



College of Micronesia – FSM

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April 22, 2013

TO : Joseph M. Daisy, Ed.D., and President COM-FSM
FROM : Mariana Ben Dereas, VPIA
SUBJECT : VPIA's MAY BOARD REPORT

The following are the activities of the Instructional Affairs that have been priority since the March 2013 Board meeting. For detail of all activities system wide, please see Quarter Report of Instructional Department submitted to IRPO April 12, 2013.

Strategic goal 1: Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively

1A: Promote quality teaching and learning-centered behaviors and environments for the six campuses

- Langlit: Authentic Assessment has been completed for this semester for all faculty members in this division.
- ILO assessment continues for spring semester, using the ACC&U VALUE rubrics. Need to assess critical thinking, problem solving and identify possible courses for assessment.

1C: Enhance faculty involvement in the college

- College Wiki indicates that faculty system wide is participating in committee meetings and college community meetings.

Strategic goal 2: Provide institutional support to foster student success and satisfaction

2A: Promote strategic enrollment management for the college

- Health Science – AHEC is sponsoring a speech and poster contest on April 19. This is part of the bridge project with the high schools.
- CariPac scholarship for AHEC summer internship and summer course scholarship for Agriculture students to complete program in a timely manner.

Strategic goal 3: Create an adequate, healthy and functional learning and working environment

3A: Provide for adequate facilities to support a learning community

- Facility plan integrated into Instructional Plan, all current facilities (maintenance and security) needs are linked and met as of this report for instructional use.

Strategic goal 4: Foster effective communication

4A: Enhance communications pathways

- Organization of State campuses under the Instructional Department, Deans reporting to VPIA emphasizing “priority” of instruction system wide.

Strategic goal 5: Invest in sufficient, qualified, and effective human resources

5B: Recruit and retain qualified personnel to allow delivery of quality services

- Fulltime faculty (99)
- Part-time faculty (37)
- Volunteer (1)

Strategic goal 6: Ensure sufficient and well-managed fiscal resources that maintain financial stability

6B: Diversify resources of the College

- Career and Technical Education working with outside agencies to bring in different grants and projects for the college. Such as with US Embassy, National and State government and SPC.

Strategic goal 7: Build a partnering and service network for community, workforce and economic development

7A: Increase involvement of the community in college affairs

- VPIA office working closely with COM-FSM Education Division to develop Comprehensive Education Plan for National Department of Education. Have been meeting since February, now gathering data to make informed plan.

Strategic goal 8: Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity

8B: Cultivate respect for individual differences, and champion diversity

- Flags represented during commencement and culture day show many different culture and people working at the college.
- Now available in the college catalog the student and faculty “Academic Freedom Statement”.

Strategic Goal 9: Provide for continuous improvement of programs, services and college environment

9A: Improve institutional assessment and evaluation

- ILO assessment continues for spring semester, using the ACC&U VALUE rubrics. Need to assess critical thinking, problem solving and identify possible courses for assessment.

9B: Integrate planning, evaluation and resource allocation for continuous improvement

- IEMP completed by working group headed by VPIA and VPAS. All Instructional Directors were part of the IEMP working group.

9D: Develop an integrated data system

- As of this report, CCSSE and CCFSE will be completed by the month of April.

1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively;
2. Provide institutional support to foster student success and satisfaction;
3. Create an adequate, healthy and functional learning and working environment;
4. Foster effective communication;
5. Invest in sufficient, qualified, and effective human resources;
6. Ensure sufficient and well-managed fiscal resources that maintain financial stability;
7. Build a partnering and service network for community, workforce and economic development;
8. Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity; and
9. Provide for continuous improvement of programs, services and college environment.

COM-FSM Chuuk Campus Report February 21 to April 19, 2013

1. [Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively.](#)

1A. February 22, 2013 was staff development day. All staffs and faculty members were involved in trainings all day.

1A1. With Miuty Nokar now completed the requirements for his Masters Degree from UH Manoa, all full-time faculty members at your Chuuk Campus are with at least a Masters Degree.

2. [Provide institutional support to foster student success and satisfaction.](#)

2A. In addition to the 528 students from all the high schools in Chuuk Lagoon, and some of the certificates students who took the COMET, 109 students took the COMET from the outer islands high schools (Northwest High School, Mortlock High School and Moch High School).

2A1. Forty-six (46) faculty members and staffs are pairing up with early warning deficiency students. The faculty members and staffs teach their students/mentees how to set academic goals and how to plan out their week. Results will be posted in June 2013.

2A2. COM-FSM staffs and faculty members joined Chuuk State School System staffs in doing awareness on Career Technical Education at local high schools within the lagoon.

2B. Volume 2, Issue 1 of MESEISET was released on April 10, 2013.

2B1. COM-FSM Comptroller arranged for Chuuk Campus work-study students salaries to be issued from Chuuk Campus Business Office.

3. [Create an adequate, healthy and functional learning and working environment](#)

3B. Peer Counselor, nurse and CRE spearheaded a Clean and Green Movement. Reclining bins have been placed on campus, and flowering plants have been planted.

3B1. A new used van for to support instructional and student services activities has been purchased and will arrive soon.

3C. The heavy-duty water pump has arrived and was tested on April 16, 2013 by the security guards and maintenance crews.

4. [Foster effective communication](#)

4A. Two all-Campus meetings were held on March 06, and April 10, 2013. During the April 10th meeting, members of the College-wide committees were introduced and the Chuuk Campus Community was informed of the committees' responsibilities.

4B. Mr. Shaun Suliol from National IT installed a TV terminal at the Library for information dissemination. He also improved the wifi range of accessibility.

5. Invest in sufficient, qualified, and effective human resources

5A. Friday February 22, 2013 was booked with activities / trainings for staffs and faculty members.

5C. The Ad hoc committees are working on the application for the custodial workers and the security guards' positions.

6. Ensure sufficient and well-managed fiscal resources that maintain financial stability

6B. \$1,247.39 was collected for the Endowment Fund from the Cultural Day activities.

6D. The excavator for Chuuk Campus was bid out and the winner paid \$17,000.00 for it.

7. Build a partnering and service network for community, workforce and economic development.

7A. Now that the Chuuk Election is finished, and presiding officers are selected, the Campus Dean will meet with Governor Elimo, Senate President Mark Mailo, and House Speaker Innocente Oneisom on Monday April 22, 2013 to discuss the Chuuk Campus permanent site and related issues.

7A1. The FSM National Steering Committee (NSC) for the Small Grant Program (SGP) under the UN Global Environment Facility (GEF) had its inaugural meeting at your Chuuk Campus on April 13th and 14th, 2013.

8. Promote the uniqueness of our community; cultivate respect for individual differences and champion diversity.

8B: March 25, 2013 a joint dinner took place at the Student Center at Chuuk Campus for visiting students and instructor from UOG.

9. Provide for continuous improvement of programs, services and college environment.

9E: The Management Council continues to meet monthly to deliberate on issues that needed shared decision making, and make effort in communicating to all at Chuuk Campus through their respective representatives, and by distributing meeting minutes.

Accomplishment Report March and April 2013
Kosrae Campus

Student Services

- Kick Butts Day was observed at Kosrae Campus on the 17th of April. Over eighty students and staff attended and participated in the activities that day. Designated smoking and betel areas were announced during the conference.
- As of this writing 27 continuing student have preregistered for summer 2013 classes. We are anticipating full class loads for third year courses and others for teacher in-service training to register on site in the summer.

Campus Dean/Administration

- Kosrae Campus Management Group convened on April 15 and agreed to seek funding to pay for electricity usage for the next six months. Also, it agreed to request an increase of imprest fund for state campus and signature power for campus dean.
- Although first phase of the Dry Litter Piggery project was completed, there is still work to do before the livestock are moved in. A second phase contract was drafted and forwarded to the President of the College and FSM Secretary of Justice to act on it.
- Founding Day celebration attracted students, staff, and families to the Kosrae State Gymnasium. Of course, Regent Cornelius made his remarks and encouraged the community. Good food and indoor sports were part of the event.
- Staff and students participated in the FSM Culture Day. Kosrae Campus decorated a float and led the parade at the cultural festivities.

Student Body Association

- Student Body Council was active in planning and running the Founding Day celebration. Student village organizations contributed to the food served during the day. Women volleyball champion and Men Basketball champion were Tafunsak Student Organization.

End of Document

10. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively;
11. Provide institutional support to foster student success and satisfaction;
12. Create an adequate, healthy and functional learning and working environment;
13. Foster effective communication;
14. Invest in sufficient, qualified, and effective human resources;
15. Ensure sufficient and well-managed fiscal resources that maintain financial stability;
16. Build a partnering and service network for community, workforce and economic development;
17. Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity; and
18. Provide for continuous improvement of programs, services and college environment.

**COM-FSM POHNPEI Campus Report
February 21 to April 19, 2013**

SG2. Provide institutional support to foster student success and satisfaction.

2A: Promote strategic enrollment management for the college

- Career & Technical Education Program Exhibitions
 - April 25th & 26th COM-FSM Pohnpei Campus will be presenting its Career & Technical Education (CTE) programs exhibitions. The two-day event is designed to accommodate the general public, which includes government officials (State/National), the private sectors, NGOs, FSM Diplomats, high school seniors, and community members such as the parents and community leaders of our current and future students.

2D: Develop a student-friendly campus environment that encourages and enables students to be health conscious

- Internship from SAD high school... work with AFT
 - CES work-study and internship students are always encouraged to participate in discussion and learning to be a skilled Extension Agent. Students were exposed to real extension situation and what is expected of an Agent out in the field. Additionally, students accompanied EFNEP Agents and JICA volunteers in the communities to feel what it is like to be an EFNEP Extension Agent working in the communities and Elementary schools, providing the knowledge of food safety, reading food label, and the importance of eating fruits and vegetables.
 - Eight students from Tokyo University Marine Science visited the Hatchery at Nett Point. The students observed the outdoor grow out sea cucumber and the operation of the hatchery.

SP3. Create an adequate, healthy and functional learning and working environment.

3A: Provide for adequate facilities to support a learning community

- World Environment Day – partnership between COM-FSM and SPC
 - Promoting Energy Awareness

SG7. Provide for continuous improvement of programs, services and college environment.

7A: Increase involvement of the community in college affairs

- Pohnpei Small Business Development Center (PSBDC) and Business Program creating a partnership on Training for community
 - The Center continues to be represented in various meetings, workshops at the State, National, and Regional level on Private Sector Development. Examples include FSM Association of Chamber of Commerce, Micronesia Council of Chambers of Commerce, Pohnpei Chamber of Commerce, Pohnpei Visitors Bureau, FSM Trade Related Consultation and Workshops, and PATA Micronesia.

7C: Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities

- Training for Typhoon-Resistant Construction Techniques
 - The purpose of the 1-week Training for typhoon-resistant construction techniques is to provide technical assistance to residents of FSM and RMI in building safer housing through the use of typhoon-resistant construction techniques. This would include discussions about planning, site selection, design, plan reading, and practical construction, all toward the goal of demonstrating how wood construction can be high-quality construction



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April 18, 2013

TO : Joseph M. Daisy, Ed.D., and President COM-FSM

THROUGH : Mariana Ben Dereas, VPIA

SUBJECT : YAP CAMPUS & FSM FMI UPDATE REPORT

Strategic goal 1: Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively

1A: Promote quality teaching and learning-centered behaviors and environments for the six campuses

FSM FMI

7 courses continue to be offered to first year students in Marine Engineering, Navigation, and Fishing. 7 courses are also continued for second year students in the same programs. With the arrival of a JOCV on board this semester, welding class is also added for Marine Engineering students.

Second Year Navigation / Fishing students have gone on the state ship Hapilmahol to do their shipboard training.

All faculty members and Campus Director are currently reviewing modifying all course outlines to the SLO format while at the same time, ensuring compliance with STCW requirements and standards. Upon completion, they will be submitted to VPIA, DAP, and CAC for review and endorsement. These course outlines, once approved, will need to be reviewed for approval by FSM TC&I as required by STCW.

Yap Campus Acting IC, Joy Guarin, has worked with FMI faculty members on authentic assessment, which is being done this semester for the first time.

Yap Campus

42 classes continue this semester for 187 enrolled students. Authentic assessment continues also this semester by all fulltime and part time faculty members.

Faculties and student services staff serve as student advisors and each has met (POW WOW) at least twice with their respective advisees. Refreshments are served to entice students to meet with their advisors during the pow wow.

1B: Make developmental courses an institutional priority

Yap Campus

6 developmental courses in English and Mathematics continue this semester. 4 are ACE classes in which tutors work with the class instructors as TAs. This enables the tutors to better assist students in these classes.

FSM FMI - no developmental courses offered although there is a need.

1C: Enhance faculty involvement in the college

FSM FMI

All faculty members represent the campus in the numerous standing committees of the college. Participation in meetings has improved. Faculties also actively participate in the campus committees – Management Team, Admissions & Recruitment Comm., and Disciplinary Committee. They are also more involved in course level assessment as well as formulation of in house policies / regulations pertaining to student conduct as discipline and order is fundamental to the training at FMI. A Merit System is in its final draft form for review and approval by the campus management team.

Yap Campus

All faculties are members of the standing committees as well as several committees on campus. Their participation in committee meetings has been very good. Faculties also are continuing with course level assessment as well as authentic assessment. Part time faculties will do this for the first time this semester.

Strategic goal 2: Provide institutional support to foster student success and satisfaction

2A: Promote strategic enrollment management for the college

- There is a total of 56 students still enrolled at FMI this semester. No student has been expelled this semester. Maximum capacity at FMI Living Quarters is 60.
- 187 students enrolled at Yap Campus. Tutoring programs is still ongoing with 2 tutors.

2B: Become more student-centered in the development of specific college system policies and procedures

FSM FMI

- Merit system is in draft form to be finalized soon. Students earn merit points (& privileges) for good behavior and leadership.

2C: Promote timely college tenure and graduation of students with mastery of array of core learning objectives, including civic-mindedness and self-value

- FSM FMI

26 will graduate

- Yap Campus

7 candidates for graduation

- A combined graduation ceremony will be held on May 23rd for both campuses. It'll be a good promotional event for the college.

2D: Develop a student-friendly campus environment that encourages and enables students to be health conscious

- FMI Student Services has relocated to a newly renovated office. Their vacated office has been renovated to be the campus infirmary. It is now complete and the Yap Campus Nurse visits FMI on a regular basis. The nurse also accompanies students to the health clinics and hospital for those needing doctor's attention.
- Free Health screenings have been conducted at both campuses during this reporting period.
- Other health presentations (family planning, non-communicable diseases, and Cancer) have been conducted by health services staff at both campuses.
- A Career Fair has also been held at Yap Campus.
- Students at both campuses have also participated in a basketball league for high schools and college.

Strategic goal 3: Create an adequate, healthy and functional learning and working environment

3A: Provide for adequate facilities to support a learning community

3B: Provide for maintenance and upkeep of grounds, facilities, and equipment

FSM FMI

- There are adequate facilities on campus to house programs, students, and some faculty and staff.
- Students and staff are working hard to keep the facilities clean and sanitary. The janitor is working with students to keep the common areas in the living quarters clean everyday.
- There is major problem with water leaks and old water pipes on campus. The maintenance staffs are working to determine if there is a need to put in new pipes with good drainage. We hope to have this problem resolved by end of next week.
- Leaking roofs: we're getting 2 quotes from off island companies for materials to fix the leaking roofs of both buildings. Quotes received will be forwarded to VPAS for possible funding (IMF).
- Janitor positions: 1 – applications being screened for hiring; 1 –being announced.

Yap Campus

- All facilities are adequate, clean, and sanitary at all times, except for the voc ed building which is in need of repair. The sheets for the roof and sides need to be replaced as they leak when it rains.
- Classroom building block is tentatively scheduled for completion in May. However, there is still the need for furniture.

- Monthly building inspections done monthly followed by a task schedule based on the inspections done.
- Janitor positions (2): 1 – applications being screened for hiring; 1 – being announced.

3C: Provide for a safe, secure and effective college environment

- There is security service provided at both campuses 24/7.
- An incident (alcohol related) occurred at FMI Campus involving several students. They have been dealt with accordingly by the Disciplinary Committee and Administration.

Strategic goal 4: Foster effective communication

4A: Enhance communications pathways

4B: Provide communications infrastructure to support communication pathways

4C: Enhance the college community's ability to communicate effectively

- Each campus Management Team is meeting with FMI on a bi-weekly basis and Yap campus on a monthly basis.
- All Campus Meetings: FMI – March 15th; Yap Campus – March 27th. Next meetings will be April 26 (FMI) and April 29 (YC).
- Faculty and staff at both campuses are on the standing committees.

Strategic goal 5: Invest in sufficient, qualified, and effective human resources

5A: Provide on-going professional development of faculty and staff

5B: Recruit and retain qualified personnel to allow delivery of quality services

5C: Update personnel policies and procedures to meet on-going human resources needs

Strategic goal 6: Ensure sufficient and well-managed fiscal resources that maintain financial stability

6A: Enhance new and existing revenue resources to promote growth and increase cost effectiveness

6B: Diversify resources of the College

6C: Budgeting and resource allocation

6D: Develop and implement college sustainability plans that will lead to the careful stewardship of natural and man-made resources, saving of revenue, and enhancement of the college experience; serves as a model for the nation

- Both campuses are continuing to practice energy conservation.

Average monthly utility bill at Yap Campus = \$5,404.96

Average monthly water bill at Yap Campus = \$151.10

Average monthly power bill at FMI = \$7,886.52

Average monthly water bill at FMI = \$ 2,090.37

Strategic goal 7: Build a partnering and service network for community, workforce and economic development

Objectives

7A: Increase involvement of the community in college affairs

7B: Enhance and promote employment opportunities

7C: Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities

7D: Provide Cooperative Extension Services to the community

- Yap Campus continues to work with DOE in teacher training although there are very few elementary teachers now without associate degrees.
- Yap Campus also continues to offer health assistant courses to Health Services staff (CA-HATP).

Strategic goal 8: Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity

8A: Increase community involvement in college affairs

8B: Cultivate respect for individual differences, and champion diversity

- Founding Day was celebrated jointly by both campuses on April 5th. The day began with a parade of floats (4 teams) around the lagoon and ending at the motor pool. Games and activities followed in the afternoon. This is the first time we've had a parade with floats. It was a very successful day.
- Both campuses are very grateful to the following donors / contributors for funds, supplies, & materials: Yap Congress Delegation, DOE, YCA, PWT, BoFSM, Bank of Guam, EMI, Cancer Program, NCD Program, V6AI Radio Station, TC Savings, Micronesian Forwarders, Waab Transportation Company, Senator Charles Chieng, and Mr. Yang Gang.

Strategic Goal 9: Provide for continuous improvement of programs, services and college environment

9A: Improve institutional assessment and evaluation

9B: Integrate planning, evaluation and resource allocation for continuous improvement

9C: Increase research and data driven decision making

9D: Develop an integrated data system

9e: Enhance decision making and communications at the college through implementation, monitoring and evaluation of the new governance policy and revised standing committee structure.

Respectfully submitted,

Lourdes F. Roboman
Dean, Yap Campus & FSM FMI