

FY 2012 2nd Quarter Performance Report (January 1st - March 31st, 2012)

College of Micronesia – FSM - Performance reporting form

Department/Division/Campus:	Instructional Affairs	Period:	(January 1st – March 31st, 2012)
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FSM Strategic Development Plan Goal 4: to allow FSM student6s to complete postsecondary education to assist in the economic and social development for the FSM.

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.

Values

Learner-centeredness, professional behavior, innovation, honesty and ethical behavior, commitment and hard work, teamwork and accountability

Strategic Goals

The College of Micronesia-FSM, through a cycle of assessment and review, will continuously improve to meet or exceed current accreditation standards and will:

1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively;
2. Provide institutional support to foster student success and satisfaction;
3. Create an adequate, healthy and functional learning and working environment;
4. Foster effective communication;
5. Invest in sufficient, qualified, and effective human resources;
6. Ensure sufficient and well-managed fiscal resources that maintain financial stability;
7. Build a partnering and service network for community, workforce and economic development;
8. Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity; and
9. Provide for continuous improvement of programs, services and college environment.

College web site: www.comfsm.fm IRPO web site: <http://comfsm.fm/national/administration/VPA/researchdocs/irpo.html>

For additional information contact: rschplanning@comfsm.fm

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>Courses Offered</p> <table border="1" data-bbox="424 451 1260 1252"> <thead> <tr> <th data-bbox="424 451 602 516">Campus</th> <th data-bbox="602 451 846 516">Sections</th> <th data-bbox="846 451 1071 516">Faculty/Full-time</th> <th data-bbox="1071 451 1260 516">Faculty/P-time</th> </tr> </thead> <tbody> <tr> <td data-bbox="424 516 602 727">National</td> <td data-bbox="602 516 846 727"> 199 sections 2 independent studies sections 8 lab sciences 7 Nursing courses 13 Public Health courses </td> <td data-bbox="846 516 1071 727"> 45 faculty 1 volunteer </td> <td data-bbox="1071 516 1260 727"> 13 part-time faculty </td> </tr> <tr> <td data-bbox="424 727 602 850">Pohnpei</td> <td data-bbox="602 727 846 850"> 114 sections 37 T & T 15 ACE – 9 Eng., 6 Math </td> <td data-bbox="846 727 1071 850"> 23 faculty 4 World Teach Volunteers </td> <td data-bbox="1071 727 1260 850"> 12 part-time faculty </td> </tr> <tr> <td data-bbox="424 850 602 1003">Chuuk</td> <td data-bbox="602 850 846 1003"> 71 sections 2 T & T 6 ACE – 3 Eng., 3 math </td> <td data-bbox="846 850 1071 1003"> 16 faculty </td> <td data-bbox="1071 850 1260 1003"> 5 part-time faculty </td> </tr> <tr> <td data-bbox="424 1003 602 1127">Kosrae</td> <td data-bbox="602 1003 846 1127"> 50 Sections 7 T & T 6 ACE – 3 Eng., 3 Math </td> <td data-bbox="846 1003 1071 1127"> 8 faculty </td> <td data-bbox="1071 1003 1260 1127"> 7 part-time faculty </td> </tr> <tr> <td data-bbox="424 1127 602 1252">Yap</td> <td data-bbox="602 1127 846 1252"> 44 Sections 3 T & T 3 ACE – 2 Eng., 1 Math </td> <td data-bbox="846 1127 1071 1252"> 5 faculty </td> <td data-bbox="1071 1127 1260 1252"> 17 part-time faculty </td> </tr> </tbody> </table> <p data-bbox="424 1317 1344 1377">Course outline revision 98% complete. The completed outlines are now posted online through the VPIA's website.</p>	Campus	Sections	Faculty/Full-time	Faculty/P-time	National	199 sections 2 independent studies sections 8 lab sciences 7 Nursing courses 13 Public Health courses	45 faculty 1 volunteer	13 part-time faculty	Pohnpei	114 sections 37 T & T 15 ACE – 9 Eng., 6 Math	23 faculty 4 World Teach Volunteers	12 part-time faculty	Chuuk	71 sections 2 T & T 6 ACE – 3 Eng., 3 math	16 faculty	5 part-time faculty	Kosrae	50 Sections 7 T & T 6 ACE – 3 Eng., 3 Math	8 faculty	7 part-time faculty	Yap	44 Sections 3 T & T 3 ACE – 2 Eng., 1 Math	5 faculty	17 part-time faculty	<ul data-bbox="1457 427 1955 1427" style="list-style-type: none"> <li data-bbox="1457 427 1955 602">• State campuses must submit part-time application and certification at least a month prior to the semester. The practice of certifying and approving contracts after the first day of instruction should be avoided. <li data-bbox="1457 1344 1955 1427">• The revised course outlines now include assessment strategies for each student-learning outcome. Each instructor teaching the course
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	<p>Program Prioritization working group completed the first draft recommendations.</p> <p>Dr. Bob Hogan trained 13 faculties in online teaching pedagogy. The faculty members are: Paul Dasani, Joseph Felix Jr., Sylvia Henry, Dr. Ikoli Ilongo, Kathy Hayes, Resida Keller, Delihna Ehmes, Karlin Manuel, Mike Dema, Kiyoshi Phillip, Ross Perkins, Nasako Weires-Madsen, and Faustino Yarofaisug. New faculty at National Campus – Dr. Ikoli Ilongo – Public Health and Nasako Weires-Madsen – Languages and Literature.</p> <p>Learning Resource Center:</p> <ul style="list-style-type: none"> • Construction of the new Kosrae Campus library started the first week of January 2012. • Library staffs are moving materials and library furniture back onto the main library floor of the Rose Mackwelung Library. About 50% of the work is done. • The Rose Mackwelung Library will be the venue for the upcoming Pacific Judicial Conference in February 2012. 	<p>at least one time during the semester must use each assessment strategy. This will aid in collection of consistent assessment data across all campuses and help insure consistency in how the course is taught. These revised outlines are available on the college website.</p> <ul style="list-style-type: none"> • Prioritization Report will be submitted to Planning Resources Committee (Feb. 21st) where it will be distributed to the Standing committees and shared to both the internal and external stakeholders. <p>CONCERNS, PROBLEMS, COMMENTS, SUGGESTIONS in regards to LRC:</p> <p>Chuuk Campus</p> <ul style="list-style-type: none"> • We sincerely hope LRC renovation will be done sooner than expected so we can resume providing services to our valuable students. Another concern is the computers in the LRC. Most of the time students are having hard time trying to open Microsoft word and to do research. These computers have been used for about nine years now and need to be replaced with new sets purchased from the technology fee. <p>Kosrae Campus</p> <ul style="list-style-type: none"> • The Library was without Internet connection from Jan. 9 to the morning of the 13th due to a faulty network switch. We were temporarily connected the afternoon of the 13th so that we could access Patron
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Instructional Affairs: LRC Quarterly Statistics January-March 2012

Programs/Services (January-March 2012)

	CC	KC	NC	PC	YC	FMI
Patrons usage	8786	3504	54091	1382 0	6545	81
Reserved materials	0	19	484	10	48	85
Materials circulated (all)	472	344	2637	826	3197	0
Visitors	70	0	267	52	73	0

LRC Computer Usage (January-March 2012)

	CC	KC	NC	PC	YC	FMI
General application	1274	239	6901	2078	1328	
Reference	29	679	7488	0	749	
Email	0	325	4438	0	1268	
Technical assistance	7	112	374	246	47	

LRC Reference Encounters (January-March 2012)

	CC	KC	NC	PC	YC	FMI
Reference encounters	3	24	285	31	68	13

LRC Activities (January-March 2012)

Renovations of the Chuuk campus library ceiling was done to address problems of termite infestations

From February 28 to March 2, 2012, LRC Director and Reference librarian

Maintenance on Follett to update student ID Cards.

- Library automated system crashed resulting in loss of around 200 plus records as reported in December 2011 monthly report. There are still 141 books unaccounted for.
- We are still assessing damaged materials caused by rats chewing on book spines. We suspect it happened during the holidays.

	<p>conducted a site visit at Chuuk campus LRC to assist with collection development and on-site training on library instruction modules and Follett automation program training</p> <p>Renovations are underway in one of the old classrooms of Kosrae High School for the Kosrae campus library to be relocated to.</p> <p>Michael Williams of Kosrae campus library serves on the Kosrae campus Human Resources committee.</p> <p>The Blue Trunk Library order that was placed in Spring 2011 from World Health Organization (WHO) finally arrived on February 3rd and processed for patron use. These materials focus on Public Health issues.</p> <p>LRC Director and Reference librarian provided assistance to Pohnpei campus librarian on assessing the library collection, making recommendations for materials to be weeded, for materials to be added to the collection, and also provided technical assistance on the Follett library automation program.</p> <p>A special contract request was submitted for Rihter Hellan to be stationed at the Pohnpei Campus library to assist Nercy with library operations.</p> <p>Several of the college library staff are involved with the <i>Connections to Collections</i> grant administered by IMLS including Susan Guarin, Michael Williams, Kersweet Eria, Bruce Robert, and Lucy Oducado who also serves as the grant's Project Director.</p> <p>Bruce Robert, Julia Martin, and Juvelina Rempis serve on the Facilities and Campus Environment (FCE) Committee, Human Resources (HR) Committee, and Information and Communications Technology (ICT) Committees respectively.</p> <p>Mayliza Ariote is enrolled in Reading Methods class on MWF at 11:00am-12:55pm this semester as part of her third year requirements in Education.</p> <p>Luciano Mathias is enrolled in three classes this semester. His class schedule is as</p>	
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	<p>follows:</p> <table border="0"> <thead> <tr> <th><u>Subject</u></th> <th><u>Day</u></th> <th><u>Time</u></th> </tr> </thead> <tbody> <tr> <td>Marine Biology</td> <td>MWF</td> <td>11:00-11:55</td> </tr> <tr> <td>Lab</td> <td>Thur.</td> <td>2:00 – 4:55</td> </tr> <tr> <td>Geography</td> <td>MWF</td> <td>2: 00-2:55</td> </tr> <tr> <td>Environmental Studies</td> <td>MWF</td> <td>3:00-3:55</td> </tr> </tbody> </table> <p>Darsy Augustine completed a video project titled <i>Kapwal Ehu Met Soused=A Problem Fishers are Facing</i>. This was a video contract between COM-FSM and Kevin L. Rhodes, Ph.D., a faculty from University of Hawaii at Hilo working under College of Aquaculture, Forestry and Natural Resource Management Office.</p> <p>MITC with the help of DCR office have completed their first draft project video on COM-FSM students which was requested by President Daisy.</p> <p>Karleen Manuel Samuel traveled to Palau the week of March 20-28 to conduct training on the Pacific Digital Library.</p>	<u>Subject</u>	<u>Day</u>	<u>Time</u>	Marine Biology	MWF	11:00-11:55	Lab	Thur.	2:00 – 4:55	Geography	MWF	2: 00-2:55	Environmental Studies	MWF	3:00-3:55	
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1B: Make developmental courses an institutional priority	<ul style="list-style-type: none"> Achieving College Excellence (ACE) English and Math courses are on the schedules at all state campuses for spring 2012. 																
1C: Enhance faculty involvement in the college	<ul style="list-style-type: none"> Each faculty member system wide now serves on at least on standing committee. 																

Strategic goal 4: Foster effective communication

Objectives	Accomplishments	Comments/additional detail
4A: Enhance communications	<ul style="list-style-type: none"> January 3rd – all faculty workshop (Program Review and Assessment) VPIA website updated IC and Division chairs have monthly meeting with Director of Academic Programs and Director of Career and Technical Education (last Thursdays of the month). Division chairs have breakfast meeting with VPIA in February (once a 	<ul style="list-style-type: none"> Workshop was system wide with each campus IC responsible to conduct workshop. In Pohnpei, ALO with the Director of Academic Affairs conducted the workshop with both National and Pohnpei Campus faculty. Faculty responded well to the workshop and requested

semester).

- Wiki page (all minutes of Curriculum Assessment Committee is online) with program reviews and assessment worksheets).
- During March Board meeting, VPIA met with Yap campus and FMI faculty.
- After March Board meeting in Yap, VPIA stopped in Chuuk for site visit and met Chuuk campus faculty.

that more on program review and assessment should be offered to faculty.

- Wiki page: Is being utilized by faculty to upload program documentations such as program reviews, assessment plan and reports.

- March 9th - 3:30pm, meeting with COM-FSM Yap Campus faculties:

Issues that came about are as follow:

- Lack of resources for faculty; overhead projector for classroom, just one TV with video that is moved from room to room for instructional use, takes a long time to get instructional materials (flip charts).
- Important issue is to hire the Instructional coordinator (right now, the Director and two other faculties share IC duties, however, there needs to be a full time faculty so that needs of faculties can be addressed).
- Faculties express their dissatisfaction of not having a role in making the semester schedule. Some claim that they usually do not know what courses they are teaching until a day or so before the first day of instruction.
- Some of the faculty felt that there was too much micromanaging from the administration.
 - I will look into these concerns. I will talk to Ross Perkins (former IC).
 - Followed up with HR, the hiring process is on the way, not yet completed.

- March 10, 2012

10:30am, meeting with FMI Campus faculties:

During my FMI visit, I met with the Instructional Coordinator (Kasiano Paul) and 4 other faculty members along with their finance person. We discussed the following during our discussion –

- Re-writing of course outlines from the SPC format to the New COM-FSM format as a

		<p>challenge and learning opportunity by some instructors. Many of the instructors found the new format to be more useful than the old with the assessment strategies included.</p> <ul style="list-style-type: none">• SIS- FMI is not part of the SIS yet. The question was raised to why not and I will follow-up with Gordon and Joey.• There were concerns about FMI's place in the College system because many times request from FMI seems to be left hanging. I need to familiarize myself with the MOU and see what are VPIA's responsibilities to FMI and try to be more responsive.• Computer concerns – many computers for instruction are either broken or old. All faculties to do have easy access to a computer. Right now, many are using their personal laptops or using Student Services computers. Kasi will do an inventory of faculty computers and I will discuss this matter with Joe H and see how we can fund computers and LCD projectors for the classrooms.• Comptroller did a presentation on the worksheet for seat cost. The faculties were appreciative of the worksheet because they felt that with it, they could justify the needs of their courses and the programs. I told them that since budgeting next fiscal year will be by department, this would be very useful in the distribution of money and resources.<ul style="list-style-type: none">○ My main concern for FMI is that the instructional needs have been neglected and thus the need of the students. I will go over the MOU and see what my office is responsible for and work with FMI to meet the obligations of the MOU. I also am concern that there
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		<p>is no tutoring service for the students; I will talk to Ringlen about this and what we can do to assist FMI. I also am curious to why students don't pay for the tech fee? Should we not include this in their tuition?</p> <ul style="list-style-type: none">• March 13th 2:00 to 4:00pm, met with Chuuk campus staff and faculty: Had a very good meeting with the staff and Faculty members. Met them separately but their issues were almost the same:<ul style="list-style-type: none">○ Had concerns about the lack of understanding of the new organizational chat. Not sure where and who to send the timesheets and PO's to; the chain of approval.○ Had concerns about lack of chairs in the tutoring center. The chairs used that day were a collection of chair all over the campus. I told the student service coordinator that I will relay the request to Joe H. (note: after returning to Pohnpei, 3/15/12, Joe H communicated to the Director to do PO for needed chairs).○ Want to know when will their Director position be filled?○ Wanted to know the status of the IC position?<ul style="list-style-type: none">▪ Did not know the answers to the above. The IC position will depend on the Director position and the President will determine when the Director position will be advertised.○ Textbook concern, textbooks are still being delivered late into the semester.<ul style="list-style-type: none">▪ Will follow-up on this with the bookstore. See the
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		possibility of going paperless (Kindle?, e-books)
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Strategic goal 5: Invest in sufficient, qualified, and effective human resources

Objectives	Accomplishments	Comments/additional detail
5A: Provide on-going professional development of faculty and staff	<ul style="list-style-type: none"> • Dr. Bob Hogan trained 13 faculties in online teaching pedagogy. The faculty members are: Paul Dacanay, Joseph Felix Jr., Sylvia Henry, Dr. Ikoli Ilongo, Kathy Hayes, Resida Keller, Delihna Ehmes, Karlin Manuel, Mike Dema, Kiyoshi Phillip, Ross Perkins, Nasako Weires-Madsen, and Faustino Yarofaisug. • New faculty at National Campus – Dr. Ikoli Ilongo – Public Health and Nasako Weires-Madsen – Languages and Literature. • Jayleen Kokis and Jenny Hainrick are enrolled in two courses at University of North Texas as part of their requirements for their graduate degree program in library science. • Leilani Welly Biza – National Campus Language and Literature began with her Masters Program January 3rd, UOG distance education • Magdalena Hallers, Robert Andreas, Sylvia Henry, Resida Keller, Leilani Welly Biza – attended in Guam the PPEC, ESL Second Language Acquisition Workshop, April 3-5. 	

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	<ul style="list-style-type: none"> • Renovating KSA high school language arts building to be the new CTE shop for KSA campus. • Schedule to visit KSA high school to promote CTE as part of the KSA campus recruitment efforts. • KSA campus has re-established an agreement with KSA government to continue to use the government piggery temporary. • The Rose Mackwelung Library (Kosrae campus) will be the venue for the upcoming Pacific Judicial Conference in February 2012. • HTM 	•

	<ul style="list-style-type: none"> • <u>Blue Plate Café</u>: Open for coffee drinks and short order meals/snack TTH mornings; lunch to be served only on Thursdays commencing 3/15. On March 8, BPC will open to parents of HTM165 & 220 classes. Last day of operation will be 4/19. 	
<p>7C: Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities</p>	<ul style="list-style-type: none"> • February 8th, met with Janeen Dorsch, Peace Corps to discuss TESOL Training for summer 2012. • February 23rd, met with Dr. Vita Skilling to discuss possibility of creating non-credit courses for Public Health staff. • Pohnpei campus home to most of our certificate and degree CTE programs has the following initiatives to report. <ul style="list-style-type: none"> i. <u>Purple Inn</u>: Open to the Campus community as a fundraising effort, we will be charging the use of the room at the following rates: \$1/10min.; \$2.50/30min.; or \$5/hr. Students and/or staff may utilize for resting or studying. Single occupancy only. ii. <u>Field trips</u>: HTM 165 class went on a lunch trip to Movieland Café on 1/19; HTM220 is scheduled to have lunch at the Red Snapper Restaurant next week. They will also have a brief tour of the Sea Breeze Hotel. These activities were initiated last semester to provide students with the dining experience at a local restaurant. Students pay for their own lunches. b. Trade and Technology <ul style="list-style-type: none"> i. <u>Employment data</u>: Graduate Tracer Project Courtesy to Curtain Consulting through ADB funding for conducting a graduate tracer project on T&T graduates (2007 to 2011). Division is currently utilizing data from the project to update and finalize each respective program review. ii. <u>Art Envoy Project</u>: Partner with USDA Forestry & US Embassy. This collaborated project will provide training in both traditional and contemporary woodworking to students and selected individuals from the local community. Grant to fund the project has been approved. The tentative training dates are May 21 to June 1, 2012. 	<ul style="list-style-type: none"> • Peace Corps will pair new volunteers with students in ED392 this summer for the TESOL Training. Students participating in this TESOL Training will receive credits for ED392. • Dr. Paul Dakanay has completed the non-credit course modules for Public Health staffs. The non-credit course will be held during the summer session.

	<ul style="list-style-type: none"> iii. <u>Renewable energy trainings</u>: North REP [Solar Panel Training]. This is collaborations between COM-FSM, FSM National Government, Utilities in all four States, and SPC [North REP] to provide training in renewable energy. The training is scheduled on February 20 to March 2. COM-FSM main role is to develop and implement training (short term and long term). iv. <u>Micronesian Conservation Trust held Economic Tool Workshop</u> at MITC from March 12-24/ 2012 involving various NGO's from the region. v. <u>Apprenticeship program</u> commenced its 2nd year on January 9 2012. All 8 participants have satisfactorily completed the 1st year requirements. As an incentive for their great effort, hourly wage has increased. vi. <u>Pohnpei campus exhibit 2012</u>: Will start planning for the exhibit as soon as activities for accreditation purposes are completed. vii. There are 5 carpentry students this semester. 2 of these students are freshmen and 3 are sophomores. Again similar to other states campuses, carpentry seems very undesired by students. 	
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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	<ul style="list-style-type: none"> • The General Education Assessment data for fall 2011 is in from the state campuses and National campus. This is the third year to collect the same data to establish base line data for math, English writing and science. Analysis will begin during the spring semester. 	<ul style="list-style-type: none"> • Institutional priority 2g: Implementing a uniform general education core assessment across all campuses. •
9B: Integrate planning, evaluation and resource allocation for continuous	<ul style="list-style-type: none"> • Program prioritization completed Feb. 21st all plans will be linked to the priorities in the Educational Master plan for integration. 	<ul style="list-style-type: none"> • Problem statement 2: Inadequate development, understanding and application of quality standards for an effective student centered learning

improvement		environment
9e: Enhance decision-making and communications at the college through implementation, monitoring and evaluation of the new governance policy and revised standing committee structure.	<ul style="list-style-type: none"><li data-bbox="430 259 1039 284">• All faculty serve on at least one standing committee.	

