

Appendix D

ADMINISTRATIVE UNIT (AU) PROGRAM REVIEW¹

AU Full Official Name CAMPUS SECURITY AND SAFETY	
Campus COLLEGE-WIDE²	AU Review Submission Date September 19, 2022
Completed by Terry Marcus , Supervisor of Campus Security & Safety	AU Review Cycle 2017-2021³
Supervisor Joey A. Oducado VP for Enrollment Management & Student Services (EMSS)	Date Submitted to Supervisor September 23, 2022
MISSION AND GOALS	
The institutional mission, vision, core values, and goals drive the college's activities. Describe how your unit support each of these.	
Institutional Mission⁴ 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 educational programs characterized by continuous improvement and best practices.	How the unit supports the college's mission? AU fully supports the institutional mission of the college by providing a safe and secure campus and learning environment for the students, faculty, support staff and administration, and assisting others with the highest commitment to professionalism, service, respect, and integrity.
Institutional Vision⁵ We provide quality education today for a successful Tomorrow.	How the unit supports the college's vision? AU fully supports the college's vision by providing a safe and secure campus and learning environment for the students, faculty, support staff, administration, and others with the highest standards of professionalism and customer service, while dedicated (or committed) to the principles of integrity, responsibility, and accountability.
Institutional Core Values⁶ Commitment, Excellence, Learner-Centeredness, Professionalism, and Teamwork	How the unit supports the college's core values? AU fully supports the college's core values by effectively addressing the safety and security needs of college community crucial to supporting an environment in which diverse social, cultural, and academic values are free to develop and prosper.
Institutional 2018-2023 Strategic Directions⁷ 1. Innovate academic quality to ensure student success. 2. Strengthen resources to meet current and future needs.	How the unit supports the college's 2018-2023 Strategic Directions? AU is responsible for maintaining on-campus security and safety, 24 hours per day, seven days per week, 365 days per year, vital to a safe, secure and conducive learning

¹Oducado, J., Simion, K., & Harriss, F. (2017, December 31). *COM-FSM: Program assessment and program review manual*. College of Micronesia-FSM, Kolonia, Pohnpei, FM.

²This Administrative Unit Program Review (AUPR) is a quadrennial review of the campus security and safety functions (or services) at the college: National Campus, the Career & Technical Education Center (CTEC), Chuuk Campus, Kosrae Campus, Yap Campus, and the FSM Fisheries and Maritime Institute (FSM-FMI).

³This covers four cycles: 2017-2018, 2018-2019, 2019-2020, and 2020-2021. Under the college's December 31, 2017, *Program Assessment & Program Review Manual*, Administrative Unit Program Review (AUPR) is completed every four years. This the second AUPR completed for the colleges' campus security & safety with first AUPR completed on January 22, 2018, which covered three cycles: 2014-2017, although referenced to the *2013 COM-FSM Program Assessment and Program Review Procedures Manual*, an AUPR covers only two cycles.

⁴Approved by the college's Board of Regents, March 8, 2017, or see <http://www.comfsm.fm/bor/notebook/03-17/10.b1Mission%20Statement.pdf>.

⁵Approved by the college's Board of Regents, May 3, 2017, or see <http://www.comfsm.fm/?q=agenda-05-2017>.

⁷Approved by the college's Board of Regents, May 3, 2017, or see <http://www.comfsm.fm/?q=agenda-05-2017>.

⁶Approved by the college's Board of Regents, May 3, 2016, and revised on March 8, 2017.

⁷Approved by the college's Board of Regent on September 14, 2017.

Appendix D

	<p>Environment for the students, faculty and support staff, and administrators. This is crucial as well to supporting a learning environment in which diverse social, cultural, and academic values are free to develop and prosper.</p> <p>Other functions of the college’s campus security and safety include, but by no means not limited to, crime prevention, crime and incident reports, investigations, on-campus traffic and parking management, medical emergencies, fire emergencies, and responding to all other incidents requiring emergency assistance.</p>
--	---

AU MISSION, GOALS, AND OBJECTIVES

Mission Statement	Goals	Objectives
<p>It is the mission of the COM-FSM campus security and safety to provide a safe and secure environment that enhances the well-being of students, faculty, staff, and visitors, and protect all college’s property.</p>	<p>Provide improved and accessible student support programs and services that complement and reinforce student learning, and enhance the accomplishment of the college’s mission.⁸</p>	<p>2017-2018, 2018-2019, 2019-2020, & 2020-2021 Outcomes⁹</p> <ol style="list-style-type: none"> Maintain compliance with applicable US Federal Regulations, such as but by no means not limited to, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015 (Clery Act), the Violence Against Women Act (1994), as amended in 2015 (VAWA), Title IX, Education Amendments of 1972 (Title IX), and the Higher Education Act of 1965. Continue to provide a 24-hour, 365-day service essential to maintaining a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission.

AU DESCRIPTION, DATA, AND TREND ANALYSIS

Describe the purpose, components, and staffing level of the AU

The college’s Campus Security and Safety is firmly committed to providing a safe and secure campus environment. It is 24 hours a day, seven days per week, 365 days per year service-oriented AU with a mission of providing a safe and secure environment that enhances the well-being of students, faculty, staff, and visitors, and protect all college’s property.

The college’s Campus Security and Safety is responsible for public safety at all campuses. It is responsible for a number of campus safety and security programs including emergency management, community safety and security education, and physical security, including behavioral threat assessment, and special event management. In order to provide 24 hours per day, seven days per week, 365 days per year security and safety services, with three shifts per day (8:00 AM to 4:00 PM, 4:00 PM to 12:00 midnight, and 12:00 midnight to 8:00 AM), the recommended college-wide staffing level¹⁰ for the college’s campus security and safety is: (a) a security and safety supervisor; and (b) 46 full-time (or regular) non-sworn security personnel.

⁸Goal of the college’s department of Enrollment Management & Student Services (EMSS). In November 2016, oversight of the college’s campus security and safety was transferred from the Office of Facilities and Maintenance under the department for Administrative Services (AS) to the Office of the VP for EMSS.

⁹As reported and/or documented in the college’s TracDat, an online assessment and strategic planning system developed and hosted by Nuventive, Inc.

¹⁰Minutes of the January 25, 2019, meeting of the Cabinet, or see <http://www.comfsm.fm/cabinet/pdf/2019/19-01-25-cabinet-minutes.pdf>.

Appendix D

Current Staffing. Complete the table below				
List each position by classification	Percent of Employment	Months per Year of Employment	Source of Funding	FTE
Supervisor, Campus Security & Safety	100%	12 Months	Annual Budget	1
Security Officers	100%	12 Months	Annual Budget	46

Other Resources. Complete the table below				
List each position by classification	Services Provided	Number of Hours	Overall Cost	Funding

Utilize the data provided in the above table in the discussion of the appropriateness of the staffing levels of the AU

In order to provide 24 hours per day, seven days per week, 365 days per year security and safety services, with three shifts per day (8:00 AM to 4:00 PM, 4:00 PM to 12:00 midnight, and 12:00 midnight to 8:00 AM), the recommended college-wide staffing level for the college’s campus security and safety is a security and safety supervisor, and 46 full-time (or regular) non-sworn security personnel.

NATIONAL CAMPUS, Palikir, Pohnpei

The campus has an area of 73 acres, more or less. Three security officers are assigned to each shift. This will require 504 regular work security hours per week. On January 25, 2019, established the recommended number of security officers per campus. Specifically, for the National Campus, 13 security officers are needed to provide a 24-hour, seven days per week, 365 days per year security and safety services, with three security officers assigned to each shift of the three-shift daily recommended operation. The 13 security officers can render 540 work hours per week. **National Campus has adequate staffing level for the 24/7-operation of its campus security and safety services or functions.**

Career & Technical Education Center (CTEC), Kolonia, Pohnpei

The campus has an area of 16.6 acres, more or less. Two security officers are assigned to each shift. This will require 336 regular work security hours per week. On January 25, 2019, established the recommended number of security officers per campus. Specifically, for CTEC, nine security officers are needed to provide a 24-hour, seven days per week, 365 days per year security and safety services, with two security officers assigned to each shift of the three-shift daily operation. The nine security officers can render 360 work hours per week. **CTEC has adequate staffing level recommended for the 24/7-operation of its campus security and safety services or functions.**

Chuuk Campus, Weno, Chuuk

The campus has an area of two acres, more or less. Two security officers are assigned to each shift. This will require 336 regular work security hours per week. On January 25, 2019, established the recommended number of security officers per campus. Specifically, for Chuuk Campus, nine security officers are needed to provide a 24-hour, seven days per week, 365 days per year security and safety services, with two security officers assigned to each shift of the three-shift daily operation. The nine security officers can render 360 work hours per week. **Chuuk Campus has adequate staffing level recommended for the 24/7-operation of its campus security and safety services or functions.**

Kosrae Campus, Tofol, Kosrae

The campus has an area of five acres, more or less. Five security officers are assigned to each shift. This will require 168 regular work security hours per week. On January 25, 2019, established the recommended number of security officers per campus. Specifically, for Kosrae Campus, five security officers are needed to provide a 24-hour, seven days per week, 365 days per year security and safety services, with one security officers assigned to each shift of the three-shift daily operation. The five security officers can render 200 work hours per week. **Kosre Campus has adequate staffing level recommended for the 24/7-operation of its campus security and safety services or functions.**

Yap Campus, Colonia, Kosrae

The campus has an area of seven acres, more or less. Five security officers are assigned to each shift. This will require 168 regular work security hours per week. On January 25, 2019, established the recommended number of security officers per campus. Specifically, for Yap Campus, five security officers are needed to provide a 24-hour, seven days per week, 365 days per year security and safety services, with one security officers assigned to each shift of the three-shift daily operation. The five security officers can render 200 work hours per week. **Yap Campus has adequate staffing level recommended for the 24/7-operation of its campus security and safety services or functions.**

Appendix D

Utilize the data provided in the above table in the discussion of the appropriateness of the staffing levels of the AU

FSM Fisheries and Maritime Institute (FSM-FMI), Tomil, Ruu Village, Yap

Five security officers are assigned to each shift. This will require 168 regular work security hours per week. On January 25, 2019, established the recommended number of security officers per campus. Specifically, for FSM-FMI, five security officers are needed to provide a 24-hour, seven days per week, 365 days per year security and safety services, with one security officers assigned to each shift of the three-shift daily operation. The five security officers can render 200 work hours per week. **FSM-FMI has adequate staffing level recommended for the 24/7-operation of its campus security and safety services or functions.**

However, as of review the college's campus security and safety has the following number of security officers at each campus:

1. National Campus has 12 security officers. National Campus with three security officers assigned to each shift requires 540 work hours per week. The 12 security officers can render 480 work hours per week. As such, overtime work hours of five hours each security officer per week is the current approach to address the "gap" until such time the campus fills up security officer's position.
2. CTEC has six security officers. CTEC with two security officers assigned to each shift requires 336 work hours per week. The six security officers can render 240 work hours per week. As such, overtime work hours of 96 hours per week is the current approach to address the "gap" until such time the campus fills up security officer's positions.
3. FSM-FMI has four security officers. FSM-FMI with one security officer assigned to each shift requires 168 work hours per week. The four security officers can render 160 work hours per week. As such, overtime work hours of two hours each security officer per week is the current approach to address the "gap" until such time the campus fills up security officer's position.

The "gaps" in the staffing level of security officers at some campuses, vis-a-vis recommended staffing level for the campus, have been attributed to staff attrition. As of review, the hiring of security officers is in progress, with vacancies had been published or announced on the college's website, <http://www.comfsm.fm/?q=hr-jobs>.

How does the AU serve the population of the college?

The college's Campus Security and Safety is firmly committed to providing a safe and secure campus environment. It is 24 hours a day, seven days per week, 365 days per year service-oriented AU with a mission of providing a safe and secure environment that enhances the well-being of students, faculty, staff, and visitors, and protect all college's property. It is responsible for public safety at all campuses. It is responsible for a number of campus safety and security programs including emergency management, community safety and security education, and physical security, including behavioral threat assessment, and special event management.

Since the previous AUPR, what significant changes have occurred that impact the services of the AU?

The college's Enrollment Management/Campus Standards Key Indicators¹¹ of February 14, 2006, provides a ratio of **1:300** students (day time security). AU is uncertain of the basis and reference used to inform this ratio. Nonetheless, the April 5, 2018, revised Enrollment Management Indicators¹² provides staffing level for security officers: 13 for National Campus, seven for CTEC, eight for Chuuk Campus, and five each for Yap and Kosrae Campuses.

AU conducted an assessment to determine the recommended staffing level and work schedule model for the college's campus security and safety, which was adopted by the Cabinet on January 25, 2019.¹³

Campus security & safety provides 24 hours per day, seven days per week, 365 days per year security & safety services for the college community, with three shifts per day (8:00 AM to 4:00 PM, 4:00 PM to 12:00 Midnight, and 12:00 Midnight to 8:00 AM). the recommended college-wide staffing level for the college's campus security and safety is: (a) a security and safety supervisor; and (b) 46 full-time (or regular) non-sworn security personnel. **Campus security & safety has adequate staffing level, although works are in progress to fill-up existing vacancies in full-time security personnel as results of attrition, and are temporarily addressed by hiring personnel on-special contracts, and authorizing overtime works.**

¹¹COM-FSM (14 February 2006). Enrollment Management/Campus Standards Key Indicator. Retrieved on September 2, 2022, from http://www.comfsm.fm/accreditation/2016/Self_Evaluation/StandardIII/a/Enrollment_Management_Campus_Standards_Key_Indicators.pdf

¹²COM-FSM (5 April 2018). Enrollment Management Indicators. Retrieved on September 2, 2022, from <http://www.comfsm.fm/accreditation/substantive-change/Enrollment-Management-Indicator-Revised-April-5-2018.pdf>

¹³Minutes of the January 25, 2019, meeting of the college's Cabinet. See <http://www.comfsm.fm/cabinet/pdf/2019/19-01-25-cabinet-minutes.pdf>.

Appendix D

What methods are used to evaluate AU's effectiveness to the population that interact with it?	What do the results of the above methods of evaluation indicate about the effectiveness of the AU?	How are the results of the analysis been used to make improvements to services provided by the AU?
Annual Assessment	See AU's 2017-2021 Annual Assessment Report (i.e., results, improvement plans, and improvements sections), http://wiki.comfsm.fm/@api/deki/files/5949/=2017-2021_Assessment_Reports-CS%2526S.pdf	See AU's 2017-2021 Annual Assessment Report (i.e., results, improvement plans, and improvements sections), http://wiki.comfsm.fm/@api/deki/files/5949/=2017-2021_Assessment_Reports-CS%2526S.pdf
Program Review	See AU's AUPR 2014-2017, http://wiki.comfsm.fm/@api/deki/files/5950/=2014-2017_Program_Review-Campus_Security_and_Safety.pdf	See AU's AUPR 2014-2017, http://wiki.comfsm.fm/@api/deki/files/5950/=2014-2017_Program_Review-Campus_Security_and_Safety.pdf
Provide any other data that are relevant to the AU's program review		
<p>Annual Security and Safety reports and Clery Crime and Fire Data Surveys as required by the US Federal Government, i.e., in compliance with the Higher Education Act of 1965 section 485(f) known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as well as institutional surveys administered by the college's Office of Institutional Effectiveness (OIE). For examples:</p> <p>Annual Security and Fire Safety Reports, 2017 to 2022 See http://www.comfsm.fm/?q=security-stats</p> <p>Clery Crime and Fire Data, 2017 to 2021 See http://www.comfsm.fm/?q=clery-stats-2021</p> <p>Student Orientation Surveys, e.g., in the fall 2018 student orientation survey, a rating of 8 (0 to 10), Q8-I understood and am aware of Title IX, policies and procedures, safety precautions, and other important information presented (see p. 12 of 24, http://www.comfsm.fm/irp/Data_Center/Fall-2018-Student-Orientation-Survey.pdf). This is the same rating level received by college's security and safety during the fall 2017 student orientation survey (see 28 of 53, http://www.comfsm.fm/irp/Data_Center/Fall-2017-Student-Orientation-Survey.pdf).</p>		
STRENGTHS, WEAKNESSES, OPPORTUNITIES, CHALLENGES (SWOC) ANALYSIS		
Based on analysis in the preceding sections, what are the AU's strengths?	<ol style="list-style-type: none"> 24 hours per day, seven days per week, 365 days per year security and safety services, with three shifts per day (8:00 AM to 4:00 PM, 4:00 PM to 12:00 midnight, and 12:00 midnight to 8:00 AM). Adequate recommended staffing level per campus. Trained non-sworn security officers. The college contracted LawESS (FSM, Inc.) to serve as consultant on security and safety matter, develop and deliver security and safety training, assist in and overview investigations relating to breaches of internal discipline and criminal offenses, review and re-develop the college's security manual, conduct additional security related workshops, and others. Campus security and safety at the National Campus and CTEC also partnered and collaborated with Pohnpei Port Authority's Airport Rescue & Fire Fighting (ARFF) for rescue and fire training of security officers. Additionally, First Aid procedures and applications of cardiopulmonary resuscitation (CPR) training for security officers. AU has a college-wide Emergency Response Plan and Procedure and a security and safety operations and procedures manual that serve as guides for its non-sworn security officers. Strong synergy and collaboration between the AU and other administrative units and academic divisions at the college. 	
Based on analysis in the preceding sections, what are the AU's weaknesses?	<ol style="list-style-type: none"> Inadequate budgetary allocation. AU's annual budget consists of only budget items for personnel (salary and fringe benefits, including provisions for overtime works and night differentials), and \$500 each staff representing supplies for the entire fiscal year. AU's annual budget does not include allocations for tools and equipments, e.g., UH/VHF radios, fire rescue and prevention equipments, computers and their peripherals, CCTVs, vehicles especially for State Campuses, etc. 	

Appendix D

<p>Based on analysis in the preceding sections, what are the opportunities existing for the AU?</p>	<ol style="list-style-type: none"> 1. Collaboration and support from local law enforcement (or public safety) agencies. One of the works in progress under this area is for the AU to enter into a formal memorandum of understanding with these local law enforcement agencies to further strengthen collaboration and partnership. 2. Voice Notification System for initiating voice instructions over externally mounted PA speakers. While this was cited in the AU's 2014-2017 AUPR, it was never implemented due to inadequate budgetary allocation. 3. Two-way UH/VHF radios allowing communications between campuses. While this was cited in the AU's 2014-2017 AUPR, it was never implemented due to inadequate budgetary allocation. 4. Security videos-Closed Circuit Television (CCTV) systems, college-wide, and centrally managed network. 5. Fire alarm and security system requires upgrade. AU continues to work with the college's facilities and maintenance, department of administrative services, on the need to upgrade the college's fire alarm and security system, and ensure that such systems are also installed at all campuses in the college system. 6. Continuing In-house training for non-sworn security officers on US Federal regulations, such as he Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015 (Clery Act), the Violence Against Women Act (1994), as amended in 2015 (VAWA), Title IX, Education Amendments of 1972 (Title IX), and the Higher Education Act of 1965, and applicable college policies and procedures, techno-literacy skills and development, essential and routine security operations, and others.
<p>Based on analysis in the preceding sections, what are the challenges existing for the AU?</p>	<ol style="list-style-type: none"> 1. See section on challenges. 2. As results of the COVID-19 pandemic and imposed restrictions by both the FSM and State governments, on-site visits to the state campuses were not made beginning spring 2020 to date of review to provide on-site support and training (routine and follow-up) for security officers. 3. Staff attrition. Although at some period in the AUPR cycle, the college had at its employ number of security officers pursuant to the recommended staffing level for each campus. 4. The need for a database system.
<p>EVALUATION OF THE PROCESS USED BY AU</p>	
<p>Describe any on-going systematic method used to evaluate the efficacy of the process used by the AU</p>	
<p>The college has adopted BP 1110 which requires all departments and units to conduct annual assessments to ensure continuous improvement of programs and service. As such, AU regularly evaluates the quality and effectiveness of student support programs and services through annual assessment and quadrennial program review, internal and external surveys, in compliance with ACCJC Standards I.B.5, II.C.1 & II.C.2, in accordance with the college's BP 1110, and guided by the five-year planning cycle under its <i>2018-2023 Integrated Education Master Plan</i> and its <i>Program Assessment and Program Review Manual</i>.</p> <p>AU uses the results of its annual assessments for yearly budget allocation and reallocation, and results of the AUPR are used as critical points for the college's non-academic program prioritization that will inform the development of a five-year strategic plan.</p> <p>Through AUPR, the AU is able to identify strengths and areas for improvement; what and how it can contribute to student learning, growth and development. These all are crucial to informing (or guiding) improvement and enhancement of AU's services, which includes, but by no means limited to: (a) providing a safe and secure campus and learning environment for the students, faculty, support staff, administration, and others with the highest standards of professionalism and customer service, while dedicated (or committed) to the principles of integrity, responsibility, and accountability; and (c) enhancing the accomplishment of the college's mission and goals.</p>	
<p>Provide example(s) of how AU program review led to continuous quality improvement</p>	
<ol style="list-style-type: none"> 1. Assessment was made to determine the recommended staffing level and work schedule model for the college's campus security and safety, which was adopted by the Cabinet on January 25, 2019. 	

Appendix D

2. AU continues to remain in compliance with the Higher Education Act of 1965 section 485(f) known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as required by the US Department of Education for higher education institutions participating in the Title IV programs.
3. Trained security officers. Prior to the COVID-19 pandemic (2018-2019) but within the period covered by this AUPR, AU provided on-site trainings for security officers, college-wide. These trainings included report writing, effective patrolling, investigations, apprehending and handling threats or actions of violence, Title IX, applicable college policies and procedures, and others.
4. Closed Circuit Television (CCTV) systems had been installed in the dining hall area and the residence halls, including parking lot areas at the college's National Campus, in Palikir, Pohnpei FM.
5. Acquisition of a security vehicle and an all-terrain vehicle (ATV) for campus security and safety at the National Campus. Note that the college's National Campus in Palikir, Pohnpei, has an area of more or less 73 acres.
6. In Summer of 2019, a focus group (Female safety and inclusion) was conducted by the Office of Student Life. The college's campus security and safety continues to work with facilities and maintenance, which has direct purview of this area, to address the identified needs. See http://wiki.comfsm.fm/@api/deki/files/5952/=FG_Report_-_SU_2019_compressed.pdf
7. All information on the security webpage as such contact information, security and fire safety tips, Clery crime and Fire data statistics has been updated.
8. Additionally, the college's website has also been updated to include a Title IX and Sexual Misconduct webpage, in compliance with Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX), especially with the college receiving U.S. Federal Financial assistance.
9. On December 31, 2018, the college updated its 2012 Emergency Response Plan, which was then presented to the March 21, 2019, meeting of the Board of Regents. However, the revised plan is yet to be published on the college website to replace the 2012 Emergency Response Plan currently under the VPAS webpage, http://www.comfsm.fm/vpa/er/Emergency_Response_Plan.pdf

SERVICE AREA OUTCOME ASSESSMENT

List AU's service area outcomes by completing the expandable table below

Service Area Outcomes	Date Assessment Completed	Date (s) Data Analyzed	Date(s) Data Used for Improvement	Number of Cycle(s) Completed
<p>2017-2018, 2018-2019, 2019-2020, & 2020-2021 Outcomes</p> <ol style="list-style-type: none"> 1. Maintain compliance with applicable US Federal Regulations, such as but by no means not limited to, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015 (Clery Act), the Violence Against Women Act (1994), as amended in 2015 (VAWA), Title IX, Education Amendments of 1972 (Title IX), and the Higher Education Act of 1965. 2. Continue to provide a 24-hour, 365-day service essential to maintaining a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission. 				<p>See http://wiki.comfsm.fm/@api/deki/files/5951/=2017-2021_CS%2526S_Assessment_Reports_(Four_Cycles).pdf</p>

AU Assessments. Complete the table below

Outcome ¹⁴ Number	Intended Outcome	Means of Assessment	Criteria of Success	Summary of Data Collected	Use of Results
------------------------------	------------------	---------------------	---------------------	---------------------------	----------------

Appendix D

Outcome 1	Maintain compliance with applicable US Federal Regulations, such as but by no means not limited to, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015 (Clery Act), the Violence Against Women Act (1994), as amended in 2015 (VAWA), Title IX, Education Amendments of 1972 (Title IX), and the Higher Education Act of 1965.	See http://wiki.comfsm.fm/@api/deki/files/5951/=2017-2021_CS%2526S_Assessment_Reports_(Four_Cycles).pdf
Outcome 2	Continue to provide a 24-hour, 365-day service essential to maintaining a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission.	See http://wiki.comfsm.fm/@api/deki/files/5951/=2017-2021_CS%2526S_Assessment_Reports_(Four_Cycles).pdf

How has the AU's assessment of service outcomes led to improvement in services to patrons?

See preceding section, i.e., example(s) of how AU program review led to continuous quality improvement.

What challenges remain to make AU more effective?

See preceding section, i.e., SWOC Analysis, weaknesses and challenges.

DESCRIBE HOW AU'S SERVICE AREA OUTCOMES ARE LINKED TO THE INSTITUTIONAL GOALS

Institutional Goals (Directions) ¹⁵	AU Service Area Outcomes	Linkage
<ol style="list-style-type: none"> 1. Innovate academic quality to ensure student success. 2. Strengthen resources to meet current and future needs. 	<ol style="list-style-type: none"> 1. Maintain compliance with applicable US Federal Regulations, such as but by no means not limited to, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015 (Clery Act), the Violence Against Women Act (1994), as amended in 2015 (VAWA), Title IX, Education Amendments of 1972 (Title IX), and the Higher Education Act of 1965. 2. Continue to provide a 24-hour, 365-day service essential to maintaining a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission. 	<p>AU provides a 24-hour per day, seven days per week, 365 days per year, security and safety services essential to maintaining a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission and goals.</p>

EVALUATION OF PROGRESS TOWARD PREVIOUS GOALS

List the goals from AU's previous AUPR

Goals from the AU's 2014 to 2017 AUPR, as submitted, January 22, 2018

A. Short-term (two-year cycle) Goals

1. Maintain compliance with applicable US Federal regulations, such as but by no means not limited to, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015 (Clery Act), the Violence Against Women Act (1994), as amended in 2015 (VAWA), Title IX, Education Amendments of 1972 (Title IX), and the Higher Education Act of 1965.
2. Provide a 24-hour, 365-day service essential to maintaining a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission.

¹⁴2017-2018, 2018-2019, 2019-2020, & 2020-2021 cycles

¹⁵2018-2023 approved by the college's Board of Regent on September 14, 2017.

Appendix D

<p>B. Long-term (four-year cycle) Goals</p> <ol style="list-style-type: none"> 1. Responsive to the college community in the delivery of skillful quality security and safety services by maintaining a well-trained, community-oriented, professional work force essential to sustaining (or supporting) a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission. 2. Effectively use technology to create a safe and secure college community. 		
Describe the level of success achieved in goals listed below		
Goals from previous AU's AUPR (2014-2017)	Level of Success Achieved	
A.1. Maintain compliance with applicable US Federal regulations, such as but by no means not limited to, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015 (Clery Act), the Violence Against Women Act (1994), as amended in 2015 (VAWA), Title IX, Education Amendments of 1972 (Title IX), and the Higher Education Act of 1965.	100%. AU continues to maintain compliance with applicable US US Federal regulations, such as Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), Title IX, VAWA (1995), and others.	
A.2. Provide a 24-hour, 365-day service essential to maintaining a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission.	100%. AU continues to provide on-campus security and safety services, 24 hours per day, seven days per week, and 365 days per day. While that area campuses with number of security officers less than the recommended staffing level due to staff attrition, this has been approached by authorizing (or approving) overtime work hours and hiring security staff on-special contracts until the vacant positions are filled up by security officers on regular contracts.	
B.1. Responsive to the college community in the delivery of skillful quality security and safety services by maintaining a well-trained, community-oriented, professional work force essential to sustaining (or supporting) a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission.	100%. College has a well-trained, and community oriented security force on-campus providing on-campus security and safety services, 24 hours per day, seven days per week, and 365 days per day.	
B.2. Effectively use technology to create a safe and secure college community.	<p>80%. A centrally managed or networked Security videos-Closed Circuit Television (CCTV) system is in place only at the college's National Campus. Web info and resources regarding security and safety are available on the college's website, but they need to be routinely updated, and desirably with improved graphic user's interface for ease in accessibility.</p> <p>While security officers have been trained on routine security works, fire safety and prevention, and others, a training designed to enhance their computer literacy skills is needed.</p>	
In cases where resources allocated toward goals, evaluate		
Goals from previous AUPR	Resources Allocated	Efficacy of Spending
Short-term goal 1.	<p>While no funds allocated under the AU's FY budgets covered under this AUPR. However, the department for EMSS worked with ITO on computers for campus security and safety through the department's turn-over computers.</p> <p>Acquisition of brand new computers for campus security and safety college-wide is in progress as of writing this review.</p> <p>Allocating funds under the AU's annual budget for web-based database and site visit had not been realized due to budget cut-back, and the COVID-19 pandemic's restrictions did not allow travels to the other states in the FSM.</p>	Not applicable
Short-term goal 2.	Not applicable	Not applicable

Appendix D

Long-term goal 1.	See short-term goal 2. No funds for site visits had been allocated under AU's annual budget. However, at the beginning of the AUPR cycle (2017), supervisor of campus security and safety was able to travel to the state campuses together with the consultant for security and safety to provide on-site training and monitoring.	
Long-term goal	<p>See short-term goal 2. No funds for site visits had been allocated under AU's annual budget. However, at the beginning of the AUPR cycle (2017), supervisor of campus security and safety was able to travel to the state campuses together with the consultant for security and safety to provide on-site training and monitoring.</p> <p>Additional CCTVs had been installed at the National Campus, such as the dining hall area, the residence halls, and parking lots, funded under the college's ITO and the Office of the President.</p>	

SHORT-TERM AND LONG-TERM GOALS (AU maintains the same short-term goals as in the previous AUPR)

Using the table below, list the short-term goals (a minimum of two each) for the AU. These goals should follow logically from the information provided in the program review. Use separate table for each additional goal.

Short-Term Goal (Two-Year Cycle) 1.

Identify Goal	Maintain compliance with applicable US Federal regulations, such as but by no means not limited to, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015 (Clery Act), the Violence Against Women Act (1994), as amended in 2015 (VAWA), Title IX, Education Amendments of 1972 (Title IX), and the Higher Education Act of 1965.
Describe the plan to achieve the goal (i.e., action plan)	<ol style="list-style-type: none"> 1. In collaboration with the college's ITO, develop and deploy a campus security and safety database system to record citations, incident reports, and others; essential to efficiently completing the Clery Crime and Fire Data Survey as annual required by US ED, including other reports required in-house and by external agencies. 2. Strengthen collaboration with local law enforcement agencies, e.g., enter into a memorandum of understanding with local enforcement agencies to formalize and further strengthen collaboration and mutual support (or cooperation) with local law enforcement agencies. 3. Continue to provide (or facilitate) trainings, either in person or virtual, for lead officers (CTEC), the state campuses, and FSM Fisheries and Maritime Institute on the Clery Act, especially Clery Crime and Fire Data reporting, Title IX, VAWA, and the Higher Education Act of 1965, including applicable FSM national and state statutes and laws. 4. Continue to provide (or facilitate) follow-up trainings, either in person or virtual, for security officers on report writing (e.g., citations, incident reports, chronological reports, etc.), security logs, investigation, including computer information literacy (CIL). 5. Collaborate with the Office of the VP for EMSS, the Office of the DSL, the management team, and apt governance committee(s) to review and update applicable college's policies and procedures, such as but by any means not limited to, policies and procedures on alcohol, illicit substance or drugs, threats or acts of violence, banned weapons, sexual misconduct, and others. 6. Continue to collaborate with the college's ITO to ensure the currency of web info as published on the AU's webpage, e.g., upload updated version of the Emergency Response Plan and Procedures, Clery crime statistics and fire data, annual security and fire safety reports, and others. Additionally, redesign the AU's webpage, and consider improving its GUIs. 7. Complete the annual Clery Crime and Fire Data survey as required by US ED, two weeks prior to the established deadline. 8. Publish the Annual Security and Fire Safety Report a week before the established deadline by US ED.

Appendix D

<p>What measurable outcome is anticipated for this goal?</p>	<ol style="list-style-type: none"> 1. Compliance with applicable US Federal regulations, such as but by no means not limited to, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015, the Violence Against Women Act (1994), as amended in 2015, Title IX, Education Amendments of 1972, and the Higher Education Act of 1965. 2. Security officers shall demonstrate adeptness of applicable US Federal regulations, such as but by no means not limited to, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015, the Violence Against Women Act (1994), as amended in 2015, Title IX, Education Amendments of 1972, and the Higher Education Act of 1965. 3. Security officers shall demonstrate adeptness of applicable college's policies and procedures.
	<ol style="list-style-type: none"> 4. Security officers shall exhibit proficiency in Computer Information Literacy (CIL), conducting investigation, writing citations, incident reports, security logs, and others.
<p>What specific aspect of this goal can be accomplished without additional financial resources.</p>	<ol style="list-style-type: none"> 1. None. With the available technology in place at the college, on-site (physical visits) to the state campuses by the supervisor of campus security and safety to provide on-site supervision, follow-up training and other oversight may not be the sole approach as this can also be done through virtual meetings. 2. AU shall have to take other creative and innovative approach to ensure its effectiveness and efficiency in delivering its services, and not to be constrained by limited or reduced budget.
<p>Short-Term Goal (Two-Year Cycle) 2.</p>	
<p>Identify Goal</p>	<p>Provide a 24-hour, 365-day service essential to maintaining a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission.</p>
<p>Describe the plan to achieve the goal (i.e., action plan)</p>	<ol style="list-style-type: none"> 1. Continue to maintain an adequate staffing level of non-sworn security personnel by campus. Conduct a follow-up assessment of the current and recommended staffing level of security officers for each campus to determine its suitability and appropriateness given the current new settings. 2. Continue to conduct (or facilitate) follow-up in-house training for campus security officers, either in-person or virtually, especially in the areas of, but by no means not limited to, applicable college's policies and procedures, disaster (or emergency) preparedness or response, incident report and citation writing, effective patrolling, investigation, first aid/CPR, and others. 3. Routinely organize safety and fire drill. 4. Continue to conduct (or facilitate) follow-up in-house training for campus security officers, on the college's emergency response plan and procedures, including routine operations and procedures. 5. Continue to work with other units (or offices) and departments in providing orientations for students, to include topics such as Title IX, VAWA, applicable college policies and procedures, security and safety tips, and others. 6. In collaboration with the Facilities and Maintenance Office to assess campus lighting, fire prevention equipments, e.g., fire extinguishers, fire alarm systems, etc., college-wide, to ensure security and safety of students, employees, and guests; including safeguard college's properties and facilities. 7. Ensure that recommended numbers of security officers re posted per work shift, three shifts per day, seven days a week. 8. Coordinate with units from other departments on scheduled special events for effective security and safety management and coordination. 9. Conduct surveys, e.g., campus climate survey, satisfaction surveys, and the like, to determine the level of effectiveness and efficacy of the college's campus security and safety in terms of meeting the needs of the college community.
<p>What measurable outcome is anticipated for this goal?</p>	<ol style="list-style-type: none"> 1. 24-hour, 365-day security and safety services by trained security work force essential to maintaining a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission.
<p>What specific aspect of this goal can be accomplished without additional financial resources.</p>	<ol style="list-style-type: none"> 1. None. With the available technology in place at the college, on-site (physical visits) to the state campuses by the supervisor of campus security and safety to provide on-site supervision, follow-up training and other oversight may not be the sole approach as this can also be done through virtual meetings. 2. AU shall have to take other creative and innovative approach to ensure its effectiveness and efficiency in delivering its services, and not to be constrained by limited or reduced budget.

Appendix D

Long-Term Goal (Four-Year Cycle) 1.		
Identify Goal	Improve core service delivery and college community engagement through proactive policing, staff development and communication.	
	<ol style="list-style-type: none"> 1. Establish a professional development program to enhance officer and staff readiness, training, health, and wellness. 2. Continue to maintain and achieve staffing levels that allow the appropriate response to any anticipated situation. 3. Maintain (or build) effective relationships with local law enforcement agencies, and develop prevention strategies that support those partnerships and strategies to proactively address adjacent public safety and on campus safety issues. 4. Enhance the use of technology in campus safety and security systems through adequate resourcing, efficient administration, and preventative maintenance programs. 5. Maintain high visibility patrols on campus and other college-owned, rented, and operated facilities. 6. Enhance security awareness through college community engagement and education. 7. Collaborate with other offices (or units) and departments to ensure the integration of security and safety into planning, design, construction, facilities, and operations. 8. Update the college-wide emergency plan and procedure, including security and safety operations manual. 9. Establish a visitor management system to increase campus security, and improve access control. This can include temporary visitor badges, keeping records of visitors' identification badges, and more. 	
What measurable outcome is anticipated for this goal?	1. Improved core service delivery, well-trained and community-oriented security work force.	
What specific aspect of this goal can be accomplished without additional financial resources.	1. None. AU shall have to take other creative and innovative approach to ensure its effectiveness and efficiency in delivering its services, and not to be constrained by limited or reduced budget.	
Short—Term Goal (Two-Year Cycle) 1.		
Goal Number and Goal Description	Short-Term Goal 1. Maintain compliance with applicable US Federal regulations, such as but by no means not limited to, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), as amended in 2015 (Clery Act), the Violence Against Women Act (1994), as amended in 2015 (VAWA) ,Title IX, Education Amendments of 1972 (Title IX), and the Higher Education Act of 1965.	
Type of Resources	Requested Dollar Amount	Potential Funding Source
None. AU shall utilize funds appropriated under its annual budgets to defray costs of activities required or identified to meeting Short-Term Goal 1.		
Short—Term Goal (Two-Year Cycle) 2.		
Goal Number and Goal Description	Short-Term Goal 2. Provide a 24-hour, 365-day service essential to maintaining a reasonably safe and secure environment in which members of the college community can pursue their various activities, and the college can fulfill its mission.	
Type of Resources	Requested Dollar Amount	Potential Funding Source
<p>AU shall utilize funds appropriated under its annual budgets to defray costs of activities required or identified to meeting Short-Term Goal 2. Costs of technology (hardware and software), including CCTV systems, fire alarm system and requirements, and the like, are under the budgets of concerned offices, e.g., ITO, facilities and maintenance.</p> <p>However, an additional cost of about \$5,000 for the update of radio communication equipments for campus security and safety.</p>		
Long—Term Goal (Two-Year Cycle) 2.		
Goal Number and Goal Description	Long-Term Goal 2. Improve core service delivery and college community engagement through proactive policing, staff development and communication.	
Type of Resources	Requested Dollar Amount	Potential Funding Source
None. AU shall utilize funds appropriated under its annual budgets to defray costs of activities required or identified to meeting Long-Term Goal 1.		

Appendix D

AU PROGRAM REVIEW SUMMARY

This section provides the reader with an overview of the highlights, and key segments of the AU program review. It should include new information that is not mentioned in the preceding sections of this document.

None. There are no new information that is not mentioned in the preceding **sec=ons** of this program review that should be mentioned in this section.

PREPARED AND SUBMITTED BY

Terry Marcus
Supervisor, Campus Security and Safety
P.O. Box 159
Kolonía, Pohnpei FM 96941
September 23, 2022

RESPONSE PAGE

AU Vice President or appropriate immediate Management Supervisor.

- I concur with the findings contained in this AU program review.
- I concur with the findings contained in this AU program review with following exceptions (include a narrative explaining the basis for each exceptions):

Joey A. Oducado
VP for Enrollment Management and Student Services College of Micronesia-FSM
P.O. Box 159
Kolonía, Pohnpei FM 96941
October 9, 2022

- I do not concur with the findings contained in this AU program review (include a narrative explaining basis):