

**College of Micronesia – FSM
Performance Report¹
CTEC
(November 2018 Monthly Report)**

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, career, and technical educational programs characterized by continuous improvement and best practices.

Vision

College of Micronesia-FSM will provide educational opportunities of the highest quality and will embrace the life-long pursuit of knowledge and the enrichment of the diverse Micronesian communities we serve.

Strategic Directions:

- *Focus on student success*
- *Emphasize academic offerings in service to national needs*
- *Be financially sound, fiscally responsible, and build resources in anticipation of future needs*
- *Invest in and build a strong capacity in human capital*
- *Become a learning organization through development of a learning culture guided by learning leaders*
- *Evoke an image of quality*

Focus on student success

Office	Accomplishments	IEMP #	ACCJC Standard		
Instructional Affairs:	<u>LRC:</u>		AP1 Standard II		
	<u>LRC Statistics:</u>				
	Circulation:	Donation:			
	Patron Usage	1537		DVD	0
	New Library Card	0		Periodicals	0
	Overdue Books	0		Books	0
	Materials Circulated	287		Total	0
	Print (individual)	91		Computer Usage:	
	Canon copies	12		General Application	285
	Fine paid	\$0.10		Visitors	4
	Clearance/Withdrawal	3		Technical Assistance	103
	Hours of FWS			Withdrawn	
	On Campus	15.10 hrs		Books	0
	Volunteer	1		Periodicals	0
	Expenditure:			Reference Encounter	1
	Acquisition Purchase	0.00		ILL Request	0
	Acquisition received:			Training & Orientation	0
	Periodicals	1		Noncompliance with LRC Policies	0
	Books	0		Booking of Library Use	0
	Total:	1		New Account	1
Materials Cataloged		Serial Processed	1		
Books/Periodicals	4	No. of Volume Updated	4,571		

¹ College of Micronesia – FSM website: <http://www.comfsm.fm/> for additional information contact rschplanning@comfsm.fm

Electronic Technology:

- No Report.

Telecommunication Technology:

- VEE 230 (Radio Communication) –Currently on SLO 5-6. 100% or 10/10 students pass the assessment on FM circuit analysis.
- VEE 240 (Signal Processing) -. Currently on SLO 5-6. 100% or 7/7 students pass the assessment on FDM, TDM and FDM and were able to demonstrate knowledge and skills on circuit operation and troubleshooting.
- VEE 235/P1 (Digital 2). Currently on SLO 2-3. 100% or 7/7 students pass the assessment on data selector and data distributor.
- VEE 235/P2 (Digital 2). Currently on SLO 2-3. 100% or 6/6 students pass the assessment on data selector and data distributor.
- Able to conduct ICT meeting and review BP8900 (Computer Technologies Specific Policies), BP8910 (Software Specific Regulations), AP8000 (Technology Fee) and AP8800 (Information Technology Equipment Policy)

Carpentry & Construction Electricity:

Course	CSLO #	Accomplishments
VEM 102	3	6 out of 6 students got C or better
VEM 110	6	7 out of 7 students got C or better
VEM 111	10,11,12	2 out of 2 students got C or better
VSP 121 P1	5	16 out of 18 students got C or better
VSP 121 P2	5	20 ut of 23 students got C or better

- Jeimy Soaz completed all hours require for work-study.

Motor Vehicle Mechanics:

- No Report.

Building Technology:

- VEM 103
- Have completed CSLO #5 & #6
 - CSLO # 5 – Result: 7 out of 7 passed
 - CSLO # 6 – Result: 6 out of 7 passed
- VEM 212 (Ind. Study)
- Have completed CSLO #5 & #6
 - CSLO # 5 – Result: 1 out of 1 passed
 - CSLO # 6 – Result: 1 out of 1 passed
- VEE 110
- Have completed CSLO #5 & #6
 - CSLO # 5 – Result: 9 out of 11 passed
 - CSLO # 6 – Result: 9 out of 11 passed
- VEE266
- Have completed CSLO #7 & #8
 - CSLO # 7 – Result: 4 out of 4 passed
 - CSLO # 8 – Result: 4 out of 4 passed
- VEM 240 (Ind. Study)
- Have completed CSLO #6 & #7
 - CSLO # 6 – Result: 1 out of 1 passed
 - CSLO # 7 – Result: 1 out of 1 passed

	<p>Agriculture & Food Technology:</p> <ul style="list-style-type: none"> • AG084/ P1: Basic Crop (assessment of CSLO 4), students build 3 systems of hydroponic (drip system, flood & drain system, and NFT system). • AG090/ P1&P2: Food Processing (assessment of CSLO 3), students engaged in hands-on activities by demonstrating different cooking techniques at CRE kitchen and AFT garden. • AG092/P1: Swine and Poultry (assessment of CSLO 3), class examine different chicken coup systems, housing management of poultry, composting of manure, and caponizing methods. • AG094/P1: Farm Management and Marketing (assessment of CSLO 3), students submitted business plans and advertisement ads as part of their projects to get them introduced to agribusiness start-up. <p>HTM/BU:</p> <ol style="list-style-type: none"> 1. CA095-P1, P2 & P4 = 62 students <ul style="list-style-type: none"> • Completed CSLO #3 – Demonstrate fundamental skills in using spreadsheets and 45/62 or 73% successfully completed the CSLO. • Currently on CSLO #4 – Demonstrate fundamental skills in using multimedia and presentation software 2. CA100/P1 = 21 students <ul style="list-style-type: none"> • Completed CSLO #2.5 - Demonstrate basic skills in database and 17/21 or 80% successfully completed the CSLO. • Currently on CSLO #2.6 - Demonstrate basic skills in presentation applications. 3. CA100s/P1 = 8 students <ul style="list-style-type: none"> • Completed CSLO #7 - Use Word Processing to create and manage reports and 6/8 or 75% successfully completed this CSLO. • Currently working on Final Common Project 4. Participated in MSO Club Thanksgiving Local Basket Fundraising; sold 20 baskets to Pohnpei State Legislature and 6 to other customers 5. Participated in BK/SS Club Community Service 6. Approved 8 advisees for Spring 2018 early registration and assisted 20 students in course selection and online registration <p>ACE:</p> <ul style="list-style-type: none"> • No report. <p>English & Social Science:</p> <ul style="list-style-type: none"> • No report. 		
<p>Educational Talent Search Program (ETSP):</p>	<ul style="list-style-type: none"> • November 10, 2018: Seniors FAFSA workshop held at the PSBDC with Guest Speaker Yoneko Kanichy. Thank you Yoneko for the informative workshop. • November 1-24, 2018: Each school sites conducted workshops on Note Taking, Time Management, Goal Setting and Decision Making with their students. • November 24, 2018: Youth 4 Change concluded their mentoring program with our freshman. • November 24, 2018: All ETS staffs sat in an online training for our new database the “Lacai” • November 10, 2018: Director started on site tutorial visit at NMHS, Nett, Kolonia, and Ohmine School. • November 27- Dec.10, 2018: Admin. Assistant Mrs. Yulin Ditchen on vacation. 	<p>AP1 (1.7)</p>	<p>Standard II</p>
<p>Student Services:</p>	<p><u>Financial Aid Office:</u></p> <ul style="list-style-type: none"> • Received a total of 04 Pell transfers awarding 113 students with total revenue of \$295,656. • Transmitted a total of 108 student financial aid records to NCFao for further 	<p>SS1 Marketing and Recruitment</p>	

	<p>review and Pell award processing.</p> <ul style="list-style-type: none"> Renewed and applied a total of 76 FAFSA applications for both new and continuing students. Attended to a total 256 student visits to the service counter for Financial Aid and other related matters. Entered a total of 57 FAFSA corrections for new and continuing students for Fall 2018. A total of 160 students have commenced employment under the SEG work-study program. A total of 84 have exhausted their awards for Fall 2018. The rest are close to completion of their awards. Conducted a half-day FAFSA application process and SAP (Satisfactory Academic Progress) for ESTP seniors. These will be our potential seniors entering College this Summer 2019. A total of 84 students attended and a few parents were also in attendance. <p><u>Office of Admissions, Records and Retention:</u></p> <ul style="list-style-type: none"> Received the following documents from students and instructors: <ul style="list-style-type: none"> Withdrawal Clearance – 3 Transcript Request – 4 Change of major – 10 Re-Admission – 1 Second Degree – 1 Received 2 grade sheets from ACE Instructors for ACE 2nd session. 98 students early registered for Spring 2019. (New-1, Returning-2, & Continuing-95) Enrollment breakdown by majors: <table border="1" data-bbox="381 913 992 1461"> <thead> <tr> <th>Sq</th> <th>Major</th> <th>#</th> </tr> </thead> <tbody> <tr><td>1</td><td>Liberal Arts</td><td>2</td></tr> <tr><td>2</td><td>Micronesian Studies</td><td>1</td></tr> <tr><td>3</td><td>Building Technology</td><td>1</td></tr> <tr><td>4</td><td>Electronics Technology</td><td>8</td></tr> <tr><td>5</td><td>Telecommunication Technology</td><td>7</td></tr> <tr><td>6</td><td>Hospitality & Tourism Management</td><td>28</td></tr> <tr><td>7</td><td>Nursing-RN</td><td>1</td></tr> <tr><td>8</td><td>Agriculture & Food Technology</td><td>28</td></tr> <tr><td>9</td><td>Bookkeeping</td><td>6</td></tr> <tr><td>10</td><td>Basic Public Health</td><td>1</td></tr> <tr><td>11</td><td>Carpentry</td><td>1</td></tr> <tr><td>12</td><td>Cabinet Making</td><td>2</td></tr> <tr><td>13</td><td>Electronic Engineering Technology</td><td>8</td></tr> <tr><td>14</td><td>Secretarial Science</td><td>3</td></tr> <tr><td>15</td><td>Unclassified</td><td>1</td></tr> </tbody> </table> <ul style="list-style-type: none"> 73 students visited OARR for admissions related matters. <p><u>Counseling, Tutorial, & Computer Lab:</u></p> <ul style="list-style-type: none"> Students with concerns or questions regarding academic, discipline, personal, and other matters made a total of 40 visits to the counselors.. <table border="1" data-bbox="415 1648 924 1894"> <thead> <tr> <th>Reason for visit</th> <th># of Visits</th> </tr> </thead> <tbody> <tr><td>Academic</td><td>23</td></tr> <tr><td>Discipline</td><td>14</td></tr> <tr><td>Personal</td><td>0</td></tr> <tr><td>Career</td><td>2</td></tr> <tr><td>Transfer</td><td>0</td></tr> <tr><td>Other</td><td>1</td></tr> </tbody> </table>	Sq	Major	#	1	Liberal Arts	2	2	Micronesian Studies	1	3	Building Technology	1	4	Electronics Technology	8	5	Telecommunication Technology	7	6	Hospitality & Tourism Management	28	7	Nursing-RN	1	8	Agriculture & Food Technology	28	9	Bookkeeping	6	10	Basic Public Health	1	11	Carpentry	1	12	Cabinet Making	2	13	Electronic Engineering Technology	8	14	Secretarial Science	3	15	Unclassified	1	Reason for visit	# of Visits	Academic	23	Discipline	14	Personal	0	Career	2	Transfer	0	Other	1	<p>SS2 Student Progress</p> <p>SS3 Career Services & Placement</p> <p>SS4 Admission Registration & Mal</p>	
Sq	Major	#																																																															
1	Liberal Arts	2																																																															
2	Micronesian Studies	1																																																															
3	Building Technology	1																																																															
4	Electronics Technology	8																																																															
5	Telecommunication Technology	7																																																															
6	Hospitality & Tourism Management	28																																																															
7	Nursing-RN	1																																																															
8	Agriculture & Food Technology	28																																																															
9	Bookkeeping	6																																																															
10	Basic Public Health	1																																																															
11	Carpentry	1																																																															
12	Cabinet Making	2																																																															
13	Electronic Engineering Technology	8																																																															
14	Secretarial Science	3																																																															
15	Unclassified	1																																																															
Reason for visit	# of Visits																																																																
Academic	23																																																																
Discipline	14																																																																
Personal	0																																																																
Career	2																																																																
Transfer	0																																																																
Other	1																																																																

Total Visit	40		
<ul style="list-style-type: none"> • A total of 29 visits were made for tutorial. Students were prepared and more comfortable for class because the tutors helped them understand course materials and they were able to submit assignments because the tutors guided them through problems with homework, pointed out and explained errors, and suggested options on how to correct them. • A total of 230 visits were made by students to use the computers. Students were able to complete their assignments, received information they needed for assignments and projects through internet research, and they communicated with family, friends and instructors through email. <p><u>Other activities:</u></p> <ul style="list-style-type: none"> • Planned and conducted a “Resume Writing” workshop. Students who attended were made aware of the purpose of having a resume, information that is included on it and how to create one. • Participated in the Career Fair at National Campus. Students who attended explored a variety of career opportunities available to them and were informed of the requirements needed for these jobs. <p>Counselor Sebastian Tairuwepiy:</p> <p>Counseling:</p> <ul style="list-style-type: none"> • Participated in an AdHoc for hiring ETSP Counselor <p>SBA Activity:</p> <ul style="list-style-type: none"> • Assisted in planning for the Talent Show. <p>Counselor Cindy Edwin:</p> <ul style="list-style-type: none"> • Attended a meeting with acting Instructional Coordinator, a Club Advisor and Officer, and two SBA Officers in regards to the midterm deficiency report. • Attended a meeting for the Student Success Committee. <p>Through their participation in these activities, both counselors were informed of the various activities that took place during the month with the Student Body Association, CTEC and college as a whole.</p> <p><u>Security and Safety:</u></p> <ul style="list-style-type: none"> • Provide 24 hours round the clock security and safety services with nine (9) security officers. • Inspection of fire extinguishers at the shops and offices • All students cited were given their work details • Helped monitored students on an overnight retreat to Dahu Reirei on Nov. 17th • Assisted National Campus with the Thanksgiving activities on Nov. 21st. • Monitored COM-FSM Cocktail Fundraiser on Nov. 30th. <p>Crime statistics for the month of November 2018:</p> <ul style="list-style-type: none"> ○ Alcohol violation – 5 ○ Betel nut violation – 0 ○ Theft – 0 ○ Bulgary – 0 ○ Others (assaults) – 0 <p>Clinic:</p> <ul style="list-style-type: none"> • 42 students screened on Nov. 30th at the Clinic for HIV and RPR celebrating the World AIDS Day. HIV Coordinator Nancyleen Edward gave a speech on Update and Statistic on HIV. Free T-shirts and small towels were issued to those students who came for the screening. 			

	<ul style="list-style-type: none"> Students and staff clinic visits during this reporting period is 112; dressing and band-aid care 21, Tylenol need 16, Fungus care 4, Flu 6, Vermox 5, the rest are other medical query. 		
Upward Bound:	<ul style="list-style-type: none"> UBP students and staff conducted their community service in Kolonia Town area on 9th of November in a form of trash a ton from the Public Library around the Kolonia area and out to Lidakika. 1st Quarter Report cards from target schools for UBP students were submitted accordingly on the 14th and Counselor start scheduling for student Academic Counseling. Counselor carried out counseling services on different sites as stated below. <ul style="list-style-type: none"> MHS did counseling on the 15th NMHS had their counseling on the 16th PICS students had their counseling at the UBP office from 19-20th. Counseling results shows that none of the Participants has a GPA below 2.50 The Most important component of the program is the Annual Performance Report. It was submitted successfully to USDOE on line on November 27, 2018 one week prior to submission date. The signature page was signed on November 28, 2018 by President Dr Joseph Daisy and submitted on line to USDOE successfully. 	AP1.7	Standard II
Information Technology (IT):	<ul style="list-style-type: none"> No Report. 	TP1	Standard III.C

Emphasize academic offerings in service to national needs

Office	Accomplishments	IEMP #	ACCJC Standard
Instructional:	<p><u>AFT:</u></p> <ul style="list-style-type: none"> Students trained in food security by learning various methods of livestock and food production along with marketing of food products in the FSM. The program is aiming to train students in the concept of sustainable agriculture. <p><u>HTM/BU:</u></p> <ul style="list-style-type: none"> 11/3 - Participated in Assessment meeting with Dean Dison on assignment of Lead Roles in Fall 2018-Spring 2019 Program Reviews, Program Assessment Summaries, and overall program assessment needs. Was assigned by Dean the Secretarial Science Program for Lead Role. 		
CES:	<p><u>Aquaculture:</u></p> <ul style="list-style-type: none"> Collected 25 sea cucumber and place them in the cooler to avoid from immediate spawning. He was able to learn the necessary methods on how to pack and transport spawners to the hatchery; thus he was able to watch and learn the basic of the spawning techniques. <p><u>Family, Youth and Communities:</u></p> <ul style="list-style-type: none"> Youth club have learn how to plant starting from seed and also from seedling. From that it really motivates the children to learn more on agriculture. <p><u>Child obesity:</u></p> <ul style="list-style-type: none"> There were 29 clients who learned how to prepare banana soup with mackerel and local vegetables. <p><u>Climate Change:</u></p> <ul style="list-style-type: none"> After from applying inter cropping and agro forestry knowledge under climate change. 		

Office	Accomplishments	IEMP #	ACCJC Standard
	<p><u>Food safety:</u> None for this reporting period.</p> <p><u>Global Food Security and Hunger:</u></p> <ul style="list-style-type: none"> Set up garden demonstration at CRE office. Attended as judges and monitors for the Nett municipality Agricultural fair that show cased their crop yielded. Results of applying knowledge and techniques learned; more than satisfactory with enough harvested crops for sale and smallholder's consumption. Continuous maintenance of experimental fields Cassava, Taro verities and Bananas. Signing of contract agreements between Farmers and AES. <p><u>Global Food Security and Hunger:</u></p> <ul style="list-style-type: none"> Set up garden demonstration at CRE office. Attended as judges and monitors for the Nett municipality Agricultural fair that show cased their crop yielded. Results of applying knowledge and techniques learned; more than satisfactory with enough harvested crops for sale and smallholder's consumption. Continuous maintenance of experimental fields Cassava, Taro verities and Bananas. Signing of contract agreements between Farmers and AES. <p><u>Others:</u></p> <ul style="list-style-type: none"> EFNEP: During the graduation on Nov 30, all the graduates displayed all the recipes taught during the program. In addition, the Paramount Chief of Uh and his wife was present. 		

Be financially sound, fiscally responsible, and build resources in anticipation of future needs

Office	Accomplishments	IEMP #	ACCJC Standard
Business Office/Book-Store	<ul style="list-style-type: none"> CTEC collections \$1,166.80 <ul style="list-style-type: none"> ➤ CTE Blue Plate = \$508.70 ➤ CTE Trainings = \$100.00 ➤ Facilities rental = \$460.00 ➤ Others = \$98.10 SIS collections \$2120.50 <ul style="list-style-type: none"> ➤ Dues = \$534.00 ➤ Registration = \$1,155.00 ➤ Accidental Insurance = \$350.00 ➤ Lab fee = \$25.00 ➤ Graduation fee = \$56.50 CTEC Bookstore collected \$505.85 from sales of sundries and textbooks. Usage of fuel – No statement yet Usage of cash power for upper campus = 13,052 kilowatts at \$5,200.00 Usage of power at lower campus= 12,062 kilowatts for \$5,667.60 Usage of water = No billing received 	ASP.5	Standard III.D
Administration:	<ul style="list-style-type: none"> CTEC Facility Use committee continued to accommodate students and the communities' requests to utilize the gym for their sport activities. A total of \$460.00 was collected for the month of 	ASP.5	Standard III.B

Office	Accomplishments	IEMP #	ACCJC Standard
	November 2018.		
Instructional:	<p>Agriculture & Food Technology:</p> <ul style="list-style-type: none"> Program utilizes AG084 students and work-study students to plant vegetables and herbs to use as food ingredients for AG090 (Food Processing) course instead of buying ingredients from local stores. (Continuous) Presided FC regular and emergency meetings as chairman of the committee. <p>Building Technology:</p> <ul style="list-style-type: none"> FC review and recommend to VPAS the 2020 Proposed Budget. <p>Telecommunications/Electronics:</p> <ul style="list-style-type: none"> Successfully transfer the FM antenna to its new strategic location (Mechanic and RAC building roof) and able to test operate the FM station whose station ID (Call sign) is V6PCOM-PNI on 89.9MHS FM band. The program to be played in the FM station will be fed and managed in collaboration between Techno club and Center for Entrepreneurship under the office of Dir. Tim Mamangon. The purpose is to generate income to make the operation of the station self-sustained and be used for the improvement of the station equipment which is also used for hands-on instruction of Radio communication class in Telecommunication program. 		

Invest in and build a strong capacity in human capital

Office	Accomplishments	IEMP #	ACCJC Standard
Administration:	<ul style="list-style-type: none"> EO No. 2019-005 Extension Assistant position packets was returned to HRO to re-advertise because the only applicant already found a job at the National Government. Completed interview for EO No. 2019-003 TSP Student Services Specialist III on 11/26 and EO No. 2019-011 Math Instructor on 11/28. Recommendations for both positions are being in process. Prepared and submitted amendments contracts for two (2) security officers, Ringlen Ringlen and Mason Hadley to VPEMSS on 11/5. Forwarded an evaluation for Rensleen Joel to VPEMSS for her contract renewal. CTEC attended the following: <ul style="list-style-type: none"> HR Specialist I interview on 11/01. HRC meeting on 11/01. Attended 2 Christmas committee meetings on 11/22 and 11/29. Attended fundraising committee meeting with President Mori on 11/23 in preparation for the College Cocktail party on 11/30. 	HR.3	Standard III
Instructional:	<p><u>Agriculture & Food Technology:</u></p> <ul style="list-style-type: none"> Work-study students conducted training in various methods of seeds germinations, plan propagations, and various methods of gardening. (continuous) <p><u>CA/CE:</u></p> <ul style="list-style-type: none"> Presided the Facilities and Campus Environment committee meeting. Review Board Policy No.7007 		

Office	Accomplishments	IEMP #	ACCJC Standard
	<ul style="list-style-type: none"> IDP updates Review TOR 		

Become a learning organization through development of a learning culture guided by learning leaders

Office	Accomplishments	IEMP #	ACCJC Standard
Maintenance	<ul style="list-style-type: none"> Maintenance, Custodian, and Security guards continued to perform ground maintenance upper and lower campus areas, performed daily housekeeping in offices and classrooms, and periodic survey and maintenance of vehicles. Below are following accomplishments performed during the month of November 2018: <ul style="list-style-type: none"> A/C repair at UB Office. A/C services at ETSP Office. Toilet repair in women restroom in Admin Building. A/C cleaning in Tutorial Office. Repair A/Cs in SSC Lobby Cash power reading and update Vehicles inspection and cleaning Building Inspections Electrical appliances inspection. Assist on the cocktail party set up and other activities <p><u>Note:</u></p> <ul style="list-style-type: none"> Including the Preventative Maintenance Schedule 	FCE.2.1	Standard III.B
Instructional:	<p>CA/BU:</p> <ul style="list-style-type: none"> Participated in ICT meeting and review of BP8900 – Computer Technology Policy, BP8910 – Software Policy, AP8000 - Technology Fee, and AP8800 – Technology Equipment Phyllis Silbanuz was delegated Acting IC from November 13 to November 28, 2018 while IC was on bereavement leave 		

Evoke an image of quality

Office	Accomplishments	IEMP #	ACCJC Standard
Instructional:	<p><u>Telecom/Electronics:</u></p> <ul style="list-style-type: none"> Students in VEE 230 make their AM/FM receiver project functional and able to demonstrate the knowledge and skills learned in the course. Students in VEE 240 were able to demonstrate their knowledge and skill in troubleshooting multiplexer and demultiplexer circuit used in telecommunication industry using the NIDA trainers. Students in VEE 235 demonstrated the knowledge and skills in diagnosing, analyzing, and troubleshooting digital circuits using the data selector and data distributor circuits which is the ultimate goal of the 		

Office	Accomplishments	IEMP #	ACCJC Standard
	<p>course.</p> <p><u>AFT:</u></p> <ul style="list-style-type: none"> • Need to increase the credit hours of some courses to 4 credits instead of 3, so that the students can have more time digesting and understanding the concept taught in class (Course in need for modification is AG084 and AG092). Decrease the number of required major courses by fusing 2 courses into one course, for instance AG084 and AG094 fused into one course and probably rename the course to Introductory to Agriculture, so that when students transfer they don't need to take AG101, which is introduction to agriculture. AG094 Farm Management and Marketing can be covered under AG084 if the course is modified to include agribusiness in the outline. <p><u>HTM/BU:</u></p> <ul style="list-style-type: none"> • Faculty needs to meet with Student Services to come up with strategies to decrease the number of student absences and deficiencies. <p><u>Telecom/Electronics:</u></p> <ul style="list-style-type: none"> • We need to purchase new NIDA trainers. The one that we use in our class for VEE 230, VEE 235, and VEE 240 are already worn out. The Units are already 15 years old. 		

Department Response to Self-Identified Issues: Planning Agendas

Office	Planning Agenda Item	ACCJC Standard	Work Completed & Evidence
IA	<p>The college will improve its ability to demonstrate that all instructional programs meet the mission of the college and needs of the students by:</p> <ul style="list-style-type: none"> • Including surveys or questions of student engagement in the overall student satisfaction survey to help identify appropriate instructional strategies. • Having the curriculum committee conduct semester review and evaluation of effective instructional strategies and by a) providing an annual update of the IAP Handbook with appropriate instructional strategies and b) providing training during the annual staff development day and in other venues. • Evaluation of the program review and assessment recommendations by the Curriculum Committee to ensure appropriate implementation for positive impact on student learning. 	IIA1a-c (1 of 1)	
IA	As per the Policy on Continuous Improvement Cycle, the policies and procedures for the design, approval, administering, delivery, and evaluation of courses and programs will be evaluated.	IIA2a (1 of 1)	
IA	<p>The college will improve its tracking of the current competency levels required of its graduates by:</p> <ul style="list-style-type: none"> • Developing processes and procedures for the use of advisory committees and their evaluation. • Improving the dissemination of research findings and information from employer surveys. • Using other modes of obtaining information on current and future competency requirements. 	IIA2b (1 of 1)	
IA	The college will develop a prioritized listing of programs and course outlines for	IIA2c (1 of 1)	Ongoing by CAC and instructional divisions.

Office	Planning Agenda Item	ACCJC Standard	Work Completed & Evidence
	review that includes the sequencing of reviews and identification of responsible authors.		
IA	The college will formalize its review, discussion, and dialogue on delivery modes and teaching methodologies through formal discussion sessions each semester by the Curriculum Committee based on a compilation of classroom observations and a review of program assessment reports, and by holding sessions on best practices in instructional methods to be provided by each campus at the annual President's Retreat.	IIA2d (1 of 1)	<ul style="list-style-type: none"> • Classroom observations are regularly conducted and results reported to DAP. • Program assessment reports are also regularly compiled.
IA	The college will look at mechanisms for automation of its course and program assessment, and program review system. The college web site will provide access to institutional, program, and course level student learning outcomes and assessment reports and program reviews.	IIA2e-f (1 of 1)	
IA	As the college works at continually improving its assessment system, it is looking for ways to enhance its understanding of student academic strengths and weaknesses related to student learning outcomes. A major part of the planning agenda is to renegotiate existing articulation agreements and expand articulation agreements to additional schools which [sic] are receiving our transfer students.	IIA2g-I (1 of 1)	
IA	At the current stage of development, the revised general education program is being implemented with an ongoing assessment plan. The results of the assessment for courses and program [sic] will drive future improvements.	IIA3a-c (1 of 1)	
IA	The college will continue to monitor the college's policy on degree programs and graduation requirements to ensure that all new degree programs meet the requirements of this policy.	IIA4 (1 of 1)	
IA	The Division of Vocational Education will continue to work with the Vocational Training Coordinator under the VPIA's office to seek funding assistance from OMIP to acquire needed professional development training programs for its faculty members. This will help to ensure that the quality of training courses	IIA5 (1 of 4)	

Office	Planning Agenda Item	ACCJC Standard	Work Completed & Evidence
	produce graduates who are able to demonstrate technical and professional competencies that meet employment standards and are prepared for external licensure and certification.		
IA	The Division of Vocational Education at Pohnpei Campus will continue its efforts to work with its advisory council and other program stakeholders in reviewing program review recommendations to ensure recommendations are meeting the needs of the workforce and stakeholders prior to forwarding all recommendations to the Assessment Committee and the Curriculum Committee for review and recommendation to the college board.	IIA5 (2 of 4)	
IA	The division of vocational education will work with the Curriculum Committee to modify programs to increase more on-the-job training components.	IIA5 (3 of 4)	Under development.
IA	Strengthen the implementation of FSM National technical skills testing/certification. <ul style="list-style-type: none"> • The Division will continue to work with the FSM National DOE or T3 to improve or strengthen the Nation's technical/vocational skills testing and certification body. 	IIA5 (4 of 4)	
IA	Secure funding for industry certification.	IIA5 (1 of 3)	
IA	Modify programs/courses to increase on-the-job training (OJT).	IIA5 (2 of 3)	Under development.
IA	Strengthen the implementation of FSM National technical skills testing/certification.	IIA5 (3 of 3)	
IA	The college president in his FY 2011 performance budget established outcomes to renew, update and/or review current articulation agreements at the college and develop at least one new articulation agreement each year for the next three years.	IIA6a (1 of 1)	
IA	The college is currently conducting both a project to streamline programs and services at the college to meet changing enrollment and economic conditions as well as developing an academic master plan. Which programs and services to maintain eliminate or significantly change	IIA6b (1 of 1)	Requested and approved to put on hold enrolling new students in EET program starting Fall 2013 and until adequate resources are identified.

Office	Planning Agenda Item	ACCJC Standard	Work Completed & Evidence
	is considered in both activities. The college will adhere to the processes and procedures established in its Curriculum Handbook for programs that will be eliminated or significantly changed to minimize impact on students.		
IA	The college is currently developing an academic master plan. Once the plan is completed, a review will be conducted of all academic program missions, program goals, and student learning outcomes to ensure consistency and integrity in its publications.	IIA6c (1 of 1)	
IA	The college through its DAP and ICs, will continue to monitor the faculty evaluations for ratings on “professionalism” to ensure that the college’s code of ethics is being followed. Reviews of student rating of faculty will also be monitored to ensure that the code of ethics is maintained.	IIA7a (1 of 1)	Ongoing and reported every semester.
IA	The college will maintain its review of academic honesty requirements of students through first day of class review of academic honesty in course syllabi and monitoring of disciplinary committee actions related to academic honesty. A change in the levels of referrals and suspension by the disciplinary committee related to academic honesty will result in development of an intervention plan.	IIA7b (1 of 1)	Ongoing with review of syllabi.
IA	Supplemental training will be provided to improve the quality and identification of SMARTer outcomes/objectives/strategies and to aid in the identification of appropriate measures for improvement and assessment plans and reports, with an emphasis on linkages to performance budget development.	IIB1 (1 of 2)	
IA	Training will be provided in the establishment of unique cohorts (tracking SSSP students, internal transfers from state sites, impact of tutoring services, etc.) in the SIS to allow tracking of impact of student services programs and services on student learning.	IIB1 (2 of 2)	
IA	The college will undertake training in the SIS for all academic advisors to ensure familiarity with the program and with the use of features that will allow them to provide appropriate guidance to students	IIB3c (1 of 2)	Ongoing every beginning of the semester.

Office	Planning Agenda Item	ACCJC Standard	Work Completed & Evidence
	during their college career.		
IA	Surveys will be conducted in spring 2010 for academic advisors and a random set of students on advising practices and impact of the SIS, in order to improve academic advising of students.	IIB3c (2 of 2)	
IA	The college must develop and deliver language courses in, at least, the four major state languages. Students should be encouraged to learn, at least, one FSM language in addition to their first language to promote the appreciation and understanding of the different languages and cultures in the FSM and to provide a basis for understanding and appreciating diversity on an international level.	IIB3d (2 of 2)	The college had been unable to document the genesis or ownership of this item. Likely this evolved around delivering on the “uniquely Micronesian” component of the mission statement. However, please be sure this is addressed by IA and CAC and the results/recommendations/conclusions documented here.
LRC	<p>Critical elements for improvement of selecting and maintaining learning resources materials and equipment are:</p> <ul style="list-style-type: none"> • Development and implementation of a formal purchase plan that includes proactive solicitation of learning resources material and equipment and a replacement plan for existing materials and equipment and a replacement plan for existing materials and equipment that meets students’ learning needs. Special attention will be placed on broader solicitation for items through the college’s governance structure standing committees. • Development and implementation of an improvement plan for increasing the availability of credentialed librarians to provide training in and improvement of the selection of materials that support the college’s mission and enhances student learning. • Replace Follet software currently used at LRCs with software that improves reporting and record keeping components. 	IIC1a (1 of 1)	
LRC	Develop a structured information literacy training program based on pre post testing of entering, current, and existing student’ competencies through web, local server based and print tutorial programs.	IIC1b (1 of 1)	

Office	Planning Agenda Item	ACCJC Standard	Work Completed & Evidence
LRC	Expanding the digital collection of learning materials, including Trust Territory of the Pacific Islands (TTPI) collections and additional Pacific collection materials, will assist the college in meeting its mission by providing better access to previously unavailable materials related to history and culture of the FSM.	IIC1c (1 of 1)	
LRC	The college will acquire, install, and maintain security gates at LRC sites.	IIC1d (1 of 1)	
LRC	The college will expand its interlibrary loan program with regional institutions with a focus on Pacific Postsecondary Education Council (PPEC) institutions.	IIC1e (1 of 1)	
LRC	<p>To improve implementation of the program assessment at each LRC site:</p> <ul style="list-style-type: none"> • Provide training to LRC's in program planning and assessment. • Provide either fact-to-face or electronic meetings to discuss improvement plans and implementation of improvement activities. 	IIC2 (1 of 1)	
LRC			
LRC			

Institutional Effectiveness Indicators Update²

(dashboard approach)

NOTE: IRPO will prepare recommendations on what should be reported each quarter, but generally this section is intended to be a quick overview of critical Institutional Effectiveness Indicators related to Students, Human Resources, Finances, Financial Aid, Facilities & Security, etc. **For example (what indicators to report on may vary from quarter to quarter):**

Institutional Effectiveness Indicators

Students

- Enrollment by campus, gender, state of origin, student type, etc.
- Percent of students full time enrolled and earned 12 or more credits
- Average students credits enrolled, attempted and earned
- Percent of students in good academic standing
- Enrollment by genders, state of origin and campus
- Student/faculty ratios
- Student success rates in ACE and General Education Programs
- Student success rates by campus and degree type
- Resident Halls fill ratio
- Average class size
- Tutor and counseling contacts
- LRC usage rates
- Etc.

Financial Aid

- Percent of students receiving financial aid
- Percent of students on financial aid suspension
- Percent of students receiving scholarships
- Average financial aid received

Financial

- Expenditures by funding sources (ESG, SEG, etc.)
- Expenditures against strategic direction
- Expenditures against cost category

Human Resources

- Retention rates for faculty and staff
- Faculty/staff by state of origin
- Percent of filled positions
- Instructional faculty work load
- Student/student services staff ratio

Facilities & Security

- Tracking of Total Cost of Ownership against targets

² Additional detail may be found on the college website: <http://www.comfsm.fm/> and IRPO <http://www.comfsm.fm/?q=irpo>. For questions contact: rschplanning@comfsm.fm.

- Summary of security incidents
- Assessment
- Percent of program reviews completed