



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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June 28, 2005

Mr. Spensin James
President
College of Micronesia-FSM
P. O. Box 159
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Dear President James:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on June 8-10, 2005, reviewed the Progress Report submitted by the college and the report of the evaluation team which visited on Monday, April 11-Friday, April 15, 2005. I am pleased to inform you that the report was accepted, **Warning has been removed**, and accreditation reaffirmed. The Commission requests that the institution complete a Progress Report by **March 15, 2006**. That report will be followed by a visit of Commission representatives.

The visiting team noted and the Commission commends the college for its efforts in addressing the recommendations of the Commission. Although considerable work remains to be completed, extensive progress has been made, and the college community appears poised to continue its efforts.

The Progress Report of March 15, 2006 should focus on the recommendations below:

Recommendation #1: Improve Communication

The college must develop and implement a collaborative process that

- Includes faculty, staff, students, and administrators at the college's six sites (Standards IB.4, IVA, IVA.1, IVA.2, IVA.2a, IVA.2b, IVA.3, and IVB.2b),
- Identifies the roles and scope of authority of the faculty, staff, students, and administrators in the decision-making processes (Standards IVA, IVA.1, IVA.2, IVA.2a, IVA.2b, and IVA.3),
- Identifies the roles and scope of authority of college committees in the decision-making processes (Standards IVA, IVA.1, IVA.2, IVA.2a, IVA.2b, and IVA.3),
- Includes dialogue as a means to develop, document, implement, and evaluate assessment plans for student learning outcomes in both instruction and student services (Standards IB.1, IB.5, IIA.1c, IIB.4, and IIC.2), and
- Includes formal pathways for effective communication links so that information and recommendations are distributed across the college's six sites (Standards IVA.1, IVA.2, IVA.3, and IVB.2e).

Recommendation #2: Improve Communication

The college must develop, document, and implement an organization of administrative responsibilities across the six sites that ensures continuity in student support and instruction and gives a clear, consistent line of administrative authority, such as

- For all instructional programs across the sites to the Vice President for Instructional Affairs (Standards IIA.1, IIA.2, IVA, IVB.2, and IVB.2a),
- For all student service programs across the sites to the Vice President for Support and Student Affairs (Standards IIB.1, IIB.3, IVA, IVB.2, and IVB.2a), and
- For all learning resources programs across the sites to the Director of Learning Resources Center (Standards IIC.1, IVA, IVB.2, and IVB.2a).

Recommendation #3: Improve Communication

Once the collaborative processes (Recommendation 1) and the organization of administrative responsibilities (Recommendation 2) are developed, documented, and implemented, they must be periodically and systematically evaluated to facilitate a cycle of continued improvement (Standards IB.7, IIA.2, IIB.4, IIC.2, IVA.5, and IVB.2).

Recommendation #4: Integrate Planning

The college must develop and implement college-wide planning that

- Includes all six sites (Standard IB),
- Integrates all aspects of planning, evaluation, and resource allocation (Standards IB.3, IB.4, IIA.1, IIA.2, IIB.4, IIC.2, IIIA.6, IIIB.2b, IIIC.2, IIID.1a, IIID.2g, IIID.3, IVA.5, and IVB.2b),
- Includes a technology plan that evaluates, supports, and plans for the future of instructional, student services, and administrative functions across the college's sites (Standards IIIC.1c and IIIC.2),
- Is driven by the college mission and goals (Standard 1A.4),
- Relies on involvement of faculty and staff across the college's sites (Standards 1B.4, IVA.1, IVA.2, and IVA.3),
- Incorporates research and data in a strategic plan that contains measurable outcomes (Standard 1B.3, IIA.2f, and IIC.2),
- Guides decision-making for both short-term and long-term planning (Standards IA.4, B.3, and IIID.1c),
- Is well-documented and widely disseminated (Standards IB.4 and IB.5), and
- Is periodically reviewed to assess the validity of the process (Standards 1B.6 and IB.7).

Recommendation #5: Identify and Assess Student Learning Outcomes

The college must develop and implement student learning outcomes across the six sites in order to determine the effectiveness of college programs and services on student learning including

- Instructional programs at course, program, degree and certificate levels (Standards IIA.1c, and IIA.2i),
- Student services throughout the students' matriculation at the college (Standards IIB, IIB.3, and IIB.4),
- Links between student learning outcomes and the planning process (Standard IB),
- Mechanisms for measuring student learning outcomes (Standard IIA.2a), and
- Mechanisms for using those measurements to improve courses, programs, and services (Standards IIA.1c, IIA.2e, and IIA.2f).

Recommendation #6: Create Continuity

The college needs to standardize instruction, student services, learning environments, and quality of instruction across the college's six sites. Specific areas that require greater continuity at this time are:

- A written policy manual for the Board of Regents (Standards IVB.1b, IV B.1d, and IVB.1e),
- Full-time and part-time faculty and staff hiring procedures, assignments appropriate to qualifications, and performance evaluations (Standards IIIA.1, IIIA.1a, IIIA.1b, IIIA.3, and IIIA.3a),
- The delivery of comprehensive and consistent student services at each of the college's sites (Standards IIB.1, and IIB.3a), and
- The provision of adequate facilities for instruction at all sites; at this time, the college must immediately provide an adequate facility for student learning at the Chuuk site (Standards IIIB.1 and IIIB.1b).

All issues related to continuity at the college's sites are to be regularly evaluated to establish a cycle of improvement.

Mr. Spensin James
College of Micronesia-FSM
June 28, 2005
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I have previously sent you a copy of the evaluation team report. Additional copies may now be duplicated. The Commission requires that you give the report and this letter appropriate dissemination to your college staff and to those who were signatories of your college report. This group should include campus leadership and the Board of Trustees. The Commission also requires that all reports be made available to the public. Placing copies in the college library can accomplish this. Should you want the team report electronically to place on your web site or for some other purpose, please contact Commission staff.

On behalf of the Commission, I wish to express continuing interest in the institution's educational programs and services. Professional self-regulation is the most effective means of assuring integrity, effectiveness and quality.

Sincerely,



Barbara A. Beno
Executive Director

BAB/tl

cc: Mr. Joseph Saimon, Accreditation Liaison Officer
Board President, College of Micronesia
Dr. Marie Smith, Team Chair
Evaluation Team Members