

**College of Micronesia – FSM - Performance reporting form**

<b>Department/Division:</b>	<b>HTM/BU, Pohnpei Campus</b>	<b>Period:</b>	<b>April 2013</b>
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**Strategic goal 1:** Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively

<b>Objectives</b>	<b>Accomplishments</b>	<b>Comments/additional detail</b>
1A: Promote quality teaching and learning-centered behaviors and environments for the six campuses	<p>1A1: Dela Cruz conducted Customer Service Workshop for CTE students in preparation for Skills Expo.</p> <p>1A2: Instructors assisted students for the early registration.</p> <p>1A3: Instructors assisted and helped students to prepare for the skills expo.</p>	<p>1A1: Number of attendees and dates are as follows:</p> <p>April 5, 2013 – 6 students</p> <p>April 8, 2013- 6 students</p> <p>April 15, 2013- 5 students</p>
1B: Make developmental courses an institutional priority		
1C: Enhance faculty involvement in the college	<p>1C1: Faculty participated in Skills Expo 2013</p> <p>1C2: 1. Silbanuz attended Finance Committee met on 4/22/2013</p> <ul style="list-style-type: none"> <li>a. on By-Product policy and decided to submit as is</li> <li>b. And submitted comments online regarding Draft Strategic Plan</li> </ul> <p>2. ICT committee met online 4/16/2013 regarding ENGRADE and submitted comments</p> <p>3. Assisted with the Skills Exhibit 2013 on both 4/25 and 4/26</p> <p>1C3: Perman attended biweekly CAC meetings;</p>	

	volunteered to revise COs BU100 and BU99b per CAC recommendations.	
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**Strategic goal 3:** Create an adequate, healthy and functional learning and working environment

Objectives	Accomplishments	Comments/additional detail
3A: Provide for adequate facilities to support a learning community	BPC is continuously used for tutorial and studying.	
3B: Provide for maintenance and upkeep of grounds, facilities, and equipment		
3C: Provide for a safe, secure and effective college environment		

**Strategic goal 4:** Foster effective communication

Objectives	Accomplishments	Comments/additional detail
4A: Enhance communications pathways	4A1: Held division monthly division meeting on the 16th and. 4A2: Faculty and students attended CTE Friday weekly meetings in preparation for Skills Expo.	4A2: A total of 31 HTM students participated in Skills Expo.
4B: Provide communications infrastructure to support communication		

pathways		
4C: Enhance the college community's ability to communicate effectively		

**Strategic goal 5:** Invest in sufficient, qualified, and effective human resources

<b>Objectives</b>	<b>Activities/Progress</b>	<b>Comments/additional detail</b>
5A: Provide on-going professional development of faculty and staff	5A1. Division Chair conducted faculty class observations which is also used as the evaluation for part-time instructors and discussed results with respective faculty. 5A2: Received a request from Roby to attend Training Program for Young Leaders (TPYL) course on "Community Tourism Promotion that will be held in JICA Okinawa International Center (OIC), Japan commencing June 30, 2013- July 17, 2013.	5A1: Classes observed: HTM230, FL120, BU097, and CA095. 5A2: Request for approval will be sent to IC and Dean's office accordingly.
5B: Recruit and retain qualified personnel to allow delivery of quality services	HTM Alumni Tiffany Ardos assisted students in Skills Expo presentations.	
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

<b>Objectives</b>	<b>Accomplishments</b>	<b>Comments/additional detail</b>
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7A: Increase involvement of the community in college affairs	(More of College involvement in the Community) HTM Club Community Service alongside Island Green Community participated in trash-a-thon, 4/27.	Roby and Silbanuz with 10 HTM students and 1 T&T student (club member).
7B: Enhance and promote employment opportunities	Conducted resume writing workshops for HTM student presenters for the Skills Expo.	14 out of 31 students successfully completed their resume. As a result of the expo, one student was hired by Etscheit's Enterprises as of yesterday.
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

<b>Objectives</b>	<b>Accomplishments</b>	<b>Comments/additional detail</b>
9A: Improve institutional assessment and evaluation	9A1: Division faculty finalizing Worksheet 3 for BK, SS, and HTM. 9A2: Chair conducted Budget Manual Usability Testing with selected faculty and staff group from Pohnpei Campus and other State Campuses.	
9B: Integrate planning, evaluation and resource allocation for		

continuous improvement		
9C: Increase research and data driven decision making		
9D: Develop an integrated data system		