



# COLLEGE OF MICRONESIA-FSM

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April 10, 2016

## MEMORANDUM

TO: Karen Simion, Vice President of Instructional Affairs

SUBJECT: Monthly Report, March 2016

This report outlines activities for campus libraries at the College of Micronesia-FSM during the month of March 2016.

### PERSONNEL:

- A request for reclassification for Edson Asito of Chuuk campus LRC/MITC was completed and submitted to VPIA and HR office for review and processing.

### ACTIVITY HIGHLIGHTS:

#### *State Campuses*

- Chuuk campus LRC staff participated in the workshop March 24, 2016 conducted by Mr. Alton Higashi and Mr. Atkin Buliche. Mr. Higashi's presentation was on Writing Committee Minutes and Rewriting Duties and Responsibilities as SLOs and Mr. Buliche was on Power Point Presentation. Mr. Edson Asito left to the Mortlocks on March 24, 2016 to administer the COMET.
- Mr. Robert Jonas' brought 12 of his English class students to do research in the Kosrae campus LRC.
- Pohnpei campus LRC received 6 boxes of donated books from Micronesian Bible College and 17 donated books from the National campus LRC. The Follett server is now working well, except for the OPAC station work. IT expert from National campus is still working on the OPAC computer for student use. The ACCJC visiting team came and tour LRC, assisted by Director Jack and Maintenance Director Mendiola. LRC staff was interviewed with accreditation team member, Chenu-Campbell, regarding LRC resources and services available for students.
- Yap campus LRC received 4 books and 3 music CDs from the Chinese Delegation as well as a complimentary copy of the book titled *Children of Chuuk Lagoon* from Mary Spencer. Librarian gave a presentation on the *Use of the Yap-LRC OPAC and the COM-FSM WebOPAC* to faculty and staff during the Staff Development Day of Yap Campus and FSM-FMI, March 23, 2016 at the Computer Lab. She also visited FSM-FMI Library on March 8, 2016 and checked with Denise Oen and some faculty on books to weed to free some space to accommodate at least two computers. An inventory of the list of books for FMI was emailed to Denise. Pertinent library data (accreditation documents) was submitted to Jennifer Helieisar: Collection Statistics Report, Periodical Count Report, and FY

2015 Expenses for Books and Periodicals (Statement of expenses from Rosemary Manna). She completed the core values survey on March 18.

### *National Campus*

- Director and professional librarians were interviewed by a few of the accreditation team members during their visit the week of March 14-18.
- Reference librarian prepared brochures for Circulation information and LRC Collection and services and submitted her report of the Library Instruction Survey for spring 2015.

## **TOPICS RESEARCHED:**

### CHUUK (2)

1. Suicide
2. Tobacco

### NATIONAL (18)

1. Agriculture aquaculture
2. Algebra
3. America's tenure as a colonial power
4. Chamorro language and how it benefit those knowing this language
5. Children literature
6. Chinese culture
7. Environmental science
8. General Chemistry
9. German tenure as a colonial power
10. Japan tenure as a colonial power
11. Math lesson plans
12. Micronesian culture
13. Navigation in the Marshall islands and the benefit of knowing the stick chart
14. Pohnpei state constitution and its benefits on the people of Pohnpei
15. Pollution
16. Science experiments
17. Sokehs rebellion and how it started
18. Spain tenure as a colonial power

### POHNPEI (6)

1. Ethnobotany
2. How to retrieve articles from EBSCO
3. Lee Child (author)
4. Online websites for Pacific materials
5. Pohnpeian dictionary
6. Pohnpeian plants

### YAP (28)

1. Abortion
2. Agricultural plants
3. Betel nut uses, history and effects
4. Body systems and functions
5. Careers/Jobs
6. Digestion in humans
7. Drug abuse in teens
8. Flowers: types
9. Food chain and food web
10. Futuristic drawings
11. Importation in Yap
12. India: maps; population
13. India's caste system
14. Kin groups in Yap
15. Micronesian tattoo history
16. My plate/ Food guide pyramid
17. Papua New Guinea : life and people
18. Poems
19. Sexually transmitted diseases
20. Success and failure in college
21. Teen marriage/Teenage mothers
22. Teen pregnancy
23. Teen smoking
24. Tonga
25. Transitional phrases
26. Videogames
27. Vocabularies/Synonyms
28. World population

## STATISTICS:

### Programs/Services

	CC	KC	NC	PC	YC	TOTAL
Patrons usage	7273	1151	14089	1867	975	25355
Reserve materials	12	0	24	0	23	59
Materials circulated	120	47	378	73	581	1199
Visitor usage	11	0	53	9	3	76

### Computer Usage

	CC	KC	NC	PC	YC	TOTAL
TOTAL Use	1454	605	4323	550	455	7387
Computer Assists	4	0	52	32	6	94

### Reference Encounters

	CC	KC	NC	PC	YC	TOTAL
Reference encounters	7	40	72	6	13	138

### Collection Development

	CC	KC	NC	PC	YC	TOTAL
Total volumes	12148	2279	69271	5165	10498	99361
New Acquisitions	12	0	3	12	0	27
Cataloged	34	26	176	11	0	247
Donations	22	0	1	49	5	77
Serials	0	26	82	12	0	120
Withdrawn	0	0	101	0	0	101
Gov Docs			118			

### Inter-Library Loan

	NC
ILL sent	0
ILL received	0

### MITC National

Audiovisual materials records updated	3
COM meetings/workshops in MITC Rooms	10
COM Video Coverage	4
Digital Photos	283
Equipment checked out	6
ID production	100
ID photos	108
ID (meal card) laminated	20
ID re-print due lost or damage	8
Lamination for posters	14
Manual video check out	5
Non COM-FSM video coverage	2
Number of classes held in MITC	25

PDL: scan files	341
Scan documents for students	7
Total fees collected for ID cards	40.00
Video conversion	10
Video Showing for classes in MITC Rooms	20
Viewing in Booths	15
Work-study hours	96

## LIBRARY INSTRUCTION:

Module	Class/Instructor	No. of Students	Date/Time	Campus
Library research	English: Robert Jonas	12		Kosrae
The Yap-LRC OPAC and the WebOPAC-Hands-on	SC 120: Joy Guarin	22	3/7/16 8:30-9:20	Yap
The Yap-LRC OPAC and the WebOPAC-Hands-on	SC 111: Joy Guarin	18	3/7/16 9:30-10:25	Yap
The Yap-LRC OPAC and the WebOPAC-Hands-on (1)	EN 120a: Jovita Masiwemai	14	3/28/16 12:10-12:30	Yap
The Yap-LRC OPAC and the WebOPAC-Hands-on (2)	EN 120a: Jovita Masiwemai	13	3/30/16 12:00-12:45	Yap
	<b>TOTAL</b>	<b>79</b>		

## WORK STUDY:

Campus: WS Students	Hours Earned
Chuuk: 2	80
National: 9	228.5

## PROFESSIONAL/COMMUNITY SERVICE:

### *State Campuses*

- Pohnpei campus librarian attended the open forum at the student services center by the ACCJC visiting team.
- Yap campus librarian attended a management team meeting on March 4, an open Forum with Dr. Rosenthal, ACCJC accreditation team chairperson, March 9, an all-campus meeting on March 16, 2016 at which she shared results of the pretests and posttests of the library instruction given during the first month of the semester and encouraged students to visit the library for the hands-on experience with the OPAC.

### *National Campus*

- Julia Martin attended HRC regular meetings for the month, prepared and sent the HRC meeting minutes, and attended Lady Sharks meetings.
- Karleen attended two RAR meetings, one Senate meeting and a Founding Day committee meeting during month of March.

- Juvel Recana participated in the accreditation interview for the LRC and ICT Committee during ACCJC visit last March 15, 2016, and attended the ICT monthly meeting last March 8, 2016, agenda below.

Agenda:

A request for an upgrade to WIFI speed, Shaun reported that not all of the requested equipment has arrived. He said the new equipment will not be installed until after the ACCJC visit. It was mentioned that the current limit of 3 megabytes for email attachments will be maintained due to low bandwidth at state sites. The deadline for updating the TORs is September of 2016.

**CONCERNS/COMMENTS/ SUGGESTIONS:**

None to report at this time.

Respectfully submitted by,



Jennifer Helieisar  
Director, Learning Resources Center

cc : All campus librarians