FY12 Fourth Quarter Performance Report
(July - September 2012)

College of Micronesia – FSM - Performance reporting form

Department/Division/Campus:	IEQA	Period:	July 1st – September 30th, 2012

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
1A: Promote quality teaching and learning-centered behaviors and environments for the six campuses		
1C: Enhance faculty involvement in the college	IRPO had a budget presentation on the college's FY 2014 budget template at all the campus sites except Pohnpei campus. This was during the IRPO site visit in september regarding the student focus group, FY14 budget presentation,and viewing of a Webinar(Prioritizing Administrative Programs). The purpose is also to have state campus faculty to take charge in the budget development, instead of only having the ICs developing their budget.	IRPO is still working out on the initial schedule for pohnpei campus to commence.

Strategic goal 2: Provide institutional support to foster student success and satisfaction

Objectives	Accomplishments	Comments/additional detail
2A: Promote strategic enrollment management for the college	**IRPO** IRPO genenrated and uploaded Fall 2012 Enrollment data onto the IRPO Website:http://www.comfsm.fm/irpo/	
2C: Promote timely college tenure and graduation of students with mastery of array of core learning objectives, including civic-mindedness and self-value		
2D: Develop a student-friendly campus environment that encourages and enables students to be health conscious		

Strategic goal 4: Foster effective communication

Objectives	Accomplishments	Comments/additional detail
4A: Enhance communications pathways	**[DCR]** Collected video footages of students from all campuses for use in the college's video production "Faces of COM-FSM: Transforming Lives." The editing will commence in November	The footages were collected through the assistance of the MITC Coordinator Karleen Manuel Samuel.
4B: Provide communications infrastructure to support communication pathways	**[DCR]** Completed newsfeed content upload training with Webmaster at Kosrae, Chuuk and Yap campuses during summer 2012. Instead of identifying English instructors who will work with their students to contribute news stories for the college website, the DCR has worked with program and office heads from all campuses to contribute news stories at a regular basis. A master list of all content providers along with news story ideas and deadlines was compiled by the DCR. We are now receiving regulare news feeds from all campuses except for Pohnpei Campus. DCR director will visit Pohnpei Campus to resolve this issue Identified and submitted to Webmaster the names of all program and office staff who will be granted access to post directly to the website. Contact information for all identified staff is available with the Webmaster and the DCR Director. Staff from Yap and Kosrae campuses have attempted to post information to the website directly. The DCR Director and the webmaster is helping the campus staff put their upload training to practical use. **[DCR]** Website content update: The DCR is now publishing at least one news story item to the college website per week. As well, we are now directly uploading photos to the electronic information bulletins as well as uploading news stories and photos to the website. Developed the following publications: ● Writing Center poster ● Advertisement poster for Languages and Literature instructors ● Letter head and envelope layout for Social Science Divison ● Shuttle service poster ● Telecom Directory Ad ● Designed raffle tickets for visioning summit ● Layout and publish the electronic version of the catalog ● Publish all Student Services schedules to the the online calendar Conducted photo shoots at the following locations and groups: ● Peer Guide Students of Pohnpei Campus ● Sudents at Pohnpei Campus ● Students at National Campus	

- Visioning Summite
- Bank of the FSM Debit Card rollover ceremony
- Peking Opera Performance
- Community Meeting at Pohnpei Campus
- Dinner for cadets at President Daisy's residence
- Dr. Englberger's collection ceremony
- Registarion
- U.S. Ambassador visit to National Campus

[IT]
IT Office continues to work toward improving the overall COM-FSM technology and communication systems by monitoring, upgrading, researching options and acting to make better use of existing and new technologies as they become viable options.

[IT] Networks
Networks: The COM-FSM National campus continues to operate on its new fiber optic cable connection connecting the campus facility to the FSMTC Main office in Kolonia, Pohnpei -- the link remains stable at 7mbps.   COM-FSM IT continues monitoring the link to ensure the functionality in order to maintain College digital services. Negotiating with FSMTC for improved changes to this link as well as improved changes to all state campus links is well underway. Conditions are favorable and we hope to be able to make changes now to our infrastructure to accommodate the changes in the new calender year. The new server backup room is completed, the hardened site is located at the IT shop at National campus, the site has begun to house backup systems which backup all mission critical systems nightly. In light of continuing issues with reliable electricity, Backup Power generation for the location needs to be considered.

Wireless expansion project
Wireless expansion project update: The new service post pilot period can dramatically expand our wireless capabilities to be better able to serve our growing wireless COM-FSM community at all campuses. The pilot setup is now in place at the National, Chuuk and Pohnpei, Kosrae and Yap campus sites. We have observed tremendous use of the service and consider the project thus far to be a success.   The new service post pilot period can dramatically expand our wireless capabilities to be better able to serve our growing wireless COM-FSM community at all campuses.

[IT] Electronic Information Panel Project
Electronic **I**nformation **P**anel **P**roject: Two mounted at the National campus continue to funtion well, one in the Administration building 2nd one in the LRC, a 3rd unit has now been operational for months at the Pohnpei campus student services area. This effort included first steps on tasks identified in SIS Phase III project, as well as serving as a test bed for a potential information sharing medium to address . The panel incorporates data from the Campus News forms in the SIS, which eventually should allow each campus to supply news and information for dissemination to their students through myShark and local Information Panels, which should greatly improve communications. IT continues to work with other offices to make this option possible through programming and training. Additional panel systems have now arrived and IT is preparing for installation task for one panel to Chuuk, Kosrae, and Yap campus, one each. The panels display class schedule, current time, and pictures and live news postings inclusive of emergency information.

	The display☐s power is managed by the attached low-power computer (custom built Intel Atom-based system) and configured for operation from 7:30am to 5:30pm Monday through Friday. At other times the display will be turned off and the system placed in a power-conserving mode. It is integrated with an external system for power management, and will be shutdown automatically in the event of an extended power outage.	

[IT] WebSite

WebSite improvements efforts continue. IT continues collaboration efforts with DCR to improve information flow inclusive of conducting the content management training at all campus sites for state campus staff to be able to directly upload news and announcement items for their respective sites from all campuses. The effort is to further improve the website by improving the speed and accuracy of news content from our sites to their constituents as well as to a broader audience. The IT webmaster completed trainings at all state campuses to identified employees who would be responsible for these efforts. The effort is to further improve the website by improving the speed and accuracy of news content from our sites to their constituents as well as to a broader audience.

[IT] SIS Developments

The progress on work towards the goals of the COM-FSM SIS project phase III continues. As mentioned in the accreditation report, the SIS is a step in the right direction and has allowed for many positives for the COM-FSM, but they encourage us to continue the efforts. As as result of SIS developments, we are able to do side projects include the ability to do Wiki, panel updates, campus specific announcements etc.

As per the terms of the contract no. ct11-0459/enc11.0401 and as specified in the details of the SIS phase III contract, the following is an update of work done so far:

1.   The Migration of the MySQL database server to new hardware is now 100% complete. The previous system has been switched off.

2.   Campus-managed announcement and news items for display in the COM-FSM myShark portal and other locations such as the COM-FSM web site and information panels is progressing on schedule. complete and is now in production.
3.   Online Registration efforts continue.
   - implementation planning (procedural changes and policy development) 50%
   - software development 35%

4.   E-Mail distribution by campus or other grouping work is 90% complete
   - to be used for sending emergency notices or other high-priority messages

5.   Course schedule planning and projection (work in progress)

6.   Wait-listing capabilities (work in progress)
   - implementation planning (procedural change and policy development)
   - software development to follow

4C: Enhance the college	**[DCR]** Published the print and electronic editions of the COM-FSM Sharks Newsletter	

community's ability to communicate effectively	/(http://www.comfsm.fm/?q=publications).	

Strategic goal 6: Ensure sufficient and well-managed fiscal resources that maintain financial stability

Objectives	Accomplishments	Comments/additional detail
6A: Enhance new and existing revenue resources to promote growth and increase cost effectiveness	[DCR] Recruited four work study students to help the DCR staff update the contact information all donors to the college as well as the college alumni. [DCR] Developed a college-wide fund raising campaign called the 50/Plenty. The DCR director has met with all campus deans and updated them on the scheme. Each campus dean will be meeting with faculty, staff and students from their campuses to share information about the 50/Plenty. A college-wide information campaign will be released by the DCR in November.	
6B: Diversify resources of the College		
6C: Budgeting and resource allocation		

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	**[DCR]** Organized three Forum Lectures for the college involving the following groups and agencies: IOM, Soup Kitchen, Fisheries Commission, and Pohnpei Public Health Developed with the LRC director a ceremony honoring the late Dr. Lois Englberger's collection which was donated to the college by her husband. **IRPO** IRPO Staff Mr. Francis Alex is now a member of the Staff Development Committee. IRPO met with VPIEQA on accreditation checklist. VPIEQA updated staff duties and recommendations from the ACCJC on August 22, 2012. IRPO initial meeting on focus group on August 31, 2012.. IRPO staff worked out a schedule on executing the	

<table>
<tr><td colspan="3">focus group. The schedule was to have the first focus group at the National campus and then proceed with the state campuses.

IRPO staffs (William Haglelgam and Francis Alex) visited the state campuses regarding student focus groups, budget presentation, and viewing of a webinar(Prioritizing Administrative Programs) in September 2012. A full report will be astablished by IRPO very soon.

IRPO site visits in September regarding the student focus group, FY14 budget presentation,and viewing of a Webinar(Prioritizing Administrative Programs). All activities were commenced and ended successfully.

IRPO Director had several meetings with Frankie Harriss-VPIEQA on planning and preparation of the 2012 Visioning Summit that was held on August 8-9, 2012. Plans and recommendations were furnished and accomplished successfully. A full report of the 2012 Visioning Summit has already been established and also can be found at our website: http://www.comfsm.fm/irpo/
or quick link: http://www.comfsm.fm/irpo/visioning-summit/Visioning-Summit-2012-REPORT.pdf</td></tr>
</table>

Objectives	Accomplishments	Comments/additional detail
7B: Enhance and promote employment opportunities		
7C: Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities		

Strategic goal 8: Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity

Objectives	Accomplishments	Comments/additional detail
8A: Increase community involvement in college affairs	**IRPO** IRPO Director met with Ringlen Ringlen-VPSS and Student Services staff on developing department's Education Master Plan. IRPO Director held a viewing of a Webinar on Prioritizing Administrative Programs to the Student Services Department on July 10, 2012 at 10am in the BOR conference room. IRPO Director met with Joseph Habuchmai-VPAS on the Colleges budget preparation and submission timeline on July 16, 2012 at 9am in the President's conference room. Timeline was prepared and distributed to all VPs and Office heads for reference and update. (Note: ask for timeline from Jimmy)	
8B: Cultivate respect for individual differences, and champion diversity		

Strategic Goal 9: Provide for continuous improvement of programs, services and college environment

Objectives	Accomplishments	Comments/additional detail
9A: Improve institutional assessment and evaluation	**[DCR]** Updated and posted all assessment worksheets since 2008 to the wiki (http://wiki.comfsm.fm/index.php?title=Non-Academic_Programs/Institutional_Effectiveness_%26_Quality_Assurance/Development_and_Community_Relations).	
9B: Integrate planning, evaluation and resource allocation for continuous improvement	**IRPO** The COM-FSM 2012 Visioning Summit preparation by IRPO Staff. Preparations were: ● Sent out invitations to all internal and external stakeholders ● Set up venue in the FSM China Friendship Practice GYM. ● Purchased supplies and materials ● Consolidated binders and materials for breakout sessions.	
9C: Increase research and data driven decision making	**IRPO** IRPO staffs (William Haglelgam and Francis Alex) visited the state campuses regarding student focus groups, budget presentation, and viewing of a webinar(Prioritizing Administrative Programs) in September 2012. (William Haglelgam)tabulated and participated in the Fall IPEDS surveys called 12 month enrollment, Institutional Characteristics, and Completions. (William Haglelgam)fulfilled 19 data requests which involve enrollment, graduation, retention, completions. IRPO Director had several meetings with Frankie Harriss-VPIEQA on planning and preparation of the 2012 Visioning Summit that was held on August 8-9, 2012. Plans and recommendations were furnished and accomplished successfully. A full report of the 2012 Visioning Summit has already been established and can be found at our website: http://www.comfsm.fm/irpo/ or quick link: http://www.comfsm.fm/irpo/visioning-summit/Visioning-Summit-2012-REPORT.pdf	A full report will be established by IRPO very soon.
9e: Enhance decision making and communications at the college through implementation, monitoring and evaluation of the new governance policy and revised standing committee structure.		