication – 51 Ø Electronic Technology – 49 Ø Building Technology – 23 Ø Agriculture and Food Technology – 101 Ø Bookkeeping – 93 Ø Secretarial Science – 52 Ø Building Maintenance & Repair – 12 Ø Carpentry – 18 Ø Construction Electricity – 32 Ø Cabinet Making – 21 Ø Electronic Engineering Technology – 15 Ø Motor Vehicle Mechanic – 20 Ø Refrigeration and Air Conditioning – 17 Ø Achieving College Excellence – 70 Ø Unclassified – 07 Ø Others Degree Programs – 35 	<u>Bookkeeping</u>	<u>2</u>	<u>Secretarial Science</u>	<u>2</u>	<u>HTM</u>	<u>4</u>	<u>AFT</u>	<u>5</u>		
<u>Bookkeeping</u>	<u>2</u>										
<u>Secretarial Science</u>	<u>2</u>										
<u>HTM</u>	<u>4</u>										
<u>AFT</u>	<u>5</u>										
UB,PC	<p>100% of UB seniors or 24 enrolled during Fall 2013 at COM-FSM. With improvement in their status 87% are in college level and 13% remain in certificate program. Twenty-two (22) UB graduates attended the College Visit at UOG in Guam. Students had the opportunity to visit different offices basically to see the available majors, and to orient themselves with the necessary enrollment steps. As a result of previous college visits, UB has 12 alumni who graduated from COM-FSM with AA/AS degrees and proceeded to University of Guam to further their education. One (1) student enrolled at the Guam Community College right after the visit.</p> <p>UB had a banquet in recognition of the senior's achievements during their 2-3 years in the program and at their target schools. Parents were present to witness their student's success.</p>	AP 1	IIA								
IT, PC	<p>IT established Wi-Fi accessibility in the Student Services Center. Received five (5) work-study students during the Summer and all students were able to learn the basics of maintaining and servicing both computer hardware and software.</p>	TP 1	IIIC								
CES, PC	<p>Students learned the basic methods of making food nutrients to make algae culture and half-pearl seeding through hands on training at the hatchery.</p>	CES/AE S 1.1	II A & B								

	<p>Forty-two high school drop-out students participated in the TSP summer initiative visited the Nett Point Hatchery and the CES Program and learned first-hand experience on what it was to be an extension agent and enjoyed touring the facility that was guided by the local technicians.</p> <p>CES PNI supported the agriculture field internship program by providing skills and knowledge on nutrition basis/hands on to the 2 students on cooking demonstration respectively. Students accompanied EFNEP agents and JICA volunteer out in the communities to feel what it is like to be an EFNEP extension agent working in the communities.</p>		
GU, PC	<p>§ Project Director Morgan Jonas, Education Specialist Menoleen Jacob, Administrative Specialist Bollie Taulung, and PAC President Mr. McGarry Ligorio attended the GEAR UP Annual Conference in San Francisco.</p> <p>§ The 6-week Summer Camp program was successfully completed at the end of July with 161 participants. The program ended with a Banquet to celebrate and award students for their academic success. They were fortunate to have Mr. President Daisy, VPIA Dereas, PC Director Jack, parents, FU partners, and students attended.</p> <p>§ Grant Award Notification (GAN) funding for GEAR UP 4th year (2013-2014) was received through G5 website of \$289,000. Detailed budget was prepared and submitted to Program Specialist Janet Mfon in Washington, DC.</p> <p>§ Series of community parents meetings were conducted to share the new schedule for the new school year. Parents also committed to provide refreshments to students on Saturdays.</p> <p>§ GEAR UP kicked off its first instructional class for the new school year on September 28th at PICS Campus with a total of 300+ students. The program provided orientation for both teachers and students on their new class schedule, yearly calendar and course assignments, policies, and bus schedule. New t-shirts and student planner were also distributed to all the students.</p> <p>§ Twenty-eight (28) special contracts were prepared and completed for GU teachers, tutors, and drivers.</p> <p>§ Student recruitment meetings with PICS and three private high schools (CCA, SDA, and OLMCHS) were all completed.</p> <p>Project Director Jonas, Education Specialist Jacob, and Counselor Soswa met with Acting PICS Principal and discussed the new schedule for the academic year. Other things like facility, bus schedule, and collaboration on the use of xerox machine.</p>	AP 1	II A
DCTE	<p>Coordinate non-credit health training for health service in the state of Yap, Chuuk and Kosrae.</p>	AP 1	II A

Focus on student success – Measures of success

<p>Student Performance</p> <ul style="list-style-type: none"> Course completion rates (ABCOrP) will be at least 69% fall & spring semester 2013/2014. Overall withdrawal rates will be less than 8.3 percent for fall semester 2013 and 9.5 percent for spring semester 2014. General Education Assessment – Course completion rates for EN 120A & 120B for fall 2013 and spring 2014 will be at least 63% for EN 120A & 64% for EN 120B. 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. <p>Completion and Transfer</p> <ul style="list-style-type: none"> 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%. Performance at transfer institution: To be established in AY 2013/14. <p>Retention and Persistence</p> <ul style="list-style-type: none"> 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. <p>Job Market</p> <ul style="list-style-type: none"> Career program completer’s employment status (within FSM): Baseline data to be established in AY 2013/14. Employer rating: Revised employer survey to be delivered in fall 2013 for establishment of baseline data. Internship experiences: Baseline data to be established in AY 2013/14. <p>Satisfaction and Engagement</p> <ul style="list-style-type: none"> CCSSE & CFSSE: Targets to be set by September 2013 based on CCSSE and CFSSE administered in spring 2013.

Emphasize academic offerings in service to national needs

Office	Accomplishments	IEMP #	ACCJC Standard
Chuuk - AHEC	Instructors for certificates in Public Health and Nursing Assistant have been identified. Certification of instructors is in process for Spring 2014. Four courses have been put on schedule for Spring 2014.	1 & 3	IA & IIA
Chuuk - CTOP	Contracts for continuation of CTE courses for Chuuk High School students is awaiting budget for new fiscal year 2013-14.	1 & 1A	IA, IIA & IIID
Chuuk - CTOP	Roger Arnold has been selected chairman of the Economic Summit 2013 to be held in Chuuk. One of the focuses is on identifying the ways and means for COM-Chuuk Campus to assist Chuuk State provides for the manpower shortage in skilled labor and nursing.	1	IA, IIA & IIID
VPIA	Attended the FSM Association of Chief State School Officers (FACSSO): discussion of the role of COM-FSM with the NDOE and SDOE and the FSM Accreditation.	API	IIA
IA, PC	<ul style="list-style-type: none"> § Continues apprenticeship program in partnership with FSMTC and National Campus Maintenance; a total of 7 apprentices.* § Promoted carpentry and cabinet/furniture making programs through construction of tables and benches for the college community (Dining Hall and HTM).* § CTE programs have drafted a proposal for community servicing which is anticipated to start by next semester. § Student clubs are being organized to manage and run the CTE servicing projects under the supervision of respective faculty. § Collaboration established between ET program and the NC recreation program to provide technical assistance to staff on maintaining, diagnosing, setting up, and operating the sound system during recreational events throughout the semester. § Method of streaming live audio file from computer to a virtual server is being explored by the ET instructor. An action plan for the project will follow. 	AP 1	II A

	<p>§ ET volunteer instructor has submitted the first draft for a proposed course in audio system for review by TT/ET faculty.</p> <p>§ HTM students are in their preliminary preparation for an off-island excursion. Accommodations for this 2nd off-island excursion will be at Kosrae Nautilus Resort. Screening of eligible students based on academic standing, course prerequisites, and other additional factors. (ongoing)</p>		
IT, PC	Campus Identification Cards were changed from laminated cards to regular cards. IT received (3) manageable network switches to replace obsolete once to help improve connection speed.	TP 1	III C
Yap Instr.	41 courses being offered this fall semester in the following programs: bookkeeping, secretarial science, electronics, AFT, teacher prep., and general education.		
FMI	Observer training conducted on campus in collaboration with FFA and SPC at a cost of \$47k. 13 trainees were in attendance.		
FMI	Second year cadets (29) continued with their training during summer 2013 with advanced safety courses. New students (24) began their training this fall. Total enrollment at FMI now is 53.		
FMI	25 cadets graduated last May. 1 is placed onboard ship for shipboard training. 2 have been confirmed and are awaiting word to start their shipboard training.		

Emphasize academic offerings in service to national needs – Measures of Success	
Articulation and Partnerships	
<ul style="list-style-type: none"> · 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	
<ul style="list-style-type: none"> · 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	
<ul style="list-style-type: none"> · 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
Chuuk - MITC	Media Tech Edson Asito filmed the annual Law Day Debate for FSM Supreme Court and charged a cost to be contributed to the Endowment Fund.	None	IIID
Chuuk - Student Services	Student Services finally opened the Snack Bar to serve Chuuk Campus as recommended by the Management Council. The Snack Bar is being operated by the Student Services, and the Business and Computer Divisions. The surplus from the snack bar operation will go to the Endowment Fund, and to be used for local urgent needs.	None	IIID
AI, PC	§ Started year two of existing MOU with World Teach Inc. by recruiting 6 volunteer	AP 1	III

	<p>instructors for SY2013-2014.*</p> <p>§ Received restaurant grade kitchen range/oven from Palm Terrace. Cost of freight & shipping was waived by the vendor.</p> <p>§ Received \$1,000 check from Mr. James Hiyane of Palm Terrace as contribution for the 20th anniversary celebrations.</p> <p>Apprentice program annual accomplishment report is compiled and will be submitted to Pohnpei State DOE. Remittance of AY2013-2014 budget is pending receipt of the annual report by DOE.</p>		
IT, PC	Assisted Fiscal Officers at both PC and NC updated inventory of all assets that are worth more than \$500.	TP1	IIIC
BS, PC	<p>§ Collected 92% of Summer 2013 tuition and fees.</p> <p>§ PC Administration sponsored one Blue Plate Café table of \$125.</p> <p>§ Enrolled 671 students with a total of 6981.5 credits.</p> <p>§ Established prepaid account for Pohnpei Campus students. (143 students set up their prepaid account with a total of \$9,235.30).</p> <p>§ Five hundred thirty-six (536) students charged for textbooks and school supplies with a total of \$132,697.</p> <p>§ Seventy-six students were awarded Pell Grant.</p> <p>§ Collected \$665.99 for the endowment fund through car wash activities, car bidding, and allotment.</p> <p>§ Received \$1,000 from Palm Terrace for donation for the COM-FSM 20th Anniversary.</p> <p>Account Clerk, Ms. Leyolany S. Anson attended APIPA 2013 in Saipan.</p>	AS 1	III D
UB, PC	<p>UB Student Association, staff and family purchased (2) \$200 tickets as their contribution to the COM-FSM Endowment Fund.</p> <p>Year-end 2012-2013 budget closed on September 30th with an amount of \$23,000 to be carried over for next school year 2013-2014.</p> <p>Received grant notification for SY13-14 with a reduction in budget of 5.2% over all, leaving UB to operate with \$248,771 compared to \$262,500 from last school year 2012-2013 budget.</p>	AP 1	II A
ADMIN, 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 \$215 was collected.	AS 1	III
Yap	<p>Yap Campus raised funds over the summer for endowment fund \$2,500</p> <p>Yap Campus also contributed raffle winnings to endowment fund, \$12,500</p>		
Yap & FMI	Both campuses ended fiscal year 2013 in the black. This has been the trend for Yap Campus but is a first for FSM FMI in a number of years. Utility and food services costs were contained at FMI this year.		
KC	As of date, Endowment Fund bank deposits amounted to \$4, 043.00		

**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.

Revenue Sources and Allocations

- Diversity of revenue sources: Target to set summer 2013.

Invest in and build a strong capacity in human capital

Office	Accomplishments	IEMP #	ACCJC Standard
Chuuk - Instructional	All fulltime academic faculty members at Chuuk Campus have Master's Degrees. Math Instructor Miuty Nokar recently graduated from the UH last summer. Only 2 part time instructors are without Master's Degrees. Academic instructors with bachelor's degree will not teach beginning Spring 2014.	1 & 3	IA & IIIA
LRC	Jayleen Kokis of Chuuk campus and Jenny Hainrick of National campus earned their masters degrees in library science from the University of North Texas (Jul 2013). Karleen Samuel enrolled in an online bachelor's program in library science at University of Maine in Augusta, beginning August 2013.	1 & 3	IIIA
IA, PC	<p>§ Recruited 6 World Teach volunteer instructors for SY2013-2014, however one left during the second week of the semester. Teaching assignments are 2 English, 1 engineering technology, 1 information technology, 1 math/science.*</p> <p>§ IC and supervisors completed AR for 5 instructors on respective anniversaries. All have satisfactory ratings.*</p> <p>§ Instructors, except for a couple, participated in faculty workshops held at the National Campus during the first week of Fall 2013 semester.*</p> <p>§ There are 34 instructors for Fall 2013; 23 full-time, 6 part-time, and 5 volunteer instructors.*</p> <p>§ Electrical instructors and selected others will participate in a 40 hour training on PV Solar sponsored by UOG. This training is scheduled for October 7-11.</p>	HR 3.1 & 2	III A
CES, PC	<p>§ Climate Change Outreach program carried in Kitti, consisted of the project objectives including historical time line of the community, community mapping, what is climate change, effect of climate change on the globe as a result of human activities and other disaster, expected changes in the community, impacts, threats and weaknesses in the community, prioritizing of threats, and how the action plant should be develop for the communities. It was eye-opening to the community members to actual realized that activities carried out in the developed so far away as so much affect in their community due to climate change.</p> <p>§ Years of experience have paid off for CES Agents to be able to carried-out an Artificial Insemination project to completion and success. Farmers participated in the project have now with new improved breeding lines with high feed conversion, 21 days weight, and larger litter size at weaning time. These all translated to low cost of raising pigs.</p> <p>With the Piggery Dry Litter project in place and running, participated farmers have benefited with clean environment, zero run-off to water sources, less pest, cleaner, healthier pigs that grew faster than conventional piggery. The best thing about the dry litter was generation of local fertilizer that can be used from farming and conservation of water usage, due reduced production cost of farming and raising pigs.</p>	CRE/AES 6.1	IIA
UB, PC	<p>Organized Staff-In-Service workshop to revisit the last year services and identified some gaps that were experienced from last year. As a result, development of the academic year and the class schedule for SY13-14 in line with the available budget and lesson learned from previous year were in place.</p> <p>The In-Service workshop was continued on Black Coral after their recruitment test. Instructors and UB Class of 2012-13 were invited to take part in the workshop. They split into sessions to discuss topics with different groups and made recommendations on areas to be improved. The In-Service ended with a BBQ to thank everyone for his or her support.</p>	AP1	IIA
AMIN, PC	<p>§ Student Services Aide, Branson Kohper and English Instructor, Stacy Tadlock resigned during the month of July. PR's were prepared and forwarded to HRO for their replacements.</p> <p>§ PSBDC Clerk Typist Ms. Saferia Cantero assumed her post on July 15th filling the position vacated by Eugenia H. Pedrus. However, both PSBDC Coordinator</p>	HR 3.2	IIIA

	<p>and Clerk Typist were given lay-off notice, which is effective November 7, 2013.</p> <p>§ Prepared renewal contract for Mr. Rihmwus William, AFT Assistant for another year starting October 1, 2013 to September 30, 2014. Another extension contracts were prepared for three (3) Security Officers who are awaiting approval on their recommendations from the President.</p> <p>§ The President approved recommendation letter for Welson Martin and the termination notice was finally delivered.</p> <p>§ The campus personnel are furthering their education by attending Fall 2013 semester at the College. Rensleen Joel and Leyolany Anson are taking required courses toward their 3rd Year Program.</p> <p>A total of 15 participants enrolled or made changes to the MiCare plan during the opening season in July. Fourteen (14) participants also submitted their IAC applications to cancel the supplemental plan option, which will be terminated on September 7th.</p>		
DCTE	<p>§ Partner with UOG to hold solar training for Electrical faculty members, maintenance, participants form PDOE and PUC</p> <p>Establish MoU with Arizona State University for Photo Voltaic training through University of South Pacific.</p>	AS 5.1	IV A
Yap	A former instructor successfully completed his master's degree and has been rehired as full time social science instructor		
Yap	All security officers, student services staff, UB counselors are recertified in First Aid & CPR		
FMI	All faculty have received First Aid & CPR training and been certified. This will assist them in teaching first aid and cpr courses for maritime students. 2 security officers and student services staff are also recertified in First Aid & CPR.		
Kosrae HR	Completed hiring process for two instructors in the math/science division. Mr. Gil Pettigrew teaches math and science while Sharon Ovieda teaches math.	HR 3.6.3	

Invest in and build a strong capacity in human capital – Measures of success

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

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

Office	Accomplishments	IEMP #	ACCJC Standard
Chuuk - Instructional	Faculty workshop every 1 st Friday of the month is led by a different division. August – IC Office; September – Education and Social Science; and October – will be Language & Literature.	1	IIA & II I

			A
Chuuk - All	All-campus meeting is an ongoing monthly event on campus place. Minutes are posted on the Wiki: http://wiki.comfsm.fm/Chuuk_Campus/Administration ,	1 & 1 A	IVA
Chuuk - Management Council	Management Council meets to address campus issues. Minutes are found on the Wiki: http://wiki.comfsm.fm/Chuuk_Campus/Management_Council The	1	IVA
Chuuk - Student Body Association (SBA)	The Student Body Association (SBA) recently got organized for this 2013-2014 school year. They elected their officers. Minutes of the meetings of the previous SBA are found on the Wiki: http://wiki.comfsm.fm/Chuuk_Campus/Student_Body_Association n,	None	IVA
Chuuk - CRE	<p>1. EFNEP/Health and Nutrition</p> <ul style="list-style-type: none"> · Participants learned about healthy foods to eat, physical activities, and eating less salt, fat, and sugar. <p>2. Global Food Security and Hunger</p> <p>With assistance of the local government, distributed eight newly evaluated tissue-cultured varieties of sweet potato and two sweet taros and established eight multiplication plots serving as demonstration of recommended crop practices.</p> <p>3. Families, Communities and Youth</p> <p>Trained community youths and families Handicraft making, Culinary Arts and Agroforestry.</p>	6	I don't know
AI, PC	<p>100% of full-time faculty are active members of standing committees and participated in meetings.</p> <p>Instructional Divisions continued having regular meetings and participated in other college related activities such as monthly meeting with DAP, 20th anniversary preparation meetings and fund raising activities and celebration.</p> <p>21 faculty members out of 23 plus the IC participated in the 20th anniversary convocation.</p> <p>T&T programs have completed 100% of the current TracDat assignments.</p>	HR 3.1	IIIA

	<p>HTM/BU Division completed input of HTM program data for AY12/13 and general information for Bookkeeping and Secretarial Science into TracDat.</p> <p>Supervisors completed 9 classroom observations during the month of September. Remaining observations will be conducted in October as scheduled.</p>		
FCE, PC	<p>Completed the demolition of the Nahs; construction of new office space for Instructional Coordinator, installation of Solar Energy System at SSC, and the vehicle survey.</p> <p>Maintenance, Custodian, and Security guards continued to perform ground maintenance and upper and lower Campus areas, performed daily housekeeping in offices and classrooms, and periodic survey and maintenance of vehicles.</p> <p>Continued to provide 24 hours round the clock security and safety for the whole campus with 7 security officers. Total number of incidences reported is 8.</p> <p>Shuttle buses between the 2 campuses are on going as scheduled.</p>	FCE 1	III B
ADMIN, PC	<p>Campus Secretary continued to attend regular campus meetings, management team meetings, and HR Reps meetings. These meetings are mostly regarding campus updates and announcements regarding the tuition increase, HR issues and how to increase the use of 2013 google doc and skype to minimize cost, and VPIA also shared updates from the BOR meeting.</p>	HR 3	III A
Yap & FMI	<p>Monthly workshops done by faculty for instructional units. topics are best practices / teaching methods. Starting October, FMI faculty have been invite to participate.</p>		
Yap & FMI	<p>Management Team for each campus meets biweekly at its respective campus. All Campus meetings (once a month) also done at each campus.</p>		
Yap & FMI	<p>SBA Officers elected and sworn in. They are very much involved in planning agenda for All Campus meetings as well as planning and organizing activities: campus clean up, Grand Opening ceremony, Holloween, etc.</p>		

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

Learning Organization

- 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.
- 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).

Communications

- CCSSE and CCFSSSE analysis: Targets to be set by September 2013 based on CCSSE and CCFSSSE administered in spring 2013.

Policies

- One hundred (100%) percent of policies to be reviewed and updated by 2016.
- Percent of policies assessed as per policy assessment cycle (95%)

Evoke an image of quality

Office	Accomplishments	IEMP #	ACCJC Standard
Chuuk - Dean's	Met with State Director of Education and Staff Development Coordinator and discussed how the college could assist with the personnel needs of the department. The discussion was focused on collaboration in providing the qualified personnel to fill the needs of the State DOE.	1	IIA & IIID
IA, PC	<p>§ Three new employees completed the basic accreditation course and submitted certificates to VPIEQA's office.</p> <p>§ Authors of courses selected for review have contacted CAC reader teams to start the course outline review process.</p> <p>Authentic assessment is an ongoing effort within the instructional divisions and is made evident through utilizing of recycled materials for class projects, hands-on activities such as repairing and servicing equipment for the college and the public and student conducting survey on work ethics on campus and reporting their findings and recommendations.</p>	AP 3	I B
ADMIN, PC	<p>Met with Governor Ehsa regarding establishment of a new MoU for PSBDC.</p> <p>Met with US Ambassador to discuss the benefits of the apprenticeship scheme through our partnership with PDOE and FSMTC.</p>	AP1	IV A

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

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"> · Including surveys or questions of student engagement in the overall student satisfaction survey to help identify appropriate 	IIA1a-c (1 of 1)	<p>-- CCSSE (result of)</p> <p>-- ask for CAC's retreat notes (May and June)</p>

	<p>instructional strategies.</p> <ul style="list-style-type: none"> · 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. · Evaluation of the program review and assessment recommendations by the Curriculum Committee to ensure appropriate implementation for positive impact on student learning. 		
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	<p>The college will improve its tracking of the current competency levels required of its graduates by:</p> <ul style="list-style-type: none"> · Developing processes and procedures for the use of advisory committees and their evaluation. · Improving the dissemination of research findings and information from employer surveys. · Using other modes of obtaining information on current and future competency requirements. 	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 compiled.

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	IIA5 (2 of 4)	Make sure all documentation or evidence of meetings and input from stakeholder is being recorded and linked. Notes from Dean's meeting with Education Director regarding 3rd year subchange (this should be documented)

	Curriculum Committee for review and recommendation to the college board.		
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"> 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. 	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	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

	and cultures in the FSM and to provide a basis for understanding and appreciating diversity on an international level.		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"> 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 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. 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. Replace Follet software currently used at LRCs with software that improves reporting and record keeping components. 	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 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 Library project available at http://www.pacificdigitallibrary.org which is maintained by MITC Coordinator who serves as the Technical Director of the project.
LRC	The college will acquire, install, and maintain security gates at LRC sites.	IIC1d (1 of 1)	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.
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)	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 officer Paul Drake.
LRC	To improve implementation of the program assessment at each LRC site: <ul style="list-style-type: none"> · Provide training to LRC's in program planning and assessment. · Provide either fact-to-face or electronic meetings to discuss improvement plans and implementation of improvement activities. 	IIC2 (1 of 1)	* Assessment is on-going for all campus libraries
LRC			
LRC			

Institutional Effectiveness Indicators Update² (*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

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

² 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.

- Tracking of Total Cost of Ownership against targets
- Summary of security incidents Assessment
- Percent of program reviews completed

LRC Usage Rates

April-June 2013

CC LRC							
	Patron Usage	Circulated Materials	Visitors	Computers	Comp. Assist	Ref Queries	Instruction
April	2654	232	4	401	25	0	27
May	2475	184	0	432	37	27	0
June	1523	202	8	539	3	3	0
TOTAL	6652	618	12	1372	65	30	27
KC LRC							
	Patron Usage	Circulated Materials	Visitors	Computers	Comp. Assist	Ref Queries	Instruction
April	1402	119	0	845	9	13	0
May	652	125	0	366	4	34	0
June	1840	97	0	1085	6	26	0
TOTAL	3894	341	0	2296	19	73	0
PC LRC							
	Patron Usage	Circulated Materials	Visitors	Computers	Comp. Assist	Ref Queries	Instruction
April	3544	520	1	807	25	8	0
May	2076	83	0	509	34	1	0
June	1882	162	5	610	46	2	0
TOTAL	7502	765	6	1926	105	11	0

YC LRC							
	Patron Usage	Circulated Materials	Visitors	Computers	Comp. Assist	Ref Queries	Instruction
April	2355	813	23	756	28	20	9
May	1519	404	17	665	12	15	12
June	626	287	26	306	5	6	0
TOTAL	4500	1504	66	1727	45	41	21
NC LRC							
	Patron Usage	Circulated Materials	Visitors	Computers	Comp. Assist	Ref Queries	Instruction
April	20720	883	33	7886	94	118	0
May	12483	1200	11	4472	47	37	0
June	14277	735	16	4952	67	57	0
TOTAL	47480	2818	60	17310	208	212	0

Total Volumes by end of Quarter (June 2013)

LRC	Total Volumes
Chuuk Campus LRC	10273
Kosrae Campus LRC	1432
Pohnpei Campus LRC	6479
Yap Campus LRC	9682
National Campus LRC	66474
TOTAL	94340

LRC Usage Rates
July-September 2013

Chuuk Campus LRC							
	Patron Usage	Circulated Materials	Visitor Usage	Computer Usage	Comp. Assist	Ref Queries	Instruction
July	1652	118	0	561	23	26	0
August	4631	275	3	81	3	4	52
September	510	21	3	1124	6	7	0
TOTAL	6793	414	6	1766	32	37	52
Kosrae Campus LRC							
	Patron Usage	Circulated Materials	Visitor Usage	Computer Usage	Comp. Assist	Ref Queries	Instruction
July	1455	67	0	512	3	12	0
August	1489	145	0	320	1	22	18
September	801	249	0	339	3	31	20
TOTAL	3745	461	0	1171	7	65	38
Pohnpei Campus LRC							
	Patron Usage	Circulated Materials	Visitor Usage	Computer Usage	Comp. Assist	Ref Queries	Instruction
July	1713	234	12	641	39	10	0
August	4759	73	5	358	23	2	185
September	1979	210	15	1204	80	7	0
TOTAL	8451	517	32	2203	142	19	185
Yap Campus LRC							
	Patron Usage	Circulated Materials	Visitor Usage	Computer Usage	Comp. Assist	Ref Queries	Instruction

July	1711	688	237	1063	22	15	0
August	2863	959	17	529	14	14	47
September	1321	421	15	1218	34	34	0
TOTAL	5895	2068	269	2810	70	63	47
National Campus LRC							
	Patron Usage	Circulated Materials	Visitor Usage	Computer Usage	Comp. Assist	Ref Queries	Instruction
July	11327	538	57	4153	41	46	1
August	22297	364	9	2669	37	90	26
September	11479	1107	19	6646	35	115	16
TOTAL	45103	2009	85	13468	113	251	43

Total Volumes as of End of Quarter (September 2013)

LRC	Total Volumes
Chuuk Campus LRC	10900
Kosrae Campus LRC	1760
Pohnpei Campus LRC	66333
Yap Campus LRC	6485
National Campus LRC	9870
TOTAL	95348