

College of Micronesia – FSM
 Instructional Affairs
 FY 2014 2nd Quarter Performance Report
 January-March 2014

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*

Focus on student success

Office	Accomplishments	IEMP #	ACCJC Standard																
VPIA	81% or 34 out of 42 Program Reviews submitted on time.	AP 1.1	II.A.2.e.																
VPIA	<table border="1" style="width: 100%;"> <tr> <td colspan="2">Course Offering Spring 2014</td> </tr> <tr> <td>National</td> <td>191 sections</td> </tr> <tr> <td>Kosrae</td> <td>34 sections</td> </tr> <tr> <td>Pohnpei</td> <td>99 sections</td> </tr> <tr> <td>Chuuk</td> <td>64 sections</td> </tr> <tr> <td>Yap</td> <td>42 sections</td> </tr> <tr> <td>FMI</td> <td></td> </tr> <tr> <td>Total</td> <td>430 sections</td> </tr> </table>	Course Offering Spring 2014		National	191 sections	Kosrae	34 sections	Pohnpei	99 sections	Chuuk	64 sections	Yap	42 sections	FMI		Total	430 sections		
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VPIA	65% completion rate for Achieving College Excellence students	AP	II.A.8.																

	F 2013	1.13																						
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VPIA	Total resources for January combined for all campus libraries was 97234 and 97831 for March, making an increase of .6% for LRC resources across all the campus libraries.	AP 1.19																						
VPIA	<p>Course completion rate for fall 2013 - 69.9% ABC and P. Overall withdrawal rate for fall 2013 - 7.8% General Education course completion rate for fall 2013 - 68.4% ABC and P Fall-spring persistence rate - Fall 2013 New All 82.3%; Fall 2013 New FT 87%</p>	AP 1	Standard II.																					
VPIA	CCSSE administered again spring 2014. Will compare with data from 2013 administration of CCSSE.																							

PC Upward Bound:	<p>§ Sixteen (16) UB Alumnis graduated last Fall from COM-FSM with different field of study and degree: 2 with a Master Degree in Education Leadership from SDSU, 1 with Bachelor or Arts in Education from UOG, 3 in third year certificate in teacher prep, 1 AS degree in Computer Information System, 2 AS Degree in Agriculture, 2 AA Degree in Liberal Arts, 2 AS Degree in Micronesia Studies, 1 AA Degree in Electronics, and 1 Certificate of Achievements in Trial Counselor.</p> <p>§ Because of their good performances both academically and socially in the program along with their target school, UB carried out a student incentive activity with the students in recognition of their hard work at Black Coral on February 15-16, 2014. All those that received a GPA of 3.00 and above attended this incentive activity.</p> <p>§ After the UB mid-term, UB has developed tutorial services after Saturday instructions in Math & Science to help those that needed the services. Every student who received a C, D, or F are required to attend the sessions.</p> <p>§ TRIO Day Celebration:</p> <ul style="list-style-type: none"> • Upward Bound at the COM-FSM Pohnpei Campus celebrated the 50th Anniversary of TRIO's existence on 	AP1.1.7	Standard II
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	<p>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.</p> <ul style="list-style-type: none"> • The theme for 2014 TRIO Day was, “Success is in Your Hands”, and it was celebrated in form of student workshops where we invited our UB alumni as key presenters on selected topics that were pertinent to the students’ future academic successes. The presenters were great successful graduates from the UB program who has completed their education and working in the government sectors, NGOs, and private sectors as well. 		
<p>PC Educational Talent Search Program:</p>	<p>§ Three (3) TSP Elementary students competed in the Regional Scripps Spelling Bee in Guam. Students were Jody Sohs from Awak, Keikoa Ludwig from Kolonia, and Youreen Pelep from Nett.</p> <p>§ Career workshop held for High School seniors. Speakers were invited from several workforce included Francis Konrad from PetroCorp, Pilliana Ramon Ioanis from FSM Congress, and Dr. Tan from Genesis.</p> <p>§ Seniors completed Resume Writing sessions with teacher Virginia John from Calvary Christian Academy (CCA).</p> <p>§ 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 Kittu followed by some traditional presentation from students and followed by fun games in the afternoon.</p> <p>§ Administrative Specialist Kenson Ken Santos attended the PIC Professional Development Seminar in Hawaii and the WESTOP Annual Conference in San Diego.</p>	<p>AP.1.1.7</p>	<p>Standard II</p>
<p>PC Student Services:</p>	<p><u>Student Services Activities:</u></p> <p>§ Schools and dates to visit the high school seniors who passed into the Programs at the College of Micronesia-FSM:</p> <ul style="list-style-type: none"> ○ CCA-----4/02/14 ○ OLMCHS-----4/02/14 ○ SDA-----4/03/14 ○ MHS-----4/04/14 ○ OHWA-----4/04/14 ○ NMHS-----4/10/14 <p><u>FAO:</u></p> <p>§ Issued 481 charge authorizations to enable students to purchase their required text materials and relevant school related supplies.</p> <p>§ 202 students awarded work-study program for Spring 2014 with a total of \$200. 42 out of the 202 already exhausted their work-study hours and 160 are still working on completing their hours.</p> <p>§ Submitted 14 satisfactory academic appeals to NC FAO for approval.</p>	<p>SS.1 Marketing and Recruitment SS.2 Student Progress SS.3 Career Services & Placement SS.4 Admission and Registration</p>	<p>Standard II.B</p>

§ Received 4 Pell Transfers awarding 471 students with a total amount of \$1,138,848.

§ Submitted a total of 86 student records to NCFAO for awarding process (both new and returning students).

SEG:

	PC
M	105
F	97
T	202

of Counseling Contacts: Jan-Mar 2014:

	PC
M	53
F	70
T	123

Counseling Activities by Campus # of Visits: Jan-Mar 2014:

	PC
Academic	64
Discipline	0
Personal	0
Career	3
Transfer	16
Other	40

Distribution of Placement: COMET 2014 – Pohnpei Schools:

School	Sub	Deg	ACE	Cert	No
OLM	29	22	5	2	0
SDA	37	25	3	8	1
CCA	17	13	2	1	1
MHS	102	17	14	50	21
NMHS	128	28	19	57	24
PC	83	7	16	48	12
OHWA	20	3	4	11	2

PICS	330	62	45	131	92
Total	746	177	108	308	153
	100%	24%	14%	41%	21%

§ The Office of Admissions and Records of Pohnpei Campus in support of Student Centeredness produced and submitted the following to appropriate offices:

50	Certificate of Attendance to FSM Social Security Office
56	Change of Major to NC OAR
08	Readmission Applications
335	Students reported on the 2014.1 mid-term deficiency list
280	Withdrawal slips received for 2014.1
28	Clearance/Withdrawal
04	2 nd Degree Application
05	Change of Grade
11	Transcript Request
46	Admission Documents for 2014.1
308	Admission packets for 2014.3 incoming students

Spring 2014 Enrollment:

	PC
M	263
F	291
T	554

Spring 2014 Graduation Candidates:

	PC
M	26
F	38
T	64

PC Information	§ IT ensured Wi-Fi accessibility in the Library and all the student's resting areas.	TP.1	Standard
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<p>Technology (IT):</p>	<p>§ Computer Lab turned over for 25 New Computers, Campus Computer Labs upgraded from Windows XP to Windows 7 Pro.</p> <p>§ IT received three Manageable Network switches to replace obsolete once to help improve connection speed.</p>		<p>III.C</p>
<p>PC CES:</p>	<p>§ CES PNI participated in the Agriculture field internship program by providing field/hands on to 10 students. Students accompanied agents out in the field to feel what it was like to be an extension agent working in the agriculture field. Thus far students have been exposed to swine castration demonstration, administered drugs to sick animals, observation of hatchery/nursery at Nett Point, food safety preparation and cooking demonstration, seedlings transplanting and propagation, mulching and composting etc. Additionally, CES Agents conducted presentation to students on swine husbandry, herbal plants as alternative medicine for livestock, climate changes and mitigation, banana production, and black pepper propagation.</p> <p>§ During this reporting period, EFNEP staff conducted an EFNEP program presentation to the work-study and internship students at CES office. The content of the presentation include ‘my plate’ benefits of fruits and vegetable, food purchase, meal planning, and the important of exercise and travelled to Sapwuahfik to promote EFNEP program.</p> <p>§ CES PNI Nutrition staff collectively conducted presentation and distributed healthy snack recipes to the participants of ECE Teacher Forum. Additionally, putting finishing touch on the EFNEP curriculum, demonstrations on healthy food and drink recipes for the 2015 calendar.</p> <p>§ Support training by supervising 10 OFA staffs that were part-time collaborating at Nett Point. Two new raceway tanks have been installed at the hatchery with their assistance. Additionally, two were trained to install piping aeration, put in coral and fine sand for habitat simulation tanks.</p> <p>§ Follow- up School Garden in Kolonia School and advice to harvest Chinese cabbage and apply compost to eggplants and sweet pepper to enhance growth and demonstrated on how to harvest Chinese cabbage.</p>	<p>CES6.4.1 CES6.6.1 CES6.4.2</p>	<p>Standard II</p>
<p>PC GEAR UP:</p>	<p>§ GEAR UP resumed Saturday classes on January 18, 2014.</p> <p>§ World Teach Country Director met with GU staff concerning their interest to assist GEAR UP Summer Program.</p> <p>§ PDOE Director endorsed his support to the expansion of GEAR UP program to include students from NMHS and MHS.</p> <p>§ Three (3) GU staff traveled to Orlando, Florida to attend the GEAR UP Capacity Building Workshop from February 2-5, 2014.</p> <p>§ Through the collaborative effort between the Bookkeeping Certificate Program and GEAR UP Program, Donally William, a student from that program is now designated to GU program to do her 150 hours of practicum work.</p> <p>§ Student survey that is required for GEAR UP Annual</p>	<p>AP1.1.7</p>	<p>Standard II</p>

	<p>Performance Report was administered to all participants on February 22, 2014.</p> <p>§ Parent Day workshop was successfully conducted on March 15, 2014. There were 3 components during the PDW: 1) Registration and Opening Session; 2) Workshops; and 3) Extra Curricular Activities.</p> <p>§ Practice Test Taking (TOEFL) was administered to all GEAR UP participants.</p>		
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CC	The Chuuk Campus Student Body Association (SBA), and the Student Services and the Instructional Divisions are planning for another Academic Talent Showdown on April 16, 2014. Students will be grouped down according to the five congressional regions of Chuuk. They will be asked questions prepared by the faculty members, based on the SLO's for the courses they are teaching. The group with the right answer will get points. Similar questions will be used on the final exams in the respective courses.	SS2.2, 2.3	IB & IIC
CC	The committees established to address the needs of students based on President Daisy's Steps-to-be-Successful: Study Hard, Work Hard, and Be Prepared continued to meet to come up with ways and means to assist our students.	SS2.2, 2.3	IB & IIC

CC	Pamphlets for the AATP, Certificate in Secretarial Science, Bookkeeping, pre-Nursing Assistant, and basic Public Health are produced to help students and advisors during registration and advisement. The pamphlet contains all the required courses for each program. Rather than going through the catalog, both advisors and students can easily open up the pamphlet and see the required courses and the sequence by which to take the courses.	SS2.4	IIB
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CC	Faculty members have meetings on the 1 st Fridays of each month. These meetings are focused on finding ways to assist underperforming students, and techniques on how to motivate student learning in the classroom.	1AP5.1	IIA1.1
CC	During the week of February 10 – 15, 2014, the COMET was administered to all the high schools in Chuuk Lagoon. Later, the COMET was administered to students at the two high schools in the Mortlocks Region.	IA SS1	IIB
YC	<p>42 classes offered during spring 2014</p> <p>7 full time faculty; 9 part time faculty</p> <p>Tl enrollment = 180; male = 77; female = 103</p> <p>Full time = 103; Part time = 77</p> <p>Students: new=30; continuing = 145; returning = 5</p>		

	# degree students = 97; # certificate = 80; Audit = 3		
YC	<p><u>Tutoring Program</u> - a collaborative effort between Instructional and Student Services:</p> <ul style="list-style-type: none"> - 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 POW 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 <p>Midterm Deficiency Report for Spring 2014:</p> <ul style="list-style-type: none"> - # 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) <ul style="list-style-type: none"> 1 W = 27; 2 W = 9; 3 W & up = 7 - # of grade F = 32 <ul style="list-style-type: none"> # of students with F grades = 26 1 F = 20; 2 F = 6 - # of grade D = 58 <ul style="list-style-type: none"> # of students with D grades = 46 1 D = 34; 2 D = 12 - # of Incomplete = 0 		
YC	- # of LRC volume = 10,048		

	<p>Patron usage = 1924; Total circulated = 935</p> <ul style="list-style-type: none"> - Library Orientations were conducted by librarian to students in ESL 089, EN 120a & b, and ACE. 		
YC	<p>Faculty submitted 4 success stories about the impacts of SLO practices on student learning, achievement, and institutional effectiveness.</p> <ul style="list-style-type: none"> - 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. 		
YC	<p>Classroom observations were done in March in all classes. Full time faculty members took turns observing one another, including part time faculty.</p>		
YC	<p>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.</p> <p>Student Services Activities:</p> <ul style="list-style-type: none"> - 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. - 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. 		
YC	<ul style="list-style-type: none"> - COMET was administered at all high schools in Yap State with NICHS seniors (Woleai) being last due to field trip schedule. - Essay test for 3rd Year Certificate of Achievement Program in Teacher Prep was done by Penselyn Sam during her visit to Yap in February. 		

YC	<p>Student Body Association (SBA):</p> <ul style="list-style-type: none"> - swear in ceremony for new treasurer held on 1/31/14 as well as first Student body meeting. - SBA held meeting to plan student activities, including fundraising and recruitment efforts at the Yap High School. SBA organized to recruit students from YHS for next fall. - SBA Officers were involved in planning Founding Day for early April. 		
YC & FSM FMI	<p>February 5 - 8, 2014, VPIEQA Frankie Harriss provided trainings on accreditation issues & updates to all faculty and staff at Yap Campus. Same workshops were also replicated at the FSM FMI Campus</p>		
FSM FMI	<p>Total enrollment = 53 cadets</p> <ul style="list-style-type: none"> - 1st year = 24 [male = 23; female = 1]; 2nd year = 29 [M=26; F=3] - Enrollment by program: Navigation = 19 [1st yr = 11; 2nd yr = 8] Marine Engineer = 9 [1st yr = 3; 2nd yr = 6] Fishing Technology = 25 [1st yr = 10; 2nd yr = 15] 		
FSM FMI	<ul style="list-style-type: none"> - Revisions of all program course outlines for all programs, including safety and watchkeeping courses are currently in progress. - Revisions of admission criteria are being done. All will be submitted for review and approval upon completion in April. 		
FSM FMI	<ul style="list-style-type: none"> - Library is being inventoried to increase and improve its collection and volume to meet instructional needs and requirements. Library Assistant is working with YC Librarian to make the necessary improvements. 		
FSM FMI	<ul style="list-style-type: none"> - Shipboard trainings have been completed by all cadets, both 1st and 2nd year. 		
KC1a	<p>Enrollment dropped to 46 percent in Spring 2014. On staff development day all participants brainstormed on ways to raise enrollment and retention at Kosrae Campus.</p>	SS1.2.1	
KC1b	<p>Tutoring program was launched early in the Spring 2014 semester. Review and recommendation for improvement of the tutoring programs were implemented in Spring 2014. Tutors served 140 students in March.</p>	SS2.2.6	IIB3c
KC1c	<p>Recruitment and admissions activities included readmission applicants, the COMET administration in February including 117 high school students. Twelve certificate students took the COMET again attempting the degree program.</p>	AP1.1.7	

Focus on student success – Measures of success

Student Performance

- Course completion rates (ABCORP) will be at least 69% fall & spring semester 2013/2014.
- Overall withdrawal rates will be less than 8.3 percent for fall semester 2013 and 9.5 percent for spring semester 2014.
- General Education Assessment – Course completion rates for EN 120A & 120B for fall 2013 and spring 2014 will be at least 63% for EN 120A & 64% for EN 120B.
- Institutional Student Learning Outcomes Assessment – students will average at least 2.1 on the American Association of Colleges and Universities Value: Valid Assessment of Undergraduate Education components for Oral Communication, Written Communication and Foundation and skills for life-long learning outcomes rubrics for AY 2013/14.

Completion and Transfer

- Certificate and degree completion rates for the FY 2013 cohort of new full time students at 150% will be 14.4%, FY 2014 cohort of new full time students at 150% will be 16.4% and FY 2015 cohort of new full time students at 150% will be 18.4%.
- Performance at transfer institution: To be established in AY 2013/14.

Retention and Persistence

- Fall-spring persistence rate of will be a minimum of 78% for new full time students cohort in fall 2013 who persist to spring 2014, fall-fall retention rates will be a minimum of 65% for new full time students cohort in fall 2013 who return in fall 2014.

Job Market

- Career program completer’s employment status (within FSM): Baseline data to be established in AY 2013/14.
- Employer rating: Revised employer survey to be delivered in fall 2013 for establishment of baseline data.
- Internship experiences: Baseline data to be established in AY 2013/14.

Satisfaction and Engagement

- CCSSE & CCFSSSE: Targets to be set by September 2013 based on CCSSE and CCFSSSE administered in spring 2013.

Emphasize academic offerings in service to national needs

Office	Accomplishments	IEMP #	ACCJC Standard
VPIA	8 out of 9 or 89% of Education graduates passed NSTT fall 2013		
VPIA	Substantive Change for 3rd yr. Teacher Preparation-Elementary submitted to ACCJC. Request is to allow 3rd yr TYC-TP at state campuses	AP 1.7a	Standard II
National	Education Division is partnering with US Peace Corps Office to provide teacher training for the new Peace Corps recruits beginning June 9 and	A.P. 1.7a	Standard II

	ending in July.		
PC Information Technology (IT):	<p>§ Campus Identification Cards were changed from laminated cards to regular cards.</p> <p>§ IT received (3) manageable network switches to replace obsolete once to help improve connection speed.</p>	TP.1	Standard III.C
PC CES:	<p>§ CES PNI participated in the Agriculture Internship program hosting 9 AFT students from PNI Campus and 1 from National Campus which students accompanied agents during field visits to have more hands-on experiences in extension work fields. Additionally, delivered a power-point presentation on artificial insemination to agriculture students at the national program.</p>	CES.6	Standard II
PC Administration:	<p>§ PC assisted in facilitating the practical sessions for the coaching course, which was coordinated and sponsored by the US Embassy on January 15-17, 2014.</p> <p>§ PC accommodated National Election Commission staff that visited the campus on February 25th to do registration and voters ID for those students who have not register and those who does not have ID.</p>	A5.1	Standard III.B
CC	On February 13, 2014, twenty-four students took the essay test, to determine if they are qualified to enroll in the 3 rd year Teacher Preparation Program.	IA SS1	IIB
CC	The AHEC Program has hired a tutor to assist students who need help especially those who are pursuing studies in the allied health professions. The tutor and the specialist are visiting the high schools on Weno, and talking with the juniors and seniors about career opportunities in the allied health fields.	AP1.4 & 2	III.3
CC	Ninety-three high school students and adults from two churches completed training in solid waste management and health benefit and gardening of local food crops.	CRE/CES 6.4.3	IA
CC	A total of 45 extension trainings in Global Food Security and Hunger program, agroforestry, and other extension programs were carried out during the second quarter of 2014 throughout the State and a total of 1,777 participants attended.	CRE/CES 6.3.1	IA
YC	Agriculture program students participated in the 1st State Agriculture Fair to showcase seedlings and vegetables. Intern Roseann Letawegimal (National Campus graduate in Agriculture) was also present to promote the Agriculture & Natural Science degree program.		

YC	CHS and TP courses continue to be offered this semester for health services and DOE staff.		
YC	A 2 week public health training is conducted in Yap by Dr. Paul Dacanay for 27 health services dispensaries and community health centers.		
FSM SMI	NORMA representatives administered test to 2nd year cadets. NORMA rep will administer the test again in May prior to graduation ceremony. This is a recruitment effort by NORMA to hire graduates to be observers on fishing vessels.		
KC2a	Thirty-five courses were offered in general studies and vocational programs for Spring 2014. Certificate of Agriculture and Food Technology continues to recruit full class loads.		IIA1a
KC2b	Supplying course needs for completion of AS degree to meet National Teacher Certification requirements for local DOE in-service teachers.		IIA1a

Emphasize academic offerings in service to national needs – Measures of Success	
Articulation and Partnerships	
<ul style="list-style-type: none"> • Articulation agreements: a) One additional articulation agreement will be added annually and b) transcript analysis in summer 2013 will be used to establish baseline data for student transfer to institutions with articulation agreements. • Partnership agreements: a) Two partnership agreements will be added over the period of the strategic plan and b) students' participation in partnership programs. 	
Certification examinations	
<ul style="list-style-type: none"> • Percent of students passing certification examinations based on testing options available in the FSM (Career and Technical Education (CTE) is working to establish the FSM as a testing center for critical CTE certifications). • Percent of graduates passing FSM Teacher Certification (target to be established fall 2013). 	
Training and Opportunities	
<ul style="list-style-type: none"> • Percent increase in training opportunities based on baseline data to be established in summer 2013. • Assessment of impact of training on work performance, based on survey of program participation, meeting training goals within 3 months of conclusion of training. Assessment criteria to be included in training design. 	

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

Office	Accomplishments	IEMP #	ACCJC
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			Standard
CC	Some faculty members and staffs continue to make biweekly allotments to the Endowment Fund. In addition, the SBA raised \$795.60 during their Cultural/Founding Days fundraising.	AP1.1	IIID
CC	We are still anticipating the payment of the <u>\$58,936.80</u> for the CTE training to the Chuuk High School students	AP1.1	IIID
CC	The COM-FSM Chuuk campus snack bar continues to provide hands on training to the students in the business classes, and to make surplus for the needs of the campus, and the endowment fund	AP1.1	IIID
CC	<p>Security and Maintenance:</p> <ol style="list-style-type: none"> 1) Provide daily maintenance and security services as stated in monthly Preventative Maintenance Plans. 2) Provide detail cost estimates for projects as stated in BECA plans. 3) Provide cost estimates for major building repairs as requested by Director of Maintenance. 4) Prepare lighting information to Director of Maintenance for the purpose of reducing power consumption. 5) Conduct training for Staff regarding energy saving and basic electricity during staff development. 6) Provide transport, security and ground services during cultural and founding days activities. 	4FCE2.1b, 2.1.1	IIB & IIIB
CC	MITC received a new ID printer to replace the broken one.	2TP2	IIIC
CC	There were 55 advises and 260 technical assistances provided to local farmers/gardeners on agroforestry in the communities.	CRE/CES 6.2	IA
CC	Continue implementing two field research projects at Tunnuk, Weno: 1. Cassava Intercropping with Okra and Long Beans and, 2. Evaluation of Sweet Potato varieties for yields and suitability to pastries	CRE/AES6.3	IA

	using different combinations of sweet potato and wheat flour.		
PC Business Office/Bookstore	<p>§ 98% of prepaid accounts that were set up at PC Bookstore for Spring 2014 semester have been used up.</p> <p>§ 86% of tuition and fees for the Spring 2014 has been cleared. Out of the 554 students, 480 students were awarded Pell grant.</p> <p>§ Collected \$8,152.74 for the Endowment Fund.</p> <ul style="list-style-type: none"> ○ January 2014: \$87.33 (Car wash and 10% of sales from fundraising teams) ○ February 2014: \$20.01 (10% of sales from fundraising teams) ○ March 2014: \$8,045.40 (Campus fundraising and municipality teams fundraising) <p>§ Collected \$375 for the gym and classroom usage.</p> <p>§ Collected \$1,386.55 for PC Bookstore thru sales of sundries.</p>	AP1	Standard III.D
PC Information Technology (IT):	<p>§ Computer maintenance and repair/replace check in the following computer labs:</p> <ul style="list-style-type: none"> ○ 5 Computers LRC Small Lab ○ 25 Computers in Room #12 ○ 25 Computers in Room #11 ○ 5 Computers in SSC Small Lab 	TP.1	Standard III.C
PC Administration:	<p>§ PC continued to accommodate students and the communities' requests to utilize the facilities and the vocational front area for their meetings, sports tournaments, and car wash activities. A total of <u>\$467.93</u> was collected.</p>	A.5.1	
KC3a	<p>Fundraising for COM-FSM Endowment netted \$1982.30 which is 36 % of Kosrae Campus' annual obligation.</p>		

<p>Be financially sound, fiscally responsible, and build resources in anticipation of future needs – Measures of success</p>
<p>Endowment and Fund balance</p> <ul style="list-style-type: none"> • Percent decrease in fund balance per year will not exceed five (5) percent. • Dollar amount and percent change in endowment per year. Target for fundraising is \$50,000 annually. The Friends of the College of Micronesia – FSM foundation is currently being organized and will be setting endowment targets in AY 2013/14. <p>Revenue Sources and Allocations</p> <ul style="list-style-type: none"> • Diversity of revenue sources: Target to set summer 2013.

Invest in and build a strong capacity in human capital

Office	Accomplishments	IEMP #	ACCJC Standard
VP/IA	Spring 2014 Staff Development Day - March 14. 75	AP 3.4	

	<p>faculty from National and Pohnpei campus attended the one day event. Participants worked on program and course level assessment reports and data input to Tracdat, reviewed ACCJC standard on differentiating professionally accepted views and opinions in the classroom, discussed the reasons for needing and using institutional set standards.</p>		
VPIA	<p>2014 Faculty Handbook available online at http://www.comfsm.fm/publications/handbook/Faculty-handbook.pdf</p>	AP 3.2	
CC	<p>Chuuk Campus faculty members had meetings on the first Friday of each month. Their main focuses of the meetings were student learning and how to assist students.</p>	AP5.1, HR3.1	IIIA
PC Upward Bound:	<p>§ UB Student Services Specialist II Ms. Drystal Silbanuz is now on board effective February 23, 2014. Happy to share that she is our very own UB alumni—Class of 2007, one of the examples of a success story in the UB program.</p> <p>§ Two instructors were hired to help out Math and Science tutorial after Saturday instructions and they are Alan Alosima and Nelchor Permitez.</p>	HR3.2	Standard III.A
PC CES:	<p>§ Ad Hoc Committee for the CES PNI Extension Agent completed interview of 4 applicants and provided to the President its recommendation for the position.</p> <p>§ Agents conducted schools visits and did presentation to students on food safety, personal hygiene, how to read food label and use the nutrition facts, and emphasized the importance of fruits and vegetables in daily meals.</p> <p>§ Visits were also conducted for a group of young farmers to share with them information on what Climate Change is and its effect on both to the soil and plants. Visit has been scheduled to continue for the same group because most of them do not believe that there is a Climate Change in Pohnpei.</p> <p>§ EFNEP staff visited Kolonia and Ohmine schools to present nutrition and food safety presentation to class of 35 students whom participated in the event.</p> <p>§ CES EFNEP staff assisted the JICA Senior Volunteer for the presentation on the importance of go to sleep early, woke up early and eat breakfast. There were seventeen (17) clients who participated in the event.</p> <p>§ CES PNI participated in meetings and trainings on National Trade committee, Import/Export committee, Biodiversity committee and Invasive Species Task Force of Pohnpei (iSTOP).</p> <p>§ CES Agents selected potential sites for farm trials to be conducted on common vegetable crops of different rates of fertilizer application, spacing, and varietal trial. Refresher demonstration to 6th grade teachers and staffs of Kolonia Elementary School on how to mix soil medium, sowing seeds and explain how to manage seeds and seedlings in the nursery with collaboration of NRCS office. Same project was carried out at Ohmine Elementary School. Agents demonstrated how to apply compost at planting, explained the importance of Home Garden, how to start a Home Garden, with suitable site, and techniques of managing crops, advise to keep planting area clean to prevent</p>	HR3.2 HR.3.1	Standard III.A

	<p>diseases and pests infestation.</p> <p>§ Agents carried out activities providing recommendation and advice on proper cared for crops and alternative used of integrated pest management to minimize use of pesticides and assisted vegetables and sakau farmers on replanting of resistant vegetable varieties, crop rotation, and inter cropping of vegetable. This is to suppress the multiplication of pests and diseases. As for sakau, bio-agent was introduced to the farmers along with demonstration on how the agent should properly be applied to the white fly.</p> <p>§ CES PNI Agents introduced to the farmers in Madolenihmw on the importance of applying both the commercial fertilizer (N P K) and compost to vegetable crops during period of application; conducted demonstration on landscaping on farming area on contouring techniques and farmers were taught proper desuckering practices, trashing and proper selection of planting materials, especially sucker.</p> <p>§ Agents conducted demonstrations and provided technical support and advice to farmers on suitable vegetable crops and fruits; post harvesting techniques; recommendation on proper amount of commercial fertilizer to apply on certain vegetable crops; and starting compost pin along with discussion on the importance of making compost and how it could help in both sanitary reasons and as a plant nutrient.</p> <p>§ Agents coordinated Crop Judging contest/exhibit by Department of Education and provide way forward to improve on 2015 Agriculture Fair for ECE, Elementary and High Schools.</p> <p>§ Agent assisted community members to treat their animals with medication (iron) to the piglets, to make them strong and healthy, conducted demonstrations and provided technical support and advises to farmers on suitable vegetable crops and fruits post harvesting techniques; recommendation on proper amount of commercial fertilizer application for certain vegetable crops; and starting compost pin along with discussion on the importance of making compost and how it could improve in both sanitary reasons and as a plant nutrient.</p> <p>§ Aquaculture agent seeded 113 oysters during the training in Pakin. Twenty-seven community members participated in the community meeting and the training; 3 boys & 3 girls imparted hands-on seeding training have seeded 113 oysters during the training.</p> <p>§ Both hands-on and power point presentations were the means used for the delivery of the community training. Communities included in the training thus far had been all the eight sections of Madolenihm completed, outer island communities including (Kolonia Town residence, Pingelap, Mwoakilloa, Sapwuahfik, Nukuoro and Kapingamarangi) and in Kitt, include Paies, Sowihso, Enipein Pah, Mwoakot, and Salapwuk on banana production in order to address issues on quality and quantity production of banana for exports opportunities to Guam and neighboring island countries.</p>		
<p>PC Administration:</p>	<p>§ There are three (3) new hires during this reporting period. Dr. Nacanieli Tuivavalagi filled the Researcher position on January 22nd; Ms. Drystal Silbanuz filled the UB Student Services Specialist II on March 12th; and Mr. Michael Iehsi filled the Agriculture Extension Agent on March 24th.</p> <p>§ The college hosted a farewell luncheon on March 7th in honor of Mr. Cooper Etse, PC IT Specialist who resigned to</p>	<p>HR3.2</p>	<p>Standard III.A</p>

	<p>take up another post at the Pohnpei Port Authority.</p> <p>§ Keicyleen Oswald was hired to fill in the Site Coordinator position that was vacant for long time. This is a part-time position for GEAR UP Program.</p> <p>§ Special contracts for (3) security officers were extended from January 1 to September 30, 2014 pending recommendation for approval from the President.</p>		
PC Campus Director:	<p>§ Partner with UOG to hold solar training for Electrical faculty members, maintenance, participants form PDOE and PUC</p> <p>§ Establish MoU with Arizona State University for Photo Voltaic training through University of South Pacific.</p>		
KC4a	Renton Isaac, IT specialist completed a two-month photo-voltaic training sponsored by University of Guam in March 2014. Mr. Michael Williams registered into two courses in Spring 2014 as part of the staff development program.		III A5a

Invest in and build a strong capacity in human capital – Measures of success	
Credentialing	<ul style="list-style-type: none"> Tracking of faculty and staff credentials based on aspirational credentialing to be set by September 2013
Professional Development	<ul style="list-style-type: none"> Percent allocation of professional development funds against prioritized capacity development needs based on prioritized to be established summer 2013. Impact of professional development on work performance based on employee and supervisors survey within three (3) months of completion.

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

Office	Accomplishments	IEMP #	ACCJC Standard
VPIA	81% of all programs submitted program reviews on time.		Standard II
VPIA	Instructional Policies reviewed and those needing no revision, outdated policies and procedures that are not policies submitted and reviewed by BOR at March 2014 meeting.		
PC Maintenance	<p>§ Installation of street lights outside classroom J and under the mahogany trees and security lights outside building D&J.</p> <p>§ Completed the meter separation at the Gym and Student Services Center.</p> <p>§ Installation of 2 exhaust fans at HTM Kitchen; bulletin board at Business Office; fire extinguishers in the shops and offices; and 8 blinds were installed in the</p>	FCE1.1	Standard III.B

	<p>Computer Labs Room #11&12.</p> <p>§ Maintenance, Custodian, and Security guards continued to perform ground maintenance and upper and lower Campus areas, performed daily housekeeping in offices and classrooms, and periodic survey and maintenance of vehicles.</p> <p>§ Continued to provide 24 hours round the clock security and safety for the whole campus with 7 security officers.</p> <p>§ Shuttle buses between the 2 campuses are on going as scheduled.</p> <p>§ Crime statistics for January, February, and March:</p> <ul style="list-style-type: none"> ○ Alcohol violation.....9 ○ Betel nut violation.....2 ○ Theft.....0 ○ Burglary.....1 ○ Others (assaults).....0 		
<p>PC Administration:</p>	<p>§ Campus Secretary continued to attend regular campus meetings, management team meetings, and other meetings like HR Reps, Staff Development committee, Faculty Staff Senate, and Student Conduct Board. She also attended and participated in the founding day teams activities.</p> <p>§ Campus Secretary held few Staff Development committee meetings and helped in preparation with the Staff Development Day.</p> <p>§ On March 19th, Campus Secretary was invited to do a brief presentation to the BU095 class on the Importance of Filing Documents Properly, Use Common Office Machines & Setup, and Control a Suitable Filing System.</p> <p>§ Pohnpei Campus assisted in facilitating the practical sessions for the coaching course, which was coordinated and sponsored by the US Embassy on January 15-18, 2014.</p> <p>§ Pohnpei Campus hosted the National Election Commission staff who visited the campus on February 25th to do registration for those students who have not registered and voters ID for staff and students who do not have one.</p> <p>§ PC faculty, staff, and students attended the 2023 Awareness meeting by FSM President Mori and his cabinets regarding the Compact of Free Association with the US after year 2023 on March 7, 2014 at MITC.</p>	<p>A.5.1</p>	<p>Standard III</p>

	§ PC Faculty and staff attended the memorial service for former VPIA Mariana Ben-Dereas.		
CC	SBA officials have been very actively participating in Management Council meetings.	TP1.6	IVA
CC	A series of workshop on line links by Magna are being sent every week by DAP and VPIA's office to encourage instructors and develop and improve ongoing learning while working. There are some faculty members who take these opportunities and learn while others do not have the time to do so.	HR3.5.3	IIA1.1
YC & FSM FMI	February 5 - 8, 2014, VPIEQA Frankie Harriss provided trainings on accreditation issues & updates to all faculty and staff at Yap Campus. Same workshops were also replicated at the FSM FMI Campus		
YC & FSM FMI	FMI and YC reviewed and revised assessment outcomes and strategies for all units.		
YC	YC faculty are participating in on-going program and course assessments. All assessment results are submitted to VPIA, DAP, and Assessment Coordinator.		
FSM FMI	Work in progress at FMI are: PSLO's, review of course outlines and programs, quality manual, admission criteria, and update of catalog. All these will be completed in April and submitted for review and endorsement.		

<p>Become a learning organization through development of a learning culture guided by learning leaders – Measures of success</p>
<p>Learning Organization</p> <ul style="list-style-type: none"> • Assessment of the college as a learning organization centered on Peter Senge's Five Disciplines: Systems thinking, Personal mastery, Mental models, Building shared vision, and Team learning. Assessment to be based on evidence generated by the governance structure: committee and team minutes, policy assessment, and program reviews, etc.: Baseline data to be established using a learning organization survey in September 2013. • Examine organizational culture and organizational leaders for evidence of "proactivity, commitment to learning to learn, positive assumptions about human nature, belief that the environment can be managed, commitment to truth through pragmatism and inquiry, positive orientation toward the future, commitment to full and open task-relevant communication, commitment to cultural diversity, commitment to systemic thinking, and believe that cultural analysis is a valid set of lenses for understanding and improving the world" (Schein, 2010). <p>Communications</p> <ul style="list-style-type: none"> • CCSSE and CCFSSSE analysis: Targets to be set by September 2013 based on CCSSE and CCFSSSE administered in spring 2013. <p>Policies</p> <ul style="list-style-type: none"> • One hundred (100%) percent of policies to be reviewed and updated by 2016. • Percent of policies assessed as per policy assessment cycle (95%)

Evoke an image of quality

Office	Accomplishments	IEMP #	ACCJC Standard
CC	One of the COM-FSM Chuuk Campus faculties is member of the Chuuk State School System Board of Directors. Another serves on the Civil Service Commission, and a staff serves on the EPA Board of Directors. Another staff serves on the Small Grant Program National Steering Committee.		
CC	Meseiset Newsletter continues to produce monthly issues, informing the campus and the community on what is going on in some classes on campus, and in the community. There are additional features in the newsletter worth reading and doing...		
KC5a	Staff Development Committee began planning for incentive day at Kosrae Campus.	HR3.2.2	
KC5b	Some of the staffs at Kosrae Campus are members of readers teams for the Self-Evaluation 2016.		

Evoke an image of quality – Measures of success
<p>Internal</p> <ul style="list-style-type: none"> • Recognition of excellence awards annually. • Accreditation reaffirmation <p>External</p> <ul style="list-style-type: none"> • Alumni and employer survey: Surveys to be revised based on strategic plan and administered in fall 2013 to set baseline data. • Survey of FSM political and traditional leadership on perceptions of the college: Baseline data to be set fall 2013.

Department Response to Self-Identified Issues: Planning Agendas

Office	Planning Agenda Item	ACCJC Standard	Work Completed & Evidence
IA	<p>The college will improve its ability to demonstrate that all instructional programs meet the mission of the college and needs of the students by:</p> <ul style="list-style-type: none"> • Including surveys or questions of student engagement in the overall student satisfaction survey to help identify appropriate instructional strategies. • Having the curriculum committee conduct semester review and 	IIA1a-c (1 of 1)	<ul style="list-style-type: none"> • CCSSEE administered spring 2013 and again spring 2014. • Student satisfaction of major survey administered spring 2014. • Magna Publications 20 minute mentor weekly webinars - spring 2014 - 2015 • Staff Dev. Day 2013, faculty workshop weeks in Aug.

	<p>evaluation of effective instructional strategies and by a) providing an annual update of the IAP Handbook with appropriate instructional strategies and b) providing training during the annual staff development day and in other venues.</p> <ul style="list-style-type: none"> • Evaluation of the program review and assessment recommendations by the Curriculum Committee to ensure appropriate implementation for positive impact on student learning. 		<ul style="list-style-type: none"> • Best Practices Training 2010.
IA	As per the Policy on Continuous Improvement Cycle, the policies and procedures for the design, approval, administering, delivery, and evaluation of courses and programs will be evaluated.	IIA2a (1 of 1)	<ul style="list-style-type: none"> • Policies sent to BOR at March 2014 meeting.
IA	<p>The college will improve its tracking of the current competency levels required of its graduates by:</p> <ul style="list-style-type: none"> • Developing processes and procedures for the use of advisory committees and their evaluation. • Improving the dissemination of research findings and information from employer surveys. • Using other modes of obtaining information on current and future competency requirements. 	IIA2b (1 of 1)	<ul style="list-style-type: none"> • Institution level outcome assessment results posted on website under Transparency and Accountability
IA	The college will develop a prioritized listing of programs and course outlines for review that includes the sequencing of reviews and identification of responsible authors.	IIA2c (1 of 1)	<ul style="list-style-type: none"> • 81% of programs reviewed spring 2014. • 25% of course outlines are scheduled for review in CAC fall 2014. List prepared during May 2013 CAC reflection.
IA	The college will formalize its review, discussion, and dialogue on delivery modes and teaching methodologies through formal discussion sessions each semester by the Curriculum Committee based on a compilation of classroom observations and a	IIA2d (1 of 1)	

	review of program assessment reports, and by holding sessions on best practices in instructional methods to be provided by each campus at the annual President's Retreat.		
IA	The college will look at mechanisms for automation of its course and program assessment, and program review system. The college web site will provide access to institutional, program, and course level student learning outcomes and assessment reports and program reviews.	IIA2e-f (1 of 1)	<ul style="list-style-type: none"> • Program Assessment Summaries (PAS) posted on college website under Public Transparency and Accountability. PAS are updated each spring.
IA	As the college works at continually improving its assessment system, it is looking for ways to enhance its understanding of student academic strengths and weaknesses related to student learning outcomes. A major part of the planning agenda is to renegotiate existing articulation agreements and expand articulation agreements to additional schools which [sic] are receiving our transfer students.	IIA2g-I (1 of 1)	
IA	At the current stage of development, the revised general education program is being implemented with an ongoing assessment plan. The results of the assessment for courses and program [sic] will drive future improvements.	IIA3a-c (1 of 1)	<ul style="list-style-type: none"> • General Education program assessment plans and reports are in TracDat. Program Assessment Summary posted on website under Public Transparency and Accountability. The revised General Education program is in its 4th assessment cycle. Improvements include revision of EN 120a and EN 120b course outlines.
IA	The college will continue to monitor the college's policy on degree programs and graduation requirements to ensure that all new degree programs meet the requirements of this policy.	IIA4 (1 of 1)	<ul style="list-style-type: none"> • Policy reviewed by BOR at the March 2014 meeting.
IA	The Division of Vocational Education will continue to work with the Vocational Training Coordinator under the VPIA's office to seek funding assistance from OMIP to acquire needed professional development training programs for its faculty members.	IIA5 (1 of 4)	

	This will help to ensure that the quality of training courses produce graduates who are able to demonstrate technical and professional competencies that meet employment standards and are prepared for external licensure and certification.		
IA	The Division of Vocational Education at Pohnpei Campus will continue its efforts to work with its advisory council and other program stakeholders in reviewing program review recommendations to ensure recommendations are meeting the needs of the workforce and stakeholders prior to forwarding all recommendations to the Assessment Committee and the Curriculum Committee for review and recommendation to the college board.	IIA5 (2 of 4)	
IA	The division of vocational education will work with the Curriculum Committee to modify programs to increase more on-the-job training components.	IIA5 (3 of 4)	<ul style="list-style-type: none"> CTE proposed a service center run by students for the CTE Center located in Pohnpei, Jan. 2014.
IA	Strengthen the implementation of FSM National technical skills testing/certification. <ul style="list-style-type: none"> The Division will continue to work with the FSM National DOE or T3 to improve or strengthen the Nation's technical/vocational skills testing and certification body. 	IIA5 (4 of 4)	
IA	Secure funding for industry certification.	IIA5 (1 of 3)	
IA	Modify programs/courses to increase on-the-job training (OJT).	IIA5 (2 of 3)	HTM Experiential Learning Trip - each spring. ANRM experiential learning trips - each summer.
IA	Strengthen the implementation of FSM National technical skills testing/certification.	IIA5 (3 of 3)	
IA	The college president in his FY 2011 performance budget established outcomes to renew,	IIA6a (1 of 1)	

	update and/or review current articulation agreements at the college and develop at least one new articulation agreement each year for the next three years.		
IA	The college is currently conducting both a project to streamline programs and services at the college to meet changing enrollment and economic conditions as well as developing an academic master plan. Which programs and services to maintain eliminate or significantly change is considered in both activities. The college will adhere to the processes and procedures established in its Curriculum Handbook for programs that will be eliminated or significantly changed to minimize impact on students.	IIA6b (1 of 1)	<ul style="list-style-type: none"> Members of Program Prioritization working group for spring 2014 identified and trained.
IA	The college is currently developing an academic master plan. Once the plan is completed, a review will be conducted of all academic program missions, program goals, and student learning outcomes to ensure consistency and integrity in its publications.	IIA6c (1 of 1)	
IA	The college through its DAP and ICs, will continue to monitor the faculty evaluations for ratings on “professionalism” to ensure that the college’s code of ethics is being followed. Reviews of student rating of faculty will also be monitored to ensure that the code of ethics is maintained.	IIA7a (1 of 1)	<ul style="list-style-type: none"> New student evaluation of instructor form approved and implemented spring 2014.
IA	The college will maintain its review of academic honesty requirements of students through first day of class review of academic honesty in course syllabi and monitoring of disciplinary committee actions related to academic honesty. A change in the levels of referrals and suspension by the disciplinary committee related to academic honesty will result in development of an intervention plan.	IIA7b (1 of 1)	
IA	Supplemental training will be provided to improve the quality and identification of SMARTer	IIB1 (1 of 2)	<ul style="list-style-type: none"> Tracdat training January 2014, and Feb. 2014.

	outcomes/objectives/strategies and to aid in the identification of appropriate measures for improvement and assessment plans and reports, with an emphasis on linkages to performance budget development.		
IA	Training will be provided in the establishment of unique cohorts (tracking SSSP students, internal transfers from state sites, impact of tutoring services, etc.) in the SIS to allow tracking of impact of student services programs and services on student learning.	IIB1 (2 of 2)	
IA	The college will undertake training in the SIS for all academic advisors to ensure familiarity with the program and with the use of features that will allow them to provide appropriate guidance to students during their college career.	IIB3c (1 of 2)	
IA	Surveys will be conducted in spring 2010 for academic advisors and a random set of students on advising practices and impact of the SIS, in order to improve academic advising of students.	IIB3c (2 of 2)	
IA	The college must develop and deliver language courses in, at least, the four major state languages. Students should be encouraged to learn, at least, one FSM language in addition to their first language to promote the appreciation and understanding of the different languages and cultures in the FSM and to provide a basis for understanding and appreciating diversity on an international level.	IIB3d (2 of 2)	The college had been unable to document the genesis or ownership of this item. Likely this evolved around delivering on the “uniquely Micronesian” component of the mission statement. However, please be sure this is addressed by IA and CAC and the results/recommendations/conclusions documented here.
LRC	Critical elements for improvement of selecting and maintaining learning resources materials and equipment are: <ul style="list-style-type: none"> • Development and implementation of a formal purchase plan that includes proactive solicitation of learning resources material and equipment and a 	IIC1a (1 of 1)	

	<p>replacement plan for existing materials and equipment and a replacement plan for existing materials and equipment that meets students' learning needs. Special attention will be placed on broader solicitation for items through the college's governance structure standing committees.</p> <ul style="list-style-type: none"> • Development and implementation of an improvement plan for increasing the availability of credentialed librarians to provide training in and improvement of the selection of materials that support the college's mission and enhances student learning. • Replace Follet software currently used at LRCs with software that improves reporting and record keeping components. 		
LRC	Develop a structured information literacy training program based on pre post testing of entering, current, and existing student' competencies through web, local server based and print tutorial programs.	IIC1b (1 of 1)	
LRC	Expanding the digital collection of learning materials, including Trust Territory of the Pacific Islands (TTPI) collections and additional Pacific collection materials, will assist the college in meeting its mission by providing better access to previously unavailable materials related to history and culture of the FSM.	IIC1c (1 of 1)	
LRC	The college will acquire, install, and maintain security gates at LRC sites.	IIC1d (1 of 1)	
LRC	The college will expand its interlibrary loan program with regional institutions with a focus on Pacific Postsecondary Education	IIC1e (1 of 1)	

	Council (PPEC) institutions.		
LRC	To improve implementation of the program assessment at each LRC site: <ul style="list-style-type: none"> • Provide training to LRC's in program planning and assessment. • Provide either fact-to-face or electronic meetings to discuss improvement plans and implementation of improvement activities. 	IIC2 (1 of 1)	
LRC			
LRC			

Institutional Effectiveness Indicators Update (*dashboard approach*)

NOTE: IRPO will prepare recommendations on what should be reported each quarter, but generally this section is intended to be a quick overview of critical Institutional Effectiveness Indicators related to Students, Human Resources, Finances, Financial Aid, Facilities & Security, etc. **For example (what indicators to report on may vary from quarter to quarter):**

Institutional Effectiveness Indicators

Students

- Enrollment by campus, gender, state of origin, student type, etc.
- Percent of students full time enrolled and earned 12 or more credits
- Average students credits enrolled, attempted and earned
- Percent of students in good academic standing
- Enrollment by genders, state of origin and campus
- Student/faculty ratios
- Student success rates in ACE and General Education Programs
- Student success rates by campus and degree type
- Resident Halls fill ratio
- Average class size
- Tutor and counseling contacts
- LRC usage rates
- Etc.

Financial Aid

- Percent of students receiving financial aid
- Percent of students on financial aid suspension
- Percent of students receiving scholarships
- Average financial aid received

Financial

- Expenditures by funding sources (ESG, SEG, etc.)

- Expenditures against strategic direction
- Expenditures against cost category

Human Resources

- Retention rates for faculty and staff
- Faculty/staff by state of origin
- Percent of filled positions
- Instructional faculty work load
- Student/student services staff ratio

Facilities & Security

- Tracking of Total Cost of Ownership against targets
- Summary of security incidents

Assessment

- Percent of program reviews completed