

**Administrative and Support Units
Assessment Report**

Development and Community
Relations

FY 2011 (10/1/10 – 9/30/2011)

Unit/Office/Program
(X) Formative Assessment
() Summative Assessment

Assessment Period Covered
October 14, 2011
Date Submitted

Administrative Evaluation Question (Use a different form for each evaluation question):

Is the college's endowment fund growth increasing?

First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

Ia. Means of Unit Assessment & Criteria for Success:

FSM FMI Fundraising Plan

Fundraising Scheme: Fish Sales From Fishing Trips

Volunteer Contact Information

- Fishing Students who will conduct the fishing c/o Fishing instructor
- Fishing Instructor and assistant choose fishing sites and supervising students on how to catch and prepare fish c/o College communities
- Engineering assistant instructor and engineering student to ensure that the engine of the ship is running c/o College communication.
- Security to drive students to ship for their fishing trip c/o College communication
- Kasiano and Mathias to coordinate where to sell the fish c/o College communication
- Fishing assistant instructor to supervise students during sale of fish c/o College communication
- Fishing students to sell fish c/o Assistant Fishing Instructor.
- Tom's Store and ACE's Mart stores as second hand sellers of the fish c/o Fishing Instructor

Donor Information

- Faculty and staff - they take advantage of the low prices of the fish. Other places sell fish at \$1.15 per pound.
- Neighbours from Gagil village – to take advantage of the low prices of the fish
- Outer islanders of Yap who live in town – they come and buy fish since they don't have any customary right to fish around Yap main island.
- The fish sold at FMI are just \$1 per pound.
- Tom's Store and ACE's Mart – the stores mark ups still makes their sales competitive with other stores.

Pre Fundraising services

- Fishing students will clean and chill fish after they are caught and have them ready to sale on campus or at Tom's Store and ACE's Mart.
- Fishing students set up chairs, tables, scale at the seaman shelter
- Assistant fishing instructor prepares notes pad to record sales and change fund for the sale.
- Assistant fishing instructor takes fish to ACE's Mart and Tom's store and returns to collect cash after sale.

Target Amount

	\$ 1,000
Total Amount	\$ 2,750

Pre Fundraising Questions

- Who will fish?
- Who ensures that Fishing takes place?
- Who chooses the fishing site and supervises the students?

- Who is responsible for preparing the boat and the fuel?
- Who takes the fishing crew from FMI to the dock?
- Who coordinate where to sell fish?
- Who collect and save the money from the catch?

Description of Fundraising Schemes

- Fishing instructor comes up with float plan and distribute to everybody. The float plan provides all the information regarding the time, transportation, students, instructors, communication and the resources that will be used for the fishing trip.
- Students and instructor goes fishing according to the float plan.
- Fishing Instructor coordinates with Aces Mart, and Tom store for the sale of catch.
- Fishing Instructor collects the money from Aces Mart and Tom store.
- Fishing Instructor plans for other trips until targeted amount is achieved.

Fundraising Timeline

Fall Semester 2010 – Four fishing trips

Useful Resources

- Fishing Instructor, Assistant, and fishing students
- Engineering Instructor, Assistant, and engineering students.
- Owners of Aces Mart and Tom Store

Formative Evaluation

Before the beginning of the Fall semester, the Fishing Instructor and his Assistant will work out their plan for the semester. In their plan, they will include four fishing practical for their students.

A week before the fishing practical will take place, the Assistant Instructor will supervise the fishing students with preparation of their fishing gears. The Fishing Instructor will prepare the float plan and distribute to all divisions. The Fishing Instructor will make arrangement with Aces Mart and Tom store to sell their catch.

The Engineering Instructors will prepare the boat to make sure everything is ready for the trip. An Engineering Instructor with the assistance of the 2nd year Engineering students will check the engine and fuel the boat.

The Fishing Instructor, his Assistant, an Engineering Instructor, and a 2nd. Year Engineering student will go out with the Fishing students for the practical training. The Fishing Instructor will decide the fishing ground. The Fishing students will learn fish handling and steering during the practical trip.

After the trip, the Fishing Instructor will take their catch to either Aces Mart or Tom store to sell. He will take their catch to either one of the stores and weigh them to know the weight. The store will call him after few days to go and collect the money from the catch.

1a. Summary of Assessment Data Collected:

The development of fund raising plans for each local, international and government groups started in 2009. Only FMI- has completed its fund raising plan. Other groups have at least one fund raising scheme with complete planning developed.

1a: Use of Results to Improve Unit Services:

The Development and Community Relations (DCR) will ensure fund raising plans for each group are completed. Given that the new governance structure completely eliminated the Endowment Fundraising Steering Committee and its sub committees, the DCR will find other ways to include others under the former committee structure to participate in fund raising efforts.

Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

1b. Means of Unit Assessment & Criteria for Success:

Sample Chuuk local fund raising minutes:

**College of Micronesia – FSM
Committee (Endowment Fundraising) Minutes Reporting Form**

Committee or Working Group: *Endowment Fundraising Committee- Chuuk Campus*

Date: <i>January 15, 2010</i>	Time: <i>3:30 p.m.</i>	Location: <i>H.R. Spec. office</i>
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Members Present:		Members Absent:
<ul style="list-style-type: none"> ▪ <i>Marylene Bisalen, Chair - P</i> ▪ <i>Mariano Marcus, member-M</i> ▪ <i>Inda Maiji, member-M</i> ▪ <i>Edson Asito, member-C</i> 	<ul style="list-style-type: none"> ▪ <i>Berikita Siver, member-C</i> 	<ul style="list-style-type: none"> <i>Soledad Gozun-Reynoso, prof.</i> <i>Florante Ygana, faculty</i> <i>Lorraine Enlet, SBA repre.</i> <i>Herbert Nario, SBA repre.</i>

Additional Attendees: *Memorina Yesiki-volunteer*

Agenda/Major Topics of Discussion:

- *Memo of appointment dated January 15, 2010*
- *Adoption of Oct. 16, 2009 minutes*
- *Report on the outcome of Nov. 9, 2009 sales of take out lunches*
- *Sharing of system-wide Endowment Fundraising Committee minutes of Nov. 18, 2009*
 - A. *Chuuk Campus goal of \$10,000.00*
 - B. *Comprehensive fundraising plan for Chuuk Campus (deadline of Jan. 31, 2010)*

Discussion of Agenda/Information Sharing:

- *Chairperson opened the meeting with welcome remarks and then redirected the members to the memo of appointment dated Jan. 15, 2010 from Director. The memo were distributed so that all members would have a clear picture of what role they are representing on this Endowment Fundraising Committee. This is in preparation of the accreditation visit.*
- *Adoption of October 16, 2009 minutes were moved and motioned by Edson Asito and seconded by Mariano Marcus.*
- *As to date, the committee does not know the amount of money raised. It will be reported in its next meeting.*

Chairperson shared the minutes of Nov. 18, 2009 of the E/F system-wide committee in regards to the amount of money that each campus needs to raise yearly. During the sharing of information, the chairperson informed all members of its responsibility to come up with a comprehensive plan for Chuuk Campus and submit it to Mr. Saimon by Jan. 31, 2010. A list of activities that the committee came up with during past year's meetings, will be distributed to all members before its next scheduled meeting.

Comments/Upcoming Meeting Date & Time/Etc.:

1b. Summary of Assessment Data Collected:
Fundraising is taking place at all campuses but at different levels. Requests are often made to the DCR office for recommendation on fundraising strategies. Regular updates are received from Chuuk campus.

1b: Use of Results to Improve Unit Services:
DCR to work with other groups to ensure regular feedback on fund raising activities. The abolishment of the current committee structure will need to be taken into consideration.

Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

1c. Means of Unit Assessment & Criteria for Success:

April – June 2011 Monday

Committee	Annual Target	3rd Qtr	%	Year to Date
International	7,250.00	19,701.06	272	19,701.06
Government	7,250.00	0	0	0
Alumni	7,250.00	0	0	0

Kosrae	5,500.00	0	25	1,369.50
Pohnpei	10,000.00	434.19	25	2,485.65
National	47,250.00	1,611.00	15	7,005.90
Chuuk	10,000.00	0	7	678.50
Yap	2,750.00	0	15	407
FSM-FMI	2,750.00	0	4	110

Ic. Summary of Assessment Data Collected:

Funds are being generated through fundraising. The college currently does not have any workable fundraising strategy and no set guidelines are currently available. Regular contribution to the fund comes from employee contribution and interests earned from the college’s investments. The highest amount is generated by the interests earned through the cash investments.

Ic: Use of Results to Improve Unit Services:

Develop an endowment foundation to formalize how funding is raised/ received and distributed.

Fourth Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

Id. Means of Unit Assessment & Criteria for Success:

April – June 2011

Received from	Amount	Payment for
Enipein Pwilidak Community Group	\$3	10% of sale – Health Fair Day
COM-FSM Savings Interest	\$1,8305.06	
Bank of the FSM	\$500	Fun Walk
Caroline Fisheries Corp	\$150	Fun Walk
Moylan’s Insurance	\$1000	Donation
Moylan’s Insurance	\$100	Fun Walk
Pohnpei Campu	\$219.44	Fundraising
Western Central Pacific Fisheries Comm.	\$150	Fun Walk
2011 Fun Walk/Run	\$668	Registration
Jazmin G	\$10	T-Shirt
Bookstore	\$30	T-Shirts
Pohnpei Campus	\$ 214.75	T-Shirts
Kate Dick	\$ 396.00	Orientation
Employee Contributions	\$1,411.00	Biweekly deductions
	Total:	23,157.25

Id. Summary of Assessment Data Collected:

Besides the fundraising by each campus, we also receive fund in the form of sponsorship from different groups.

Id: Use of Results to Improve Unit Services:

Develop an endowment foundation to formalize how funding is raised/ received and distributed. The DCR needs additional staffing to ensure that all the services are met.

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Administrative Evaluation Question (Use a different form for each evaluation question):

Is the Endowment Committee and subcommittee structure functioning as intended under the governance policy?

First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

1a. Means of Unit Assessment & Criteria for Success:

Governance policy implementation evaluation to determine if the committee structure is efficient.

1a. Summary of Assessment Data Collected:

1a: Use of Results to Improve Unit Services:

DCR to work with other groups to ensure regular feedback on fund raising activities. The abolishment of the current committee structure will need to be taken into consideration.

Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

1b. Means of Unit Assessment & Criteria for Success:

**College of Micronesia – FSM
Committee (Endowment Fundraising) Minutes Reporting Form**

Committee or Working Group: *Endowment Fundraising Committee- Chuuk Campus*

Date: January 15, 2010 **Time:** 3:30 p.m. **Location:** H.R. Spec. office

Members Present:		Members Absent:
▪ Marylene Bisalen, Chair - P	▪ Berikita Siver, member-C	Soledad Gozun-Reynoso, prof. Florante Ygana, faculty Lorraine Enlet, SBA repre. Herbert Nario, SBA repre.
▪ Mariano Marcus, member-M	▪	
▪ Inda Maipi, member-M	▪	
▪ Edson Asito, member-C	▪	

Additional Attendees: *Memorina Yesiki-volunteer*

Agenda/Major Topics of Discussion:

- Memo of appointment dated January 15, 2010
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- Sharing of system-wide Endowment Fundraising Committee minutes of Nov. 18, 2009
 - A. Chuuk Campus goal of \$10,000.00
 - B. Comprehensive fundraising plan for Chuuk Campus (deadline of Jan. 31, 2010)
-

Discussion of Agenda/Information Sharing:

- Chairperson opened the meeting with welcome remarks and then redirected the members to the memo of appointment dated Jan. 15, 2010 from Director. The memo were distributed so that all members would have a clear picture of what role they are representing on this Endowment Fundraising Committee. This is in preparation of the accreditation visit.
- Adoption of October 16, 2009 minutes were moved and motioned by Edson Asito and seconded by Mariano Marcus.
- As to date, the committee does not know the amount of money raised. It will be reported in its next meeting.

Chairperson shared the minutes of Nov. 18, 2009 of the E/F system-wide committee in regards to the amount of money that each campus needs to raise yearly. During the sharing of information, the chairperson informed all members of its responsibility to come up with a comprehensive plan for Chuuk Campus and submit it to Mr. Saimon by Jan. 31, 2010. A list of activities that the committee came up with during past year's meetings, will be distributed to all members before its next scheduled meeting.

Comments/Upcoming Meeting Date & Time/Etc.:

1b. Summary of Assessment Data Collected:

Committee minutes are received from steering committee, Chuuk Campus committee and once from the National campus committee. No minutes were received from the other campuses and from the other subcommittees.

1b: Use of Results to Improve Unit Services:

Work with the governance structure of the college to ensure that committees meet as scheduled and minutes are sent to the steering committee.

Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

1c. Means of Unit Assessment & Criteria for Success:

Monthly and quarterly reports to determine accomplishments and developments.

1c. Summary of Assessment Data Collected:

The only monthly and quarterly data available are those that were reported as part of the report

generated by the Director of Development and Community Relations. These reports include whatever information that comes to the office from the Endowment Fundraising Steering Committee and the Chuuk campus committee.

1c: Use of Results to Improve Unit Services:

Work with the governance structure of the college to ensure that committees meet as scheduled and minutes are sent to the steering committee.

Fourth Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

1d. Means of Unit Assessment & Criteria for Success:

1d. Summary of Assessment Data Collected:

1d: Use of Results to Improve Unit Services:

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Administrative Evaluation Question (Use a different form for each evaluation question):

Has the development and distribution through multimedia productions resulted in improved understanding of the college's missions and activities and increase participation in decision making?

First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

Ia. Means of Unit Assessment & Criteria for Success:

Governance policy implementation evaluation to determine if the committee structure is efficient.

Ia. Summary of Assessment Data Collected:

There is currently no baseline data available to assess this criterion.

Ia: Use of Results to Improve Unit Services:

Fully implement the committee structure.

Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

Ib. Means of Unit Assessment & Criteria for Success:

Administrative satisfaction survey to determine if college community feels that it is informed.

Ib. Summary of Assessment Data Collected:

Data still being collected

Ib: Use of Results to Improve Unit Services:

Pending availability of data generated.

Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

Ic. Means of Unit Assessment & Criteria for Success:

News Releases Log

- | | |
|--|-------------------|
| 1. Pohnpei Campus Gear Up proposal is selected for funding | November 16, 2010 |
| 2. College Mourns Passing of Professor Emeritus Segal | January 14, 2011 |
| 3. COM-FSM Board of Regents to Hold Next Meeting in Yap | February 28, 2011 |
| 4. AHEC Funded Program Helps Pohnpei Students | February 28, 2011 |
| 5. Commission Team to Visit College in April | March 16, 2011 |
| 6. Board Accepts COM-FSM President's Resignation | March 21, 2011 |
| 7. College to Implement Job Audit/ Streamlining Recommendations | March 25, 2011 |
| 8. College Delays Job Audit/ Streamlining Recommendations Implementation | March 29, 2011 |

9. College Notifies Occupants of Affected Positions	April 15, 2011
10. COM-FSM Signs MOU with Zhejiang Ocean University	April 14, 2011
11. "Music Magic" at National Campus	April 25, 2011
12. Introduction to Drama: Final Exam Presentation	April 25, 2011
13. Board to Request Supplemental Funding from Congress	May 3, 2011
14. Students Now Have Option to Pay Only \$15 during Registration	May 3, 2011
55. Interim President Accepts Resignation by Vice President	May 4, 2011
16. College Installs Informational Panel at National Campus	May 4, 2011
17. Public Service Announcement [Board Meeting]	May, 9, 2011
18. Instructional Department Holds Workshop for Faculty and Staff	May 12, 2011
19. Dorm Students Attend Retreat at Penieu Island	June 3, 2011
20. Pohnpei Campus Hosts Arboriculturist Training	June 3, 2011
21. PPA Invites COM-FSM students for another Mock Airport Disaster exercise.	June 16, 2011
22. [The Forum Lectures] Pacific Partnership for Education	June 27, 2011
23. Accrediting Commission Places College on Probation	July 1, 2011
24. The Latest Edition of Catalog is Online	July 6, 2011
25. College to Offer New Nursing Program at National Campus	July 6, 2011
26. Interim President Appoints Harriss as new ALO	July 8, 2011
27. FSM-FMI Enrollment Growing	July 27, 2011
28. National Campus is Venue for 27th PEC July Conference	Aug. 9, 2011
29. College Holds Staff Development Day for Kosrae Campus	Aug. 9, 2011
30. Four Complete Agriculture and Natural Resource Management Program	Aug. 9, 2011
31. Old SSSP Building Becomes New Nursing Lab and AHEC Office	Aug. 9, 2011
32. College Installs Backup Power Generator for Classrooms	Aug. 9, 2011
33. Chuuk Campus Director Accepts Doctoral Study Program	Aug 18, 2011
34. Mariana Ben Dereas Completes 2011 HERS Denver Summer Institute	Aug. 24, 2011
35. [The Forum lectures] The National Geodetic Survey and its role in Pohnpei	Aug. 29, 2011
36. College to Hold Town Hall Meeting at National Campus	Sept. 2, 2011
37. Open Forum with presidential candidate Dr. William Philips	Sept. 6, 2011
38. CRE Welcome Researchers from UH Manoa	Sept. 13, 2011
39. Japanese Fishing Company Recruits 4 FMI Graduates	Sept. 13, 2011
40. COM-FSM's McCaffrey Represents FSM in the 2011 World Universiade Games in China	Sept. 13, 2011
41. Japanese High school Students Visit COM-FSM	Sept. 13, 2011
42. JEMCO to Reduce College Compact Education Sector Grant Funding by 74 Percent	Sept. 13, 2011
43. Interim President Inaugurates Open Forum at National Campus	Sept. 15, 2011
44. National Campus Now has New Shuttle	Sept. 15, 2011
45. Indian Ambassador Pays Courtesy Visit to College	Sept. 26, 2011
46. Pohnpei Filipino Organization Awards Scholarship to National Campus Students	Sept. 27, 2011
47. Board Chair Releases Statement on Presidential Search	Sept. 29, 2011

Newsletter Release Log

1. Volume 3 Issue 4; October 2010 - <http://www.comfsm.fm/dcr/newsletter/Volume4Issue4.pdf>
2. Volume 3 Issue 5; Nov. – Dec. 2010 - <http://www.comfsm.fm/dcr/newsletter/Volume3Issue5.pdf>
3. Volume 4 Issue 1; January 2011
4. Volume 4 Issue 2; February 2011 - <http://www.comfsm.fm/dcr/newsletter/Volume4Issue2.pdf>
5. Volume 4 Issue 3; March – April 2011 - <http://www.comfsm.fm/dcr/newsletter/Volume%204%20Issue%203.pdf>
6. Volume 4 Issue 4; May 2011 – <http://www.comfsm.fm/dcr/newsletter/Volume%204%20Issue%204.pdf>
7. Volume 4 Issue 5; June – July 2011 – <http://www.comfsm.fm/dcr/newsletter/Volume4Issue5.pdf>
8. Volume 4 Issue 6; Aug – Sept 2011 – <http://www.comfsm.fm/dcr/newsletter/Volume4Issue6.pdf>

College Business Cards

1. Interim President – Ringlen Ringlen
2. VP CRE – Jim Currie
3. Instructor – Brian Lynch
4. ALO – Frankie Harriss
5. VPIA – Jean Thoulag
6. IRPO Director – Jimmy Hicks

7. VPAS – Joe Habuchmai
8. Instructor – Mariana Ben Dereas
9. Instructor – Yoriko Tanigawa
10. Business Office Manager – Pelma Palik
11. OAR – Joey Oducado
12. Nurisng Program – Kathy Benjamin
13. Comptroller – Danny Dumantay
14. IRPO – Raleigh Welly
15. IRPO – Francis Alex

Posters / Announcements / Greeting Cards / Fliers

- | | |
|--|----------------|
| 1. V-Day Poster & Program Flier | Feb. 2011 |
| 2. Theatre Presentation | July 2011 |
| 3. Farewell Greeting Card for Spensin James | July 2011 |
| 4. Presidential Announcement Poster | August 2011 |
| 5. Nursing Program Open House Announcement & Program Flier | September 2011 |
| 6. Nursing Program Open house Invitation Card | September 2011 |
| 7. Town Hall Meeting Poster | September 2011 |
| 8. March Musical Interlude Poster | March 2011 |
| 9. ACCJC Invitation Card (Dinner at The Village) | April 2011 |
| 10. Theatre Presentation | December 2010 |
| 11. Peer Counseling Brochure | August 2011 |
| 12. Mid-Term Musical Respite | October 2011 |
| 13. Christmas Card Competition Poster | October 2011 |
| 14. Zhejiang University Dinner Invitation Card | April 2011 |

Catalog

2011 – 2013 General Catalog - <http://www.comfsm.fm/publications/index.html>

Ic. Summary of Assessment Data Collected:

Only information about publications generated or reviewed by the Development and Community Relations office is available. A website for the DCR is currently available with lists of publications by the office (see <http://www.comfsm.fm/dcr/camppub.html>). Other publications are also available online at www.comfsm.fm/publications/index.html. Other publications are in circulation but no data available to determine their quantity and distributions.

Ic: Use of Results to Improve Unit Services:

The DCR will ensure that it publishes the Newsletter monthly instead of bi-monthly. To ensure that this is accomplished, the DCR will require additional staffing that can dedicate more time to the development of the newsletter and other campus publications.

Fourth Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

Id. Means of Unit Assessment & Criteria for Success:

Id. Summary of Assessment Data Collected:

Id: Use of Results to Improve Unit Services: