



COLLEGE OF MICRONESIA - FSM

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Office of the Vice President for Student Services

July 10, 2012

MEMORANDUM

TO: Director of Student Life
FROM: Vice President for Student Services
SUBJECT: Improvement Plan

Ongoing concerns and problems in the residence halls and student life as a whole must be addressed immediately to assure quality of service to our students. The following steps and actions must be taken:

Area of Improvement	Steps	Timeline
1. Communicate and confer regularly with student life staff	Conduct biweekly meetings with agenda and minutes with staff and communicate actions and issues discussed and provide copies of agenda and minutes with VPSS. Minutes should be submitted 3 days after each meeting.	July 16, 2012
2. Communicate with residence halls students regarding Student Life Programs	Conduct monthly meetings agenda and minutes with all residents and communicate actions and issues taken and discussed and provide copies of agenda and minutes with VPSS. Minutes should be submitted 3 days after each meeting	August 1, 2012

3. Do Assessment of Student Learning Outcomes	Conduct assessment on a regular basis (Worksheet 1, 2, & 3)	Summer 2012
4. Student Life Program is not working. VPSS and Director of Student Life need to work and collaborate with faculty and staff to fix it.	<ul style="list-style-type: none"> a. Complete Student Life Plan by including all the year-round program of activities into the plan from all campuses b. Form an inspection team and an incentive program to inspect and encourage the residents to keep the rooms clean at all times. c. Draft a plan regarding inspection team and incentive program and submit to VPSS. 	<p>July 16, 2012</p> <p>July 23, 2012</p> <p>August 15, 2012</p>
5. Reporting of Policy violations	Report all policy violations in the residence halls and provide such report to Chief of Security and VPSS daily.	July 16, 2012
6. Improve attendance	<ul style="list-style-type: none"> a. You must sign in and out everyday. Time sheet is located in VPSS office b. On duty student life staff must sign in and out daily. Time sheets are located in the Residence Halls office. c. Complete a daily log sheet regularly. 	<p>July 16, 2012</p> <p>July 16, 2012</p> <p>July 16, 2012</p>
7. Develop a Resident Assistant (RA) Plan	<ul style="list-style-type: none"> a. Work with the Advisory Council to develop and implement a Resident Assistant Plan. b. Provide a plan of activity with specific timeline regarding the RA Plan 	<p>August 31, 2012</p> <p>August 31, 2012</p>
8. Oversee Student Government Elections and Club Activities	Organize the Student Body Association and hold elections during the last week of August every academic year. You may	August 31, 2012

	delegate this to other student services staff. Report to be submitted to VPSS following the election. This includes all the SBA election results from other campuses.	After SBA Election
9. Deal with a variety of problems regarding students that arise on a daily basis in the residence halls and on campus.	Being proactive and creative in addressing a variety of issues in the in the residence halls and on campus and report such issues to the VPSS during the biweekly meetings.	July 16, 2012
10. Maintenance and cleanliness of residence halls	a. Assure that residence halls are cleaned and maintained at all times b. Provide a plan on how to maintain cleanliness	July 16, 2012 July 16, 2012

The above issues will be evaluated at the end of October 2012.

By signing below, you acknowledge that you have read and agreed to comply with the steps and the intentions of this memorandum.

Reedson Abraham

Date: