



COLLEGE OF MICRONESIA – FSM

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Date: September 5, 2018

To: Maria Dison
Dean of Academic Programs

From: Joseph Felix, Jr.
Instructional Coordinator, National Campus

Re: Monthly Report for August 2018

Maria,

Below you will find my monthly report for August 2018:

Meeting with Divisions

- Had met two divisions – Business Administration and Social Science last month and will be meeting with the other 4 divisions as soon as possible; I have planned to meet each division twice – at the beginning and at end; this way to sort out any issues that may need to resolve prior to semester and at end of semester, for reflection and assessment purposes

Student Evaluation

- Had tallied Spring 2018 student evaluation and emailed the instructors; meeting individually for reflections on highlights and shortcomings, if any, and provide an improvement plan

Course outlines

- Have met with some instructors and will meet with the rest of the instructors to agree on timelines for course outline updates and modifications
 - Following timelines will be used for the AY2018-2019
 - Fall 2018 - September 30, 2018 and at the latest October 15, 2018
 - Spring 2019 – February 28, 2019 and at the latest March 15, 2018

Program Assessment Summaries

- All PAS have completed except with ANRM

Instructors for Fall 2018

- 40 full time instructors
- 6 part-time instructors
 - 1 teaching a science course
 - 2 teaching social science courses
 - 3 teaching public health courses
 - 1 teaching LAW courses

Vacant positions

- Business Administration Division – 1 Accounting Instructor
- Social Science – 1 Instructor; already provided recommendation and hopefully will start by Spring 2019, the latest
- Math & Science – 2 science and 1 math
- Lang Lit – 2 Literature and 1 Japanese
- Health Science – 1 public health and 1 nursing (these two positions were proposed in the budget for AY2018-2019)

Policy

- A faculty suggested that a policy for course outline should be implemented so that the instructors don't question who is responsible for updating and modifying