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## COLLEGE OF MICRONESIA-FSM

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*Office of the Vice President for  
Instructional Affairs*

March 10, 2014

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

FROM: Karen Simion, Interim Vice President for Instructional Affairs

SUBJECT: VPIA Board Report – May 2014

These are activities that have occurred since the March 2014 Board meeting. The reports submitted by my office and the 4 state campuses are reporting against the six strategic directions as approved by the Board.

### **Mission Statement**

Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

### **Vision**

College of Micronesia-FSM will provide educational opportunities of the highest quality and will embrace the life-long pursuit of knowledge and the enrichment of the diverse Micronesian communities we serve.

### **Strategic Directions:**

- *Focus on student success*
- *Emphasize academic offerings in service to national needs*
- *Be financially sound, fiscally responsible, and build resources in anticipation of future needs*
- *Invest in and build a strong capacity in human capital*
- *Become a learning organization through development of a learning culture guided by learning leaders*
- *Evoke an image of quality*

## ***1. Focus on student success***

1a. The First-year experience course is ready for review by Curriculum and Assessment Committee. Recruitment, Admissions and Retention, Finance, Council of Chairs and Executive Committee will also review the course before being sent to the Board for Final approval. The course will be mandatory for all students and add 1.5 credits to all certificates and degrees.

1b. Program Prioritization working group has met twice for training on how to complete the process. The group is waiting for Academic Program Reviews to complete the ratings, analyze the findings and prepare recommendations. The final report is due by the end of June 2014.

1c. Student Satisfaction of Major Survey data is compiled and available on the IRPO website <http://www.comfsm.fm/?q=student-satisfaction>.

## ***2. Emphasize academic offerings in service to national needs***

2a. The Public Health faculty continues to offer short-term trainings for the FSM Department of Health and Social Affairs. The next proposed training is in epidemiology and biostatistics, diabetes management, nutrition and dietetics and integrated management of childhood illnesses for Chuuk, Yap, Pohnpei and Kosrae.

## ***3. Be financially sound, fiscally responsible, and build resources in anticipation of future needs***

## ***4. Invest in and build a strong capacity in human capital***

4a. Instructional Affairs purchased access to Magna Publications 20 Minute Mentor. All faculty have access to a short webinar each week for one year. Webinars titles for March and April are:

- How Can I use Discussion to Facilitate Learning?
- What are the Three Worst Mistakes to make in the Classroom?
- How Can I Be an Effective Mentor?
- How Can I Make the Activities in My Course More Inclusive?
- How Do I set Students Up for Success in Online Courses?
- How Can I make My Multiple Choice Tests More Effective?
- How Can I get Students to Take Responsibility for Their Own Learning?
- How Can I Connect Students' Interests to Course Content?
- How Do I Prepare a SoTL Article for Publication?

Faculty members are asked to submit reflection papers if they watch the webinar. The webinars are available for one week, so faculty members can watch at their convenience.

4b. Jayleen Kokis traveled to National Campus the week of April 7, to be trained on KOHA which is an open source automated library program. She also received training on inputting assessment information in TracDat.

4c. Karleen Manuel started working towards a bachelor's degree in Library Science at the University of Maine.

- 4d. Division Chairs and DAP attended the Professional Development Supervisory Workshop conducted by Watson Training & Development April 8-10; and received a Certificate of Completion for completing course of study in *Setting and Communicating Performance Expectations, Handling Performance Problems, and Improving Work Habits*.

## ***5. Become a learning organization through development of a learning culture guided by learning leader***

### ***6. Evoke an image of quality***

Three faculty members were recognized for completing the five challenges presented last August. The five challenges were to try one new teaching strategy, read five professional journal articles or books, conduct an academic workshop, conduct a classroom research project, and reflect on and improve academic advising. The three faculty members recognized were Joseph Aliberti at Yap Campus, Alton Higashi at Chuuk Campus and Susan Moses at National Campus.

Sixty students from Calvary Christian Academy visited the campus to learn why it is important to learn English well. These students were 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> graders. The faculty and students planned short demonstrations in science, agriculture, education, nursing and public health, business, computer information systems, and exercise and sport science and explained how English is important in each field of study. The students were on campus from 9:00 to 2:30.

## **COM-FSM Chuuk Campus Report**

### ***1. Focus on student success***

**Strategic Plan Goal 1.1:** Providing collaborative institutional support to advance student success by promoting student engagement and Institutional Student Learning Outcomes.

**1.1A.** A total of 31 students are applying for graduation this Spring Semester. There are 28 in Pre-Teacher Preparation, and 3 in the certificate programs.

**1.1B.** Easy to read brochures, containing the required courses in their sequences for the AAPre-TP, and certificates in Secretarial Science and Bookkeeping, were distributed during the Career Day on April 24, 2014, and will be available for students' quick references. The AHEC specialist is producing similar brochures for the Certificates in Nursing Assistant,

Public Health Assistant, HCOP and other allied health fields and is visiting the local high schools and distributing to the students.

**1.1C.** Certificates for Academic Excellence, and Perfect Attendance were awarded to students during all-campus meeting.

## ***2. Emphasize academic offerings in service to national needs*** Strategic Plan Goal 2.1: Increase the number of 4-year program opportunities by

**2.1A.** There are 28 AA in Pre-Teacher Preparation applicants for graduation this Spring Semester, 2014. Some of them, and others from previous semesters are looking forward to the approval of the Third-year Certificate of Achievement in Teacher Preparation-Elementary.

**2.1B.** April 24, 2014, was Career Day at Chuuk Campus. Experts from the different areas of work like nursing, businesses, education, environment and others, did presentations to our students. It was a way to expose our students to the different career opportunities, and the needs of the state and nation.

## **Strategic Plan Goal 2.2: Strengthen career, technical, and community-based educational opportunities for non-college-bound students by**

**2.2A.** On April 24, 2014, the 30 Chuuk High School students taking CTE classes at Chuuk Campus displayed the products of their classes. The displayed items were given to the Chuuk High School Principal to award to each student who made them.

**2.2B.** A total of 17 extension trainings in Global Food Security and Hunger program, agroforestry, and other extension programs were carried out during the month of April 2014 throughout the state and a total of 312 participants attended.

## ***3. Be financially sound, fiscally responsible, and build resources in anticipation of future needs***

### **Strategic Plan Goal 3.1: Maintain a financially sound, fiscally responsible institution by:**

**3.1A.** During the Cultural Day Celebration, the SBA raised \$795.60 for the Endowment Fund.

**3.1B.** During the April 9<sup>th</sup>, and 30<sup>th</sup> all-campus meetings, the dean encouraged all to meet with their respective representatives and senators and ask for support for the road construction to reach and include COM-FSM Chuuk Campus permanent site.

**3.1C.** Regent Enlet and Dean Kanto met with Governor Johnson Elimo and informed him about the BOR Resolution requesting for the inclusion of the road to the permanent site in the first phase of the Weno road construction. Meetings with the Senate President and House Speaker are being arranged.

**3.1D.** The Account Clerk position at CRE has been filled, and the recommendation for the Youth Agent position was forwarded for approval. The Agriculture Agent position has been re-advertised.

## ***4. Invest in and build a strong capacity in human capital***

**Strategic Plan Goal 4.1: Supporting and strengthening faculty, staff, and administrators by establishing aspirational goals for credentialing.**

**4.1A.** LRC staff Jayleen Kokis attended a one-week training on Library new system called KOHWA and other library related works from April 07 to 14, 2014.

**4.1B.** Mr. Danilo Mamangon and Miuty Nokar, both Math instructors, attended the National Council for Teachers of Mathematics Conference (NCTM) in New Orleans from April 6 to 12, 2014. The Conference presentations were on new research on mathematics education especially in the field of classroom practices.

**Strategic Plan Goal 4.2: Support professional development that builds upon organizational and leadership capacity.**

**4.2A.** On Saturday 4/12/14, VPIEQA Frankie Harriss had a full day training of faculty members on ACCJC Accreditation Standards and other accreditation issues. She also did training on how to effectively respond to WASC's Recommendations. She did a similar training with the staffs from 1:00 PM to 5:00 PM on Friday 4/11/14.

**4.2B.** Mr. Danilo Mamangon finished all academic requirements and successfully defended his dissertation leading to a degree in Doctor of Philosophy in Education majoring in Mathematics Curriculum Studies at the University of Hawai'i Manoa. UH Manoa Education Division confirmed that he has completed all requirements and will be attending the Graduation Ceremony at UH Manoa on May 17, 2014.

Title of Dissertation: SELECTIVE USE OF CULTURALLY-BASED MATHEMATICS IN A PRE-SERVICE TEACHERS COURSE AT THE COLLEGE OF MICRONESIA-FSM CHUUK CAMPUS.

Dissertation will be published at website of "ProQuest Dissertations and Theses" this May 2014.

## ***5. Become a learning organization through development of a learning culture guided by learning leaders***

### **Strategic Plan Goal 5.1: Become a learning organization by:**

**5.1A.** On March 14, 2014, staff and faculty members at your Chuuk Campus had their Staff Development Day. They were involved in career/office improvement/enrichment activities and workshops. The HR Specialist also briefed them on the Personnel Policies and Procedures.

**5.1B.** On April 23, 2014, the CRE Culinary Arts Specialist did a food cooking demonstration using local produce and healthy cooking. Students, faculty and staff present in the Student Center were given free soup and other local fruits and vegetables.

### **Strategic Plan Goal 5.2: Achieve and strengthen purposeful dialogue by:**

**5.2A.** There was an all-campus meeting on April 09, 2014. Since the first Wednesday of May falls on the 7<sup>th</sup>, which is Exam Day, another all-campus meeting took place on April 30<sup>th</sup>. Minutes of these meetings are posted on the Wiki under Chuuk Campus Administration.

**5.2B.** Actions and Directives, relevant to Chuuk Campus, from the March 22, 2014, BOR meeting in Kosrae were shared with the Chuuk Campus Community during the April 09, 2014, all-campus meeting.

**5.2C.** Chuuk Campus and college-wide important information are continually shared with the Chuuk Campus Community and the external stakeholders via the [Meseiset](#).

## ***6. Evoke an image of quality***

### **Strategic Plan Goal 6.1: Achieve recognition as a best practices institution by:**

**6.1A.** Chuuk Campus Dean is now a member of the Chuuk State Board of Education, filling the slot for an education professional. The dean joins Education Professor Mr. Abraham Rayphand on this board. Mr. Rayphand represents the Mortlocks Region.

**6.1B.** In collaboration with the Chuuk Visitor's Bureau, COM-FSM Chuuk Campus celebrated the FSM Cultural Day with traditional presentations in dances, chants, songs, skits, attire, and foods. The Honorable Governor Johnson Elimo, and Assistant Mayor of Weno, Kaio Noket, attended the celebration.

## **COM-FSM Kosrae Campus Report**

### ***1. Focus on student success***

KC1a. Three programs exhibited their student learning outcomes during the Vocational Exhibition Week. Electronic students showcased their learning outcomes by demonstrating electronics systems in the ET booth. Agriculture students displayed cabbage plants and seedlings using compost planting materials collected from the KC Piggery. They also demonstrated how they mix the compost with sand to make planting soil. A CRE cooking club demonstrated Puerto Rican banana chips, hibiscus kool aid and displaying tapioca cookies and chips. The exhibition came to a finale when pigs were auctioned to the public.

***2. Emphasize academic offerings in service to national needs***

***3. Be financially sound, fiscally responsible, and build resources in anticipation of future needs.***

***4. Invest in and build a strong capacity in human capital***

KC4a. Renton Isaac completed and passed the certification training on photovoltaic systems at UOG.

***5. Become a learning organization through development of a learning culture guided by learning leaders***

KC5a. Staff and faculty members at KC engaged in purposeful dialogue to revisit issues introduced during the Staff Development Day held in February. The forum narrowed down areas of critical importance addressing enrollment decline and student retention. The Interim VPIA voiced her support and endorsement of the outcomes developed by the group and urged the forum to continue discussion on KC's improvement effort to bring it to the next level. As a result, four focus groups continued to dialogue and plan for activities and strategies addressing four identified outcomes. On her second visit in the month of April, the Interim VPIA called the group to report back on proposed strategies and activities for each outcome. A long list of activities and strategies for each outcome was collected and will be reviewed, refined, and reported to the college community.

KC5b. The Interim VPIA visits to Kosrae Campus have resulted in some re-engineering that established a new organizational set up in the managerial positions. In the new structure, the office of Instructional Coordinator is proposed to be transformed into Developmental Education Coordinator. This position would be responsible for ACE, all developmental courses, and program assessments. More teaching time including 2-3 courses per semesters will be added.

The Campus Dean’s responsibilities have increased 5% to include classroom observations, course scheduling, and adjunct faculty recruitment.

**6. Evoke an image of quality**

KC6a. The students, staff, and faculty participated in three community related events in late part of March and early April. These exposures boosted morale, cooperation, and economics among the college community and promoted public awareness.

- Staff and faculty participated in the 2014 State Fair. CRE coordinator, staff, and faculty set up a booth for the college at the State Fair to fundraise for the College Endowment Fund. CRE staff continued to exhibit value-added products and healthy recipes from local produce.
- Student Body Association at KC competed in cultural presentations at the FSM Cultural Day. There was a cultural festival that brought the whole island together to show cultural values and norms and traditional history of Kosrae. The SBA constructed a float depicting the environmental, traditional, and historical events of Kosrae Island.
- Kosrae Campus celebrated COM-FSM 21<sup>st</sup> Founding Day on April 1. SBA leadership planned and celebrated our founding day at Kosrae State gymnasium with sports competitions between village student organizations and parade of Miss and Mr. Kosrae.

**COM-FSM Pohnpei Campus Report**

**1. Focus on student success**

Office	Accomplishments	IEMP #	ACCJC Standard
<b>GEAR UP:</b>	<ul style="list-style-type: none"> <li>▪ Annual Performance Report (APR) 2014 was submitted electronically to USDOE on April 15, 2014. Receiving notice of the report by the USDOE is also acknowledged. A hard copy of this APR was mailed, via express to Gear Up Grant Management Specialist.</li> <li>▪ Jean Olopai, Regional Sales Representative of Houghton Mifflin Hart Court (HMH) visited GEAR UP to update and share the available educational resources and programs.</li> <li>▪ Practice Test Taking (TOEFL) was administered to all GEAR UP participants.</li> </ul>		
<b>Educational Talent Search Program:</b>	<ul style="list-style-type: none"> <li>▪ Three hundred high school participants showed up and celebrated TRIO Day on Saturday, March 28, 2014, at the Spanish Wall. Celebration started with a keynote address by Senator McGarry Miquel from Kitti followed by some traditional presentation from students and followed by fun games in the afternoon.</li> <li>▪ Program Director attended and completed a mini training for managers and supervisors on Setting &amp; Communicating Performance Expectations, Handling Performance Problems, and Improving Work Habits.</li> </ul>		
<b>Student Services:</b>	<p><u>Student Services Activities:</u></p> <ul style="list-style-type: none"> <li>▪ Founding Day Celebration was held on April 1, 2014 at the National Campus Gym. Pohnpei Campus raised \$8,450.40 and was crowned for Mr. &amp; Miss COM-FSM Founding Day.</li> </ul>	Marketing and Recruitment	



Office	Accomplishments	IEMP #	ACCJC Standard
<b>Upward Bound:</b>	<ul style="list-style-type: none"> <li>▪ COMET results show the following; 17 made it to degree 3 made it to ACE II. As for the results in specific subject like Math: 17 MS101, 2 MS 100 &amp; 1 MS96. As for English: For English writing 60% college level and 40% remedial level, for English reading 35% college level and 65% remedial level. The good news is 100% will enroll for summer classes at Pohnpei campus for the summer bridge program.</li> <li>▪ The UB annual performance report (APR) was successfully submitted to the USDOE on April 25, 2014. The APR report has two main functions with the DOE, basically to show them the services we agreed to carry out in the grant with our participants.</li> <li>▪ Upward Bound at the COM-FSM Pohnpei Campus celebrated the 50<sup>th</sup> Anniversary of TRIO's existence on March 29-30, 2014. TRIO Day is usually celebrated in any ways to educate the communities, leaders, governments, families and many others about the purposes of these programs and share the many success stories of those who have benefited from such programs. It is also an opportunity for the programs to thank all who have greatly supported the programs.</li> </ul>		
<b>Information Technology (IT):</b>	<ul style="list-style-type: none"> <li>▪ Computer Lab turned over for 25 new computers, Campus computer labs upgraded from Windows XP to Windows 7 Pro.</li> <li>▪ IT received three Manageable Network switches to replace obsolete ones to help improve connection speed.</li> </ul>		
<b>CES:</b>	<ul style="list-style-type: none"> <li>▪ EFNEP staff and JICA volunteers demonstrated and displayed healthy recipes at COM-FSM National Campus on April 23, 2014, during its Health Day Activities. The recipes include breadfruit flour cookies and tuna balls.</li> <li>▪ The EFNEP staff and JICA volunteers visited Sapwuahfik and promoted its EFNEP program to the students.</li> </ul>		
<b>Instructional</b>	<p><u>HTM/BU:</u></p> <ul style="list-style-type: none"> <li>▪ Students from HTM120, 165, 220 &amp; 250 classes attended workshop for CTE Exhibit presentation conducted by instructors Roby and Almusa.</li> <li>▪ HTM250 Practicum students on the field- N=5 students <ul style="list-style-type: none"> <li>○ 2 completed 50 hrs at United Airlines</li> <li>○ 1 completed 50 hrs at Seven Stars Inn</li> <li>○ others pending-Cliff Rainbow Hotel, Pohnpei Visitor's Bureau(PVB), and Yvonne's.</li> </ul> </li> </ul> <p><u>AFT:</u></p> <ul style="list-style-type: none"> <li>▪ Over 125 students signed up for AFT program during the Skill Expo 2014. Students were both certificate and degree.</li> </ul> <p><u>Technology &amp; Trade (T&amp;T):</u></p> <ul style="list-style-type: none"> <li>▪ COM-FSM Career &amp; Technical Education (CTE) programs at Pohnpei Campus presented its 7<sup>th</sup> Annual Program Exhibition, Skills-Expo 2014 on April 24-25, 2014. The main objective of the two-day event is to recruit high school seniors and to promote our CTE degree and certificate programs.</li> </ul>		

## ***2. Emphasize academic offerings in service to national needs***

Office	Accomplishments	IEMP #	ACCJC Standard
<b>Instructional:</b>	<p><u>HTM/BU:</u></p> <ul style="list-style-type: none"> <li>▪ Roby met with members of Micro Games Protocol committee to recruit HTM students to assist in Olympic activities.</li> </ul>		

Office	Accomplishments	IEMP #	ACCJC Standard
Administration:	PC personnel participated in the COM-FSM Postal Stamp Unveiling Ceremony held on April 30 <sup>th</sup> at the National Campus Gym.		

### 3. *Be financially sound, fiscally responsible, and build resources in anticipation of future needs.*

Office	Accomplishments	IEMP #	ACCJC Standard															
Business Office/Bookstore	<ul style="list-style-type: none"> <li>▪ 99% of prepaid accounts that were set up at PC Bookstore for the semester of spring 2014 have been used up.</li> <li>▪ Collected \$531.40 for PC Bookstore thru sales of sundries.</li> <li>▪ 93% of tuition and fees for the semester of spring 2014 has been cleared.</li> <li>▪ Out of the 554 students that were enrolled for spring 2014, 510 students were awarded Pell grant.</li> <li>▪ Collected \$59.55 for the endowment fund</li> <li>▪ Expenditures for fuel and utility</li> </ul> <p style="text-align: center;"><b>Apr-14</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: center;">Usage</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td>Utility lower campus</td> <td style="text-align: center;">7880.00</td> <td style="text-align: right;">\$ 4,353.70</td> </tr> <tr> <td>Cash power upper campus</td> <td style="text-align: center;">6462.50</td> <td style="text-align: right;">\$ 3,700.00</td> </tr> <tr> <td>Fuel</td> <td style="text-align: center;">229</td> <td style="text-align: right;">\$ 1,159.50</td> </tr> <tr> <td>Water</td> <td style="text-align: center;">31540</td> <td style="text-align: right;">\$ 76.60</td> </tr> </tbody> </table>	Description	Usage	Amount	Utility lower campus	7880.00	\$ 4,353.70	Cash power upper campus	6462.50	\$ 3,700.00	Fuel	229	\$ 1,159.50	Water	31540	\$ 76.60		
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Water	31540	\$ 76.60																
Administration:	<ul style="list-style-type: none"> <li>▪ PC continued to accommodate students and the communities' requests for facility for meetings, sports tournaments, and car wash activities. A total of \$59.55 was collected.</li> </ul>																	
Instructional:	<p><u>HTM/BU:</u></p> <ul style="list-style-type: none"> <li>▪ Collected BPC sales for the month totaling \$463.39.</li> <li>▪ \$150 of food items were used for CTE exhibits refreshments and participant samples; \$70 was spent on supply items for signage display, paper products, and participant prize items.</li> </ul>																	

### 4. *Invest in and build a strong capacity in human capital*

Office	Accomplishments	IEMP #	ACCJC Standard
Instructional:	<p><u>HTM/BU:</u></p> <ul style="list-style-type: none"> <li>▪ Perman attended Professional Development Supervisory Workshop conducted by Watson Training &amp; Development at the NC 4/8-10; and received a Certificate of Completion for completing course of study in <i>Setting and Communicating Performance Expectations, Handling Performance Problems, and Improving Work Habits.</i></li> </ul>		
Admin	<ul style="list-style-type: none"> <li>▪ Campus Director complete a 3 day supervisory workshop conducted by Watson Training &amp; Development.</li> </ul>		

### 5. *Become a learning organization through development of a learning culture guided by learning leaders*

Office	Accomplishments	IEMP #	ACCJC Standard
Maintenance	<ul style="list-style-type: none"> <li>▪ Installed 1 streetlight outside the computer lab.</li> <li>▪ transportation of SC 117 class to class site</li> </ul> Crime statistics report: <ul style="list-style-type: none"> <li>• Alcohol violation.....5</li> <li>• Betel nut violation.....2</li> <li>• Theft.....0</li> <li>• Burglary.....0</li> <li>• Others (assaults).....1</li> </ul>		

## 6. *Evoked an image of quality*

Office	Accomplishments	IEMP #	ACCJC Standard
IT:	<ul style="list-style-type: none"> <li>▪ Documentation of all campus activities and continued to provide evidence of events on campus. Upload campus news on the college website.</li> </ul>		
Instructional:	HTM/BU: <ul style="list-style-type: none"> <li>▪ Perman completed HTM program review for AY2011-2012 and AY2012-2013;</li> <li>▪ Silbanuz completed BK and SS program reviews for the same academic years as mentioned above.</li> </ul>		

## COM-FSM FMI / Yap Campus Report

### 1. *Focus on student success*

#### Yap Campus

- Tutoring Program - a collaborative effort between Instructional and Student Services:
  - Week 2 of instruction, a total of 44 (24.4%) were identified by all instructors as “at risk” students and list submitted to Student Services for follow up.
  - Week 3, 1st POW WOW held on January 29th: each advisor held a POW WOW meeting with his/her respective advisees. These students were urged / encouraged to participate in the tutoring program.
  - Week 5, 2nd POW WOW held on February 12th (after early warning): all advisors met with their respective advisees. All students here are also urged to participate in tutoring. Tutors work with instructors and student services to track progress of tutored students in their individual classes.
  - Week 9, 3rd POW WOW held on March 12th (after mid-term deficiency notices): all advisors met with their respective advisees. Focus here is to advise students to either seek help and work harder to successfully complete their classes or withdraw from the class they may be failing before the withdrawal deadline. Main problem of students not doing well in classes is poor attendance (tardiness or too many absences).
  - Topics covered during POW WOW meetings were: class attendance, understanding IDP’s, Financial Aid & its relationship to grades & performance, cost of attendance, contact hours, available scholarships to further education beyond Yap Campus

- Midterm Deficiency Report for Spring 2014:

- # classes offered = 42
- # courses with midterm def. = 32 (76.2%)
- # students with midterm def. = 84 (46.7%)
- # student with 1 def. course = 37 (44.1%)
- # student with 2 def. courses = 22 (26.2%)
- # student with 3 def. courses = 17 (20.2%)
- # student with 4 def. courses = 6 (7.1%)
- # student with 5 def courses = 2 (2.38%)
- Total # of withdrawals = 78
- # students with W = 43 (headcount)
  - 1 W = 27; 2 W = 9; 3 W & up = 7
- # of grade F = 32
  - # of students with F grades = 26
  - 1 F = 20; 2 F = 6
- # of grade D = 58
  - # of students with D grades = 46
  - 1 D = 34; 2 D = 12
- # of Incomplete = 0

# of LRC volume = 10,049

- Librarian assisted EN 120b students with their research and citations. Librarian is also assisting the FMI Library Assistant to increase volume and relevancy of resource materials.

- Faculty submitted 4 success stories about the impacts of SLO practices on student learning, achievement, and institutional effectiveness.

- Field trip by ED 210 class to the former Japanese school site in Makiy. Trip included tour guide from HPO staff.
- A student's report on what SLO means to her and how it has helped her to be better prepared for her classes.
- A student's report on how to develop a research thesis - evidence for general SLO 2.
- A student's report of how much she learned by attending the library orientation and most of all knowing what resources are available in LRC to help her succeed in her classes.

- Classroom observations were done in March in all classes. Full time faculty members took turns observing one another, including part time faculty. All faculty, both full time and part time also were evaluated by students.
- Instructional and Student Services completed the CCFSSSE (Community College Faculty Survey of Student Engagement) on April 8<sup>th</sup>.
- Yap Campus and FSM FMI celebrated Founding Day at Yap Campus on April 4<sup>th</sup> with games and dances performed by students & cadets. Yap Campus went "green" on April 3<sup>rd</sup> and asked students to provide for their own water bottle. Foam cups will no longer be provided on campus during student activities. Earth Day 2014, a clean up day on campus by students and faculty of Environmental Science and Biology classes took place on April 17<sup>th</sup>. Most common garbage collected were: (1) plastic wrappers, (2) cigarette butts, (3) Styrofoam cups / plates, and (4) cans.

- Vocational Education Day took place at Yap Campus on April 24<sup>th</sup>. Programs featured during the day included FSM FMI Fishing Technology with net-making demos, Marine Engineering, and Navigation, and Yap Campus AFT (Agriculture & Food Technology), Health Careers info sharing, Electronics Engineering (displays & demos), Bookkeeping, Secretarial Science, display of plants & vegetables grown by students, etc. High school students participated in the event.
- Activities during the report period include monthly “All Campus Meeting,” biweekly management team meetings, Staff Development Day on March 14th, monthly faculty meetings / workshops. SBA Officers have been very involved in All Campus meetings, bringing forth issues and suggestions regarding student activities and how we can better serve them.

- Student Services Activities:

- Financial Aid workshops to YHS seniors
  - Worked with YHS seniors to complete their FAFSA applications
  - 2 COMET Prep workshops done on campus for students and Yap SDA seniors. All other high schools did their own COMET Practice Tests at their respective schools, except NICHS in Woleai.
  - COMET testing done at all high schools, including Ulithi and Woleai.
  - Presentation on scholarships by Yap Scholarship Coordinator
  - Free Health Screening by Waab Community Health Center (WCHC)
  - Time Management presentations
  - counseling (mainly academic performance & financial aid)
  - Recruitment efforts at YHS where student services staff visited grades 9 - 12 to share information about COMFSM programs and services.
- 2 fire drills were conducted. Last one was done on May 2<sup>nd</sup> in collaboration with the Yap Fire Division to evaluate response time and readiness.

### FSM FMI

- 1<sup>st</sup> year cadets received their certificates in basic safety and watchkeeping in April.
- 2 groups of cadets (navigation & fishing and marine engineering) completed their shipboard training on H1 Vessel to the neighboring islands.
- Major work being done is to revise all program course outlines to the current SLO format while at the same time ensure that SPC requirements are being met. Additional courses in math and English will be incorporated into the 3 programs. At the same time, admission criteria is also revised / improved to allow for prospective students who are better prepared. Progress has been slow but in the end, the following is the anticipated results:
  - Approved programs and course outlines by the college and FSM TC&I
  - Updated FSM FMI catalogue
  - Clear and specific fees and expenses for the campus and for each cadet
  - Improved services (tutoring / counseling) and additional courses (math & English)
  - Improved recruitment efforts

## ***2. Emphasize academic offerings in service to national needs***

- A 2 week public health training was conducted in early March by Dr. Paul Dacanay for 27 health services dispensaries and community health centers. Yap Campus is working with Dr. Dacanay to begin offering the public health and nurse assistant programs this fall.
- NORMA representatives administered observer test to 29 second year cadets. This is an effort to recruit qualified cadets to be observers.

## ***3. Be financially sound, fiscally responsible, and build resources in anticipation of future needs.***

## ***4. Invest in and build a strong capacity in human capital***

- FMI library assistant is being trained by YC IT specialist to do IT duties at FMI. She is also working with YC Librarian to improve FMI library to meet accreditation standard.

## ***5. Become a learning organization through development of a learning culture guided by learning leaders***

- Yap Campus faculty are participating in on-going program and course assessments. All assessment results are submitted to VPIA, DAP, and Assessment Coordinator.

## ***6. Evoke an image of quality***

- news items submitted for college website posting as well as Yap State news brief.