

**College of Micronesia-FSM**  
**Career and Technical Education Center (CTEC)**  
**Instructional Monthly Report**  
**September 2018**

**Mission Statement**

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical education programs characterized by continuous improvement and best practices.

<b>Strategic Directions (2013-2017)</b>	<b>Office</b>	<b>Achievement</b>			
<b>Focus on Student Success</b>	<b>Instructional office</b>	<ul style="list-style-type: none"> <li>• Instructional office assisted Mr. Nakayama in having a survey for our students on migration. Result will be shared in mid-January 2019.</li> <li>• Instructional office was led by Professor Phyllis Silbanuz during the absence of IC, September 6-17, 2018.</li> <li>• Faculties participated in Convocation Fall 2018.               <ul style="list-style-type: none"> <li>○ Debra Perman gave the Convocation Remarks</li> <li>○ Nestor Mangubat, Faculty of the year 2017 carried the Maze</li> <li>○ Romino Victor is one of the flag bearers.</li> </ul> </li> <li>• Taylor Elidok/IC participated in a Future Leaders Institute Conference in WA; D.C. Trip report was submitted to Dir. Jack and VPIA.</li> <li>• Instructional office with the support of respective faculties is working on COs revisions. Action Plans has been discussed and sent to respective faculties and DAP.</li> <li>• Past due PRs are still pending. IC is working with respective faculties to polish up reviews and submit.</li> </ul>			
		<b>CTEC Course Modification Action Plan</b> <b>September, 2018</b>			
		Program	Course	Responsible Faculty	Timeline/submission
		AAS-ET	VEE 222 Discrete Devices II	Ibarolla, Danilo	End of October, 2018
		CA-AFT	AG 084 Basic Crop Production	Aiseam, Charles	End of October, 2018

		CA-Bookkeeping	BU 095 Filing, Office Procedures	Roby, Joyce	End of October, 2018		
			SS 100 World of Work	Tihpen, Mason	End of October, 2018		
		CA-Secretarial Science	CA 100s Computer Literacy for Secretaries	Silbanuz, Phyllis	End of October, 2018		
			CA 101s Computer Applications for Secretaries	Silbanuz, Phyllis	End of October, 2018		
		CTEC Course Modification Action Plan 2 September, 2018					
				Program	Course	Responsible Faculty	Timeline/submission
		CA-Motor Vehicle Mechanics	VTM 101 Intro. To Motor Vehicle	Mangubat, Nestor	Spring 2019		
			VTM 102 Fuel, Engine Cooling and Power Train Systems	Mangubat, Nestor	Spring 2019		
		CA-Construction Electricity	VEM 110 Workshop Fabrication	Victor, Romino	Spring 2019		
			VEM 103 Basic Electricity	Recana, Cirilo	Spring 2019		
		CA-Bookkeeping	BU 097 Small Business Management	Welles, Kenneth	Spring 2019		
		AS-Hospitality and Tourism Management	HTM 220 Food and Beverage Management	Nato, Ben	Spring 2019		
CA-Cabinet/Furniture making	VCF 104 Intro. To Cabinet/Furniture making	Silbanuz, Salba	Spring 2019				
	VCF 106 Plan Reading and Documentation	Silbanuz, Salba	Spring 2019				
CA-Carpentry	VCT 153 Introduction to Carpentry	Yarofmal, Xavier	Spring 2019				

			VAE 103 Blueprint Sketching and Interpretation	Yarofmal, Xavier	Spring 2019
		<ul style="list-style-type: none"> <li>○ As a part of continuing, developing and polishing teaching strategies and enhances students success, classroom observation is also in progress to identify strength and areas of improvement.</li> </ul>			
	<b>HTM/BU</b>	<p><b>CA095=74 students</b></p> <ul style="list-style-type: none"> <li>● P1=25, P2=23, and P4=26</li> <li>○ Completed CSLO1-explain basic functions and operations of the computer &amp; 60% or 44 students successfully completed CSLO</li> <li>○ Below 70% passing for CSLO1 due to no textbooks and absences during first two weeks.</li> <li>○ 40% or 30/74 students were placed on EWD</li> <li>○ Four withdrew</li> <li>○ Recommended tutoring or improve attendance for others</li> <li>○ Currently on CSLO2-Demonstrate fundamental skills in Word Processing</li> </ul> <p><b>CA100=23 students</b></p> <ul style="list-style-type: none"> <li>○ Completed CSLO-explain basic computer concepts &amp; 70% or 16 students successfully completed CSLO1</li> <li>○ Ongoing CSLO2.1-email and CSLO2.2-internet &amp; 74% or 17 students successfully completed CSLO2.2</li> <li>○ Internet connectivity too slow for internet researches</li> <li>○ 7/23 or 30% were placed on EWD due to excessive absences</li> <li>○ Withdrew one</li> <li>○ Recommended tutoring for others to improve attendance</li> <li>○ Currently on CSLO2.3-word processing</li> </ul> <p><b>CA100s=8 students</b></p> <ul style="list-style-type: none"> <li>○ Completed CSLO1-6</li> <li>○ CSLO1=Describe accurately the computer system and its components, application and other software, and make a distinctive between the different types of computers</li> <li>○ CSLO2=Describe accurately the working relationship between the components of the computers, its various hardware and software.</li> <li>○ CSLO3= Interact effectively with the computer operating system.</li> <li>○ Ongoing CSLO 4 - Develop basic fundamentals of typing skill through the mastery of the principles of touch-typing</li> <li>○ Ongoing CSLO 5- Use Electronic Mail effectively to communicate with others.</li> <li>○ Ongoing CSLO 6 - Demonstrate basic knowledge on use of the Internet.</li> <li>○ Currently on CSLO 7 - Use Word Processing to create and manage reports.</li> <li>○ Internet too slow for online typing programs.</li> </ul>			

- 2/8 or 25% were on the EWD and encouraged students to improve attendance.

#### BK095/P1

- Assessed CSLOs 1 & 2: less than 50% achieved 70% or better on assignments, quizzes, and tests
  - Class has been behind schedule as far as text chapters since instructor had to repeat demonstration sessions for ch2. Due to the scheduling of 55 min class sessions, we there was insufficient time to go over materials and exercises. Tests have to be split into 2 sections and administered 2 separate days as well.
  - Less than 50% are passing. I withdrew 2 students due to absenteeism.

#### BK095/P2

- Assessed CSLOs 1 & 2: 60% achieved at least 70% on assignments, quizzes, and tests.
  - Students in this section are doing much better than P1. They are also more inquisitive and eager to do extra work. Still the time issue mentioned above contributes to their test taking times.
  - 50% are passing. I withdrew 1 student is on EWD due to absenteeism.

#### BK096

- Assessed CSLO 1: 50% achieved at least 70 on assignments and quiz.
  - Only 5 enrolled, 2 are passing, 1 was withdrawn due to absenteeism

#### BU101

- Assessed CSLO1: 100% achieved less than 70% on their quizzes, test, and hands on activity.
- Assessed 1st half of CSLO2: 90% achieved less than 70% on their last quiz; 90% achieved at least 80% on their hands on activity.
  - First 2 quizzes were short answer questions at which 100% failed; currently modifying quiz and test format;
  - Only 60% of the class is currently passing; 3 have been officially withdrawn due to absenteeism.
  - Hands on activities included:
    - ✓ Participating as customer service assistants at FSP-MoneyGram Services.
    - ✓ Food Sale Competition on campus.

#### HTM110

- Done assessing CSLO #1 and #2. Currently assessing CSLO #3.
  - 3 students out of 10 failed the assessments because of absences. I'm giving them a chance to make-up until the last day of withdrawal.
- CSLO #1 and #2. Students are assessed through research assignments, quizzes and class works.

#### HTM150

- Have completed CSLO #1 and #2.
  - 14 out of 16 students passed all CSLOs.

		<ul style="list-style-type: none"> <li>○ CSLO #1 to #2 were assessed through research assignments, role playing, quizzes, class activities and video presentation.</li> <li>○ 2 students failed the assessment because they are absent but I will let them make-up until the last day of withdrawal.</li> </ul> <p><b>HTM165</b></p> <ul style="list-style-type: none"> <li>• Successfully completed CSLO #1 and currently assessing CSLO #2 <ul style="list-style-type: none"> <li>○ CSLO # 1– Result: 9 out of 9 passed.</li> <li>○ CSLO #1- Assessed the students through research assignments, practical demonstration (practice), quizzes and class works.</li> </ul> </li> </ul> <p><b>HTM220</b></p> <ul style="list-style-type: none"> <li>• Done assessing CSLO #1 and #2. <ul style="list-style-type: none"> <li>○ 100% passed the assessment for CSLO #1</li> <li>○ 3 students failed in CSLO#2 because they were absent during the assessment but they can make-up in the class</li> <li>○ CSLO#1 to #2 assessed the students through research assignments, practical demonstration (practice), quizzes and role playing.</li> </ul> </li> </ul>
	<p><b>T &amp; T</b></p>	<p><b>VEE103</b></p> <ul style="list-style-type: none"> <li>• Completed CSLO5: CSLO#5: Describe the function and uses of digital multi-meters in actual circuits. 17 out of 17 passed. <ul style="list-style-type: none"> <li>○ CSLO #5 was assessed by using written &amp; performance exercises <ul style="list-style-type: none"> <li>Practical exercises – the use of breadboard to construct various circuits and setup &amp; use the multi-meter to measure resistance, voltage, and current.</li> </ul> </li> </ul> </li> <li>• Completed CSLO6: CSLO#6: Solve and measure electrical quantities using Ohm’s law. 11 out of 17 passed. <ul style="list-style-type: none"> <li>○ CSLO #6 was assessed by using written and performance exercises and exams. <ul style="list-style-type: none"> <li>✓ Practical exercises – students constructed circuits based on given schematic and analyzed the circuit parameters to verify normal operation by calculating voltage, resistance, and current using ohm’s law and compare calculations to circuit measurements.</li> </ul> </li> </ul> </li> </ul> <p><b>VEE223</b></p> <ul style="list-style-type: none"> <li>• Have completed CSLO #4 and CSLO #5: 9 out of 10 students passed both CSLOs <ul style="list-style-type: none"> <li>• Students performed hardware maintenance and software maintenance. Student performed OS installation using Windows XP and Windows 7</li> </ul> </li> </ul> <p><b>VEE250</b></p> <ul style="list-style-type: none"> <li>• All students are currently performing their on-the-job training at their designated worksites. <ul style="list-style-type: none"> <li>• Worksites – 4 students at FSMTC, 2 students at COM-FSM IT Division, 1 student at PPA IT Division.</li> </ul> </li> </ul>

- Most students are submitting their Daily Work Log Reporting sheets on a weekly basis to keep track of hours completed and reporting of their work duties as assigned.
- A site visit will be conducted to monitor and assess the work performances of all student-learners at their designated work sites. This is schedule on October 15-19

#### VEE100/P3

- Have completed CSLO #1 to #2.
  - 11 out of 14 students passed all CSLOs
  - The class has finally completed all the required theoretical part of the course.
  - Outcome and results of assessment will be known through the upcoming mid-term exam which is scheduled on October 8.

#### VEE110

- Completed CSLO #1 to #3.
- 11 out of 11 students passed all CSLOs. Completed CSLO #1 to #3.
- 11 out of 11 students passed all CSLOs.

#### VEE266

- Completed CSLO #1 and #4.
- 4 out of 4 students passed all CSLOs.

#### VEM102

- Completed CSLO1&2
- 6 out of 6 passed CSLO1and 2

#### VEM103

- completed CSLO #1 & #2
  - CSLO # 1 – Result: 7 out of 7 passed
  - CSLO # 2 – Result: 6 out of 7 passed

#### VEM105

- CSLO 1, 2, & 3 in Basic Electricity for AC VEM 105 were completed.
- 4 out of 5 (80%) students passed and 1 out of 5 (20%) students got F.

#### VEM110

- Completed CSLO1,2,&3
- 6 out of 7 passed

#### VEM111(indep.study)

- Completed CSLO1-5
- 2 out of 2 passed

#### VEM113

- CSLO 1, 2, & 3 in Refrigeration I VEM 113 were completed
- 8 out of 9 (89%) students passed and 1 out of 9 (11%) student got F.
- Assessments are based on student's attendance, classwork, quizzes and projects.

#### VEM212(Ind. Study)

- completed CSLO #1 to #4
- 3 out of 3student passed

		<p>VEM240-(Ind.study)</p> <ul style="list-style-type: none"> <li>• completed CSLO #1 to #4</li> <li>• 1 out of 1 student passed.</li> </ul> <p>VSP121/P1</p> <ul style="list-style-type: none"> <li>• Completed CSLO1-3</li> <li>• 16 out of 18 passed CSLO1</li> <li>• 15 out of 18 passed CSLO2</li> <li>• 17 out of 18 passed CSLO3</li> </ul> <p>VSP121/P2</p> <ul style="list-style-type: none"> <li>• Completed CSLO1-3</li> <li>• 14 out of 23 passed CSLO1</li> <li>• 15 out of 18 passed CSLO2</li> <li>• 17 out of 18 passed CSLO3</li> </ul>
	<p><b>Math/Sci</b></p>	<p>MS094/P1</p> <ul style="list-style-type: none"> <li>• Have completed CSLO #3 and #4.</li> <li>• CSLO #3 – Demonstrate understanding of US system of measurements and convert units.</li> <li>• 16 out of 27 passed</li> <li>• Result: 16 out of 27 passed</li> <li>• CSLO #4 – Demonstrate understanding of Metric system of measurement and convert units.</li> <li>• 15 out of 27 passed</li> <li>• Result: 15 out of 27 passed</li> </ul> <p>MS094/P2</p> <ul style="list-style-type: none"> <li>• CSLO 1, 2, 3 &amp; 4 in MS 094 VEM 114 were completed.</li> <li>• 13 out of 27 (48%) students passed, 9 out of 27 (33%) students got D and 5 out of 27 (19%) students got F.</li> </ul> <p>MS104P1/P2=58 students</p> <ul style="list-style-type: none"> <li>• CSLO1-43 out of 55 passed (78%)</li> <li>• CSLO2-41 out of 53 passed (77%)</li> <li>• 20 students placed on EWD</li> </ul> <p>MS106=12 students</p> <ul style="list-style-type: none"> <li>• CSLO1-12 out of 12 passed (100%)</li> <li>• CSLO2- 9 out of 10 passed (90%)</li> <li>• 6 students placed on EWD</li> </ul> <p>MS100=29 students</p> <ul style="list-style-type: none"> <li>• CSLO1-23 out of 28 passed (82%)</li> <li>• 7 students placed on EWD</li> </ul> <p>SC101/P1&amp;P2</p> <ul style="list-style-type: none"> <li>• Completed CSLO1</li> <li>• 16 out of 22 passed from P1, 6 did not pass due to absenteeism</li> <li>• 13 out of 24 passed, 11 did not pass due to absenteeism</li> </ul> <p>SC117</p> <ul style="list-style-type: none"> <li>• Completed CSLO1</li> <li>• 7 out of 22 passed, recommendation was made for students to meet lab report deadline. Points will be deducted on late work submission</li> </ul> <p>MS096</p> <ul style="list-style-type: none"> <li>• Completed CSLO1</li> <li>• 17 out of 19 passed, 2 failed due to low test scores</li> </ul>

		<p><b>SC098</b>  2 sections, P1 with 28 students, P2 with 27 students</p> <ul style="list-style-type: none"> <li>▪ SLO 1 completed with 50% passing in P1 and 52% passing in P2.</li> <li>▪ SLO2 completed with 89% passing in P1 and 63% passing in P2.</li> <li>▪ SLO3 is ongoing.</li> <li>▪ 50% of students on Early Warning due to absences and low scores.</li> </ul> <p>○ Sc130</p> <ul style="list-style-type: none"> <li>▪ 16 students</li> <li>▪ 4 lab activities conducted</li> <li>▪ SLO 1 completed with 63% passing.</li> <li>▪ 6 students (38%) were on Early Warning due to non-submission of lab reports.</li> </ul> <p>○ MS099</p> <ul style="list-style-type: none"> <li>▪ 14 students</li> <li>▪ SLO 1 ongoing with 58% passing.</li> <li>▪ SLO 2 ongoing.</li> <li>▪ 10 students on early warning due to low scores and absences</li> </ul>
	<b>ACE</b>	<p><b>MS092A/P2</b></p> <ul style="list-style-type: none"> <li>• Completed CSLO1&amp;2</li> <li>• CSLO1&amp;2 were assed using written exercises and exams</li> <li>• 6 out of 12 passed CSLO1 (50%)</li> <li>• 7 out of 12 passed CSLO2 (58%)</li> </ul>
	<b>ENG/SS</b>	<p><b>SS150/P1</b></p> <ul style="list-style-type: none"> <li>• Student completed CSLO2</li> <li>• 17 out of 24 passed</li> <li>• 7 out of 24 failed due to absenteeism and poor test scores</li> </ul> <p><b>SS150/P2</b></p> <ul style="list-style-type: none"> <li>• Completed CSLO2</li> <li>• 21 out of 25passed</li> <li>• 4 students failed due to absenteeism and poor test scores</li> </ul> <p><b>SS100/P1&amp;P2</b></p> <ul style="list-style-type: none"> <li>• Completed CSLO2</li> <li>• 17 out of 25 from P1 passed, 4 failed due to absenteeism and poor test scores</li> <li>• 4 out of 12 from P2 passed, 8 students failed due to absenteeism and poor test scores</li> </ul> <p><b>ESL099</b></p> <ul style="list-style-type: none"> <li>• Completed CSLO2&amp;3</li> </ul>



- 9 out of 24 passed CSLO2, 15 failed due to absenteeism and low test scores
- 14 out of 24 passed CSLO3, 10 out of 24 failed due to absenteeism and low test scores

#### ESL089

- Completed CSLO2.1 and 2.2
- Out of 26 students, 8 students passed.

#### EN110

- Students have written one personal response paper to a story they read. Students have completed 2 vocabulary tests, and classwork
- Have not graded the papers, so no report on this now.
- Out of 18 students:
  - 4 passing with A averages
  - 2 passing with B averages
  - 1 not doing well with D average
- 11 failing with F averages
- These students failing are due to their low scores because of lack of studying.

#### EN120a/P1

- Students completed a MLA test and 1 MLA format essay
- Out of 17 students:
  - 9 scored 90% and above
  - 1 scored 70%
  - 4 scored 60%
  - 3 missed, they withdrew from class
- Essay results:
  - 1 scored 92%
  - 5 scored 80% to 84%
  - 4 scored 70% to 78%
  - 2 scored 60% to 68%
  - 1 didn't submit essay
  - 3 withdrew

#### EN120b/P1

- Students completed MLA test, submitted 3 research topics under humanities, social sciences, and natural sciences, and humanities topic research proposal Students submitted their humanities first draft and had individual conference with me regarding the drafts. Students will submit their final drafts on Friday, October 5, 2018
- Based on the activities students completed out of 20 students:
  - 1 passing with An A average
  - 2 passing with B averages
  - 2 passing with C averages
  - 5 not doing well with D averages
- 10 failing with F averages:
  - 6 failing due to missing assignments
  - 4 did the works, but did perform poorly; need to take class more seriously or seek tutorial support.

#### EN123

- completed SLOs #1, 2, and 6 (partially)
  - SLO # 1 – Result: 5 out of 10 passed.

		<ul style="list-style-type: none"> <li>○ SLOs #1 and #2 and part of #6 were assessed using written exercises/assignments &amp; tests</li> <li>○ SLO #1– 5 students scored below 69% in test 1</li> <li>● SLO #2 and #6 (partial) – Result: 8 students out of 10 passed. <ul style="list-style-type: none"> <li>○ SLO #2 and #6 – 1 student scored less than 60% in test 3</li> <li>○ SLO #2 and #6 – 1 student failed to submit assignments and attend test 3</li> </ul> </li> <li>○</li> </ul> <p><b>ESL/BU095/P1</b></p> <ul style="list-style-type: none"> <li>● completed SLO #1 <ul style="list-style-type: none"> <li>○ SLO # 1 – Result: 9 out of 18 passed.</li> <li>○ SLO #1 and 2 were assessed using written exercises &amp; tests</li> <li>○ SLO #1 – 8 students scored less than 69% in the tests.</li> <li>○ SLO #1 – 1 student was absent for the tests (Withdrawn later due to poor attendance)</li> <li>○ SLO #2 (partial) – Result: 11 out of 17 passed SLO # 2.1 – 6 students scored</li> <li>○ below 69% in tests (3 out of 6 were absent for the vocabulary test)</li> </ul> </li> </ul> <p><b>ESL/BU095/P2</b></p> <ul style="list-style-type: none"> <li>● completed SLO #1 <ul style="list-style-type: none"> <li>○ SLO #1 – Result: 11 out of 24 passed.</li> <li>○ SLO #1 and 2 were assessed using written exercises &amp; tests</li> <li>○ SLO #1 – 13 students scored less than 69% in the tests</li> </ul> </li> <li>● SLO #2 – Result: 18 out of 24 passed. <ul style="list-style-type: none"> <li>○ SLO #2.1 – 6 students scored less than 69% in tests (4 out of 6 were absent for the vocabulary test)</li> </ul> </li> </ul>
	<b>HTM/BU</b>	<p>Phyllis Silbanuz</p> <ul style="list-style-type: none"> <li>○ Working on BP8910-Games and software on COM-FSM computers for ICT committee</li> <li>○ Served as acting IC from Sept. 6-17, compiled 2018 monthly report, compiled EWD report and included findings/concerns in faculty meeting, conducted semi job audit for Instructional staff and made recommendations.</li> <li>○ Participated in BK/SS &amp;MSO Activities</li> <li>○ Classroom observation by IC on CA095 on Sept 26<sup>th</sup></li> <li>○ Working on CO modification for CA100s and CA101s with Chuuk and Yap faculty</li> <li>○ Completed CO modification of CA100 with National and state campuses faculties</li> </ul> <p>Debra Perman</p> <ul style="list-style-type: none"> <li>● Attended Convocation and addressed audience as Faculty Representative.</li> <li>● Attended CTEC faculty meeting in the BPC, facilitated by Prof. Silbanuz.</li> </ul>

		<ul style="list-style-type: none"> <li>• Continue to serve as an active member of the Curriculum Committee for SY2018-2019</li> <li>• Completed and submitted the Program Assessment Summary for the AS HTM program AY17/18.</li> <li>• Completed Program Modification Request for HTM PSLOs and will submit after division faculty review.</li> <li>• Participated in course modification process via email for courses BK095 and BK096 which were authored by Chuuk Campus Business Division faculty.</li> <li>• Submitted EWD list to counselors and conducted advising sessions with at least 75% of advisees listed on EWD.</li> <li>• Temporarily moved all afternoon classes to BPC due to heat in Rm7 and still seeking other options for when BPC opens for operation after midterms.</li> </ul> <p>Kenneth Welles</p> <ul style="list-style-type: none"> <li>• BU097 is too advanced for CTEC students. Much of the materials are for students that have taken an intro to business class, accounting and advance writing skills.</li> <li>• CA095- Instructor’s resources are limited. I would not bring this up as a concern if this was a business course, but since this is computer, and I am new to the course, it would be nice to have not just the online resources but the test materials as well.</li> </ul> <p>Ben Nato</p> <ul style="list-style-type: none"> <li>• BPC current PO’s are in process. Soft opening will be on October 18</li> <li>• Tentative date of HTM165 and HTM220 dining experience is on October 11, 2018 (Thursday). .</li> <li>• Classroom Observation was done this morning at 9:30am HTM110 class</li> </ul>
	<p><b>T &amp; T</b></p>	<p>Gardner Edgar</p> <ul style="list-style-type: none"> <li>• Received ordered materials for the PC repair course and Nida experiment cards</li> <li>• Met with FSMTC officials to introduce new proposed changes to VEE250 Cooperative Education. Changes included the increase of OJT hours from 60 hours to 120 hours and schedule to offer the course at the end of the program semester, preferably the summer session.</li> <li>• Shared Update from CC: <ul style="list-style-type: none"> <li>✓ TOR has finally been finalized</li> <li>✓ CTEC Members: D. Perman, D. Daniel, D. Ibarrola, G. Edgar</li> <li>✓ D. Perman – representing HTM, BK, SC</li> <li>✓ D. Daniel – representing ACE</li> <li>✓ D. Ibarrola – representing COA programs</li> <li>✓ G. Edgar – representing AAS programs</li> </ul> </li> <li>• Currently in the process of reviewing and approving modified and new course outlines for the education bachelor’s degree program.</li> </ul> <p>Romino Victor</p> <ul style="list-style-type: none"> <li>• Attended meeting with SPC on Sustainable Energy</li> </ul>

		<ul style="list-style-type: none"> <li>• Attended training on solar guidelines with PUC</li> <li>• Continue serving on FCE committee</li> </ul> <p>Cirilo Recana</p> <ul style="list-style-type: none"> <li>• Continue to serve as an active Chairman of the Finance Committee for SY2018-2019.</li> <li>• Completed and submitted the Program Assessment Summary for the AAS Building Technology.</li> <li>• Attended meeting with SPC and GIZ representative with IC regarding cooperation with COM for upcoming projects on Sustainable energy programs.</li> </ul> <p>Bertoldo Esteban</p> <ul style="list-style-type: none"> <li>• Attended the Human Resources Committee meeting.</li> <li>• Attended faculty meeting.</li> <li>• Meeting with DECCEM Secretary A. Yatilman, Assistant Secretary C. Ehmes, Atty. Ana Maria Kleymeyer- IGSD program manager, Director G. Jack- CTEC and Mrs. R. Tugonon- COM-FSM Comptroller regarding the implementation of the Climate Action and Energy Efficiency for Air Conditioning sector IGSD grant.</li> </ul>
	<b>ACE</b>	<p>Deeleann Daniel</p> <ul style="list-style-type: none"> <li>• Continue to serve on CC</li> <li>• Completed Mid-Term grades</li> <li>• ACE club completed and submitted paperwork for registering</li> </ul>
	<b>ENG/SS</b>	<p>Mason Tihpen</p> <ul style="list-style-type: none"> <li>• Submitted a draft of CO modification</li> <li>• Submit EWD lists</li> <li>• Attended faculty meeting</li> </ul> <p>Grace Francis</p> <ul style="list-style-type: none"> <li>• Submitted the EWD Report on September 17, 2018.</li> <li>• Attended the Faculty meeting held on September 19, 2018.</li> <li>• Attended the Campus-Wide meeting held on September 28, 2018.</li> </ul>
	<b>Math/Sci</b>	<p>EMMA</p> <ul style="list-style-type: none"> <li>• Advisees <ul style="list-style-type: none"> <li>○ Advisees notified on early warning.</li> </ul> </li> <li>• Standing Committee membership <ul style="list-style-type: none"> <li>○ Member - Human Resources Committee</li> <li>○ Attended September HRC meeting.</li> </ul> </li> <li>• Others <ul style="list-style-type: none"> <li>○ Attended the Convocation on September 14, 2018.</li> <li>○ Initiated revision of the SC098 course outline. Revised course outline submitted to IC.</li> </ul> </li> <li>• Issues: <ul style="list-style-type: none"> <li>○ A Laptop is badly needed for my science courses. I used my personal laptop for class presentations but it got lots of viruses from the USBs of the students last term.</li> </ul> </li> </ul>

<b>Be financially sound, fiscally responsible, and build resources in anticipation of future needs</b>		
<b>Invest in and build a strong capacity in human capital</b>		<ul style="list-style-type: none"> <li>• A new English Instructor began this August, 2018</li> <li>• English Instructor Position is now filled. Instructor will begin in January 2019</li> <li>• Math Instructor Position is still outstanding with screening and interviews</li> </ul>
<b>Become a learning organization through development of a learning culture guided by learning leaders</b>		
<b>Evoke an image of quality</b>		
<b>Recommendations</b>	<b>T &amp; T</b>	<ul style="list-style-type: none"> <li>• Renewing/modifying course outlines – To ensure all electronic/telecom instructors at CTEC, Yap campus, and Kosrae campus are working together and heading in the same direction, a meeting for all instructors and ICs is necessary to set the direction of the programs. CTEC instructors have been proposing to articulate courses to the ETA Certified Electronic Technician certification. To do this, CTEC instructors has to discuss this to instructors from Yap and Kosrae. If all have the same understanding, the workload on modifying and updating course outlines can be shared. Therefore, I recommend a meeting to be initiated by CTEC IC with the other electronic/telecom instructors and ICs from Yap and Kosrae.</li> <li>• Nida update – what is the status of our Nida PO for the new trainers and software?</li> <li>• Electronic workstation (benches) – what is the status of this request?</li> </ul>