

**Career and Technical Education Center (CTEC)
Instructional Monthly Report
October 2018**

Mission Statement

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical education programs characterized by continuous improvement and best practices.

Strategic Directions (2013-2017)	Office	Achievement
Focus on Student Success	Instructional	<ul style="list-style-type: none"> • Completed classroom observation for 27 faculties and 3 part time faculties • Have submitted to DAP 3 overdue Program Review • Have met with faculties regarding Mid-term Deficiencies • Have submitted 5 course modifications and 1 is still outstanding
	T & T	<p>Cabinet Making</p> <p>VCF 104 (P1)</p> <ul style="list-style-type: none"> • Completed CSLO #1 to #4 <ul style="list-style-type: none"> ○ CSLO # 1 – Result: 5 out of 5 passed ○ CSLO # 2 – Result: 5 out of 5 passed ○ CSLO # 3 – Result: 5 out of 5 passed ○ CSLO # 4 – Result: 5 out of 5 passed • CSLO #1 to #4 were assessed using written exercises & exams • CSLO #1 – 5 students passed. • CSLO #2 to #4 – 5 students passed. <p>Students are working on two dining tables</p> <p>VCF 106 (P1)</p> <ul style="list-style-type: none"> • Completed CSLO #1 to #4 <p>5 out of 5 students passed.</p> <ul style="list-style-type: none"> • CSLO#1 to #4 were assessed using written exercises and exams. • Students are practicing on how to read Prints and measuring devices. <p>VCF 110 (P1)</p> <ul style="list-style-type: none"> • Completed CSLO #1 to #4 <ul style="list-style-type: none"> ○ CSLO # 1 – Result: 5 out of 5 passed ○ CSLO # 2 – Result: 5 out of 5 passed • CSLO # 3 – Result: 5 out of 5 passed • CSLO # 3 – Result: 5 out of 5 passed • CSLO #1 to #3 were assessed using written exercises & exams • CSLO #1 – 5 students passed. • CSLO #2 to #4 – 5 students passed <p>Students are working on two dining tables.</p>

VCF 153 (P1)

- Completed CSLO #1 to #3.

7 out of 7 students passed all CSLOs.

- CSLO #1 to #3 were assessed using written exercises and exams.

Electronic Technology

- Attended CTEC faculty meeting in the BPC, facilitated by I.C.
- Continue to serve as an active member of the Curriculum Committee for SY 2018-2019.
- Administer midterm exams (written) for VEE 100, VEE 103, VEE 222 and VEM 110. Copy of the exams was submitted electronically for record purposes.
- Midterm grades for all courses were all inputted to SIS as scheduled.
- Inform advisee about the early registration and the courses they supposed to take.

VEE100 P1/P2

- Completed CSLO4: CSLO#4: Perform soldering/DE soldering of electronic circuits. 20 out of 20 passed.
- CSLO #4 was assessed by performance exercises
- Practical exercises – actual removing of components in circuit board and soldering it back following procedures in soldering.

VEE103/P2

- Completed CSLO5: CSLO#5: Describe the function and uses of digital multi-meters in actual circuits. 16 out of 16 passed.
- CSLO #5 was assessed by using written & performance exercises
- Practical exercises – using the NIDA circuits, resistance, voltage, and current were measured using digital multimeter.

VEE 222

- Completed CSLO6: CSLO#6: Describe the relationship between Triacs and SCRs, DIACs and four-layered devices. 10 out of 11 passed.
- CSLO #6 was assessed by using written & performance exercises.
- Practical exercises – because of the non-availability of the TRIAC and DIAC circuit in the NIDA module, experiment is done using Electronic Workbench in the computer through simulation.

VEM 110 P1/P2

- Completed CSLO5: CSLO#5: Test wires, cables and connectors. 26 out of 26 passed.
- CSLO #5 was assessed by using written & performance exercises
- Practical exercises – students check the strength and continuity of the assembled cable using multimeter and cable tester.

Telecommunication Technology

- VEE 230 (Radio Communication) – On mid-term grades report for the SLO 1-4 combined assessment, 100% or 10/10 students pass. Currently on SLO 5-6. 100% or 10/10 students pass the assessment on FM circuit analysis.
- VEE 240 (Signal Processing) - On mid-term grades report for the SLO 1-4 combined assessment, 100% or 7/7 students pass. Currently on SLO 5-6. 100% or 10/10 students pass the assessment on PSK (Phase Shift keying) modulation and were able to demonstrate knowledge on PSK circuit operation
- VEE 235/P1 (Digital 2). On mid-term grades report for the SLO 1 combined assessment, 89% or 7/8 students pass, one student fail and due to absenteeism. Currently on SLO 2-3. 100% or 10/10 students pass the assessment on arithmetic counting circuits analysis.

- VEE 235/P2 (Digital 2). On mid-term grades report for the SLO 1 combined assessment, 86% or 6/7 students pass, one student fail and due to absenteeism. Currently on SLO 2-3. 100% or 10/10 students pass the assessment on arithmetic counting circuits analysis.
- Able to conduct ICT meeting and able to review BP8900 (Computer Technologies Specific Policies), BP8910 (Software Specific Regulations), AP8000 (Technology Fee) and AP8800 (Information Technology Equipment Policy)

Carpentry

- VCT153/P1- Accomplished CSLO 3 & 4-- 5 out of 5 students passed/ 100% passing
- VCT173/P1- Accomplished CSLO 3 & 4—6 out of 6 students passed/ 100% passing
ESL050/P1- CSLO 3 is in progress—15 out of 19 students are passing. 79% passing and 21% failing
- ESL050/P2- CSLO 3 is in progress—16 out of 20 students are passing. 80% passing and 20% failing

Motor Vehicle Mechanics

- Monthly meeting for facilities and environment committee.
- Summer training for great teacher seminar in Hawaii.
- Fall Semester SY-2018 10 total number of students.
- Registration of club for this semester was approved.
- Purchase of student uniform for this semester. Charge to CTEC automotive club.
- Class on VTM -101 and 102 already covered CSLO's 1 to 3 of the course and students were able perform the principle of 4 stoke cycle engine.
- Class on VTM- 102 /P1 already covered CSLO's 1 to 3 and students were able to describe operation and testing of cooling system and lubrication system. Competency was assessed by experiment worksheet.
- Students club was elected new president (AUTO CLUB)
- Tool kit distributed for 10 students.
- All MVM students required insurance for one year.
- All students for MVM required shoes and pants during hands on or lab period.
- Make more engine mock-up for student's hands on.
- MVM supervisor donated 3 engines for student's hands on purposes.
- Improvement of training materials and supplies before start the semester.
- Since 2013 more student employed on the island even abroad.
- 10 students are all good standing.

Electronic Engineering Technology

VEE103 Electronic Fundamentals I (P1)

- Currently working on SLO #6

VEE100 Soldering (P3)

- Currently working on SLO #2
 - Students have completed all practicing activities, removing and inserting components onto the printed circuit board (PCB), connecting wires using the Western Union splice, and connecting wires to various types of connectors and terminals.

		<ul style="list-style-type: none"> ○ Soldering project introduced to students. Project has three folds: (1) students will learn components, (2) students will learn to read schematic, (3) students will learn to construct an actual circuit by soldering techniques. <p>VEE223 PC Hardware & Software (P1)</p> <ul style="list-style-type: none"> • Completed SLO #8 (Network Fundamentals and Applications). 10 out of 10 students passed the SLO. <p>VEE250 Cooperative Education (P1)</p> <ul style="list-style-type: none"> • Most students are in their final week to finish their required 60 hours of on-the-job training at their designated worksites. <p>MS094 Intro to Technical Math (P2)</p> <ul style="list-style-type: none"> • Currently working on SLO #5. Equations and Formula are now fully covered. Wrapping up the chapters with scientific notation and applications. <p>Submitted the modified course outline (VEE223 PC Hardware & Software) to program instructors to review and comment before submitting to the Curriculum Committee for final review and approval. The modified outline reflected the latest version IT Essentials (version 6.0) from Cisco Learning Academy.</p>
	AFT	<ul style="list-style-type: none"> • AG084/ P1: Basic Crop, students get introduced to different methods of vegetable gardening, visited Pilot Farm in Madolenihmw, and get acquainted with various hydroponic systems. 24 out of 28 (86%) were exemplary in activities and exercises related to above-mentioned topics. • AG090/ P1&P2: Food Processing, students examine different food ingredients to identify salt and fat content of various processed food items. 30 out of 42 (71%) were exemplary in activities and exercises related to above-mentioned topics. • AG092/P1: Swine and Poultry, class visited piggery pen at COM-FSM National campus to examine different piggery pen systems, housing management of swine, composting of manure, and castration methods. 24 out of 27 (89%) were exemplary in activities and exercises related to above-mentioned topics. • AG094/P1: Farm Management and Marketing, students get introduced to concept of creating business plans. 20 out of 27 (74%) were exemplary in activities and exercises related to above-mentioned topics.
	Math/Science	<ul style="list-style-type: none"> • 3 courses handled this term <ul style="list-style-type: none"> ○ SC098 <ul style="list-style-type: none"> ▪ 2 sections, P1 with 21 students, P2 with 24 students ▪ 7 students withdrawn in P1 and 3 withdrawn in P2 ▪ CSLO3 completed with 76% passing in P1 and 83% passing in P2. ▪ CSLO4 on-going ▪ Midterm grades submitted with 76% passing in P1 and 79% passing in P2 ○ Sc130 <ul style="list-style-type: none"> ▪ 16 students ▪ 6 lab activities conducted ▪ Midterm grades submitted with 69% passing ▪ CSLO2 completed with 69% passing. ▪ CSLO 3 on-going

		<ul style="list-style-type: none"> ○ MS099 <ul style="list-style-type: none"> ▪ 10 students , 4 withdrawn ▪ Midterm grades submitted with 70% passing ▪ CSLO 2 completed with 70% passing. • Advisees <ul style="list-style-type: none"> ○ 11 advisees attended advisor-advisee get together on October 31, 2018 ○ Advisees notified on early registration • Standing Committee membership <ul style="list-style-type: none"> ○ Member - Human Resources Committee ○ Attended two (2) October 2018 HRC meetings. • Others <ul style="list-style-type: none"> ○ Initiated revision of the SC098 course outline. Revised course outline submitted to IC. <ul style="list-style-type: none"> ▪ CSLO 3 on-going
	<p>ACE</p>	<p><u>Session One Result</u> <u>ESL091 (2 sections)</u> 20 out of 42 (48%) students passed</p> <p><u>ESL092A (1section)</u> 6 out of 7 (86%) students passed</p> <p><u>ESL092B (1 Section)</u> 10 out of 13 (77%) students passed</p> <p><u>MS 091(2 sections)</u> 21 out of 30 (83%) students passed</p> <p><u>MS 092B (1 section)</u> 5out 5 (100%) students passed</p> <p><u>Session Two Enrollment</u> ESL 092A/P1 18 students</p> <p>ESL 092A/P2 12 students</p> <p>MS 092A/P1 10 students</p> <p>MS 092A/P2 10 students</p>
	<p>ENG/SS</p>	<ul style="list-style-type: none"> ○ After midterm progressive reports and being informed that approximately 68% of the student population was under deficiency, I mandate a tutorial appointment for every writing project I assign to my students. ○ After the first patch of essays collected having a tutor assisted in proofreading, there were tremendous improvements on the scores. ○ A tutorial slip is mandated for every writing project. At the beginning, they were encouraged and highly advised to seek tutor's help, but students did not heed advice.

<i>Emphasize academic offerings in service to national needs</i>	AFT	Students trained in food security by learning various methods of livestock and food production and marketing of food products in the FSM.
	T & T	Telecommunication Technology Currently working on modifying CA electronics course description to include a phrase “ Upon completion of the CA electronics program students may continue on AAS electronics and/or AAS Telecommunication without retaking the COMET” this will help the CA EET student who wants to continue to AAS Electronics/ telecommunication thus will improve the graduation rate of both CA and AAS programs.
<i>Be financially sound, fiscally responsible , and build resources in anticipation of future needs</i>	AFT	Program utilizes AG084 students and work-study students to plant vegetables and herbs to use as food ingredients for AG090 (Food Processing) course instead of buying ingredients from local stores
	T & T	Telecommunication technology Successfully transfer the FM antenna to its new strategic location (Mechanic and RAC building roof) and were able to test operate the FM station whose station ID (Call sign) is V6PCOM-PNI on 89.9MHS FM band. The program to be played in the FM station will be fed and manage in collaboration of Techno club and office of the entrepreneurship under the office of Dir. Tim Mamangon. Whose purpose is to generate income to make the operation of the station self-sustained and be use for the improvement of the station equipment which also use for instruction of Radio communication class in Telecommunication program for hands-on.
<i>Invest in and build a strong capacity in human capital</i>	AFT	Work-study students conducted training in various methods of seeds germinations, plant propagations, and various methods of gardening.
	T & T	September 13, 2018 – Gardner was appointed to chair the Ad Hoc Committee for the Mathematics Instructor at CTEC. Submitted committee’s final recommendation to HR Director through IC, CTEC Director, DAP, and VPIA on October 9, 2018.
<i>Become a learning organization through development of a learning culture guided by learning leaders</i>	T & T	Submitted the program review for the certificate of achievement program in Electronic Engineering Technology for SY2017-2018.
	ACE	<u>Session One Celebration</u> An award ceremony on Oct 5 to celebrate the completion of first 6 weeks (1 st session) and to recognize students in the following categories: <ol style="list-style-type: none"> 1. Perfect attendance 2. Most improved 3. Passed both ACE English and ACE math More than 30 awards were given on that day followed by lunch (BBQ) with the students.

<i>Evoked an image of quality</i>	T & T	Telecommunication technology Successfully tested and use the Ipevo2 device use to improve the instruction making the ordinary whiteboard to be use as smart board and makes the lesson more interesting and interactive.
	ENG/SS	<ul style="list-style-type: none"> After the withdrawal date: Below, the first number is the total number of students continuing in my classes: ESL 089/P1: 17 out 26 (9 dropped) En 110/P1: 11 out of 18 (7 dropped) En 120a/P1: 10 out of 17 (7 dropped) En 120b/P1: 13 out of 20 (7 dropped) <p>To me, evoking the image of the college is based on quality of the students enroll into my classes and pass through diligent study habits, not the quantity that I kept through the end of the semester but fail. Students are failing because they chose to.</p>
	ACE	<u>Classroom observation for all ACE instructors (Average rating of 4.8)</u> Cindy Pastor 10/17/18 Bern Mulvey 10/18/18 Tendy Liwy 10/22/18
<i>Recommendations</i>	T & T	Cabinet Making <ul style="list-style-type: none"> We need 4 gallons of varnishes and 8 paint brushes to complete our projects for this semester. Carpentry <ul style="list-style-type: none"> Please have the maintenance and security folks check the classrooms (P1 &P2) at the small business bldg. after the trio and other groups used after school or on weekends. Usually Monday mornings I had to arrange the chairs and pick up trashes from the floor. I would spend 10 minutes of my lecture time doing these things. MVM <ul style="list-style-type: none"> More on time for student hands-on to develop a work labor force. Financial support for student materials and equipment to develop more competitive graduates here in the island even abroad. COC certification exam for mechanic program including test package, written and hands on exam was valid to all trade industry.
	Math/Science	<ul style="list-style-type: none"> A Laptop is badly needed for my science courses for lectures and project presentations of students. Room 5 is very hot especially in the middle of the day. A bigger AC should be installed. Fans installed seem not to be working.
	ENG/SS	<p>My Biggest Concern:</p> <ul style="list-style-type: none"> Students are performing poorly, not able to produce academic quality work so I've observed the worst this semester. What can we do as a campus? I am recommending the following: <ol style="list-style-type: none"> In-reach and out-reach programs. We need to collectively plan out well an event and mark in the campus wide annual calendar. I know drug use on campus and the effects are recurring worse than before. Perhaps, we need to hold awareness lecture/presentation on the issue. This drug use on campus is affecting student's performances in their classes. I volunteer a betel-nut presentation. Faculty enrichment programs. I highly recommend at least two calendar faculty/students events. One event for both students and faculty during fall and spring semesters. IC, Student Services, and faculty can all collectively discuss these events in our monthly meetings. We MUST do something to reach our precious students now or never!!

		<ul style="list-style-type: none">• This course EN123 needs to be revised. It may be made more effective by introducing practicum because it is necessary for learning and teaching such a course as this. Theory alone is not sufficient and students' performances are not satisfactory without practicum.
	AFT	<ul style="list-style-type: none">• Need to increase the credit hours of all courses to 4 instead of 3, so that the students have more time digesting and understanding the concept taught in class. Decrease the number of required major courses by fusing 2 courses into one course. Some courses are too broad suitable to cover various areas in the field of agriculture. It's a waste of resources to split courses into specific areas since the program is only a certificate program focused on introductory level and basic concepts.