



---

## COLLEGE OF MICRONESIA-FSM

P.O. Box 159

Kolonia, Pohnpei FM 96941

Phone: 691-320-2480 X144 Fax: 691-320-2479 Email: rperkins@comfsm.fm

---

*Assessment Coordinator and Assistant  
Accreditation Liaison Officer*

October 21, 2013

### MEMORANDUM

TO: Frankie Harris, Vice President for Institutional Effectiveness and Quality Assurance

FROM: Christopher Ross Perkins, Assessment Coordinator and Assistant ALO

SUBJECT: 8 October 2013-18 October 2013 Trip Report Yap campus, FMI and Chuuk campus

Dear VP Harris,

Below you will find my trip report from Yap campus, FMI and Chuuk campus. This trip focused on Tracdat training, ISLO assessment, General Education assessment and tracking student learning/ engagement.

---

October 8-9: Travel and arrival in Yap.

### October 9, 2013

#### **TracDat Training, Yap Campus Computer Lab**

From 9:30am – 12:00 pm, TracDat training session with Yap Campus & FMI Staff in the Yap campus computer lab.

Training Outcomes:

- #1: Acquire basic knowledge of Tracdat as a tool for assessment.
- #2: Understand staff's responsibility for inputting data into Tracdat.

Handouts: [http://wiki.comfsm.fm/Assessment\\_Coordinator\\_and\\_Assistant-ALO](http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO)

Email example handout

Administrative unit handout

Program assessment handout

17 Attendants:

<u>Name</u>	<u>Campus</u>	<u>Position</u>
1. Augustino Sanemai	FMI	Placement & Recruiter
2. Christopher Igem	FMI	Maintenance Worker II
3. Alice Pagal	FMI	Library Assistant IV
4. Lourdes Roboman	YC	Dean

5. Matthias Ewarmai	FMI	Director
6. Joy Guarin	YC	Acting IC
7. Susan Guarin	YC	Librarian
8. Pius A. Mirey	YC	IT
9. Regina Faimua	FMI	Secretary
10. Teresa Filepin	YC	Upward Bound
11. Cecilia Dibay	YC	SSC
12. Fidelia Gilmar	YC	Admin Assistant
13. Arnold Say	FMI	IT
14. Clotilda Dugwen	FMI	Fiscal officer
15. Rosemary Manna	YC	Fiscal officer
16. Moses Faimau	YC	Maintenance Supervisor
17. Steven Young-Uhk	YC	CRE Coordinator

### **TracDat Training, Yap Campus computer lab**

From 12:40pm-1:40pm training session with Yap Campus faculty on TracDat in Yap campus computer lab.

Training Outcomes:

- #1: Acquire basic knowledge of Tracdat as a tool for assessment.
- #2: Understand staff's responsibility for inputting data into Tracdat.

Handouts: [http://wiki.comfsm.fm/Assessment\\_Coordinator\\_and\\_Assistant-ALO](http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO)

Email example handout

Program assessment handout

7 Attendants:

#### **Name**

- |                     |                     |
|---------------------|---------------------|
| 1. Joy Guarin       | 5. Joseph Aliberti  |
| 2. Rosa Tacheliol   | 6. Bob Yangerluo    |
| 3. Raymond Permitez | 7. Jovita Masiwemai |
| 4. Rhoda Velasquez  |                     |

### **Tracking SLO & Student Engagement, Classroom #1**

3:00pm – 5:00 pm, Training session on Tracking CLOSs and Students Engagement (CSLOs) with Yap Campus Faculty in classroom #1.

Training Outcomes:

- #1: Acquire working knowledge of tracking SLOs.
- #2: Acquire working knowledge of how to engage students with CSLOs.

Handouts: [http://wiki.comfsm.fm/Assessment\\_Coordinator\\_and\\_Assistant-ALO](http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO)

7 Attendants:

#### **Name**

- |                     |                     |
|---------------------|---------------------|
| 1. Joy Guarin       | 5. Joseph Aliberti  |
| 2. Rosa Tacheliol   | 6. Bob Yangerluo    |
| 3. Raymond Permitez | 7. Jovita Masiwemai |
| 4. Rhoda Velasquez  |                     |
- 

**October 10, 2013**

**TracDat Training (continued), Yap Campus Computer Lab**

From 9:00am – 10:00 pm, TracDat training session with Yap Campus staff in the Yap campus computer lab. This training was a continuation from October 9, 2013.

The training was focused on FY13-14 assessment plan and the process for inputting the information into TracDat. Some discussion was held on closing the loop for FY 12-13.

Handouts: [http://wiki.comfsm.fm/Assessment\\_Coordinator\\_and\\_Assistant-ALO](http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO)

Email example handout

Administrative unit handout

8 Attendants:

**Name**

- |                    |                       |
|--------------------|-----------------------|
| 1. Joy Guarin      | 5. Gertrude Mangarwen |
| 2. Lourdes Roboman | 6. Pius Mirey         |
| 3. Rosemary Manna  | 7. Teresa Filepin     |
| 4. Susan Guarin    | 8. Cecilia Dibay      |

**TracDat Training, FMI Library**

From 10:30 am – 11:45 am, TracDat training session with FMI faculty and staff in the FMI library.

Training Outcomes:

#1: Acquire basic knowledge of Tracdat as a tool for assessment.

#2: Understand staff and faculty responsibility for inputting data into Tracdat.

Handouts: [http://wiki.comfsm.fm/Assessment\\_Coordinator\\_and\\_Assistant-ALO](http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO)

Email example handout

Administrative unit handout

Program assessment handout

11 Attendants:

**Name**

- |                     |                        |
|---------------------|------------------------|
| 1. Alice Pagal      | 7. Alvin Sinem         |
| 2. Arnold Say       | 8. Alex Raiuklur       |
| 3. Regina Faimau    | 9. Joseph Falmed       |
| 4. Clotilda Dugwen  | 10. Penijamini Nailati |
| 5. Michael Mailuw   | 11. Matthias Ewarmai   |
| 6. Christopher Igem |                        |

**Program Assessment & ISLO Assessment and Tracking SLO & Student Engagement, FMI faculty, Engineer Classroom**

From 2:00pm – 5:00pm, training session with FMI faculty on Program Assessment & ISLO Assessment and Tracking CSLOs & Student Engagement in the Engineering Classroom.

Training Outcomes:

#1 Understand the linkage process for CSLOs and ISLOs.

#2 Understand the process for program assessment

Handouts: [http://wiki.comfsm.fm/Assessment\\_Coordinator\\_and\\_Assistant-ALO](http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO)

6 Attendants:

Name

- |                   |                       |
|-------------------|-----------------------|
| 1. Michael Mailuw | 4. Joseph Falmed      |
| 2. Alvin Sinem    | 5. Penijamini Nailati |
| 3. Alex Raiuklur  | 6. Matthias Ewarmai   |

**October 11, 2013**

**General Education Assessment, Yap computer lab**

From 12:40pm- 1:40pm, training session with Yap Campus' General Education faculty in the Yap campus computer lab

Name

- |                     |                     |
|---------------------|---------------------|
| 1. Joy Guarin       | 5. Joseph Aliberti  |
| 2. Rosa Tacheliol   | 6. Bob Yangerluo    |
| 3. Raymond Permitez | 7. Jovita Masiwemai |
| 4. Rhoda Velasquez  |                     |

**Program Assessment and ISLO Assessment, Classroom #1**

From 3:00pm- 5:00pm, training session with Yap Campus' faculty in classroom #1

Handouts: [http://wiki.comfsm.fm/Assessment\\_Coordinator\\_and\\_Assistant-ALO](http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO)

**Name**

- |                     |                     |
|---------------------|---------------------|
| 1. Joy Guarin       |                     |
| 2. Rosa Tacheliol   | 5. Joseph Aliberti  |
| 3. Raymond Permitez | 6. Bob Yangerluo    |
| 4. Rhoda Velasquez  | 7. Jovita Masiwemai |

---

---

October 13, 2013: Travel and arrival in Chuuk.

**October 14, 2013**

**TracDat Training, Chuuk Campus Computer Lab #2**

From 3:00pm to 5:00pm, TracDat training session with faculty and staff of Chuuk campus, computer lab #2.

Training Outcomes:

- #1: Acquire basic knowledge of Tracdat as a tool for assessment.
- #2: Understand staff's responsibility for inputting data into Tracdat.

Handouts: [http://wiki.comfsm.fm/Assessment\\_Coordinator\\_and\\_Assistant-ALO](http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO)

Email example handout

Administrative unit handout

Program assessment handout

21 Attendants:

**Name:**

1. Virginia Mamangon
2. Marylene Bisalen
3. Atkin Buliche
4. Benjamin Akkin
5. Mike Abbe
6. Kersweet Asito
7. Calvin Assito
8. Marcelly Mariano
9. Memorina Yesiki
10. Danie A. Mamangon
11. Lolita N. Ragus
12. Alton Higashi

**Position**

SSI-PCC  
HR. Spec  
Bus/Comp  
Maintenance  
Coordinator, CRE  
LRC  
CRE  
SSD/SH  
FAO/Acting SSC  
Math/Science  
CRE  
ED/SS

13. Tandy H. Marar	OARR
14. Macleen Remit	Admin
15. Genevy Samuel	ED/SS
16. John Dungawin	IT
17. Ben Bambo,Sr.	Business
18. Kind Kanto	Dean
19. Lynn Sipenuk	LangLit/Sci
20. Rick Chiwi	Lang-Lit
21. Roger Arnold	Business Instructor

---

## October 15, 2013

### **Program Assessment and ISLO Assessment, Chuuk Computer Lab #2**

From 3:00pm to 5:00pm, Program Assessment and ISLO Assessment training session with faculty and staff of Chuuk campus, computer lab #2.

Training Outcomes:

#1 Understand the linkage process for CSLOs and ISLOs.

#2 Understand the process for program assessment

Handouts: [http://wiki.comfsm.fm/Assessment\\_Coordinator\\_and\\_Assistant-ALO](http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO)

15 Attendants:

#### **Name**

- |                    |                       |
|--------------------|-----------------------|
| 1. Atkin Buliche   | 9. Rick Chiwi         |
| 2. Memorina Yesiki | 10. Jothy John        |
| 3. Lolita N. Ragus | 11. Deva Senarathgoda |
| 4. Alton Higashi   | 12. Mike Abbe         |
| 5. Genevy Samuel   | 13. Roger Arnold      |
| 6. Ben Bambo,Sr.   | 14. Calvin Assito     |
| 7. Kind Kanto      | 15. Muity Nolan       |
| 8. Lynn Sipenuk    |                       |

---

## October 16, 2013

### **Faculty & Staff Senate meeting, Chuuk campus' Counseling Conference Room**

From 12:00pm to 1:00pm, Faculty & Staff Senate meeting with faculty and staff of Chuuk campus, counseling conference room.

**See Chuuk FSS Meeting minutes *add wiki link***

## **Tracking SLO and Student Engagement, Chuuk Computer Lab #2**

From 3:00pm to 5:00pm, Tracking SLO and Student Engagement training session with faculty of Chuuk campus, computer lab #2.

Training Outcomes:

#1: Acquire working knowledge of tracking SLOs.

#2: Acquire working knowledge of how to engage students with CSLOs.

Handouts: [http://wiki.comfsm.fm/Assessment\\_Coordinator\\_and\\_Assistant-ALO](http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO)

13 Attendants:

### **Name**

- |                      |                       |
|----------------------|-----------------------|
| 1. Atkin Buliche     | 8. Kind Kanto         |
| 2. Memorina Yesiki   | 9. Lynn Sipenuk       |
| 3. Danie A. Mamangon | 10. Rick Chiwi        |
| 4. Lolita N. Ragus   | 11. Jothy John        |
| 5. Alton Higashi     | 12. Cecile Oliveros   |
| 6. Genevy Samuel     | 13. Deva Senarathgoda |
| 7. Ben Bambo,Sr.     |                       |

---

**October 17, 2013**

## **General Education Assessment, Chuuk Computer Lab #2**

From 3:00pm to 5:00pm, General Education Assessment training session with faculty and staff of Chuuk campus, computer lab #2.

Training Outcomes:

Handouts: [http://wiki.comfsm.fm/Assessment\\_Coordinator\\_and\\_Assistant-ALO](http://wiki.comfsm.fm/Assessment_Coordinator_and_Assistant-ALO)

13 Attendants:

- |                      |                       |
|----------------------|-----------------------|
| 1. Atkin Buliche     | 12. Cecile Oliveros   |
| 2. Memorina Yesiki   | 13. Deva Senarathgoda |
| 3. Danie A. Mamangon |                       |
| 4. Lolita N. Ragus   |                       |
| 5. Alton Higashi     |                       |
| 6. Genevy Samuel     |                       |
| 7. Ben Bambo,Sr.     |                       |
| 8. Kind Kanto        |                       |
| 9. Lynn Sipenuk      |                       |
| 10. Rick Chiwi       |                       |
| 11. Jothy John       |                       |

---

---

The following is the survey used to evaluate the effectiveness of the trainings. I evaluated the TracDat trainings and the Assessment trainings separately.

### **Evaluation Form**

I am a:       Faculty               Staff               Other

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge learned.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The training objectives for each topic were identified and followed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The trainer was knowledgeable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The quality of instruction was good.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The trainer met the training objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Class participation and interaction were encouraged.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Adequate time was provided for questions and discussion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. How do you rate the training overall?					
Excellent	<input type="radio"/>				
Good		<input type="radio"/>			
Average			<input type="radio"/>		
Poor				<input type="radio"/>	
Very poor					<input type="radio"/>
11. What aspects of the training could be improved?					
12 Other comments?					



## Training Survey Results:

### Yap/ FMI Campus TracDat Training

	SA		Agree		netural		Disagree		SD	
Question #1	6	27.3%	13	59.1%	3	13.6%	0	0.0%	0	0.0%
Question #2	7	31.8%	13	59.1%	2	9.1%	0	0.0%	0	0.0%
Question #3	10	45.5%	11	50.0%	1	4.5%	0	0.0%	0	0.0%
Question #4*	12	57.1%	8	38.1%	1	4.5%	0	0.0%	0	0.0%
Question #5	13	59.1%	9	40.9%	0	0.0%	0	0.0%	0	0.0%
Question #6	10	45.5%	12	54.5%	0	0.0%	0	0.0%	0	0.0%
Question #7	9	40.9%	13	59.1%	0	0.0%	0	0.0%	0	0.0%
Question #8	9	40.9%	12	54.5%	1	4.5%	0	0.0%	0	0.0%
Question #9	11	50.0%	11	50.0%	0	0.0%	0	0.0%	0	0.0%
		44.2%		51.7%		4.0%		0.0%		0.0%
Question #10	excellent		Good		average		poor		very poor	
Question #11	11	50.0%	11	50.0%	0	0.0%	0	0.0%	0	0
Question #12										

### Yap Campus/ FMI Assessment

	SA		Agree		netural		Disagree		SD	
Question #1	4	30.8%	5	38.5%	4	30.8%	0	0.0%	0	0.0%
Question #2	7	53.8%	4	30.8%	2	15.4%	0	0.0%	0	0.0%
Question #3	6	46.2%	7	53.8%	0	0.0%	0	0.0%	0	0.0%
Question #4	6	46.2%	6	46.2%	1	7.7%	0	0.0%	0	0.0%
Question #5	7	53.8%	6	46.2%	0	0.0%	0	0.0%	0	0.0%
Question #6	6	46.2%	7	53.8%	0	0.0%	0	0.0%	0	0.0%
Question #7	6	46.2%	7	53.8%	0	0.0%	0	0.0%	0	0.0%
Question #8	4	30.8%	7	53.8%	2	15.4%	0	0.0%	0	0.0%
Question #9	6	46.2%	7	53.8%	0	0.0%	0	0.0%	0	0.0%
		0.0%		0.0%		0.0%		0.0%		0.0%
Question #10	excellent		Good		average		poor		very poor	
Question #11	6	46.2%	7	53.8%	0	0.0%	0	0%	0	0.0%
Question #12										

Chuuk Campus	TracDat Training									
	SA		Agree		netural		Disagree		SD	
Question #1	8	38.1%	11	52.4%	2	9.5%	0	0.0%	0	0.0%
Question #2	6	28.6%	9	42.9%	3	14.3%	2	9.5%	0	0.0%
Question #3	9	42.9%	11	52.4%	1	4.8%	0	0.0%	0	0.0%
Question #4	7	33.3%	10	47.6%	2	9.5%	2	9.5%	0	0.0%
Question #5	15	71.4%	6	28.6%	0	0.0%	0	0.0%	0	0.0%
Question #6	7	33.3%	14	66.7%	0	0.0%	0	0.0%	0	0.0%
Question #7	10	47.6%	8	38.1%	3	14.3%	0	0.0%	0	0.0%
Question #8	6	28.6%	13	61.9%	2	9.5%	0	0.0%	0	0.0%
Question #9	4	19.0%	13	61.9%	2	9.5%	2	9.5%	0	0.0%
		38.1%		50.3%		7.9%		3.2%		
	excellent		Good		average		poor		very poor	
Question #10	10	47.6%	11	52.4%	0	0.0%	0	0%	0	0.0%
Question #11										
Question #12										

Chuuk Campus	Assessment Training									
	SA		Agree		netural		Disagree		SD	
Question #1	6	46.2%	6	46.2%	1	7.7%	0	0.0%	0	0.0%
Question #2	8	61.5%	4	30.8%	1	7.7%	0	0.0%	0	0.0%
Question #3	7	53.8%	6	46.2%	0	0.0%	0	0.0%	0	0.0%
Question #4	5	38.5%	8	61.5%	0	0.0%	0	0.0%	0	0.0%
Question #5	9	69.2%	4	30.8%	0	0.0%	0	0.0%	0	0.0%
Question #6	7	53.8%	6	46.2%	0	0.0%	0	0.0%	0	0.0%
Question #7	8	61.5%	5	38.5%	0	0.0%	0	0.0%	0	0.0%
Question #8	7	53.8%	6	46.2%	0	0.0%	0	0.0%	0	0.0%
Question #9	7	53.8%	5	38.5%	1	7.7%	0	0.0%	0	0.0%
		54.7%		42.7%		2.6%		0.0%		
	excellent		Good		average		poor		very poor	
Question #10	8	61.5%	5	38.5%	0	0.0%	0	0%	0	0.0%
Question #11										
Question #12										

### Comments from surveys (questions 11 and 12):

More time for questions x3  
 More hands on work x4  
 Copies of trainings (via wiki) x2  
 More focused trainings in the future x3  
 Follow-up trainings x3  
 Helped with confusion

---

Departed Chuuk on October 20, 2013 and arrived in Pohnpei at approximately 1:00am.

Due to typhoon Francisco I was unable to depart on October 18, 2013.

---

Additional activities while in Chuuk:

#### October 14, 2013

From 12:00pm-1:00pm sat in on Chuuk campus meeting on communications with David Adams.

#### October 15, 2013

From 10:00am-11:00am sat in on focus group for publication manual with David Adams.

Attended regular meetings while in Chuuk: EC and CPWG

Sincerely,

A handwritten signature in black ink, appearing to be 'CR Perkins', written over a horizontal line.

Christopher Ross Perkins  
Assessment Coordinator and Assistant ALO

Cc: Kind Kanto  
Lourdes Roboman