

November 2018 Report

Instructional Division-Chuuk Campus

Following is a list of activities the Instructional Coordinator participated in during November 2018.

1. Took part in the Spring early registration which was conducted from November 5-9, 2018.
2. Coordinated the collection and submission of mid-term grades
3. Participated in the Assessment Team meeting on 'Program Review', however, due to connection difficulty, Chuuk IC was unable to continue participation in the meeting.
4. Prepared and transmitted purchase requisitions for the Instructional Divisions.
5. Participated in the "Academic Challenge Showdown" meeting.
6. Monitored several classes regarding instructors and students' attendance.
7. Transmitted communications to the coordinator for 'Third Year' Program to postpone 'study sessions' to a later date.
8. Signed personnel actions for the following faculty and staff: Edson Assito, Herner Braiel, Robertson Albert, Miuty Nokar, Lynn Sipenuk, Genevy Samuel, Ben Bambo, Abraham Rayphand
9. Meeting with REL representative regarding 'Dual Enrollment'
10. Coordinating course review for MS 095, MS 096, BK 095, BK 096, PH 041, and PH 069.
11. Attended 'Management Council Meeting' regarding planning a forum on "Cession" for December 5, 2018; World Bank's Visiting Team meeting with students, staff, and faculty; Report from each division
12. Participated in meetings conducted by National HR on College Policies reflecting recruitment, disciplinary action procedures, and other administrative procedures.
13. Conducted faculty meeting regarding end-of-semester activities and requirements.
14. Participated in meetings to prepare initial implementation of the 'Trial Counselors' Program to be launched Spring 2019.
15. Continued coordination of the 'Program Review' for Nursing Assistant