



COLLEGE OF MICRONESIA-FSM

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*Assessment Coordinator and Assistant
Accreditation Liaison Officer*

November 24, 2013

MEMORANDUM

TO: Frankie Harris, Vice President for Institutional Effectiveness and Quality Assurance
FROM: Christopher Ross Perkins, Assessment Coordinator and Assistant ALO

SUBJECT: 18 November 2013-23 November 2013 Trip Report, Kosrae campus

Dear VP Harris,

Below you will find my trip report from Kosrae campus. This trip focused on Tracdat training, ISLO assessment, General Education assessment and tracking student learning/engagement. In collaboration with Student Services and the Education Division I also administered the COMET and the essay for the Third Year Certificate in Education. I also conducted initial trainings for online registration and online grade submission for faculty and staff.

November 18: Travel and arrival in Kosrae.

November 18, 2013

Met with Dean Kalwin Kephass and Instructional Coordinator Nena Mike to review and confirm the schedule for trainings and testing. I also hand delivered an envelope from the Business Office to Dean Kephass.

November 19, 2013

COMET, LR #1 and #2

From 9:30am – 12:45 pm, administered the COMET for 51 students. Due limited space and a high demand to take the COMET, a second session was scheduled for Friday morning.

Tracking SLO & Student Engagement, Common Time Room

4:00pm – 5:15 pm, Training session on Tracking CSLOs and Students Engagement (CSLOs) with Kosrae campus faculty and staff in the Common Time Room.

Training Outcomes:

#1: Acquire working knowledge of tracking CSLOs.

#2: Acquire working knowledge of how to engage students with CSLOs.

10 Attendants:

<u>Name</u>	<u>Position</u>
1. Nena Mike	IC
2. Gil Pettigrew	Faculty
3. Rosalinda Bueno	Faculty
4. Sharon Oviedo	Faculty
5. Kalwin Kephas	Dean
6. Skipper Ittu	Faculty
7. Murphy Ribauw	Faculty
8. Robert Jonas	Faculty
9. Tara Tara	Faculty
10. Arthur Jonas	SSC/Adjunct Faculty

Survey results: 92.2% of participants strongly agreed or agreed that the training outcomes were met. 100% of participants felt that the overall training was either excellent or good. The most common comment was that there was not enough time. I will follow up with faculty to reinforce outcomes of the training.

Handouts: http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO

November 20, 2013

ISLO Linkage and Program Assessment, Classroom 105

From 12:30pm – 1:45pm, training session with Kosrae faculty on ISLO Linkage and Program Assessment in classroom 105.

Training Outcomes:

#1: Understand and apply the ISLO linkage process.

#2: Understand and contribute to the program assessment process

10 Attendants:

<u>Name</u>	
1. Nena Mike	IC
2. Gil Pettigrew	Faculty
3. Rosalinda Bueno	Faculty
4. Sharon Oviedo	Faculty
5. Skipper Ittu	Faculty
6. Murphy Ribauw	Faculty
7. Tara Tara	Faculty
8. Wiggins Sigrav	Faculty

TracDat Training, Classroom 105

From 2:30pm – 4:00pm, training session with Kosrae faculty and staff on TracDat in classroom 105.

Training Outcomes:

#1: Acquire basic knowledge of Tracdat as a tool for assessment.

#2: Understand staff and faculty's responsibility for inputting data into Tracdat.

20 Attendants:

<u>Name</u>	<u>Position</u>
Skipper S. Ittu	Instructor
Gil Pettigrew	Instructor
Murphy Ribauw	Instructor
Arthur Jonas	SSC
Maver Jonathan	Peer Counseling
Marlin Kephass	Custodian
Elsah Cornelius	Book store clerk
Tolenna Joe	Security Officer
Tolenna Tolenna	Maintenance Worker
Srue Charley	Custodian
Michael L. Williams	LRC Technician
Kenye Killin	CRE Coordinator
Teodoro Bueno	Maintenance supervisor
John S. Johnnyboy	Maintenance Worker
Alik J. Phillip	Fiscal officer
Derickson Langu	Security Officer
ShrueMiako A. Sahm	Secretary
Dokowe S. George	Student Services specialist/Admission
Renton Isaac	IT
Hiroki Noda	IT
Nena Mike	IC

Survey results: 92.8% of participants strongly agreed or agreed that the training outcomes were met.. 95.7% of participants felt that the overall training was either excellent or good. The most common comment was that there was not enough time and the need for hands on work. I will follow up with faculty and key staff to reinforce outcomes of the training.

Handouts: http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO

November 21, 2013

TracDat Training for Supervisors, Common Time Room

From 9:30am – 11:30am, conducted follow-up trainings with campus supervisors in the common time room.

Name

Kalwin Kephias

Nena Mike

Arthur Jonas

The focus of this session was to answer questions from supervisors on the use of TracDat and demonstrate several of its functions, such as: email assignments, entering results, uploading documents, creating folders for documents, adding tasks and activities, and using the calendar.

Handouts: http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO

Third Year Certificate in Education Essay, LR#1

From 2:00pm-3:30pm, administered essay for Third Year Certificate in Education for 13 students in room LR#1.

TracDat Training, Common Time Room

From 2:30pm – 4:00pm, training session with Kosrae's faculty on TracDat in the Common Time Room. This training was for faculty who could not make the training on Wednesday.

Training Outcomes:

#1: Acquire basic knowledge of Tracdat as a tool for assessment.

#2: Understand staff and faculty's responsibility for inputting data into Tracdat.

4 Attendants:

<u>Name</u>	<u>Position</u>
Nena Mike	IC
Sharon Oviedo	Faculty
Rosalinda Bueno	Faculty
Robert Jonas	Faculty

Survey results for this training are included in the Wednesday's results.

Handouts: http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO

November 22, 2013

COMET, LR#2

From 8:30am – 12:00pm, administered the COMET for 10 students. Due limited space and a high demand to take the COMET on Tuesday a second session was scheduled to accommodate the additional students.

CPWG meeting, Common Time Room

11:00am-12:00pm

General Education Assessment for faculty, Room 105

12:30pm-1:30pm, training session with Kosrae Campus' General Education faculty in the classroom 105.

7 Attendants:

<u>Name</u>	<u>Position</u>
1. Nena Mike	IC
2. Gil Pettigrew	Faculty
3. Rosalinda Bueno	Faculty
4. Sharon Oviedo	Faculty
5. Skipper Ittu	Faculty
6. Dokowe S. George	SS/OAR
7. Arthur Jonas	SSC

Survey results: 100% of participants strongly agreed or agreed that the training outcomes were met. 100% of participants felt that the overall training was either excellent or good. The most common comment was that there was not enough time and the need for hands on work.

Handouts: http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO

Online registration and online grades submission, Room 105

1:30-2:00

7 Attendants:

<u>Name</u>	<u>Position</u>
1. Nena Mike	IC
2. Gil Pettigrew	Faculty
3. Rosalinda Bueno	Faculty
4. Sharon Oviedo	Faculty
5. Skipper Ittu	Faculty
6. Dokowe S. George	SS/OAR
7. Arthur Jonas	SSC

Survey results: 100% of participants strongly agreed or agreed that the training outcomes were met. 100% of participants felt that the overall training was either excellent or good. The most common comment was that there was not enough time and the need for hands on work.

Handouts: http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO

November 23, 2013

1:47pm

Leave Kosrae

Sincerely,



Christopher Ross Perkins
Assessment Coordinator and Assistant ALO

Cc: Kalwin Kephas