

COMFSM-CHUUK CAMPUS
Division of Instruction

September 2018 Report

1. Conducted 'Daily Informal Monitoring' of classes regarding students and instructors' attendance. Provided advice and recommendation to instructors - focusing on the required number of contact hours. Referred students with attendance problems to their assigned advisors. Attendance issues were addressed during 'All Campus Meeting'.
2. Worked with Faculty Workload with the assistance of HR.
3. Conferred upon faculty members in Bookkeeping and Public Health regarding selection of courses for modification.
4. Received mid-term report from ACE English, however, it was incomplete, and thus ACE faculty was advised to comply and improve reporting its program.
5. Consulted and meeting with Roger Arnold upon exiting his contract with COFMSM-Chuuk Campus.
6. Management Council Meeting with Campus Dean to review current issues that need immediate attention as well as preparation for the BOR meeting and SBA Retreat.
7. Initially conducted visit to ED 392 and ED 292 Practicum to ensure program implementation of these two courses actually occurred.
8. Attended meeting with National Campus HR and the comptroller on procurement and employment application processes respectively.
9. Attending the Community Meeting for BOR.
10. Conducted the Faculty Meeting which involved Director of Financial Aid in briefing a 'Student Advising' session to members of the Chuuk Campus faculty.
11. Third-Year Coordinator, Pelsihner Elias, held meetings with current Third-Year students and graduating Teacher-Prep majors regarding 'Teacher-Competency Test' and Third-Year application and Essay respectively.