

FY12 Fourth Quarter Performance Report (July – September 2012)

College of Micronesia – FSM - Performance reporting form: Q4 2012

Department/Division/Campus:	Instructional Affairs	Period:	July 1st to September 30th, 2012
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Strategic goal 1: Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively

Objectives	Accomplishments	Comments/additional detail																																																																																																																							
<p>1A: Promote quality teaching and learning-centered behaviors and environments for the six campuses</p>	<p>Fall 2012: Initial Enrollment by Campus</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th>studentType</th> <th>Chuuk</th> <th>Kosrae</th> <th>National</th> <th>Pohnpei</th> <th>Yap</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>CN</td> <td>268</td> <td>183</td> <td>834</td> <td>470</td> <td>127</td> <td>1882</td> </tr> <tr> <td>NE</td> <td>117</td> <td>59</td> <td>164</td> <td>281</td> <td>60</td> <td>681</td> </tr> <tr> <td>RE</td> <td>15</td> <td>18</td> <td>44</td> <td>17</td> <td>16</td> <td>110</td> </tr> <tr> <td>Total</td> <td>400</td> <td>260</td> <td>1042</td> <td>768</td> <td>203</td> <td>2673</td> </tr> </tbody> </table> <p>Fall 2012: Initial Credits by Campus</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th>studentType</th> <th>Chuuk</th> <th>Kosrae</th> <th>National</th> <th>Pohnpei</th> <th>Yap</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>CN</td> <td>2939.0</td> <td>1536.5</td> <td>9279.0</td> <td>4255.0</td> <td>1262.0</td> <td>19271.5</td> </tr> <tr> <td>NE</td> <td>1511.5</td> <td>598.0</td> <td>2096.0</td> <td>2651.0</td> <td>658.0</td> <td>7514.5</td> </tr> <tr> <td>RE</td> <td>154.0</td> <td>154.0</td> <td>154.0</td> <td>154.0</td> <td>154.0</td> <td>154.0</td> </tr> <tr> <td>Total</td> <td>4604.5</td> <td>2288.5</td> <td>11529.0</td> <td>7060.0</td> <td>2074.0</td> <td>26940.0</td> </tr> </tbody> </table> <p>Fall 2012: Initial average credits by Campus</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th>studentType</th> <th>Chuuk</th> <th>Kosrae</th> <th>National</th> <th>Pohnpei</th> <th>Yap</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>CN</td> <td>11.0</td> <td>8.4</td> <td>11.1</td> <td>9.1</td> <td>9.9</td> <td>10.2</td> </tr> <tr> <td>NE</td> <td>12.9</td> <td>10.1</td> <td>12.8</td> <td>9.4</td> <td>11.0</td> <td>11.0</td> </tr> <tr> <td>RE</td> <td>10.3</td> <td>8.6</td> <td>3.5</td> <td>9.1</td> <td>9.6</td> <td>1.4</td> </tr> <tr> <td>Total</td> <td>11.5</td> <td>8.8</td> <td>11.1</td> <td>9.2</td> <td>10.2</td> <td>10.1</td> </tr> </tbody> </table> <p>Fall 2012: Initial enrollment by Degree</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>degree</th> <th>Chuuk</th> <th>Kosrae</th> <th>National</th> <th>Pohnpei</th> <th>Yap</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	studentType	Chuuk	Kosrae	National	Pohnpei	Yap	Total	CN	268	183	834	470	127	1882	NE	117	59	164	281	60	681	RE	15	18	44	17	16	110	Total	400	260	1042	768	203	2673	studentType	Chuuk	Kosrae	National	Pohnpei	Yap	Total	CN	2939.0	1536.5	9279.0	4255.0	1262.0	19271.5	NE	1511.5	598.0	2096.0	2651.0	658.0	7514.5	RE	154.0	154.0	154.0	154.0	154.0	154.0	Total	4604.5	2288.5	11529.0	7060.0	2074.0	26940.0	studentType	Chuuk	Kosrae	National	Pohnpei	Yap	Total	CN	11.0	8.4	11.1	9.1	9.9	10.2	NE	12.9	10.1	12.8	9.4	11.0	11.0	RE	10.3	8.6	3.5	9.1	9.6	1.4	Total	11.5	8.8	11.1	9.2	10.2	10.1	degree	Chuuk	Kosrae	National	Pohnpei	Yap	Total								
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AA	211	104	524	104	80	1023
AAS		23		154		177
AS	42	48	416	132	57	695
BA			39			39
CA	147	84	20	377	64	692
TYC		1	43			44
UC					1	1
UD				1	1	2
Total	400	260	1042	768	203	2673

Fall 2012: Initial enrollment by State of Origin

stateOrigin	Chuuk	Kosrae	National	Pohnpei	Yap	Total	%
	10		6		1	17	0.6%
C	386		78	8		472	17.7%
FJ			1			1	0.0%
HI			2			2	0.1%
K		258	81	5	1	345	12.9%
MP			3			3	0.1%
P	4	2	771	747		1524	57.0%
PH			2			2	0.1%
Y			98	8	201	307	11.5%
Total	400	260	1042	768	203	2673	100.0%

LRC Activities (July-September 2012)
Programs/Services

	CC	FMI	KC	NC	PC	YC
Patrons Usage	4902	164	2341	53654	9343	4510
Reserved materials	0	0	0	265	12	43
Materials circulated (all)	284	0	275	1618	348	2205
Visitors usage	130	107	0	96	6	102

LRC computer usage (July-September 2012)

	CC	FMI	KC	NC	PC	YC
General	1299	0	252	4178	2165	914
Reference	23	87	209	7626	0	922
Email	0	0	0	4151	0	631
Technical Assistance	16	0	2	244	14	70

LRC Reference Encounters (July-September 2012)

	CC	FMI	KC	NC	PC	YC
Reference encounters	2	64	29	209	9	65

1B: Make developmental courses an institutional priority

- ACE courses were offered during the summer session at all sites.

ACE ran summer session for the first time this year. Instruction began on June 13th and ended on July 23rd. There were three sections of English taught by Cindy and Shirley and 2 sections of Math, taught by Deeleeann. Total enrollment for ACE II this summer was 67. Instructors shared and agreed that students enrolled this summer were more motivated than students from previous semesters. Additionally, instructors believed that many students performed successfully and satisfactorily. Attendance on Friday sessions was excellent.

Exit Testing took place on Tuesday and Wednesday. 67 students challenged the Exit Exams. Out of the 67 students, 37 students passed. 30 students will have to repeat the class they failed in Fall during the 2nd Round session, which will begin sometime in September. Total class averages were computed along with Exit results and 55% of the students passed. Not a great number but much better than previous semesters. The students were challenged but motivated.

ACE instructors are all now together in one office. Thanks to Maria.

ACE new textbooks, "Be a Better Reader" Levels F

		and G were utilized for the first time during the summer. Instructors felt they were excellent although, no teacher's editions. The textbook was great, according to the students. It has exercises that help build skills.
1C: Enhance faculty involvement in the college	<ul style="list-style-type: none"> In August, faculties were invited to the college summit that was held the week of registration so that faculty could participate. A good number of faculty participated in the sessions. September 14th, first COM-FSM convocation. Instructional faculty participated and moderated ceremonies during the faculty/staff Incentive Day. Faculty attended the Faculty/Staff regular monthly meetings. Faculty participated campus wide meetings conducted by National Offices and Divisions. 	<ul style="list-style-type: none"> Faculty members were invited to participate in series of meetings held at different times by different offices and divisions from National Campus: Comptroller, Director of Human Resources, and Director of Community Relations. Convocation organized with VPIA's office and faculty senate.

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

Objectives	Accomplishments	Comments/additional detail
2A: Promote strategic enrollment management for the college	<ul style="list-style-type: none"> In the month of June to July, Student services collaborated with Instructional to organize and plan the freshmen orientation for August. 	
2B: Become more student-centered in the development of specific college system policies and procedures	<ul style="list-style-type: none"> First Year Experience is now in the plan with VPIA and VPSS working closely with staff from across the 6 campuses. Have monthly meetings. Midterm deficiency shows a high percentage this semester, VPIA and VPSS are working with counselors and faculties to come up with best practices on how to approach this issue and better for spring 2013. 	Karen Simion and Cindy Edwin are currently working on the College 101 course outline, which will be introduced to CAC early next year. The projected time of first class is Fall 2013.
2C: Promote timely college tenure and graduation of students with mastery of array of core learning objectives, including civic-mindedness and self-value	<ul style="list-style-type: none"> July 23rd, COM-FSM and U.S. Embassy Art Envoy Woodworking Craft August 21, US Embassy Grant for Civic engagement. Especially in a course about NGO management. \$26,000 grant awarded to COM-FSM. Apprenticeship Mid-year report by Romino Victor, Apprenticeship Coordinator 	<ul style="list-style-type: none"> On July 23, the Art Envoy project commenced its training course with 12 participants [5 students and 7 local craftsmen] and two of our instructors (Silbanuz and Yarofmal). The purpose of the 3-week training is to provide advanced woodworking techniques for students and local craftsmen to produce wood products for sale on local and international markets. The lead instructor of the training course is artist/instructor Mr. William Hewitt from Boston Massachusetts (USA). The training course is collaboration between COM-FSM and the U.S. Embassy. The MOU was signed by David Reynolds, Economic Consular Officer of the US Embassy here in Kolonia and Dr. Joseph Daisy,

		<p>President of COM-FSM.</p> <ul style="list-style-type: none"> ○ NGO course is to be written by Social Science faculty in coordination with the US Embassy staff. ○ Six students are currently in the Apprenticeship Program, 3 as electrician trainees, Taylor Adino, Alexie Sailas and Naynard David; 2 as Refrigeration Mechanic Trainees and 1 as Building Maintenance Repairer. Three are stationed at the Maintenance Division of the National Campus supervised by Dannis Lorrin and three are stationed at the Maintenance Division of Pohnpei Campus, supervised by Brunu Barnabas. <p>The apprentices are rated based on workmanship with 5 rated as excellent and 1 needing improvement, on speed with 5 rated good and 1 needing improvement and on attitude with 1 rated excellent, 4 rated good and 1 needing improvement</p>
2D: Develop a student-friendly campus environment that encourages and enables students to be health conscious	<ul style="list-style-type: none"> • Peer counseling staff attended training on reproductive and other health issues. 	

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

Objectives	Accomplishments	Comments/additional detail
3A: Provide for adequate facilities to support a learning community	<ul style="list-style-type: none"> • The renovation project on the classrooms transferred from Kosrae Department of Education to COM-FSM were finally completed including shops and lecture rooms for carpentry and electronics programs, learning resource center, and temporary classroom and lab for agriculture and food technology program. 	
3B: Provide for maintenance and upkeep of grounds, facilities, and	<ul style="list-style-type: none"> • Monthly maintenance of ground and building were conducted including daily sweeping of classrooms, comfort rooms; and raking of debris around campus 	

equipment	<p>grounds.</p> <ul style="list-style-type: none"> • Maintenance reports on equipment, facilities, security, and grounds are regularly forwarded to office of Director of Maintenance and Security for college wide compilation. • Constructed book shelf at LRC and cabinets in the HTM kitchen (PNI campus). • Patched the roofs of Mechanic and RAC offices. • Relocated oven outlet in the CES office to the new Research Lab (PNI campus). • Tree trimming on the buildings and continue to assist landscaping in the Botanical Garden (PNI campus). • Continue to perform ground maintenance in upper and lower campus areas. • Performed daily housekeeping in offices and classrooms. • Periodic survey and maintenance of vehicles. 	
3C: Provide for a safe, secure and effective college environment	<ul style="list-style-type: none"> • Provide 24 hours security services with seven security guards. Security is responsible for preventative maintenance of safety equipment within the campus. 	<ul style="list-style-type: none"> • Forwarded to Maintenance and Security Division extension for contractual services of security officers. Followed up with HR; no trace of those requests (for Kosrae campus).

Strategic goal 4: Foster effective communication

Objectives	Accomplishments	Comments/additional detail
4A: Enhance communications pathways		
4B: Provide communications infrastructure to support communication pathways	<ul style="list-style-type: none"> • Installation of campus wide Wi-Fi connection was successfully completed and operational. • Installation of 23 new computer units in the new LRC was successfully completed and operational. 	
4C: Enhance the college community's ability to communicate effectively	<ul style="list-style-type: none"> • A new set of satellite dish and accessories were received from CariPac grant for improvement of communication at the campuses. 	

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

Objectives	Accomplishments	Comments/additional detail
5A: Provide on-going professional development of faculty and staff	<ul style="list-style-type: none"> • Cisco Certified Networking Associate (CCNA) Instructor Training • Ms. Karleen Manuel, MITC Coordinator at the National campus visited Chuuk campus LRC on July 24-27, 2012 to provide assistance on MITC related matters and for photo and video shooting of the campus community for the college's website. • LRC Director Jennifer Hainrick traveled with MITC Coordinator Karleen Samuel to Kosrae from August 13-18 to provide assistance to Kosrae campus librarian 	<ul style="list-style-type: none"> • Electronic instructor, Gardner Edgar, enrolled in two Cisco Academy instructors training: CCNA Exploration 1 and CCNA Exploration 2. Instructor has successfully completed CCNA 1 on July 10, 2012. Currently, instructor is working on completing CCNA 2. Due to the great number of required assignments in the

	<p>with conversion of records to Library of Congress classification system, collection development, and for video and photo shooting activities with the campus community.</p> <ul style="list-style-type: none"> • LRC Director Jennifer Hainrick and Reference librarian Juvelina Rempis visited the Pohnpei campus library to provide assistance on collection development, acquisitions procedures, and Follett module training. • Chuuk LRC staff completed training on OPAC, EBSCO, PDL and other research tools to students from August 28 to September 6, 2012. 	<p>course, course instructor (Wayne Lewis of HCC) has provided an extension to complete all assignments. CCNA 2 is now expected to be completed on July 31, 2012.</p> <ul style="list-style-type: none"> ○ Due to the completion of CCNA 1, the college is now certified to offer CCNA Exploration 1. Upon successful completion of CCNA 2, its curriculum will be added to the college academy
5B: Recruit and retain qualified personnel to allow delivery of quality services	<ul style="list-style-type: none"> • An ad hoc committee is reviewing applications for the position of Math/Science instructor and English instructor. • The vacate position for Student Services Coordinator was finally been filled. • All faculty vacant position has been posted and will be filled. • Chuuk campus Dean position filled in September. • Pohnpei campus Dean position has not yet been filled. 	<ul style="list-style-type: none"> • One faculty member resigned to pursue post graduate degree.
5C: Update personnel policies and procedures to meet on-going human resources needs		

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

Objectives	Accomplishments	Comments/additional detail
6A: Enhance new and existing revenue resources to promote growth and increase cost effectiveness	<ul style="list-style-type: none"> • Chuuk Campus Instructors are doing free COMET preparation to students and non-students. 	<ul style="list-style-type: none"> • Roger Arnold has been doing free COMET preparation to students and non-students in math. He has recruited professor Higashi to be a COMET preparation instructor in essay-writing for about 25 students. Higashi does this every Thursday afternoon, 2:00-3:25 pm and Arnold at the same time but on every Tuesday.
6B: Diversify resources of the College	<ul style="list-style-type: none"> • Yap campus and FMI sharing resources with Dean of Yap overseeing both campuses. Detail of cost saving report will be in upcoming quarter report. 	
6C: Budgeting and resource allocation	<ul style="list-style-type: none"> • Congressional appropriation for agriculture classroom/CRE has been added onto the fund balance allocation to construct a dry litter pig pen at Kosrae Campus and other purposes related to agriculture instructional program. 	

<p>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</p>	<ul style="list-style-type: none"> A dry litter pig pen is being bid out to replace/relocate college livestock; this new method is health, environmental, and agriculturally sound. 	<ul style="list-style-type: none"> Dry litter pig pen will be constructed both in Kosrae and National campus for the agriculture program. Project is funded by USDA.
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Strategic goal 7: Build a partnering and service network for community, workforce and economic development

Objectives	Accomplishments	Comments/additional detail
<p>7A: Increase involvement of the community in college affairs</p>	<ul style="list-style-type: none"> During the week of July 2-6, the third part of the Strategic Learning Community library workshops was held in the MITC. The workshop covered topics on library websites, associations, Pacific Digital Library, and others. 	
<p>7B: Enhance and promote employment opportunities</p>		
<p>7C: Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities</p>	<ul style="list-style-type: none"> Chuuk Campus designated cleaning area on Weno. 	<ul style="list-style-type: none"> As part of the Proclamation by Chuuk Governor Mr. Johnson Elimo, COM-FSM Chuuk Campus will be cleaning part of Iras Village as its responsibility during the island wide cleaning on September 26, 2012.
<p>7D: Provide Cooperative Extension Services to the community</p>	<ul style="list-style-type: none"> July 30-Aug 6th; VPIA participated in CARIPAC's Experiential Learning Trip to CNMI and Guam. 	<ul style="list-style-type: none"> Agriculture students visited farms, the community colleges and University at both Guam and CNMI to have hands on learning about new aqua farming and other farming techniques.

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

Objectives	Accomplishments	Comments/additional detail
8A: Increase community involvement in college affairs	<ul style="list-style-type: none"> July 24th, VPIA and Chair of Education Professor Hallers met with Director of Kosrae State DOE to discuss teacher certification. 	<ul style="list-style-type: none"> Will need to check the definition of “residency” with Frankie or ALO. Will see if residency can mean national campus faculty teaching courses in Kosrae during the summer break. This needs to be clear before next board meeting.
8B: Cultivate respect for individual differences, and champion diversity		

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

Objectives	Accomplishments	Comments/additional detail
9A: Improve institutional assessment and evaluation	<ul style="list-style-type: none"> First week of August, Faculty workshop in authentic assessment, worksheet assessments 1-3 (monitory workshops). 90% of academic programs have submitted their assessment sheets 1 and 2 for fall 2012 to spring 2013. Posted on Wiki. October 2-5; VPIA attending workshop on student success and assessment in Orange County. 	<ul style="list-style-type: none"> See trip report for September 24 to October 5th trip.
9B: Integrate planning, evaluation and resource allocation for continuous improvement	<ul style="list-style-type: none"> Programs aligning budget allocation to assessment worksheets 1 and 2 of FY2014. 	
9C: Increase research and data driven decision making	<ul style="list-style-type: none"> Assessment plan or worksheet 2 turned in at beginning of semester (August) based on course level and program level assessments. 	
9D: Develop an integrated data system	<ul style="list-style-type: none"> Track Dat has been introduced by Management Team to be purchased for assessment data gathering. \$25,000 set aside for software. 	
9e: Enhance decision-making and communications at the college through implementation, monitoring and evaluation of the new governance policy and revised standing committee structure.	<ul style="list-style-type: none"> VPIA posted memo dated August 24th for assignment of standing committee membership. 	<ul style="list-style-type: none"> It is recommended that each division both academic and non-academic have monthly meeting so members of standing committees can share with peers what is going on in their perspective committees.