



COLLEGE OF MICRONESIA-FSM

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*Office of the VP for
Instructional Affairs*

November 6, 2020

Stephanie Droker, Ed.D.
President
Accrediting Commission for Community and Junior Colleges
Western Association of Schools and College
10 Commercial Boulevard, Suite 204
Novato, CA 94949

Dear President Droker,

This letter serves to request permission from ACCJC for the College of Micronesia-FSM to offer courses through distance education for spring 2021. The college uses Schoology as the LMS where documentation of online learning is available and the course syllabus must have scheduled interactions. The college has established the following definition for regular and substantive interaction.

A faculty member assigned to teach the distance learning course must initiate regular and substantive interaction. Regular interaction is defined as scheduled interaction with students at least two times per week for fall and spring semesters and three times per week for the summer session. Substantive interaction is defined as interactions connected to the subject of the course and contribute to the students' progress toward course, program and institutional student learning outcomes. Faculty must use at least two different types of substantive interaction for each course each semester. Examples of substantive interactions include but are not limited to:

- Effective feedback to students – written comments, audio or video notes, individual conferences (more than 'good work', 'needs improvement' or assigning a grade);
- Online discussions and chats – pose guiding questions related to academic subject; propose counterpoints or alternative points of view students may not be considering; establish connections among students' ideas; and provide encouragement for students who may be struggling;
- Regularly scheduled online review sessions, tutorials, office hours, or individual appointments (usually synchronous for review sessions);
- Course materials (ex. Recorded webinars, videos, and reading materials) which facilitate synchronous or asynchronous interactions AND require the student to contact the instructor or participate in an online discussion moderated by the instructor.
- Instructor announcements to the class regarding course content and upcoming assignments.

The college has provided access to tutoring, advising, and other student support services by purchasing additional computers located at each campus for students to access for private tutoring/counseling sessions or students may request an appointment for online counseling. The following the online tutorials were created for students:

- [Schoology Navigation](#)
- [How to use the COMFSM webmail](#)
- [Using the built in text editor to submit assignments in Schoology](#)
- [How to see how you did on a test in Schoology](#)
- [Google drive assignments in Schoology student view](#)
- [How to convert word document to pdf](#)
- [How to email attachments](#)
- [How to compress or "zip" files](#)
- [Scanning assignments with Google Photoscan](#)

The college also developed a [Virtual Orientation](#) for new students.

The LRC provides access to a number of online services and research tools at <http://www.comfsm.fm/?q=lrc> as well as tutorials for [Schoology](#) and [citing sources](#).

IT has implemented [Helpdesk](#) for further assistance.

The college authenticates the identity of all distance education students by issuing each student with a COM-FSM ID number. Students register their personal usernames and passwords. Like all other students enrolled at COM-FSM, distance education students are required to use their username and password to access their distance education course materials and online resources.

List of programs offered online for spring 2021

Bachelor of Science in:

- Elementary Education

Associate of Arts in:

- Liberal Arts
- Liberal Arts/Health Career Opportunity Program*
- Micronesian Studies
- Pre-Teacher Preparation

Associate of Science in:

- Business Administration
- Computer Information Systems
- Marine Science*
- Public Health
- Agriculture and Natural Resources Management*
- Hospitality and Tourism Management

Associate of Applied Science in:

- Electronic Technology
- Telecommunications

3rd Year Certificate in:

- Teacher Preparation-Elementary
- General Business
- Public Health

Certificate of Achievement in:

- Trial Counselor
- Bookkeeping
- Secretarial Science
- Public Health
- Electronic Engineering Technology
- Agriculture and Food Technology*

Other courses:

General Education; developmental reading, writing and math

*Sciences with labs – lectures online and labs face-to-face.

Sincerely,



Karen Simion,
Interim President