



Office of the VP for  
Instructional Affairs

## COLLEGE OF MICRONESIA-FSM

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April 9, 2015

### MEMORANDUM

TO: President

FROM: Interim VPIA

SUBJECT: Instructional Affairs Update for the Board of Regents

These are activities that have occurred since the February 2015 Board meeting. The report submitted by my office and the 4 state campuses are updates on the activities reported on in February.

## April 29, 2015, Board of Regents Update

### Program Prioritization

- Implementation of Program Prioritization Recommendations:
  - Rethink and/or redesign certificate programs for relevancy and employment; review associate degrees and determine if the degree is terminal and leads to employment or if it is designed for transferability and the success of that program.
    - Program faculty and each campus Dean are continuing to collect information on student transfer and employment, program relevancy through comparison with area colleges and universities and information from advisory groups, and planning for program improvements. There is now more collaboration between college offices (instructional, research and planning, admissions, alumni) to collect the data. One example is the Micronesian Studies faculty in cooperation with the Research and Planning Office has created a survey for distribution to known alumni to collect data.
    - The Career and Technical Education (CTE) Director and division chair for Health Sciences are researching how to secure test administration status for industry licensing exams. A specific plan identifying certifying agencies, which faculty will be certified as a test administrators, the certification exams, and timelines for completion is being prepared. CTE should be able to offer at least two different licensing exams by December 2015.

### Academic Success Data

- Section fill ratio for spring 2015 was 74.1% with average class size of 16.7. Spring 2014 section fill ratio was 78% with average class size was 17.2.
- Yap campus reported 100% pass rate for first session of ACE II English and 88% pass rate for first session of ACE II Math. (1 student did not pass). Other campuses did not report on the first session prior to this report.

### Improving Academic Quality

- Faculty Professional Development Day was held on all campuses on March 13, 2015. Presentations and workshops ranged from academic advising, assessment, accreditation and improving faculty performance. Agenda's are attached for detailed information.

### Student Success

- Pohnpei Campus held its annual Exhibit on April 23 and 24, 2015. High school students were invited to learn about the CTE programs.
- Tutoring/Advising Initiatives:
  - **Pohnpei Campus** - Students seeking help from the tutors made a total of two hundred twenty-eight visits. This includes students who visited the Learning Center and ACE Friday tutorial. Students who attended tutorial received help on their assignments and preparations for tests/quizzes.

- **Yap Campus** – 68% of students are attending the PowWow sessions. There have been three so far this semester. Topics for the third session were mid-term deficiencies, attendance problems, prioritizing tasks to complete, notification of withdraw date, available tutoring programs and hours, and early registration.



**Kosrae Campus  
Staff Development Day  
March 13, 2015**

<b>Venue</b>	<b>Time</b>	<b>Activity</b>	<b>Presenter/Facilitator</b>
LR1/LR2	8:00 – 9:00	Registration/Coffee	KC Staff Development Committee
LR1/LR2	9:00 – 9:05	Opening Prayer	Pastor Michael Williams
LR1/LR2	9:05 – 9:10	Remark from Kosrae Campus Dean	Kosrae Campus Dean Kalwin Kephias
LR1/LR2	9:10 – 9:50	1 <sup>st</sup> Presentation <b>Strategies for Implementing Effective Family engagement practices in our Schools to Improve Student's performance</b>	KC Faculty Robert Jonas
LR1/LR2	9:55 – 10:35	2 <sup>nd</sup> Presentation <b>Learning in communities[LinC]</b>	KC Faculty Lyte K. Chapap
LR1/LR2	10:40 – 11:20	4 <sup>th</sup> Presentation TBA	Coordinator- Developmental Education Program Nena Mike
LR1/LR2	11:20– 11:25	ICEBREAKER/COFFEE BREAK/REFRESHMENT	ALL
LR1/LR2	11:30 – 12:10	3 <sup>rd</sup> Presentation <b>CPR Update / Demo</b>	Hans B. Skilling
LR1/LR2	12:15 – 1:00	LUNCH BREAK	ALL
LR1/LR2	1:05 – 1:45	3 <sup>rd</sup> Presentation Creating an online discussion forum for student to voice their concerns and issues	KC Faculty Miguel Sanchez
LR1/LR2	1:50 – 2:30	5 <sup>th</sup> Presentation <b>MS 100 College Algebra [An Assessment]</b>	KC Faculty Sharon Oviedo
LR1/LR2	2:30– 2:45	icebreaker/coffee break/refreshment	ALL
LR1/LR2	2:50 – 3:30	6 <sup>th</sup> Presentation TBA	IT Specialist Renton Isaac
LR1/LR2	3:30 – 4:00	Close of Business	SDC Vice Chairman Jackson Albert

## Staff Development Day Chuuk Campus

Learning Outcomes:

The participants will be able to:

1. Develop an understanding of students' eligibility requirement for PELL grant and other provisions for improved student advisement.
2. Use the "Perspective & Viewpoints from Chuuk Campus to Enhance Student Success" booklet as a tool for student success.
3. Understand and uphold the Faculty Code of Ethics in order to assist students to become successful.
4. Assess course(s) taught to continuously improve teaching methods and strategies to champion student success.
5. Examine and put into practice healthy living styles through cooking skills and personal hygiene.

In order to fulfill the Learning Outcomes, the following activities and sessions will be done during the day (March 13, 2015):

1. Opening remark ..... Dean Kind K. Kanto
2. Enhance Student Success.....Alton Higashi
3. Course Assessment.....Danilo Mamangon & Alton Higashi
4. Non-Communicable Diseases.....Dr. Lolita Ragus
5. Faculty Code of Ethics.....Mariano Marcus
6. ACCJC Standard Translation.....Miuty Nokar
7. OAR & Financial Aid Office session.....Memorina Yesiki & Tandy Marar
8. Food Demonstration and Cooking.....CRE/Land Grant Team
9. Basic Computer Mini Training.....Atkin Buliche

Other logistics for the day:

1. Refreshment and lunch will be served (thanks to IVPIA for providing)
2. Venue for the day will be in the Student Center in the morning.
3. Breakout sessions in classrooms or computer lab
4. General assembly will begin at 8:30 am and run until 12:00 noon.
5. Lunch hour 12:00 – 1:00 pm
6. Afternoon sessions will continue until 2:30pm.
7. Clean up and dismissal and bank run.....

**COM- FSM Yap Campus and FMI**  
**Faculty Development Day**  
**March 13, 2015**  
**8:30 AM-5:00 PM**  
**Specialized Laboratory**

**TOPIC: Academic Advising for Student Success and Retention**

**Outcomes: Faculty will be able to:**

1. demonstrate understanding on the principles and practices of effective advising;
2. demonstrate understanding of the key principles of good retention practice and good advising practice;
3. describe the importance of the relationships between advising and student success and retention;
4. explain the connection between advising and student learning and classroom behavior ;
5. share successful advising practices to the group;
6. demonstrate understanding of the programs offered at Yap campus and other programs offered in other campuses and FMI including IDP, Graduation, SMI and COMET;
7. demonstrate understanding on Financial aid, SAP, and FAPSA;
8. demonstrate understanding of Registration procedure ;
8. demonstrate understanding of assessments conducted at Yap campus and FMI; and
9. demonstrate understanding of the MLA style of writing.

**Activities:**

**1. Video Presentation and Workshop on Academic Advising for Student Success and Retention**

**Part 1- Introduction and Foundation**

- Section 1. Advising for Student Growth and Development
- Section 2. Advising for Student and Institutional Success
- Section 3. Advising to promote Student Learning
- Section 4. Making a Difference Through Advising
- Section 5. Building for the Future Through Good Course Selection
- Section 6. Helping Students get Connected
- Section 7. Planning for Careers and Life After College
- Section 8. A Strength-Based Approach to Advising

**Part 2- Communication and Relational Skills**

- Section 1. Conducting an Effective Advising Interview
- Section 2. Showing Students You Care
- Section 3. Listening with Understanding
- Section 4. Questioning Skills that Uncover Student Needs
- Section 5. Taking the First Step: reaching out to Students
- Section 6: Challenging Students to Clarify Attitudes and Actions
- Section 7. Helping Students Evaluate Alternatives and Make Decisions

Section 8. Accessing and Activating Campus Resources

### **Part 3- Advising Special Populations**

Section 1. Making connections with Adult Students

Section 2. Building Schedules that Fit Adult Student Priorities

Section 3. Motivating Underprepared Students by Building on Strengths

Section 4. Motivating Toward Informed Decisions With Undecided Students

Section 5. Helping Honors Students Bring Focus to Multiple Talents

Section 6. Understanding and Meeting the Needs of Student Color

Section 7. Building Bridges with Students of Color Through Effective Communications.

Section 8. Building Success Plans with Students of Color

### **Part 4 Key Issues in Advising**

Section 1. Building on your strengths as an Advisor

Section 2. Ethical Implications and Practices of Advising

Section 3. Avoiding Bias in Advising

Section 4. Meeting Challenging Legal Issues in Advising Activities

## **2. Program Orientation for Yap campus and other programs offered in other campuses) and FMI including IDP, Graduation, SMI, COMET**

### **Yap Campus**

- Certificate of Achievement in Bookkeeping
- Certificate of Achievement in Secretarial Science
- Certificate of Achievement in Community Health Sciences
- Certificate of Achievement in Trial Counselors
- Certificate of Achievement in Electronics Engineering Technology
- Certificate of Achievement in Public Health
- Certificate of Achievement /Completion in Nursing Assistant
- Associate of Arts in Pre-Teacher Preparation
- Third-Year Certificate of Achievement in Teacher Preparation-Elementary

### **FMI Campus**

- Advance Certificate of Achievement in Navigation
- Advance Certificate of Achievement in Navigation with Fishing Technology courses
- Marine Engineering

## **3. Satisfactory Academic Progress (SAP )/FAPSA Info Share**

## **4. Registration Procedure Info Share**

## **5. Assessment Info Share**

## **6. MLA Info Share**

## Schedule

### Morning will be for all Faculty of both Campuses (Specialized Lab)

**8:00- 8:30-** Arrival

**8:30-8:45-** Opening Program

Prayer- Madam Jovita

Opening Remarks- Dean Lourdes

Introduction of the Participants- Yap Campus by Mr. Joy

FMI Campus by Mr. Alex

Introduction of the Outcomes and Activities- Mr. Joy

**9:00- 11:30-** Video Presentation and Workshop

**11:30-12:00-** Presentation of output

**12:00- LUNCH**

### For Yap Campus (Specialized Lab)

**1:00-2:00** Program Orientation of Yap Campus and FMI/ IDP, Graduation SMI, and COMET- Ms. Cecilia

**2:00-3:00** Financial Aid , SAP, and FAPSA Info Share - Madam Gertrude

**3:00-3:45-** Registration Procedure Info Share- Madam Juliana

**3:45-4:15-** Assessment Info Share for Yap Campus- Mr. Joy

**4:15- 5:00** MLA Info Share-Jovita Masiwemai

### For FMI Campus (Computer Lab)

**1:00-2:00** FMI Work Study Program- Madam Gertrude

**2:00-3:00** Computer Basics (Excel formulas, Power point and Excel)- Pius/Choay

**3:00-3:45** Google Info Share and CRE Program- Mr. Steven

**3:45-4:15** Assessment Info Share for Yap Campus- Mr. Joy

**4:15- 5:00** MLA Info Share-Jovita Masiwemai



College of Micronesia-FSM  
National Campus and CTE  
Professional Development Day  
March 13, 2015  
Venue: National Campus Practice Gym

Learning Outcomes

By the end of the presentations, participants will be able to:

1. Produce evidence for closing gaps and support Standard IIA.
2. Develop/revise authentic assessments for student learning outcomes.
3. Design a formal early intervention alert system that will improve student success.
4. Build a stronger, more effective work team.

Schedule

<b>Time</b>	<b>Topic</b>
8:00 – 8:30	Coffee and refreshment (HRO)
8:30 – 9:00	Welcome/Sign-in/Agenda Overview (I-DAP)
9:00 – 11:00	Standard IIA Gaps and Commitments for Achieving the Standard. (I-VPIA)
11:00 – 12:00	Authentic Assessment (Rafael Pulmano & Business Division)
12:00 – 1:00	Lunch (HRO)
1:00 – 3:00	Panel Discussion: Early Intervention Alert Structure (I-DAP, Counselors, and Foundation of Excellence members—Acting VPSS/Director OAR and Professor Dana Lee Ling )
3:00 – 4:00	“The Hungry Shark” (I-VPIA & I-DAP)
4:00 – 4:15	Complete and Submit evaluations (Participants)