



COLLEGE OF MICRONESIA-FSM

P.O. Box 286, Colonia, Yap
Federated States of Micronesia 96943

Phone: (691) 350-2296

Fax: (691) 350-5150

Email: joyjoy@comfsm.fm

FROM: COM-FSM YAP ACADEMICS
TO: LOURDES ROBOMAN, DEAN, YAP AND FMI CAMPUSES
SUBJECT: MONTHLY REPORT
DATE: NOVEMBER 2018

A. Classroom Observation Schedule for Full time/ Part Time Faculty, Yap Campus Fall 2018

Course	Instructor	FT/PT	Time/Day	Room	Observer	Date of observation
1. SC 120	Joy Guarin	FT	10:05-11:30/T	Sc. Lab	Jovita Masiwemai	October 30, 2018, Tuesday
2. VEE 103	Raymond Permitez	FT	10:40-11:35/MWF	VE Lab	Jovita Masiwemai	November 5, 2018, Monday
3. SS 150	Robert Yangerluo	FT	9:35-10:30/MWF	Adm.2	Jovita Masiwemai	November 7, 2018, Wednesday
5. EN 120a	Jovita Masiwemai	FT	11:45-12:40/MWF	Adm. 1	Joy Guarin	November 12, 2018, Monday
6. CA 100	Rhoda Velasquez	FT	8:30-9:25-MWF	Specialized Lab	Jovita Masiwemai	November 14, 2017, Wednesday
7. MS 96	Virginia Fenenigog	PT	11:45-12:40 MWF	Specialized Lab	Rhoda Velasquez	November 7, 2018, Thursday
8. FL 101	Serphin Ilesiyualo	PT	2:50-4:15/TTh	Room 106	Robert Yangerluo	November 8, 2018, Thursday
10. ESS 102v	Martin Ruwniyol	PT	8:30-9:55, TTh	Room 107	Jovita Masiwemai	November 13, 2017, Wednesday
12. ESL 89	John Mafel	PT	2:45-3:40 MWF	Adm 1	Jovita Masiwemai	November 14, 2017, Tuesday
13. AG 084	Steven Young Uhk	PT	10:40-11:35 MWF	Room 107	Jovita Masiwemai	November 16, 2017, Monday

B. Classroom Observation Schedule for FMI Faculty, Fall 2018

Course	Instructor	Time/Day	Room	Observer	Date of observation
1. MNV 221	Tioti Teburea	8-9	Study Hall	Joy Guarin	October 15, 2018
2. MNV 221	Semesa S.	8-9	Study Hall	Joy Guarin	October 26, 2018
3. MWD 102	Alvin Sinem	8-9	Study Hall	Joy Guarin	October 31, 2018
4. MME 140	Joseph Falmed	3-4	Eng. Lab	Joy Guarin	October 31, 2018
5. MME 231	Michael Mailuw	8-9	Eng. Lab	Joy Guarin	Nov. 7, 2018
6. MNV 225	Matthias Ewarmai	8-9	Navigation Classroom	Joy Guarin	November 28, 2018

C. Authentic Assessment Peer Observation- both full time faculty members of Yap and FMI Campuses conducted their authentic assessment this November.

D. Early Registration

Summary Report on the Number of Enrolled Students over the Maximum Number of Students per Course Spring 2019

Course No. and Title	Enrolled Students	Maximum Number of students	Percentage (%)
Agriculture			
1. AG 90 Principle of Food Processing	7	30	20
2. AG 94 Farm Management/Marketing	6	30	20
3. AG 096 Field Internship	1	5	20
Computer			
5. CA 100 Computer Literacy Y1	21	30	70
Education			
6. ED 392 Practicum	0	30	0
English			
7. EN 110 Advanced Reading Y1	14	30	47
8. EN 120 A Expos Writing 1	16	20	80
9. EN 120B Expos Writing 2	9	15	48

English as a Second Language			
11. ESL 89 Reading V Y1	4	30	13
12. ESL 91A ACE English I	3	20	15
13. ESL 92A ACE English II	3	20	15
14. ESL 99 Y1 Writing V	7	25	47
ESS-Exercise Sports Science			
15. ESS 102 Volleyball	6	30	20
Mathematics Sciences			
16. MS 091A ACE Math I	1	20	5
17. MS 92A ACE Math II	1	20	5
16. MS 96 Elementary Algebra	1	20	5
17. MS 99 Intermediate Algebra	10	25	40
18. MS 100 College Algebra	13	30	43
19. MS 106 Technical Math II	7	20	35
Nursing			
20. NU 100-Medical Terminology	12	20	21
21. NU 101 Nursing Assistant Practice	10	10	100
Sciences			
22. SC 130 Physical Science	3	20	15
23. SC 101 Health Science	14	30	47
23. SC 112 Human Nutrition	5	30	17
Social Sciences			
24. SS 120 Geography	3	25	12
25. SS 150 Hist. of Micro.	5	30	17
26. SS 170 World Hist prior to 1500	3	25	12
27. SS 100 World of Work	1	30	3
Vocational Education Electronics			
27. VEE 104 Electronic Fundamentals	7	20	35
28. VEE 110 Discrete Device I	7	20	35
29. VEE 125 Electronic Circuits	7	20	35
30. VEE 135 Digital Electronics	7	20	35

E. Committee/Team meetings Joined by Faculty Representatives:

Committee	Faculty Representative	Date
CC	Joy Guarin	November 19, 2018
A Team	Joy Guarin	November 23, 2018
IC Meeting	Joy Guarin	November 27, 2018
IQBE	Jovita Masiwemai	

F. POWWOW Reports

POW WOW 1

Agenda

(Advisor's meeting was held September 4, 2018 at 4 PM at Faculty Center)

Prepared by Debra Roth

Objectives:

- Students will be provided with a supportive environment that will increase their understanding of what "at risk" entails, behaviors that contribute to at-risk academic performance and how to make behavioral changes to improve their grades.
- Students will gain insight as to what they need to do to achieve their academic potential.
- Students will be active participants and that will enhance their motivation to make positive changes.
- Students who have low grades will make changes to improve their grades by early warning.
- Students who are doing well academically will maintain their grades through early warning.

At the end of POW WOW 1, the advisee will:

1. Have a clear understanding of what "at risk" means in the academic setting
2. Be able to identify "at risk" behaviors in the academic setting
3. Be able to state at least 1 behavior that they are willing to change in order to improve their grades and/or maintain satisfactory grades and how they will make that change.
4. Know how to contact their advisor and make appointments to meet with their advisor as needed. Students will meet with their advisor to help improve grades and to maintain satisfactory grades.

Activities will be developed by each Academic Advisor to be conducted for each group meeting.

NOTE: At the end of each POW WOW, advisors will meet to review the outcomes of the POW WOW sessions and come up with improvements for subsequent semesters.

1st POW WOW Attendance-September 5, 2018 at 12:40-1:40 PM

Advisor (*Full time Faculty Members)	Total number of advisees present	Number of Advisees	Percentage (%)
1. Joy Guarin	14	16	88
2. Rhoda Velasquez	16	18	89
3. Jovita	17	18	94

Masiwemai			
4. Robert Yangerluo	12	16	75
5. Raymond Permitez	10	12	83
6. Juliana Waathan	14	18	78
7. Gertrude Mangarwen	13	18	72
8. Cecilia Dibay	14	18	78
9. Debra Roth	15	20	75
Total	125	154	81

Total enrollment- **154**

Number of students attended the 1st POWWOW- **81%**

Number of students who did not attend- **19%**

POW WOW 2

AGENDA

9-19-18 @ 12:40-1:40

Adviser's meeting was held last September 17 at 4-5 PM at the Faculty Center. all advisers were present.

(Prepared by Debra Roth and approved by all advisors with inputs from Dean Lourdes)

Objectives:

- Students will be provided with a supportive environment designed to provide education on "early warning deficiency" and how it relates to their academic performance.
- Students will understand the
- Students will gain insight as to what they need to do to improve their academic performance and/or maintain their current grades.
- In order to help motivate students to make positive changes in relation to their academic performance, students will be active participants in the POW WOW session.
- Students who have low grades will make changes to improve their grades prior to mid-term evaluations.
- Students who are doing well academically will maintain their grades through mid-term evaluations.

At the end of POW WOW 2, the advisee will:

1. have a clear understanding of what "early warning deficiency" means in the academic setting.
2. define "deficiency" and state how it pertains to their academics.

3. state at least (2) behavioral changes they can make in order to improve their grades. For students who are doing well academically, they will state (2) behaviors that they need to continue in order to maintain their current grades.
4. make an appointment to meet with their advisor as needed.

Activities will be developed by each Academic Advisor to be conducted during the POW WOW.

NOTE: At the end of each POW WOW, advisors will meet to review the outcomes of the POW WOW session and come up with improvements for subsequent semesters.

2nd POW WOW Attendance-September 19, 2018 at 12:40-1:40 PM

Advisor (*Full time Faculty Members)	Total number of advisees present	Number of Advisees	Percentage (%)
1. Joy Guarin	15	16	94
2. Rhoda Velasquez	13	18	72
3. Jovita Masiwemai	15	18	83
4. Robert Yangerluo	10	16	63
5. Raymond Permitez	10	12	83
6. Juliana Waathan	14	18	78
7. Gertrude Mangarwen	15	18	83
8. Cecilia Dibay	14	18	78
9. Debra Roth	18	21	86
Total	124	154	81

Total enrollment- **154**

Number of students attended the 2nd POWWOW- **53 %**

STUDENT SURVEY RESULTS
For
POW WOW 2 – Early Warning Deficiency
September 19, 2018
(prepared by Debra Roth)

109 students completed the survey.

- 99% found the POW WOW helpful.
- 95% indicated that the phrase “early warning deficiency” was explained to them.

- 98% indicated that their advisor discussed the importance of improving grades now.
- 99% indicated that their advisor discussed behavioral changes that students can make to improve their grades.
- 100 % indicated that their advisor discussed how to make an appointment to see him/her.
- 50% did not answer question (6) – related to suggestions to improve the POW WOW.
 - 19% answered question (6) with a statement such as “It’s all good.”
 - 12% suggested providing more bread and to provide sodas.
 - 9% answered question (6) with a statement such as “No comment.”

The remaining 10% answered with statements such as: have more activities; have all students present; grades; we played an educational game; be on time **3rd POWWOW Attendance**

POW WOW 3 AGENDA October 17, 2018

Objectives:

- Students will be provided with a supportive environment designed to promote academic success by providing information on how to improve and/or maintain grades from mid-term evaluations to the end of the semester.
- Students will be provided with education on the phrase “mid-term.”
- Students will discuss with their peers and academic advisor behaviors that lead to academic success and how to incorporate those behaviors in their daily lives.
- Students will be provided with information about GPA requirements for FAFSA as a reminder and as a motivation to maintain good grades.
- Students who have low grades will improve their grades by the end of the semester. Students who are performing well academically will maintain their grades throughout the semester.
- Advisors will encourage students to schedule an appointment with them.

At the end of POWWOW 3, the advisee will:

1. Define the term mid-term.
2. Identify 3 behaviors that lead to academic success and an example of how to achieve each of the 3 stated behaviors.
3. State the GPA requirement for FAFSA.
4. Make an appointment with their academic advisor.

Activities will be developed and implemented by each academic advisor to meet the objectives and outcomes.

Refreshments will be provided.

NOTE: At the end of POWWOW 3, advisors will meet to review the outcomes of all three POWWOW sessions for the Fall 2018 semester and to discuss how to make positive changes for the upcoming semester.

ADDENDUM

- **Definition for mid-term:** middle of the term; half of their grade for the semester.
- **Last day to withdraw with a “W” is October 26.** Explain to students that a “W” is better than an “F” because a “W” does not affect their GPA. Remind students to talk to their advisor if they wish to withdraw. Then they will need to obtain a withdrawal form from SS, have it signed and return it to SS.
- **GPA requirements:**
 FAFSA – 2.0
 Yap State Scholarship – 2.5
 National Scholarship – 2.0
- **Academic Probation:** Students whose cumulative GPA falls below 2.0 are placed on academic probation until their GPA is raised to 2.0 or higher, or they are suspended.
- **Academic Suspension:** Students who remain on academic probation for two enrolled semesters (not including summer semester) are placed on academic suspension. After one semester, a suspended student may apply for readmission. Readmission is not automatic and will be granted by the Admissions Board, or for the open admissions programs by the State Campus Dean, on probationary status only when there is evidence that the student will perform satisfactorily.
- **Early registration:** November 5-9.

3rd POW WOW Attendance-October 17, 2018 at 12:40-1:40 PM

Advisor (*Full time Faculty Members)	Total number of advisees present	Number of Advisees	Percentage (%)
1. Joy Guarin	14	16	88
2. Rhoda Velasquez	10	18	56
3. Jovita Masiwemai	15	18	83
4. Robert Yangerluo	5	16	31
5. Raymond Permitez	9	12	75
6. Juliana Waathan	13	18	72
7. Gertrude Mangarwen	8	18	44
8. Cecilia Dibay	7	18	39
9. Debra Roth	15	21	71
Total	96	154	62

Total enrollment- **154**

Number of students attended the 1st POWWOW- **81%**

Number of students attended the 2nd POWWOW- **81%**

Total enrollment- 154

STUDENT SURVEY RESULTS

For

POWWOW 3 – MID-TERM DEFICIENCY

OCTOBER 17, 2018

69 students completed the survey

- 100 % (69/69)of students surveyed found the POWWOW helpful.
- 99% (68/69)of students surveyed reported that their advisor defined the term mid-term.
- 81% (56/69)of students surveyed were able to correctly define “mid-term.”
- 87% (60/69) of students surveyed correctly identified the GPA requirement for FAFSA.
- 68% (47/69) of students surveyed indicated that they made an appointment to meet with their advisor.
 - Reasons for not making an appointment to meet with an academic advisor included the following:
 - (1) Too busy/lazy – 10%(7/69)
 - (2) Not on the deficiency list – 10%(7/69)
 - (3) Students who stated they did not make an appointment but did not list a reason – 10%(7/69)
 - (4) Meet with their advisor on a walk-in basis - 1%
 - (5) Other – 1%

Post POWWOW Meeting (Advisors and Dean Lourdes)

November 9, 2018 at Student Center at 12:40 to 1:40

Recommendations for the improvement of POWWOW

Powwow 1

- One week before the powwow Jovita will do a presentation/training for all advisors on how to engage students and keep them engaged. This will include educational games and/or other fun activities that can be used to engage students during the powwow.
- At least 3 days prior to the powwow, SS staff will post flyers (about the powwow) in each classroom and around campus. Faculty will announce the powwow during their classes.
- At the end of the powwow, students will be reminded of the date for the next powwow.
- Following the powwow, each adviser will meet with his/her advisees who did not attend the powwow.
- Prior to the next powwow SS staff will meet with their advisees as a group to engage in a fun activity. This is aimed to help students feel comfortable with their advisor and lead to students having an increased desire to attend the powwows.

Powwow 2

- SS staff will post flyers for the powwow at least 3 days prior to the powwow. Faculty will announce the powwow during their classes.
- At the end of the powwow, advisors will remind advisees of the next scheduled powwow.
- After the powwow, advisors will meet with their advisees who did not attend the powwow.
- Prior to the next powwow SS staff will meet with their advisees as a group to engage in a fun activity. This is aimed to help students feel comfortable with their advisor and lead to students having an increased desire to attend the powwows.

Powwow 3

- SS staff will post flyers for the powwow at least 3 days prior to the powwow. Faculty will announce the powwow during their classes.
- Other activities will not be scheduled on the same day/time as the powwow as that is believed to be a factor that decreased attendance at powwow 3.
- There will not be any changes regarding where advisees are to go to meet with their advisor as this is a factor that likely resulted in a decrease in attendance at powwow 3.
- After the powwow, advisors will meet with their advisees who did not attend the powwow.

G. Minutes of Faculty Meeting:

Committee or Working Group:	Faculty (Yap Campus)
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Date:	Time:	Location:
Nov. 27, 2018	4:00 p.m.	Faculty Center

Members Present:				
Titles/Reps	Name	Present	Absent	Reason
Acting IC	Joy Guarin	√		
Full-time Faculty	Jovita Masiwemai	√		
Full-time Faculty	Rhoda Velasquez	√		
Full-time Faculty	Raymond Permitez	√		
Full-time Faculty	Robert Yangerluo	√		
Full-time Faculty				
Additional Attendees:				
Agenda/Major Topics of Discussion:				
▪ Students' Awards Day				

- Final Exam
- Reminders
- Graduation
- Others

Discussion of Agenda/Information Sharing:

- **Students' Awards Day**
Deadline for the submission of Most Outstanding, Perfect attendance and most improved will be December 29, 2018. Include the list of students with perfect attendance in the POWWOWs.
- **Final Exam**
Final exam is scheduled on Dec. 11, 12, and 13, 2018. Final Exam schedule was distributed to the faculty.
- **Reminders**

Reminders to all faculty to submit on or before December 14, 2018

1. Final grades in official grading sheets. Make sure all pages are signed by the instructor. Full time faculty to enter grades online.
2. Course Level Assessment of all courses taught this semester will be using the **TRACDAT reporting form**.
3. Copies of Final Exams in all courses taught.
4. Binder/s and Book/s for part time faculty.

Gen Ed. Assessment:

1. EN 120A and B, EN 110- Jovita M
2. MS 100/CA 100- Rhoda V
3. SS 150- Robert Y.
4. ESS 101- Martin Ruwniyol.
5. MS 106- Raymond P.
6. SC 120-Joy G.
7. Fl 101- Serphin I.

Course Level Assessments for all Courses:

All Part time and Full time Faculty

Other Program Assessments

1. Raymond Permitez- All Voc Ed courses
2. Dr. Murukesan K. , Steven Y.U., Dr, Joy G. - AFT
4. ACE Math- Dr. Rhoda V. , ACE English- Jovita M.

- **Graduation**
December 19, 2018, 10:00 AM at Rooms 106-107
- **Others**

Faculty to enter course level assessments in the TRACDAT from December 17-19, 2018.			
Comments/Upcoming Meeting Date & Time/Etc.:			
▪ Next meeting is on January, 2018			
Handouts/Documents Referenced:			
•			
College Web Site Link:			
▪			
Prepared by:	Joy Guarin	Date Distributed:	11-28- 2018

Submitted by: Joy Guarin, Acting IC