



COLLEGE OF MICRONESIA-FSM

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Vice President for Instructional Affairs

February 25, 2013

MEMORANDUM

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

FROM: Mariana Ben Dereas, Vice President for Instructional Affairs

SUBJECT: COM-FSM Board of Regent's March Meeting Report from Instructional Affairs

Dear President Daisy, the following are activities that occurred since the Board of Regents' meeting in January from the Vice-President of Instructional Affairs and Campus Deans using the current 9 Strategic Goals:

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.

VPIA's office:

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

- Reviewing SLO report by ALO

1B: Make developmental courses an institutional priority

- Fewer ACE courses were offered during the spring semester. The reason is not known at this time, but we are hoping the assessment report at the end of spring 2013 will provide some insight. This is the first time we offered ACE II during the summer, which allowed some students an opportunity to move to degree level earlier.

1C: Enhance faculty involvement in the college

- The faculty members continue to collect data on ILO assessment this spring. The fall ILO report is available on wiki page.

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

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

- STEP-UP has research scholarship opportunities for any student during the summer and the Business division is working with the Tuna Commission to organize internships for the Business and CIS students.

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

7A: Increase involvement of the community in college affairs

- The Health Science and Business Division are working with community organizations to provide internship opportunities for students.
- On going meetings with the following – outreach to the external stakeholders
 - FSM Public Health – working on a proposal for short term training
 - FSM Department of Education – meeting with Dr. Mauricio and his staff
 - Received 7 exchanged students from Reitaku University and Dr. Yasuji Oshima from the Aichi Konan College
 - Received equipment/supplies from UH Manoa for the step-up lab located at the lower campus (agriculture building)
 - Other MOA/MOU received and signed by President from the state campuses (these are reported under the perspective campuses)

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

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

- Narrative of the Integrated Educational Master Plan
- Part of the working group on the Strategic Planning

COM-FSM Pohnpei Campus update:

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

- A total of **102** class sections are being offered this semester with class sizes ranging from **7** to **29** students. Agriculture, science, and social science classes have the largest class size of 29 students for certain sections while VEM 212 has the lowest enrollment of **7** students.

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

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

- Instructors with less than 15 credit load are assigned tutoring or writing lab.
- New auto mechanic instructor and students in motor vehicle mechanics assembled a motor vehicle engine with parts collected from junkyard and is now

an operational engine being used for instructional purposes.

Strategic goal 4: Foster effective communication

4A: Enhance communications pathways

- All campus meeting for January held January 25, 2013 and February 22, 2013 – minutes of meetings posted on Wiki.

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

- Career and Technical Education (CTE) programs (Telecommunication & Technology, Hospitality and Tourism Management, Agriculture and Food Technology) met and focus of discussion was mainly on course program cost.

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

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

- Apprenticeship program: Awarder two FSMTC employees with USDOL journeyman certificates for completing their training in Telecommunication.

COM-FSM Chuuk Campus Update:

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

- February 22, 2013 is staff development day. All staffs and faculty members will be involved in trainings all day.

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

2A: Promote strategic enrollment management for the college

- COMET was administered to 528 students from all the high schools in Chuuk Lagoon, and some of the certificate students at the Chuuk Campus. Student Service Coordinator Maika Tuala and Counselor Wilson Bisalen went to Weipat High School to administer the COMET to the seniors. They left on MS Caroline Voyager on Sunday 02-17-13. Memorina Yesiky from the Financial Aid Office will go to the Mortlocks on the 28th of February to administer the COMET to seniors at Moch and Mortlock high schools.

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

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

- A heavy-duty water pump was ordered and will arrive on March 1, 2013. This pump can be used for either fresh or saltwater in case of fire.

Strategic goal 4: Foster effective communication

4A: Enhance communications pathways

- Two all-Campus meetings took place on January 30th, and on February 6, 2013. There was high student participation, and interaction was good. One such hot topic was on the

Facility fees. Students wanted to know why faculty members and staffs are not required to share these fees. They also questioned why they were not involved in the discussion of such fee.

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

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

- There will be no classes on Friday February 22, 2013. This day is booked with scheduled activities for staffs and faculty members' development.

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

- Long-time special contract positions will become regular positions. Two custodial worker positions and seven security guard positions have been repeatedly contracted out on six-month contracts. They are now open as regular positions. Interested applicants, including the present contracted security guards and custodial workers, are encouraged to apply. They will be closed in mid March. Those who are hired will be regular employees, entitled to the benefits for regular employees.

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

6C: Budgeting and resource allocation

- President of COM-FSM Joseph M. Daisy Ed. D, and CSSS Director Ms Gardenia Aisek signed an MOU between the Chuuk State School System (CSSS) and COM-FSM. This MOU authorizes COM-FSM Chuuk Campus to offer two Career and Technical Education Courses to 30 Chuuk High School Students. CSSS will pay COM-FSM \$29,438.40 for the services to be performed under this Agreement.
- Another MOU is in the pipeline between Chuuk Public Utility Corporation (CPUC) and COM-FSM for two short-term trainings, one in Basic Computer and one in Computer Application to 25 of their employees (10 in Basic Computer and 15 in Computer Application). We are hoping that, should we provide more training and make extra revenue, the good President and the BOR will allow us to use some of this extra revenue for Chuuk's annual contribution to the Endowment Fund.

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

- An excavator at Chuuk Campus is up for bid. The bid will start at \$15,000. This is necessary in order to make some money of this equipment before its value depreciates to much less.

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

7A: Increase involvement of the community in college affairs

- On January 31, 2013, Regent Enlet and Campus Dean Kanto met with Senate President Mark Mailo at the High Tide Restaurant. Regent Graceful Enlet briefed the President on:
 1. Accreditation issues.
 2. BOR 01-14 & 15 Directives.
 3. Permanent Site for Chuuk Campus
 - President Mark Mailo expressed his interest in having the Chuuk Leadership take a look at the needs of Chuuk Campus and help in finding solutions or assistance. He wanted the Governor, the Speaker and himself to sit together with us so they would deliberate on how they would assist COM-FSM Chuuk Campus.

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

- The Career and Technical Education courses for Chuuk High School students, and the proposed MOU for training for CPUC employees.

7D: Provide Cooperative Extension Services to the community

- **Agricultural Experiment Station (AES)**
 - **Ongoing CRE Outreach Programs:**
 - 1.) Sustainable Giant taro production Under High Salinity in the Pacific- funded by TSTAR grant in collaboration with ARS/USDA-UH Hilo Hawaii, American Samoa Community College and COM-FSM Chuuk/CRE
 - 2.) Pacific Adaptation Strategy Assistance Programme (PASAP)- funded by Australian government, SPC and FSM OEEM
 - **For implementation at Mizpah High School:** two Hatch-funded projects (USDA)
 - 1.) Sweet potato Collection, Maintenance, Evaluation and Utilization in Chuuk, FSM
 - 2.) Feasibility of Intercropping Cassava with selected Vegetables
- 1. **Cooperative Extension Services (CES)**
 - Global Food Security and Hunger----- US Embassy Marketing Survey assisted by CRE and Department of Education, family gardening in Iras and Mechitiw, agroforestry family gardens in five regions at its representative island (Tunnuk for Northern Namoneas, Tonoas for Southern Namoneas, Romalum for Faichuk, Pis Losap for Mortlocks and Polowat for Northwest), school gardens at Seventh Day Adventist and Chuuk High School, collaborated with Chuuk Cancer Control Program (CCCP) by participating in training participants in different islands through presentation of two topics: Health Benefits of fruits and Vegetables and Starting Organic Gardening in January
 - Climate Change- PASAP established upland and coastal sites at Tunnuk and would be finished evaluating field performance of 8 and 2 tissue-cultured varieties of sweet potato and taro in third week of February 2013;
 - Childhood Obesity--- promoted to the CCCP participant's last January healthy lifestyles, food pyramids, preparing and eating balanced diet.
 - Youths, Families and communities—Youth –At-Risk Program recruited 33 school dropouts who aspired to be re-admitted to their respective schools by taking refresher basic courses in math, English and science.

COM-FSM Kosrae Campus Update:

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

- Spring 2013 registration at KC ends with a total enrollment of 217 students.
- By end of Spring13 registration, 34 total courses are offered, a 26% decrease compared to Spring12. This significant decrease is due in part to accreditation

requirement for teaching faculty with foreign credentials. Another factor contributing to this decrease is that 4 vacancy-teaching posts at KC have yet to be filled.

- KC book orders for summer and fall 2013 is in progress and will be forwarded to DAP & NC bookstore for the consolidated order.
- A draft tabular schedule for summer 2013 course offerings has been completed and will be forwarded to Dean of Academic Programs (DAP) for further review.
- A draft annual academic schedule for FY13-14 is in progress and will also be forwarded to DAP for further review & approval.
- 1 student trainee, Ms. Kenye K. Luey, thru KC AHEC program received funding approval from WIA to go under training at the state Public Health Dental Unit.
- Compiled fall12 common math assessment for KC students and sent to NC for report compilation. A draft report on results system-wide was disseminated.
- The IC and Campus Dean, along with Kosrae DOE administrators met with ADB staff for some preliminary discussions on needs for the state.
- IC attended 3 CAC meetings this reporting period. Minutes of CAC meetings can be accessed/viewed on Wiki.

1B: Make developmental courses an institutional priority

- The following 5 developmental courses are currently offered for the current term to accommodate both certificate and degree students.
- ESL050, ESL099 (2 sections), ESL089 (2 sections), SC094, SC098.
- Due to some misunderstanding regarding degree students at the state campuses, the developmental math courses are not offered for the current term. The state campuses were directed at one point to phase out development math since the establishment of the ACE program. Thus, degree students placed into developmental math by COMET lacked the necessary math courses to move forward in their program of study.
- All ACE sections scheduled for the current term, Spring 2013, were canceled due to low enrollment.

1C: Enhance faculty involvement in the college

- Full attendance at All Campus Meetings in January.

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

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

- Tutoring program has not been implemented because of issues relating to tutor's pay rate.
 - Tutors who are regular employees of the College have lower pay rate while contracted as tutors. This will be brought to the attention of the VPSS to be given to HR committee to review.

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

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

- Dry litter piggery construction is progressing, a little behind schedule due to weather condition and availability of construction materials.
 - Update: Completed as of today, 2/25/13 is a 56 X 16 foot teaching facility; a deep litter piggery. Following is the detail descriptions of the completed jobs.
 - a. Two sow pens with 5w X 6L dimension each
 - b. Two boar pens with 5w X 6L dimension each
 - c. One breeding pen with 6w X 6L dimension
 - i. [a, b, c]: Fenced with 1 ¼ Galvanized pipes welded on 1 ½ Galvanized pipe posts at four feet high. Six inches spacing between 1 ¼ Galv. pipes. Door is ¾ Galvanized pipes 2 X 4 feet dimension.

- d. Two farrowing pens of 6w X 6L dimension,
 - e. Two growth pens of 6w X 6L dimension,
 - f. Construct sides of building with 4 foot wall CMU filled with concrete,
 - g. Construct one 2 ½ feet alley behind all pens; drop leading to main sewage,
 - h. Corrogated Galvalum roofing materials installed,
 - i. Concrete compost bins completed,
 - j. All pens are fenced with hog panels yet to be completely welded.
 - o The following jobs will take another week or two to complete the general area of dry litter then we the fill the pens with the college livestock.
 - A concrete alley (gutter) for collecting litter behind all pens,
 - Hog panels are yet to be welded,
 - Doors for all pens not installed.
 - o In the original architectural plan, a litter management room/weaning room and a feed room were included. In these extended sections a scope of work with a contract was drawn up and forwarded to the President's Office for review and action. These extended sections will take another two months to build. Pig feed and supplies are kept in a borrowed room from the Kosrae State Government.
- Renovation on the Administration Building continues, the contractor is facing shortage and lack of construction materials. Also, the office of the Vice President of Administration with the Director of Maintenance and Security needs to decide whether to use waterproofed 1X4 lumber to replace the original Australian redwood for the floor deck, not available on the island.
- 3B: Provide for maintenance and upkeep of grounds, facilities, and equipment
- Monthly maintenance of ground and building were conducted including daily sweeping of classrooms, comfort rooms; and raking of debris around campus grounds.
 - Maintenance reports on equipment, facilities, security, and grounds are regularly forwarded to office of Director of Maintenance and Security for college wide compilation.
- 3C: Provide for a safe, secure and effective college environment
- Continue to provide 24/7 security services on campus.
 - Recommendation for four regular employees was forwarded to the President for action.

Strategic goal 4: Foster effective communication

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

- IT has determined the location of a LCD set monitor for campus wide viewing of announcement and information sharing.

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

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

- Renton Isaac continues his undergraduate study at Walden University.
- Planning for Staff Development Day was conducted in January and February; the SDD is schedule for the 22nd of February.

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

- An ad hoc committee is reviewed applications for the position of Math/Science instructor and English instructor and submitted its recommendation to the President for action.
- Ad hoc committee to recommend four candidates for campus security completed its part in the recruitment process and forwarded its recommendation to the President for action.
- Carpentry faculty, Mr. Nestor Acosta, has officially completed his 2nd term employment contract at KC and returned home to the PI. KC will continue its recruitment efforts for a replacement and to attract student interests in the building technology trades.
- Ad hoc committee started reviewing applicant packets for 2 remaining vacancy posts, English and Education, at KC.

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

7A: Increase involvement of the community in college affairs

- The campus dean attended a leadership meeting called by the Governor in January and participated in discussion of a proposed training program for students who could not be admitted to college.

COM-FSM Yap Campus & FSM FMI Campus Updates:

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

- Campus Director Matthias Ewarmai is currently working with all faculty members to revise all program course outlines to ensure all requirements / standards are met as well as incorporate the college's course outline format. We expect to submit to VPIA and Curriculum and Assessment Committee (CAC) all course outlines for review and approval. Once course outlines are approved, they will be forwarded to FSM TC&I for review and approval per STCW requirements.
- Spring semester began with 187 enrolled students

1C: Enhance faculty involvement in the college

- Joy Guarin, Acting IC at Yap Campus, has provided a short training on assessment (course level, authentic assessment) to FMI faculty members 2 weeks ago.
- Staff Development Day is spent at Yap Campus whereby all faculty and staff from both campuses gather for presentations. VPIEQA spent time with all faculty and staff to share information on accreditation and its progress.

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

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

- Jeffrey Arnold traveled to Yap to administer the COMET to high school seniors at Yap High School, Yap SDA High School, and Yap Catholic High School. Unfortunately, he was not able to travel to Ulithi to administer the test at the high school there. Plans will be made with Acting VPSS on administering COMET tin Ulithi and Woleai.

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

- We are setting up an infirmary at FMI where Student Services Office was initially located. This is deemed the best location because it comes equipped with a bathroom, sink, and cupboard, as well as a waiting area. Examination table for the infirmary is donated by Yap Health Services.
- We have identified funds to be able to replace mattresses for the FMI Cadet Living Quarters. We hope to have this done as soon as possible.
- Yap Campus Nurse will set up infirmary at FMI and establish new office hours.

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

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- Staff Development Day is spent at Yap Campus whereby all faculty and staff from both campuses gather for presentations. VPIEQA spent time with all faculty and staff to share information on accreditation and its progress.

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- We have identified funds to be able to replace mattresses for the FMI Cadet Living Quarters. We hope to have this done as soon as possible.
- Yap Campus Nurse will set up infirmary at FMI and establish new office hours.

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

- We continue to do facility repairs / renovation based on minimal funds available.

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

7A: Increase involvement of the community in college affairs

- FSM TC&I Secretary Itimai and staff (Moses Nelson) met with Campus Director Ewarmai and Augustino Sanemai regarding placement of students on ships as well as setting up procedures/ process for recertification / certification of faculty at FMI. Their main purpose of visiting Yap was to inform relevant agencies about MSC (Micronesian Shipping Commission) services.

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

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

- Dean Roboman is still working on new job descriptions for most positions at FMI. This in a coordinated effort/plan with VPIA and HRO Director.

Strategic goal 4: Foster effective communication

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

- The campus multi-purpose team is activated again on staff development day (and it includes members from FMI) to plan Founding Day activities to commemorate 20th anniversary of COM-FSM.
- All campus meetings were held for January and February, reports of meeting forwarded to VPIA's office and ALO for evidence.

If you have any questions or concern regarding the above, please do not hesitate to let me know. I thank for your continued support of our programs and campuses.

Sincerely,

Mariana Ben Dereas

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Vice-President for Instructional Affairs