Vice President for Institutional Effectiveness and Quality Assurance (VPIEQA)/Accreditation Liaison Officer (ALO)

Accreditation

Accreditation Standard IV.B.1.i: The governing board is informed about and involved in the accreditation process.

- Follow-Up Report Submitted 07 March 2014
  http://www.comfsm.fm/accreditation/2014/Follow_Up_Report_MARCH2014_FINAL.pdf
- Annual Report/Annual Financial Report are due 31 March 2014.
- An initial inquiry was made to Dr. Susan Clifford at ACCJC to notify of intent to submit a Substantive Change. Substantive Change Proposals for *Mission Change* and *Extension of the Third Year Certificate in Teacher Preparation to the State Campuses* were transmitted 21 MARCH 2014. The proposals will be reviewed by a committee of Commissioners on 8 May 2014, and a decision will be rendered through the June 2014 Commission meeting.
- COM-FSM will submit a Supplemental Report May 2014 to update the Commission on implementation of the Facilities Master Plan Study and Space Utilization Study, JEMCO decisions regarding the Concept Framework submission, and any additional support from the FSM Government. Most valuable would be a joint letter of support from Speaker Halbert and Chairman Urusemal.
- To prepare for the upcoming Self Evaluation, VPIEQA conducted college-wide accreditation training January-February 2014, with the exception of Chuuk Campus (scheduled April 2014). A major focus of the training was a Standard gap analysis exercise. Personnel in all offices and departments across the college reviewed all Accreditation Standards in their area of expertise, identified gaps to meet the Standards, or to improve, and formulated Actionable Improvement Plans (AIPs). AIPs were reviewed in cabinet and it was agreed progress towards completing AIPs will be an on-going, regular component of cabinet discussions. During training, evolving Accreditation Standards were also reviewed, as COM-FSM will be accountable to new Standards for the upcoming Self Evaluation. We will proactively to meet, in advance, evolving Standards. The goal is to complete the Self Evaluation with no identifiable deficiencies. The training and resultant products aid in the success of:
  - **Strategic Plan Goal (SPG) 6.1**: Achieve recognition as a model institution for best practices exhibited through quality, excellence and integrity through employees, students, and graduates, meeting and or exceeding accreditation standards at all times; and exploring additional models of quality assurance;
  - **SPG 4.2:** Support professional development that builds upon organizational and leadership capacity by allocating resources to support capacity building with implementation; and
  - **SPG 5.1**: Becoming a learning organization by: allocating time, energy and resources to

foster critical reflection and experimentation.

- Towards successfully reaching **SPG 5.2** Achieve and Strengthen Purposeful Dialogue and meeting the goals of the *COM-FSM Policy on Communications*, the Communications Policy Working Group, a subcommittee of the Executive Committee (chaired by Dean Kind Kanto), has generated several products, one of which is, *Strengthening Purposeful Dialogue: A Handbook of Guiding Principles, Protocols, and Strategies*. http://www.comfsm.fm/dcr/misc/Strengthening-Purposeful-Dialogue.pdf The group expanded on ACCJC's usage of the term *purposeful dialogue*, and generated a definition to guide dialogue at COM-FSM (p. 4). The group achieved the following Communication's Policy goal: "By 2014, the College shall develop guiding principles and protocols for implementing the strategy across the institution in terms of both *internal* and *external* communication. The College shall publish these principles and protocols, with advice on their implementation". The nine guiding principles offered in the handbook have been released one per week on the newsfeed as a serial.
  - http://www.comfsm.fm/myShark/news/item=802/
  - http://www.comfsm.fm/myShark/news/item=805/
  - http://www.comfsm.fm/myShark/news/item=806/
  - http://www.comfsm.fm/myShark/news/item=807/
  - http://www.comfsm.fm/myShark/news/item=810/mod=19:42:09
  - http://www.comfsm.fm/myShark/news/item=811/
  - http://www.comfsm.fm/myShark/news/item=828/
  - http://www.comfsm.fm/myShark/news/item=829/
  - http://www.comfsm.fm/myShark/news/item=830/
- The regents have been presented a number of policies to review. This is a result of the Accreditation Standard gap analysis exercise, towards achievement of SPG 5.2, and to meet the goals of the *COM-FSM Policy on Communications*. "By no later than 2016, the College shall ensure that all COM-FSM policies and procedures are accessible, current, clearly presented to all stakeholders to whom they apply. By no later than 2016, the College shall establish and maintain a central database of these documents".
- February 7, 2014, COM-Land Grant was provided a progress report, *COM-FSM Accreditation Funding from COM-Land Grant: Brief Progress Report*, noting outcomes obtained, expenditures and remaining expenditures from the $85K awarded to COM-FSM. A proposal for an additional $75K, *COM-FSM: February 2014 Proposal for Accreditation Funding from COM-Land Grant* , was made by President Daisy and approved during the February 2014 COM-LG meeting.
  - http://www.comfsm.fm/president/files/2_4_14-Update-on-COM-LG-75K-Award_final.pdf
  - http://www.comfsm.fm/president/files/2_6_14-NEW-COM-LG-Proposal_06FEB14_FH.pdf
- An outcome of the first COM-LG proposal is that "the assessment coordinator and the Dean of Academic Programs will apply for and complete the WASC Assessment Leadership Academy". Both individuals applied for and were accepted to the Assessment Leadership Academy. It was noted on the acceptance letters that nearly 50% of the applicants were declined admissions.
- Changes to the website: *Public Transparency & Accountability* Section added to meet evolving Accreditation Standards regarding public accountability:
  - The Assessment of Student Learning webpage (http://www.comfsm.fm/?q=program-assessment) can be accessed from the COM-FSM homepage. Assessment of Student Learning contains Program Assessment Summaries (PASs) that report assessment plans, assessment results and improvement plans, the PASs also contain a recommendation section for prospective and current students.

- ○ Embedded in the Program Assessment Summaries is a link to individual Program Data Sheets (PDSs). These PDSs contain essential information for each program, such as: enrollment trends, credits, enrollment ratios, average class size, persistence, retention, and graduation rates, example: http://www.comfsm.fm/?q=Liberal-Arts.
  - ○ The Student Success Scorecard is also available on the COM-FSM website (http://www.comfsm.fm/?q=scorecard). The Student Success Scorecard publishes information concerning enrollment, credits enrolled, course completion, and average GPA for each term starting with fall 2011.
- ● Susan Moses is serving as a member of the ACCJC Appeals Hearing Panelists 2013-2015 http://www.accjc.org/presidents-desk

Information Technology Office

IEMP ITO Performance: Information Technology

Outcome	Strategies/Action Steps	Timeline	KPI Target FY 2014	Current Performance or Actual	Notes towards improving performance below targets
TP1: To deliver effective technology services to support college services	TP1.1 Maintenance and expansion of systems to accommodate and support mission critical technology functions.	Continuous	Bandwidth Improvements to meet higher needs of mission critical COM-FSM services	All Campuses continue usage of their internet services via ADSL with data rates of 1537/768 kbps each. FMI campus retains their T1 link to Yap campus as their primary internet service line. Voice over Internet Protocol (VoIP) quality has continued to be improved, intercampus usage by administrators and staff to	

| | | | | place telephone calls via VoIP has increased.

Upgrades to the accounting system are underway to accommodate added functionality for reporting and HRO purposes. | |
|---|---|---|---|---|---|
| TP2: Enhance physical infrastructure to support communication and information services | TP2.3: Purchase technology refresh for computer labs based on schedule, funds permitting, inclusive of all technology needs to match curriculum and associated technology needs. | Continuous | Student networks and computer lab equipment refreshed based on 2 year cycle and functional to meet curriculum needs and technology standards. | Purchase of student support technology in computer labs and in support of networks for those labs continues on schedule. | |
| | | | | | |

In compliance with established plans and priorities, the monitoring and improvement of the overall COM-FSM technology system is in direct support of mission critical COM-FSM functions and to improve communications.

Networks: Yap, Chuuk and Kosrae Campuses continue usage of their internet services via ADSL with data rates of 1537/768 kbps each. Pohnpei campus also on ADSL link continues on their 1537/768 kbps via T1 link. FMI campus retains their T1 link to Yap campus as their primary internet service line. We continue to separate campus internet bound traffic from system bound traffic to ensure SIS and email access for all campuses regardless of traffic congestion.

Voice over Internet Protocol (VoIP) quality has continued to be improved, intercampus usage by administrators and staff to place telephone calls via VoIP has increased. VoIP calls do not cost additional money for time spent, as do regular long distance calls. Our VoIP system is available for intercampus calls only at this time.

Purchase of student support technology in computer labs and in support of networks for those labs continues on schedule.

Upgrades to the accounting system are underway to accommodate added functionality for reporting and HRO purposes.

Website: COM-FSM's website serves is the official online presence of the College for information, communication, calendar, and hosting vital documents. IT continues collaboration efforts with different units to accommodate website updates and relevancy. For security and interoperability purposes, updates to the version of website support software in use is currently underway.

SIS Developments
The progress on work towards the goals of continuous improvement of the COM-FSM SIS database continue. Online Registration is again planned for the next round of registration, but this time for all campuses during the next early registration period. Half of early registrants for next term used the online registration option.

Institutional Research and Planning Office

Planning
- Prepared and published program data sheets for program reviews.
  - [Program Data Sheets by Major](#)
    - [Program Data Sheet – HTM](#)
    - [Program Data Sheet – HCOP](#)
    - [Program Data Sheet – General Education](#)
    - [Program Data Sheet – Electronic Engineering Technology](#)
    - [Program Data Sheet – Community Health Services](#)
    - [Program Data Sheet – CIS](#)
    - [Program Data Sheet –Business Administration](#)
    - [Program Data Sheet – Building Maintenance & Repair](#)
    - [Program Data Sheet – Bookkeeping](#)
    - [Program Data Sheet – Agriculture & Food Technology](#)
    - [Program Data Sheet – Agriculture](#)
    - [Program Data Sheet – ACE](#)
    - [Program Data Sheet – Telecommunications](#)
    - [Program Data Sheet – Building Technology](#)
    - [Program Data Sheets Cabinet Making (CA)](#)
    - [Program Data Sheets Community Health Services (CA)](#)
    - [Program Data Sheets Construction Electricity (CA)](#)
    - [Program Data Sheets MVM (CA)](#)
    - [Program Data Sheets Nursing Assistant (CA)](#)
    - [Program Data Sheets Nursing Assistant](#)
    - [Program Data Sheets Public Health (CA)](#)
    - [Program Data Sheets Refrigeration (CA)](#)
    - [Program Data Sheets Accounting (3rd Year)](#)

- ■ [Program Data Sheets Teacher Preparation (3rd Year)](#)

Research
- ● Surveys prepared and conducted
  - ○ [Spring 2014 Student Registration Survey](#)
  - ○ [Fall 2013 Graduate Exit Survey](#)
  - ○ Spring 2014 Employer Survey - **Ongoing**
    - ■ IRPO generated a list of graduates (AY2009-10 to AY2012-13) and involved the State Campuses and faculty members to assist in determining the information or data needed to initiate the Spring 2014 Employer Survey. As of now, the data collecting process is still ongoing.
  - ○ Spring 2014 Community College Survey for Student Engagement (CCSSE) - **Ongoing**
    - ■ Transmitted survey patches (materials) to the State Campuses.
    - ■ Scheduled training for survey administration on the week of March 10, 2014. The survey administration will commence later on.
  - ○ Student Satisfaction Survey - **Ongoing**
    - ■ Setup procedures and guidelines for students in filling out the survey.
    - ■ Developed and published news feed on College website.
    - ■ Sent out emails to students with survey link.
      - ● All emails has been sent out. Closed date for survey is set for March 10, 2014 for collecting responses. A full report will be developed and submitted upon completion.

- ● IPEDS
  - ○ Prepared and submitted Calendar year 2014 winter surveys.
    - ■ Financial aid
    - ■ Graduation rates
    - ■ Graduation rates 200%
  - ○ Grants
    - ■ IRPO assisted CRE in submitting the following grants.
      - ● Distance Education Grants Program for Institutions of Higher Education in Insular Areas (DEG)
      - ● Resident Instruction Grants Program for Institutions of Higher Education in Insular Areas
  - ○ Data requests
    - ■ 20 requests fulfilled

Assessment
- ● Trainings
  - ○ Training on Google Docs at Pohnpei Campus - 2.13.2014

  - ○ Strategic Plan
    - ■ Meeting with Management Team Chair on targets - 2.21.2014
    - ■ Discussion with Council of Chairs Chair on targets.
    - ■ 1.29.2014 on certification system for CTE programs at Pohnpei Campus
  - ○ Others
    - ■ 1.14.2014 on formulas assistance with Assessment Coordinator (AC)

Data and Reporting
- ● Quarterly Report

- ○ Prepared and submitted [COM-FSM FY14 first quarter report](#) on Wednesday, Febraury 5, 2014.
- Data files
  - ○ Prepared and published the following data:
    - [Spring 2014 semester data](#) - Attached (Spring 2013 Enrollment Summary and Comparison Data)
    - [Program data sheets](#)
    - [Spring 2013 Enrollment and Achievement](#)
    - [Fall 2013 Student Registration Survey Report](#)
    - [Student Orientation Survey Results AY 2013-14](#)

College of Micronesia – FSM
Spring 2013 Enrollment Summary and Comparison Data and
Fall Semester Summary Data for Course Completion and Fall 2013 Graduates Data
Institutional Research and Planning
March 2014

The following provides a brief summary in graph format for key enrollment and related data for spring semester 2014 as well as comparison data for spring semesters 2010 – 2014.
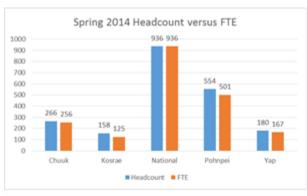
Figure 1 Spring Enrollment (Headcount)
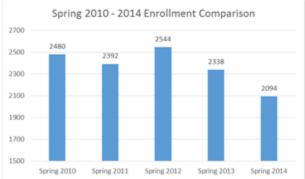
Figure 1 provides enrollment by headcount for spring 2014 and comparison data for spring 2010 – 2014. Total enrollment for spring 2014 is 2094. This represents a decline of 18% since spring 2012. The decline has occurred at all campuses: Chuuk – 38%; Kosrae – 35%; National – 2%; Pohnpei – 20% and Yap – 19%.
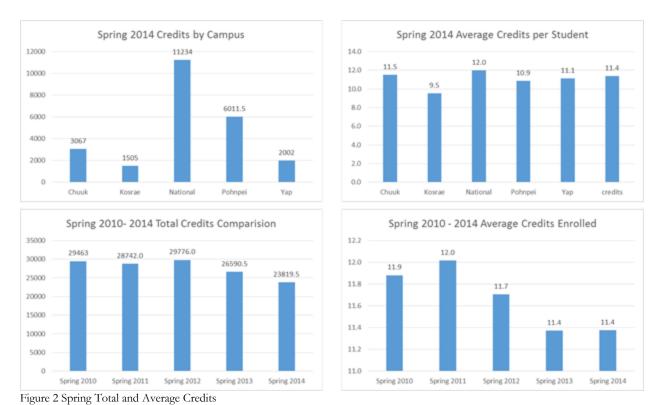
Figure 2 Spring Total and Average Credits

Figure 2 addresses total credits and average credits per student. Overall there has been a decline of 20% in total credits since spring 2012 with each campus seeing declines: Chuuk – 40%; Kosrae – 36%, National – 7%; Pohnpei – 23%; and Yap – 17%. Average credits per student for spring 2014 varies from a high at the National campus of 12.0 to a low at Kosrae campus of 9.5 credits per student. Overall, average credits in spring 2014 are at the same level as spring 2013 – 11.4.
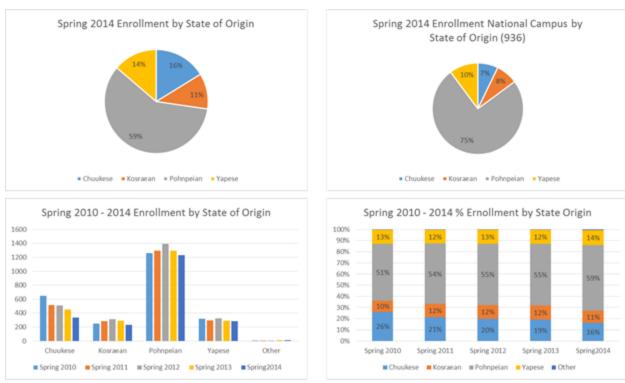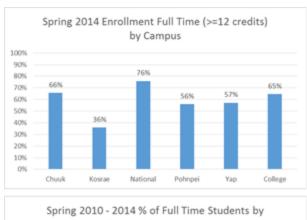
Figure 3 Spring Enrollment by State of Origin

Figure 3 provides information on enrollment by state of origin. For spring 2014, the college has a majority of Pohnpeians (59%). Pohnpeians also represent 75% of the National campus student population. Since spring 2010, Pohnpeians have increased from 51% of the overall student population of the college to 59% in spring 2014. There has been a corresponding decline in Chuukese students at the college from 26% in spring 2010 to 16% in spring 2014.

Figure 4 Spring Full Time Students

Figure 4 provides information on the percent of full time students (students enrolled for 12 or more credits). In spring 2014, the overall rate of full time students was 65%. There is variation betwe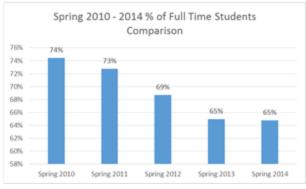en campuses with 76% of National campus full time to 36% full time students at Kosrae campus. Overall, the rate of full time students in spring 2014 is at the same level as spring 2103.

Figure 5 Fall Course Completion and Withdrawals Comparison
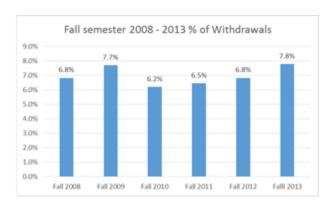
Figure 5 provides course completion and withdrawal comparison data for fall semesters 2008 to 2013. The percent of ABCorP grades increased by 2.0% from fall semester 2010 to 69.9% in fall semester 2013. Withdrawals, however, also saw a 1.6% increase to 7.8% in fall semester 2013 compared a low in fall 2010 of 6.2%.

Table 1 Fall Semester 2013 Graduates by Major & Campus

Fall 2013 Graduates by Major and Campus							
majorDescription	degree	Kosrae	National	Pohnpei	Yap	graduates	%
Health Career Opportunities Program	AA		5			5	4.2%
Liberal Arts	AA	1	14			15	12.5%
Micronesian Studies	AA		9			9	7.5%
Teacher Preparation	AA		4		3	7	5.8%
Building Technology	AAS			2		2	1.7%
Electronics Technology	AAS	2		1		3	2.5%
Telecommunications	AAS			1		1	0.8%
Ag. & Nat. Res. Management	AS		3			3	2.5%
Business Administration	AS		17			17	14.2%
Computer Information Systems	AS		14	1	1	16	13.3%
Hospitality and Tourism Management	AS		1	1		2	1.7%
Marine Science	AS		4			4	3.3%
Public Health	AS		2			2	1.7%
Agriculture and Food Technology	CA			5		5	4.2%
Bookkeeping	CA			3		3	2.5%
Building Maintenance and Repair	CA			4		4	3.3%
Cabinet Making/Furniture Making	CA			2		2	1.7%
Carpentry	CA			2		2	1.7%
Refrigerator and Air Conditioning	CA			1		1	0.8%
Secretarial Science	CA			3		3	2.5%
Trial Counselor	CA		2			2	1.7%
Accounting	TYC		1			1	0.8%
Teacher Preparation - Elementary	TYC		11			11	9.2%
Totals		3	87	26	4	120	100.0%

Tables 1 & 2 provide detail of graduates by Major and Campus in table 1, and Major and State of Origin in table 2. Seventy-three percent (73%) of graduates in fall semester 2013 were at the national campus. In terms of state of origin, 69.2% of graduates were Pohnpeians followed by 10.8% Yapese, 9.2% Kosraean and 8.2% Chuukese.

Table 2 Fall Semester 2013 Graduates by Major and State of Origin

Fall 2013 Graduats by Major and State of Origin								
majorDescription	degree	Chuukese	Kosraean	Pohnpeian	Yapese	Other	graduates	%
Health Career Opportunities Program	AA	2		3		0	5	4.2%
Liberal Arts	AA		4	10	1	0	15	12.5%
Micronesian Studies	AA	2	1	6		0	9	7.5%
Teacher Preparation	AA	1		2	4	0	7	5.8%
Building Technology	AAS			2		0	2	1.7%
Electronics Technology	AAS		2	1		0	3	2.5%
Telecommunications	AAS			1		0	1	0.8%
Ag. & Nat. Res. Management	AS			3		0	3	2.5%
Business Administration	AS	1	2	7	5	2	17	14.2%
Computer Information Systems	AS	2		12	1	1	16	13.3%
Hospitality and Tourism Management	AS			2		0	2	1.7%
Marine Science	AS		1	3		0	4	3.3%
Public Health	AS			2		0	2	1.7%
Agriculture and Food Technology	CA			5		0	5	4.2%
Bookkeeping	CA			3		0	3	2.5%
Building Maintenance and Repair	CA			4		0	4	3.3%
Cabinet Making/Furniture Making	CA			2		0	2	1.7%
Carpentry	CA			2		0	2	1.7%
Refrigerator and Air Conditioning	CA			1		0	1	0.8%
Secretarial Science	CA			3		0	3	2.5%
Trial Counselor	CA			2		0	2	1.7%
Accounting	TYC			1		0	1	0.8%
Teacher Preparation - Elementary	TYC	2	1	6	2	0	11	9.2%
Total		10	11	83	13	3	120	100.0%
Percent		8.3%	9.2%	69.2%	10.8%	2.5%	100.0%	

Additional information and detail is available on the IRPO website
http://www.comfsm.fm/?q=irpo. IRPO can be contacted at rschplanning@comfsm.fm or (691)
320-2480 ext. 119 & 120.