

COLLEGE OF MICRONESIA-FSM

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Office of the Dean of Academic Programs

November 21, 2013

TO: Joseph M Daisy,

Ed.D., President COM---FSM

FROM: KarenSimion,

Acting Vice President for Instructional Affairs SUBJECT:VPIA Board Report--December201

Dear President Daisy,

These are activities that have occurred since the September 2013 Board meeting. There reports submitted by my office and the 4state 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. A working group consisting of 2 faculty, 2 counselors, and the dean of academic programs surveyed students and faculty at all campuses to gather recommendations for the content of a first year college experience course being developed for implementation fall 2014.

1b. The education division piloted scheduling courses every day for six weeks during the regular semester to see if student learning improved by having classes every day instead of every other day.

1c. Classes for third year accounting were offered in the evenings at Pohnpei campus. 15 students enrolled in five courses.

1d. Young Executive Society (YES!) is preparing to build study tables with benches on campus. The club has raised \$1,200+ for purchase of the materials and the Filipino community will build the benches and tables.

1e. 35 instructional programs are listed in Tracdat for assessment of student learning outcomes. The BA partnership program reports to University of Guam and the 3rd year in Gen. Business is not offered at this time. The 3rd year in Accounting will report data this year in May 2014. Of the remaining 32 programs, 1 has no results from last year or plans for this year entered and 2 other programs have no plan entered for this year.

2. Emphasize academic offerings in service to national needs

2a. Education faculty attended the FACS0 meeting and discussed the current needs for training in education in FSM. Topics covered curriculum development, methodology, principal (leadership) training, and teacher certification. The VPIA and education division will propose a comprehensive plan to help meet these training needs.

2b. An epidemiologist, sponsored by FSM Health arrives the end of November and that person will be located with the public health faculty. This person will assist in teaching some

of the public health courses.

2c. Rosalinda Yatliman has joined the health services division on a short-term contract to act as liaison between COM-FSM and FSM Health. Ms. Yatliman will be assisting with short-term trainings funded through grants from FSM Health.

2d. Future MOU:

.. Working on MOU with the Department of Justice to provide Japanese language training for staff.

.. Working on MOU with IOM to provide a course on disaster management.

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

3a. Step-up lab received another donation from University of Hawaii John A. Burns School of Medicine, Dr. George Hui. A carbon dioxide incubator was installed November 21. The incubator is used mainly for protein analysis, but is also used for other microbiology research.

3b. Duplicate titles of the library's Pacific collection are being selected for removal and shipping to the campus libraries in Chuuk, Kosrae, and Yap to supplement their collections.

3c. Future MOU:

.. Working on MOU with the Department of Justice to provide Japanese language training for staff.

.. Working on MOU with IOM to provide a course on disaster management.

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

4a. Four new faculty members were hired for the fall semester, three with master's degrees and one with a doctorate degree. Two instructors were hired for the Business Division, one music instructor and one marine science instructor. The marine science instructor is an alumnus of COM-FSM who went on to achieve his master's degree from University of Hawaii at Hilo.

4b. The assessment coordinator and assistant ALO conducted workshops on assessment and use of Tracdat during the fall semester. He also trained groups on the general education assessment project for this school year.

4c. The dean of academic programs trained new faculty on academic advising.

4d. MITC Coordinator began her online bachelor's studies in library science at the University of Maine in August 2013.

5. Become a learning organization through development of a

learning culture guided by learning leaders

5a. A math instructor ran a quick validity test on COMET math in five MS 100 sections.

Those students who placed into MS 100 have a 92% pass rate. Those who placed into ACE 36% pass rate, MS 099 a 56% pass rate, repeaters a 20% pass rate and transfer students a 50% pass rate.

5b. Instructional Department continues to hold monthly meetings.

- Individual divisions
- Deans, LRC Director, and VPIA
- Division chairs and ICs

6. Evoke an image of quality

6a. LRC Director was awarded a scholarship from the Hawaii Library Association to participate in the 2013 annual conference on November 8 – 9.

## COM-FSM Chuuk Campus Report

### 1. Focus on student success

1.1A. The Student Body Association (SBA), and the Student Services and the Instructional Divisions are sponsoring a Talent Showdown to take place this month of November. Students are grouped down according to the five congressional regions of Chuuk. They will be asked questions and the group with the right answers will get points. The questions are written by the instructors, based on the SLOs for the courses they are teaching. Similar questions will be used on the final exams in the courses at the end of this semester.

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

2.1A. Students at Chuuk Campus continue to take Art 101, a requirement for their AA degree in Teacher Preparation. They are able to fulfill this requirement by taking this course online from Karen Simion.

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

2.2A. COM-FSM Chuuk Campus entered into an agreement with the Chuuk State DOE for COM to provide Continuing Technical Education (CTE) courses to 30 Chuuk High School Students. The MOU was signed by President Joseph M. Daisy and is being processed at the Chuuk State offices. This training will commence on November 18 and end in May 2014 for only two hours a day.

2.2B. Training on “Integrated Management of Childhood Diseases” to 25 employees of the State Department of Health Services took place at Chuuk Campus from October 7 to 16, 2013. At the end of the training, certificates of participation were awarded to the participants.

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. The Administration and Student Services Division have raised the amount set for the 2013 Endowment Fund Challenge. The Instructional Division, and CRE are not far behind. The deadline is December 31, 2013.

3.1B. The CTE Training of 30 Chuuk High School students will generate \$58,936.80.

3.1C. The COM-FSM Chuuk campus snack bar is now operated by a committee made up of staffs, faculty members and students. Students in the business classes are doing their



practicum there. Part of the surplus will go to the Endowment Fund, and part is to be used by the Chuuk campus depending on needs.

#### 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. Assessment Coordinator Ross Perkins trained Chuuk Campus faculty members on Tracking SLO and Student Engagement. He also conducted a workshop on the eight Institutional Student Learning Outcomes (ISLOs) and the ISLO Linkage Process.

4.1B. Mr. Perkins discussed with the faculty members how they could conduct GenEd/ISLO assessment and how they could help to self-improve the teaching-learning process.

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

4.2A. Assistant ALO and Assessment Coordinator Ross Perkins trained a few key staffs at Chuuk campus on the Trac Dat.

#### 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. Mr Roger Arnold and Florante Ygana are doing COMET prep to the former participants of the Chuuk High School CTE courses last spring.

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

5.2A. All-campus meetings have been a monthly event at your Chuuk campus. It is a time of disseminating information as well as collecting inputs on issues affecting the college and its students.

5.2B. SBA officials have been very actively participating in Management Council meetings. They also met with Mr. David Adams, the Communication Plan consultant, and discussed the communication issues at the campus.

5.2C. David Adams informed the Chuuk Campus Community that COM-FSM is expected to complete a Communications Plan Policy and he was soliciting for inputs from all campuses.

5.2D. Ross Perkins trained certain key staffs at Chuuk campus on the Trac Dat.

6. Evoke an image of quality

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

6.1A. Staffs and faculty members evaluations are ongoing in order to assess their effectiveness, and to make suggestions / steps for improvement.

COM-FSM Kosrae Campus Report

1. Focus on student success

1A. Faculty and tutors are working collaboratively to deal with grade deficiencies in Fall 2013. Fifty-four percent of students enrolling at Kosrae Campus had grade deficiencies in Fall semester. ACE instructors are given special contract tutoring those students in ACE.

1B. A Quiz Bee is planned for students to challenge trivial and mathematics concepts based on the courses taught during this semesters on the 29th of November. Teams of three are registering their names for this academic challenge.

1C. Five tutors are hired in addition to the ACE instructor/tutors to assist students with deficient grades in Fall 2013.

1D. The Kosrae State Department of Health Services is scheduling a workshop for students on Sexually Transmitted Diseases.

2. Emphasize academic offerings in service to national needs

2A. Trial run for DR wood chipper is successful. The Agriculture and Food Technology program is chipping more hibiscus wood for the pigpens.

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

3A. As of to date, Endowment fund deposits amount to \$4, 043.36.

3B. Renovation activities around the MPPRC lab are ongoing.

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

4A. Dr. Bruce Best of the University of Guam conducted an intensive course on Photovoltaic Systems at Kosrae Campus. Four staff from the Campus attended and two of them topped the class.

4B. Kosrae Campus received the following visitors from National Campus during the period:

Danny Dumantay – Comptroller

Doman Daoas -Campus Accountant

Dr. Dacanay – AHEC Coordinator

Christopher Ross Perkins -Assessment Coordinator and  
Assistant ALO

We found that their visits are very helpful to staff and faculty of Kosrae Campus and necessary for the College improvement efforts.

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

5A. Kosrae Campus student body has established its Student Government for this school year with the following results: Witson Skilling, President; Kasuo Neth, Vice President; and Moses Timothy, Secretary. Village organizations were also installed and active.

6. Evoke an image of quality

6A. The staff of CRE participated in the statewide World Food Day festivities. They demonstrated processing of flour from cassava roots and other local crops and displayed healthy recipes. Planting techniques were demonstrated also by Jackson Albert, Agriculture

Agent. The campus dean spoke at the event expressing how the College better serve the people of Kosrae and FSM with the current resources and experts available.

6B. Staff of CRE continued to conduct extension activities in the villages during the past two weeks.

## COM-FSM Pohnpei Campus Report

### 1. Focus on student success

1A. Constructed 2 benches for the dining table Dr. Daisy won at the 50/50 raffle.

1B. CTE community service scheduled to kick off end of November.

1C. 8 HTM students visited Nautilus Hotel in Kosrae for hands on training.

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

2A. MOU established between COMFSM, University of South Pacific and Arizona State

University to hold a train the trainer training in Fiji early January 2014. University of Arizona rep visited COMFSM and met with President Dr. Daisy.

### 3. Be financially sound, fiscally responsible, and build

resources in anticipation of future needs.

#### 3A. Collection

- Collected 52% of Fall 2013 tuition and fees.

§.

345 students were awarded Pell Grant.

§.

82% of established prepaid accounts for Pohnpei Campus students have been used up.

§.

Collected \$848.46 for the endowment fund through car wash, car bid and sales from the materials of the Naahs.

§.

Details of Sales:

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Chair rental \$30

o

Gym usage \$179

o

Car wash \$ 50

o

Car bid \$600.00

3B. Install solar charging station at student services center.

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

4A. Solar system training from Mr. Bruce Best of UOG for electrical instructors and key maintenance workers in early October.

4B. Refrigeration training in collaboration with FSM OEEM and Australia Pacific Technical College( APTC) for our RAC instructor, key maintenance staff and RAC technicians across FSM. RAC instructor traveled to Samoa for a technical meeting Sponsored by FSM OEEM.



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

5A. PC actively holding regular meeting:

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Campus wide

- 

Management meeting

- 

Divisions

- 

Offices

- Student Groups

5B. The Campus Community was informed about new protocol for communication communications.

6. Evoke an image of quality

6A. 11 out of the 15 active instructional programs are up-to-date with TracDat assignments.

COM-FSM Yap/FMI Campus Report

1. Focus on student success

YC-Instr.

Accomplishments

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### Midterm Deficiency Report for Fall 2013

---Total enrollment = 195

---Total # students with midterm deficiency = 61 (31.3%)

---Total courses offered-41

---Total number and percentage of courses with midterm deficiency-30/41= 73.2%

---Total enrollment-195

---Total number and percentage of students with midterm deficiency-61/195=  
31.3%

---Number and percentage of students with 1 deficient course-37/61=60.7%

---Number and percentage of students with 2 deficient courses-15/61=24.6%

---Number and percentage of students with 3 deficient courses-7/61=11.5%

---Number and percentage of students with 4 deficient courses-1/61=1.6%

---Number and percentage of students with 5 deficient courses-1/61=1.61%

---Number and percentage of students with 6 deficient courses-0

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Total Number of Withdrawals-29

Number of students with W-23/195= 11.8%

With 1 W-18; With 2 W-4; With 3 W-1

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Number of grade F-28

Number of students with F-24

With 1 F-20;

With 2 F – 4

---Number of grade D-35

Number of students with D-30

With 1 D-25; With 2 D-5

---Number of Incomplete Grade-5

• FSM FMI Instructional:

---Administer a total of 3 internal exams for MME 180 Engineering Knowledge II. 2 for MWE 103 Basic Marine Machinery System.

---On October 6, we initiated Officers On Duty for all instructors to stand by during study hours to train corps officers in their roles as officers on duty. Evening study hall hours serve to get cadets together to study and prepare for next day's instructions. Officers serve as proctors.

---Math and English placement tests have been administered to all cadets to have an indication of skill levels for each cadet. This will enable instructional and student services to plan and implement a tutoring program for the campus.

---Prepare all the general and fire alarms that were brought in from Micro Spirit and install them at the dorm, the cafeteria and the security to be used for muster and other purposes. The other four good alarms were set aside for COM Yap Campus.

---Mid – Term exam was administered on the 7th and 8th for all programs.

---Below is the Mid – Term average of all three programs including the common

courses.

MarineEngineeringFishing

TechnologyNavigationCommonCoursesMWE103(70%)FT11(93%)MWA101(88%)MWD102(93%)MME180  
(80%)FT13(83%)MMA176(89%)MWE100(91%)MES192(76%)MMA177(Matt)MME179(87%

---Review and make changes to the merit system, inform and explain the merit system  
to the corps of cadets and implement on October 30 at 0800hrs.

---Construct total of three (3) welding booths for MES 192 in the After Machinery  
Space (AMS) for practical welding.

Yap Campus Student Services:

- Academic Advisement / POW WOW:

---Second POW WOW (advisor – advisee mtg.) held by advisors on Oct. 16th .

---Student Activities:

- o

Exploring Career Options

- o

Halloween

- o

Health Fair

---World Food Day on Oct. 30th

---Trained and assisted students to enter their FAFSA's online themselves.

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#### EARLY REGISTRATION FOR SPRING 2013

---# students early registered for Spring 2014 = 54 (as of Nov. 15th)

All students have been encouraged to early register for spring 2014. Although only 54 have registered, this is a big improvement compared to previous early registration activities.

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9 students are expected to graduate December 2013, 6 degree; 3 certificate.

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#### FSM FMI Student Services:

---Student services staff participated in First Aid & CPR refresher course to be recertified.

---Planned and participated in the following cadets extracurricular activities:

- o

Week end camp out [while living quarters were fumigated by DHS Sanitation]

- o

Halloween activity at Yap Campus

- o

Yap Campus Grand Opening

- o

Provided campus tour to Christian School 1 – 8 graders

o

2. Emphasize academic offerings in service to national needs

Yap Campus

---Partnering with Yap DOE to begin in Spring 2014 teacher training for ECE teachers, pending passing of COMET.

FSM FMI

---Class of 2012, total graduates = 22

17 are employed on Japanese Purse seiners licensed by NORMA and others operated by Daishing Fisheries.

---Class of 2013 = 25

5 have been placed with 3 under training by NORMA; 1 awaiting travel documents to work for Daishing Fisheries or Kaimaki, 1 as engineer teacher at Woleai High School.

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

Yap Campus & FSM FMI:

---During this fiscal year, these 2 campuses shared resources, mainly manpower resources. The theme and practice for the year was "Doing more with less."

---Both campuses ended the fiscal year 2013 in the black. This was a first in a number of years for FSM FMI. This was doable by continuous monitoring and containing the costs of utilities, especially power, energy conservation measures implemented, lower fuel consumption, lower food services costs, etc.



---FSM FMI is establishing linkage with Diving Seagull, Inc. (DSI) of Yap State provide technical services (survey of confiscated fishing vessel) for a fee. The purpose of the survey is to determine whether the vessel is sea-worthy or not.

---Yap Campus won the 50/50 raffle and donated \$12,500 to the Endowment Fund.

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

---Ross Perkins, ACAALO, visited both campuses to provide training in TracDat and assessment for instructional units.

---Security officers, student services, FSM FMI faculty, and maintenance staff participated in First Aid & CPR for certification.

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

---Campus management team meetings held biweekly at each campus. SBA officers at Yap campus attend these meetings. At FSM FMI, Captain or Chiefmate meet with Corp of Cadet officers weekly.

---All Campus meetings held at each campus once a month.

#### 6. Evoke an image of quality

