

COMFSM-CHUUK CAMPUS
INSTRUCTIONAL DIVISION
OCTOBER 2018 REPORT

1. Compiled and transmitted assessment report for SY 17-18 to Dean Kind Kanto to be included in the overall assessment report for Chuuk Campus.
2. Informally monitored the practicum for both ED 292 and ED 392 for IC's awareness
3. Held a faculty workshop on 'Student Effort'. A rubric was presented and modified to be used in the classroom. Also, a rubric on 'Classroom Management' was presented for modification; it was suggested that IC will use it along with the classroom observation for each instructor.
4. Mid-term grades were timely submitted on due date except from one instructor. Total enrollment for Fall 2018 is about 256 students and there had been about 148 (58%) students falling under the deficiency category. IC is currently working with instructors with high rate of deficiency on identifying problems/causes as well as approaches to deal with prevailing causes.
5. Completed and posted the Spring schedule. Final review and comment announced to each instructional division.
6. Participated in one Campus Meeting and two IC meetings.
7. Transmitted to VPIA personnel requests for one Education Instructor, one English Instructor, and one Computer Lab Monitor position.
8. Continued coordination of course review and modification processes with campus counterparts
9. All other activities involved in included routine class/attendance check, consultation with certain faculty members, recording daily incidents involving students and instructors, preparing requests for supplies and instructional materials, etc.
10. Attended Management Council Meeting (MCM).