

MONTH OF JANUARY 2019 REPORT

DEPARTMENT: INSTRUCTIONAL DEPARTMENT

DATE: FEB. 10, 2019

DATE	UPDATES/EVENTS	DESCRIPTIONS
Jan. 7th	Spring semester begins	❖ The faculty returned to commence with their responsibilities.
	A new classroom for KC	❖ The Director of Education (Chairman, BOD) has granted his permission to KC to utilize another classroom previously used by Kosrae High School (KHS). The new classroom is in the same building where LRC is. Now, all the rooms in that building are now being used by COM-FSM, KC. The new classroom has a new name and it is DRM2. Thanks to Director Tulensru Waguk for understanding our classroom issues. Thanks to VP Oducado too for naming the classroom.
Jan. 8 th -10th	KC registration commenced	❖ Registration at KC commenced on the 8 th of the month with several students showed up to register. During the week, the State Inauguration for the new elected leaders and other community activities took place, therefore hindering many students not to show up for the registration. Registration was extended on the 14 th of January, again few students showed up to register. Instructions for KC commenced on this day.
Jan. 15th	Two applications received for the Education Instructor position	❖ An ad hoc committee was formed to review and interview the two candidates for the position. Both candidates did not send all the required documents therefore were instructed to submit those documents before the dateline.
Jan. 21st	A job offer for Public Health Instructor position announced	❖ A message was received from the HR Office regarding the Public Health Instructor position for KC. The message stated a job offer was made to one of the candidates by the name of Whitney Blum. The candidate is not yet on board.
Jan. 25th	Faculty workload	❖ Faculty workload for Spring 2019 were submitted

		to KC Campus Dean to review and sign.
Jan. 30th	Faculty with Underload	❖ Four faculty members with underload met with the IC to decide on additional work responsibilities to make up for their underload work. Mary Sigrah, Robert Jonas, and Wiggin Sigrah would be doing tutoring and counseling activities with their own students and others who needed assistance. Tara Tara preferred to spend three hours each week helping the farm assistant at the piggery and also assist with tutoring.
Jan. 31st	ICs Meeting	❖ The ICs had their first meeting of the year on the 31 st of the month.
Prepared by:	George Tilfas	Date: 01/12/2019