

FY12 Fourth Quarter Performance Report (July – September 2012)

College of Micronesia – FSM Quarterly Report

Department:	Student Services	Period:	July 1 – September 30, 2012
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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	<p>OAR Overall, we have registered 2,743 students (in head-counts) with 31,242.5 registered credits equivalent to 2,603.54 full-time equivalent (FTE) students. Table 1.0 shows the distribution of our Fall 2012 enrollment in head-counts, registered credits, and FTE students by campus:</p> <p style="text-align: center;">Table 1.0** Fall 2012 College-Wide Enrollment in Head-Counts, Registered Credits, and FTE Students By Campus</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px auto;"> <thead> <tr> <th rowspan="2"></th> <th style="text-align: center;">A</th> <th style="text-align: center;">B</th> <th style="text-align: center;">C</th> <th colspan="2" style="text-align: center;">Headcount vs. FTEs</th> </tr> <tr> <th style="text-align: center;">Headcounts</th> <th style="text-align: center;">Credits</th> <th style="text-align: center;">FTEs</th> <th style="text-align: center;">CountDiff A vs. C</th> <th style="text-align: center;">%Diff A vs. C</th> </tr> </thead> <tbody> <tr> <td>National</td> <td style="text-align: center;">1,068</td> <td style="text-align: center;">13,106</td> <td style="text-align: center;">1,092.17</td> <td style="text-align: center;">24.17</td> <td style="text-align: center;">2%</td> </tr> <tr> <td>Pohnpei</td> <td style="text-align: center;">771</td> <td style="text-align: center;">8,053.5</td> <td style="text-align: center;">671.13</td> <td style="text-align: center;">-99.88</td> <td style="text-align: center;">-15%</td> </tr> <tr> <td>Chuuk</td> <td style="text-align: center;">409</td> <td style="text-align: center;">5,058</td> <td style="text-align: center;">421.50</td> <td style="text-align: center;">12.50</td> <td style="text-align: center;">3%</td> </tr> <tr> <td>Kosrae</td> <td style="text-align: center;">268</td> <td style="text-align: center;">2,575.5</td> <td style="text-align: center;">214.63</td> <td style="text-align: center;">-53.38</td> <td style="text-align: center;">-25%</td> </tr> <tr> <td>Yap</td> <td style="text-align: center;">227</td> <td style="text-align: center;">2,416.5</td> <td style="text-align: center;">201.38</td> <td style="text-align: center;">-25.63</td> <td style="text-align: center;">-13%</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">2,743</td> <td style="text-align: center;">31,209.5</td> <td style="text-align: center;">2,600.79</td> <td style="text-align: center;">-142.21</td> <td style="text-align: center;">-5%</td> </tr> </tbody> </table> <p><i>**Data extract from SIS, 1:10PM (Pohnpei Time), August 28, 2012</i> For Fall 2012 Semester, the college has less Full-Time Equivalent (FTE) students as compared to enrolled students in head-counts (142.21 or -5%). Only two</p>		A	B	C	Headcount vs. FTEs		Headcounts	Credits	FTEs	CountDiff A vs. C	%Diff A vs. C	National	1,068	13,106	1,092.17	24.17	2%	Pohnpei	771	8,053.5	671.13	-99.88	-15%	Chuuk	409	5,058	421.50	12.50	3%	Kosrae	268	2,575.5	214.63	-53.38	-25%	Yap	227	2,416.5	201.38	-25.63	-13%	Total	2,743	31,209.5	2,600.79	-142.21	-5%	
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campuses have registered FTEs more than head-counts: National (2%) and Chuuk (3%) campuses.

While the college has surpassed its Fall 2012 projection in terms of head-counts by 3.24% (or 86 head-counts), it is 2.12% (or 675 credit hours) below its FY 2012 projection in terms of registered credits. Of the five campuses, National, Pohnpei, and Kosrae campuses exceeded their FY 2012 projections in credit hours by 9.22%, 0.17%, and 3.68%, respectively. Chuuk and Yap campuses are below their Fall 2012 projections in both head-counts and registered credits.

FAO

Financial Aid Office continues to serve its student community and provided the following financial assistance as shown in the tables below:

July to September Pell Grant awards

	CC	Award		FMI	Award
M	30	\$52,034.00	M	-	-
F	39	\$65,220.00	F	-	-
T	69	\$117,254.00	T	-	-
	KC	Award		PC	Award
M	9	\$88,113.00	M	24	\$53,189.00
F	8	\$66,600.00	F	22	\$74,251.00
T	17	\$154,713.00	T	46	\$127,440.00
	NC	Award		YC	Award
M	117	\$52,912.00	M	4	\$35,268.00
F	130	\$95,061.00	F	17	\$74,157.00
T	247	\$147,973.00	T	21	\$109,425.00

FAO

Pell Refunds

	NC	Amount
M	1	\$1,388.00
F		
T	1	\$1,388.00
	PC	Amount
M	10	\$6,098.00
F	10	\$9,955.00
T	20	\$16,053.00
	KC	Amount
M	1	\$428.00
F	3	\$2,980.00
T	4	\$3,408.00
	CC	Amount
M	-	-
F	-	-
T	-	-
	YC	Amount
M	-	-
F	-	-
T	-	-

Continuation for FAO

July to September SEG Grant awards

	CC	Award		FMI	Award
M	30	\$7,980.00	M	-	-
F	39	\$11,313.75	F	-	-
T	69	\$19,293.75	T	-	-
	KC	Award		PC	Award
M	9	\$2,835.00	M	24	\$5,145.00
F	8	\$1,890.00	F	22	\$4,305.00
T	17	\$4,725.00	T	46	\$9,450.00
	NC	Award		YC	Award
M	117	\$44,739.34	M	4	\$735.00
F	130	\$47,130.04	F	17	\$3,622.50
T	247	\$91,869.38	T	21	\$4,357.50

July to September SEG WSP recipients

	CC	Award		FMI	Award
M	-	-	M	-	-
F	-	-	F	-	-
T	-	-	T	-	-
	KC	Award		PC	Award
M	-	-	M	-	-
F	-	-	F	-	-
T	-	-	T	-	-
	NC	Award		YC	Award
M	119	\$6,280.25	M	-	-
F	189	\$8,408.25	F	-	-
T		\$14,688.50	T	-	-

2B: Become more student-centered in the development of specific college system policies and procedures

OAR

1. OARR processed and released 422 academic transcripts to support applications for admissions into other IHEs, employment, scholarship and other similar financial aid assistance, and others.
2. OARR processed 56 certificate of enrollment in support of applications for scholarship and/or other financial aid assistance.
3. OARR processed 72 certificate of attendance for FSM social security benefits and/or claims.

FAO

- Prepared and submitted budget for School Year 2013-14.
- Financial Aid Counselor, Arinda Swingly was sent on site visit to Chuuk Campus in order to carry out updates of new Federal policies to FAO staff at Chuuk campus and to assist in processing, correcting and transmitting FAFSA applications and ISIRs.

2C: Promote timely college tenure and graduation of students with mastery of array of core learning objectives, including civic-mindedness and self-value

VICE PRESIDENT FOR STUDENT SERVICES

- The office of VPSS coordinated and facilitated preparation for the Freshmen Orientation Week (August 6-10) in working meetings with Counseling and Peer Counseling staff. All Peer Advisers and the incoming freshmen will be eating lunch at the cafeteria so they stay on campus throughout the day. Peer Advisers are being trained to do the presentations for the first year and transfer students. Approximately 400 new and transfer students participated in the Fall 2012 Orientation Program. PA's are being given a small stipend to be advisors for students and visitors all through the school year.
- Additionally, Peer Advisers from NC and PC will be having a retreat and training during the week of July 24-27 on Rainbow Island. We have invited guest speakers to speak with the Peer Advisers. Approximately 43 students took part in the retreat with 3 Student Life Program staff in charge of the retreat. Subjects covered by the speakers were: health and your environment, student engagement and leadership, team building, cultural sensitivity issues, peer pressure, public speaking, etc.
- The office of VPSS coordinated the on-going work of the Student Life Plan to include a year-round calendar of activities for all campuses.
- The office of VPSS coordinated the publication of the Student Handbook and Planner for 2012-2013 School Year. It will be published and given to all the incoming first year and transfer students college-wide.
- In an effort to solicit collaboration with the college's external stakeholders, VPSS Ringlen and Professor Cindy Pastor from Pohnpei Campus met with the Pastor of the International Christian Fellowship Church in Kolonia to discuss the possibility of our students doing volunteer work with the Care Ministry/Community Outreach program that the church is operating, "The Soup Kitchen". The Soup Kitchen is for the less fortunate and homeless people that wonder around Kolonia that may not have any food to eat. The church and the college are collaborating to work with the students to volunteer their free time to assist the Soup Kitchen for community outreach.
- The VPSS office and the Student Life office reviewed the job descriptions of the Residence Hall Advisors and re-established the Resident Assistant Program. New recruitment and hiring process was put in place including a new job description along with a review of the compensation package for the RA's. Over 10 students applied for the RA program. Interviews were contacted and 7 RA's were recommended for hire.

Continuation for VPSS

- The Director of Student Life resigned during the reporting period and an acting Director of Student Life was temporarily hired for 2 months to review the student life and residence life programs and make recommendations to improve the student life/residence life programs. VPSS has been working closely with the Acting Director of Student Life to address the issues in the residence halls including the enforcement of the dorm policies.
- The Student Body Associations (SBA) at all campuses completed their SBA campaigns and elections in September. All the SBA Officers are now in place and the VPSS Office is putting in a framework where officers from each campus will be able to conduct monthly teleconference meetings to talk about student issues of concerns and recommendations to the college administration in order to promote genuine communication and dialogue.

OAR

1. OARR received the following number of applicants for Fall 2012 semester graduation, as shown in Table 2.0 below:

Table 2.0

Number of applicants for Fall 2012 Graduation *by Campus and in headcount*

Campus	<i>In headcount</i>
National	120
Pohnpei	38
Chuuk	9
Kosrae	5
Yap	29
Total Applicants	201

2. OARR *created* 387 dossiers (academic folders) for students.
3. OARR processed 57 degrees of students who successfully graduated from their chosen programs.
4. Director of OARR provided extended orientation to students at the State Campuses and met with *candidates or applicants* for Fall 2012 graduation during his September 4 to 22, 2012 site visit.

Counseling Office
Tutorial services July to September 2012

	NC
M	12
F	18
T	30

- Completed financial aid appeals for students.
- Counselor(s) assisted with coordinating Peer Advisors training and Orientation.
- Only 3 tutors were hired in Late August due to lack of funding.
- Assisting students with scholarship information/applications and with writing FAS appeal

Outcome:

- Students were able to accurately complete and submit scholarship application on time
- A student became eligible to use Pell Grant again.
- Early Registration:
- Because many faculty advisors were on vacation, their advisees were referred to us.

Outcome:

- The students were able to select their required courses and were able to complete early registration.

Coordinated with other offices and faculty for preparation of New Student Orientation activities and Peer Advisor trainings.

2D: Develop a student-friendly campus environment that encourages and enables students to be health conscious

National Health Services

July-Sept 2012- # Visits to Dispensaries

	NC
M	593
F	802
T	1,395

◆ *Below is the breakdown of the total number of visits to the dispensary during the reporting period and the reasons for the visits:*

Of the **1,395** visits taken care of during the reporting period, **200** sought treatment for the flu/cold syndrome, **138** sought treatment for minor injuries, **281** sought treatment for generalized aches/pains/headaches, **46** sought treatment for eye/ear/nose-related problems, **115** sought treatment for skin diseases/infections, **32** sought treatment for gastro-intestinal (GI) related problems, **5** sought treatment for genitor-urinary related problems, **0** Personal/Family Problem Counseling, **135** were counseled and provided information on reproductive health/family planning and other health-related problems, **43** requested usage of family planning/contraceptive methods, **0** were screened, counseled and/or referred for STIs, **0** received the seasonal influenza vaccines, **0** received the H1N1 influenza vaccines, **0** received other immunization updates. **98** were screened for non-Communicable diseases such as diabetes, hypertension and obesity etc., **5** was screened, counseled and provided information on the communicable diseases such as Leprosy, TB, Chickenpox/Herpes Zoster etc., **179** for health maintenance and/or for prophylaxes, **41** requested prescription fills/refills, **31** were referred to other health agencies and **46** were for various reasons.

Continuation for National Health Services

In addition to taking care of the visits reported above, the following were also carried out during the reporting period:

- Prepared and submitted the following:
 - Quarterly report
 - Board report
 - Trip report
- Prepared and submitted on island & off island Purchase orders
- Received unpacked/inventoried medical supplies and redistributed to state campus clinics.
- Prepared and gave a presentation on the role of the dispensary and the kinds of services it offers to peer guides advisors
- Coordinated/Organized presentations on the HIV/AIDS to students and staff at both National and Pohnpei campuses
- Participated in the following meetings/workshop
 - Student Service Management & Student Life staff/Residence Hall Inspection Team
 - Staff Development Committee
 - Visioning Summit
 - Substance Abuse Prevention Committee
 - Others

Additionally, and as indicated in the 3rd quarter report, the dispensary is pleased to report on the result of the pre/post administered during 2012 Health Fair activities held on April 18. The main objective was to measure knowledge gained about health and healthy lifestyle after participating in the day's activities. The result of the pre/post testes showed a 3% increase in knowledge. The dispensary plans to continue to implement such activities to enhance and promote health awareness/healthy lifestyle among students and staff at the national campus.

Counseling Office
July to September 2012 Counseling Visits

	NC
Academic	55
Discipline	2
Personal	1
Career	3
Transfer	7
Other	480

The outreach on the 4th of July at the U.S. Embassy Kolonia and academic advising during the early registration period.

1. Among the approximately 500 people invited to the July 4th celebration were students from the Upward Bound and GEAR UP Programs and others who are on vacation from Xavier High School and other high schools in Pohnpei.

Other visitors to the EducationUSA booth were officials from Pohnpei State Government and Peace Corps Volunteers.

Outcome:

More awareness of such program, its location, and its services for the general public.

Strategic goal 4: Foster effective communication

Objectives	Accomplishments	Comments/additional detail
4A: Enhance communications pathways		
4B: Provide communications infrastructure to support communication pathways		
4C: Enhance the college community's ability to communicate effectively	National Health Services (See SG2,2D)	

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	National Health Services As member of the FSM National Advisory Committee For HIV, Other STIs, and TB, participated in the 3 rd meeting of the council held in Chuuk on September 3 & 4, 2012.	
5B: Recruit and retain qualified personnel to allow delivery of quality services		
5C: Update personnel policies and procedures to meet on-going human resources needs		

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

Objectives	Accomplishments	Comments/additional detail
7A: Increase involvement of the community in college affairs	National Health Services To promote and increase involvement of the community in the college affairs, the nurse, as member of the FSM National Advisory Committee For HIV, Other STIs, and TB, participated in the 3 rd meeting of the council held in Chuuk on September 3 & 4, 2012.	
7B: Enhance and promote		

employment opportunities		
7C: Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities		
7D: Provide Cooperative Extension Services to the community		

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

Objectives	Accomplishments	Comments/additional detail
<p>9A: Improve institutional assessment and evaluation</p>	<p>VPSS</p> <ul style="list-style-type: none"> VPSS has been taking the lead in coordinating the assessment activities with the Assessment Coordinator to make sure that all offices/activities under the department submit their previous assessment cycle and the current cycle and are uploaded to the wiki page under the non-academic programs. Additionally, the offices are to come up with 1 student learning outcome (SLO) for the upcoming fiscal year (FY14) budget. We are doing reviews on a weekly basis to make certain that all the activities from different campuses are linked to the mission and the objectives prescribed in the assessment plan. <p>National Health Services</p> <ul style="list-style-type: none"> Prepared and submitted FY2010-12 Assessment Plan & Evaluation Report 	

<p>9B: Integrate planning, evaluation and resource allocation for continuous improvement</p>	<p>VPSS</p> <ul style="list-style-type: none"> VPSS continues to engage with the student services staff to address and resolve the accreditation concerns in the WASC Action Letter plus to make sure that the previous accreditation concerns from 2006 onward have been resolved. VPSS is meeting with the office heads and the Student Services Coordinators on a biweekly basis to make sure nothing slips through the cracks. VPSS presented the accreditation concerns under student services during the Visioning Summit held in August. <p>OAR</p> <ol style="list-style-type: none"> OARR Director provided a session on <i>student services assessment</i> to staff at the state campuses during his September 4-22, 2012 site visit. Session focused on shift of <i>assessment's</i> focus from assessing service area and achievement outcomes to student learning outcomes. 	
<p>9C: Increase research and data driven decision making</p>		
<p>9D: Develop an integrated data system</p>	<p>OAR</p> <p>OARR Director provided SIS follow-up training to staff at Chuuk, FSM FMI and Kosrae Campuses.</p>	

