

FY13 First Quarter Performance Report (October - December)

College of Micronesia – FSM - Performance reporting form: Q1 2013

Department/Division/Campus:	Instructional Affairs	Period:	October 1st to December 31st, 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>LRC Quarterly Report (Oct-Dec 2012)</p> <p>Programs/Services</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;">CC</th> <th style="text-align: center;">KC</th> <th style="text-align: center;">NC</th> <th style="text-align: center;">PC</th> <th style="text-align: center;">YC</th> </tr> </thead> <tbody> <tr> <td>Patrons Usage</td> <td style="text-align: center;">10,433</td> <td style="text-align: center;">5,360</td> <td style="text-align: center;">67,201</td> <td style="text-align: center;">23,656</td> <td style="text-align: center;">5,685</td> </tr> <tr> <td>Reserved materials</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">526</td> <td style="text-align: center;">0</td> <td style="text-align: center;">66</td> </tr> <tr> <td>Materials circulated (all)</td> <td style="text-align: center;">572</td> <td style="text-align: center;">353</td> <td style="text-align: center;">2,962</td> <td style="text-align: center;">867</td> <td style="text-align: center;">2,490</td> </tr> <tr> <td>Visitors usage</td> <td style="text-align: center;">9</td> <td style="text-align: center;">0</td> <td style="text-align: center;">180</td> <td style="text-align: center;">15</td> <td style="text-align: center;">19</td> </tr> </tbody> </table> <p>LRC Computer Usage (Oct-Dec 2012)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;">CC</th> <th style="text-align: center;">KC</th> <th style="text-align: center;">NC</th> <th style="text-align: center;">PC</th> <th style="text-align: center;">YC</th> </tr> </thead> <tbody> <tr> <td>General</td> <td style="text-align: center;">2292</td> <td style="text-align: center;">1240</td> <td style="text-align: center;">6579</td> <td style="text-align: center;">3020</td> <td style="text-align: center;">1695</td> </tr> <tr> <td>Reference</td> <td style="text-align: center;">37</td> <td style="text-align: center;">2084</td> <td style="text-align: center;">11477</td> <td style="text-align: center;">0</td> <td style="text-align: center;">793</td> </tr> <tr> <td>Email</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">3381</td> <td style="text-align: center;">0</td> <td style="text-align: center;">532</td> </tr> <tr> <td>Technical Assistance</td> <td style="text-align: center;">35</td> <td style="text-align: center;">6</td> <td style="text-align: center;">178</td> <td style="text-align: center;">73</td> <td style="text-align: center;">48</td> </tr> </tbody> </table> <p>LRC Reference Encounters (Oct-Dec 2012)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">CC</th> <th style="text-align: center;">KC</th> <th style="text-align: center;">NC</th> <th style="text-align: center;">PC</th> <th style="text-align: center;">YC</th> </tr> </thead> <tbody> <tr> <td>Reference encounters</td> <td style="text-align: center;">6</td> <td style="text-align: center;">24</td> <td style="text-align: center;">223</td> <td style="text-align: center;">19</td> <td style="text-align: center;">77</td> </tr> </tbody> </table>		CC	KC	NC	PC	YC	Patrons Usage	10,433	5,360	67,201	23,656	5,685	Reserved materials	0	0	526	0	66	Materials circulated (all)	572	353	2,962	867	2,490	Visitors usage	9	0	180	15	19		CC	KC	NC	PC	YC	General	2292	1240	6579	3020	1695	Reference	37	2084	11477	0	793	Email	0	0	3381	0	532	Technical Assistance	35	6	178	73	48		CC	KC	NC	PC	YC	Reference encounters	6	24	223	19	77	
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	<p>1B. At Chuuk campus assigned and encouraged faculty members to participate in their committee meetings. Discouraged them from abandoning their committee assignment so not to establish a channel of easy way-out of committees.</p>																																																																									

1B: Make developmental courses an institutional priority	<ul style="list-style-type: none"> • Fall 2012, DAP conducted a pilot reading test with the new freshmen. • Campus Dean and Instructional Coordinator of Kosrae campus conducted one meeting with ACE faculty and SS specialist to determine ACE session 2 courses and resolve other issues. Consequently, conducted and completed ACE special add/drop for session 2. 	
1C: Enhance faculty involvement in the college	<ul style="list-style-type: none"> • November, COMET was administered at the state campuses. Joey Oducado went to Chuuk, Karen Simion to Yap and Mariana Ben Dereas to Kosrae. To save money for the college, Karen and Mariana administered test during site visit. • Faculty attended the Faculty/Staff regular monthly meetings. • Faculty participated campus wide meetings conducted by National Offices and Divisions. • November, mini-summits were held at the state campuses where faculty, staff and students were encouraged to participate in the assessment of the college mission, vision and strategic plans. 	<ul style="list-style-type: none"> •

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"> • When making schedule Chuuk, effort is taken to ensure that the terminal courses are not offered at the same time to prevent/reduce conflict of schedule for those who are graduating. Effort is also made not to schedule required courses at the same time to enable student to take them. The schedule is based on students' needs not instructors' convenient. • In Kosrae: Twenty-six new and continuing students participated in orientation session for National Campus transfer. <ul style="list-style-type: none"> ○ Five applications for Fall 2012 graduation were filed in the following majors: Liberal Arts, Electronic Technology, Electronics Engineering Technology, and Teacher Education. ○ Five applications were filed for change of major. 	
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. • All Chuuk Campus Committees have student representatives except the Staff Development Committee. This allows the students to participate in decision-making. During the All-Campus Meetings, the SBA is always given a slot to present what they want to share. • Student representatives participated in the mini-summits held at the state campuses, November. 	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	<ul style="list-style-type: none"> • December 06, turn over of grant - US Embassy Grant for Civic engagement. Especially in a course about NGO management. \$26,000 grant awarded to COM-FSM. 	<ul style="list-style-type: none"> ○ From Boston Massachusetts (USA). ○ NGO course is to be written by Social Science

objectives, including civic-mindedness and self-value	<ul style="list-style-type: none"> • Apprenticeship Mid-year report by Romino Victor, Apprenticeship Coordinator • Susan Guarin at Yap campus taught 26 students on locating and using reference sources and using OPAC. 	faculty in coordination with the US Embassy staff.
2D: Develop a student-friendly campus environment that encourages and enables students to be health conscious	<ul style="list-style-type: none"> • The college nurse has been very proactive in doing awareness and education programs on health issues such as sexually transmitted diseases, HIV aids, influenza and flu, diabetes, dengue fever and alcohol and substance abuse. 	

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"> • In Chuuk, the CRE Greenhouse was dismantled. Dismantling of a facility is not supposed to be an accomplishment, but it is in this case because it provides an adequate facility to support learning, and it saves money. With the presence of the greenhouse, the four classrooms in building C became unbearably very hot. The plan of action was to install 4 air conditioners. We believe that this will not be a sustainable practice. We presently do not have the money to purchase the air conditioners, and there is no additional revenue to cover the cost of the additional electricity these aircons would consume. • Maintenance completed the following projects: <ul style="list-style-type: none"> ○ Replaced floor for Computer Labs #11 & #12. ○ Repaired and maintenance of Classrooms #1-4, GEAR UP Office, and English Office. ○ Replaced Floor Tiles for Research Lab. ○ Replacement and painting of roofing for Building f (Classrooms #5,6,7). ○ Construction for the Upper Campus Entrance Gate Driveway. • Pending Work Order for Maintenance: <ul style="list-style-type: none"> ○ Mechanic and RAC Shops ○ Business/Bookstore ○ Security Post 1 ○ Concrete Drainage ○ Woodshop ○ 	3A.2.1. Cost estimate for these 5 projects were completed and forwarded to Director of Maintenance for consideration.
3B: Provide for maintenance and upkeep of grounds, facilities, and equipment	3B.1. 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 at all sites to continue providing quality service and facilities to the students, staff and faculty of the college.	Examples at Pohnpei campus: 3B.1.1. Continued maintaining buildings, A/C Systems, Maintenance of Vehicles, Plumbing

		and Electrical Systems with four (4) maintenance staff. 3B.1.2. Continued ground maintenance and Janitorial work in buildings with six (6) custodian staffs and one (1) utility worker. 3B.1.3. Shuttle buses are continuously ongoing between the two campuses. Transportation for SSC 117 is being provided as scheduled.
3C: Provide for a safe, secure and effective college environment	<ul style="list-style-type: none"> In Chuuk, December 06, 2012, with the assistance of Chief Security Warren Ching, the Chuuk Campus security recently completed a fire drill at the Chuuk Campus. It took approximately three minutes for all the buildings to be totally cleared. 	3C2.1. Number of Incidences reported by Campus is 10.

Strategic goal 4: Foster effective communication

Objectives	Accomplishments	Comments/additional detail
4A: Enhance communications pathways	<ul style="list-style-type: none"> All-Campus meetings were held on the first Tuesday of each month. The Chuuk Campus Community (CCC) met on October 02, November 06, and December 04, 2012 to both disseminate and gather information. Sometimes external stakeholders also participated. On November 09, 2012 Chuuk Visioning Mini-Summit was held. The external stakeholders learned about what are available at our Chuuk Campus. They also learned about what we are supposed to provide the citizens of FSM as stated in our Mission Statement. Both external and internal stakeholders reviewed the 9 goals. 	<ul style="list-style-type: none">
4B: Provide communications infrastructure to support communication pathways	<ul style="list-style-type: none"> Wireless users expand with more students bringing their personal laptops to use (state campuses) 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"> Worksheet #3: ChAWG Chairman revised the section called "Review of Performance" so that instructors may compare and contrast the instructional pre/post student mean scores to determine progress in learning. If they look only at the post-test scores, they may falsely conclude that there is student learning, and if they communicate such finding, they fail to enhance their ability to communicate effectively, and so they will be very ineffective in improving their teaching strategies. 	
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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"> LRC Director traveled to Salt Lake City, Utah the week of October 1-7, 2012 to present results of the FSM Connecting to Collections Grant survey at the American Association of State and Local History (AASLH) Annual Conference. Darsy Augustine was selected to participate in a Field Producer training in Marshall on December 3rd to 8th 2012, which was cancelled due to Typhoon Bora. Karleen Manuel Samuel was the recipient for Karen Peacock scholarship this year and participated at the Hawaii Library Association (HLA) conference in Maui, Hawaii on November 30-Dec. 1, 2012. She gave a presentation on the Pacific Digital Library project at the conference. Jayleen Kokis and Lucy Oducado attended the 22nd annual PIALA conference in Guam the week of November 13-16, 2012. Kokis was funded by LRC budget and Oducado by remaining funds from the C2C grant. Extension Agents attended a one day workshop/training conducted by two COM-FSM CRE Researchers, Dr. Verma and Dr. Muru on Sustainable Agriculture Best Practices and Technologies – at all state and national sites. 	
5B: Recruit and retain qualified personnel to allow delivery of quality services	<ul style="list-style-type: none"> Kosrae has 8 full-time instructors & 7 part-time instructors. 5 full-time instructors have overloads ranging from 3 - 16 contact hours per instructor. Pohnpei has 23 full-time instructors, 8 part-time instructors and 2 World Teach volunteers. 14 full-time instructors have overloads ranging from 3 - 9 contact hours per instructor. National has 43 full-time instructors, 10 part-time instructors and 1 Chinese lang. volunteer. 18 full-time instructors have overloads ranging from 3 - 12 contact hours per instructor. Chuuk has 17 full-time instructors and 4 part-time instructors. 4 full-time instructors have overloads ranging from 3 -12 contact hours per instructor. Yap has 5 full-time instructors and 13 part-time instructors. 3 full-time instructors have overloads ranging from 3 - 9 contact hours per instructor. <ul style="list-style-type: none"> Total = 96 full-time instructors. 44 full-time instructors have overloads. 46% 	<ul style="list-style-type: none"> One faculty member resigned to pursue postgraduate degree.

	<p>For Fall 2012 Hiring:</p> <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"> ○ Instructional divisions are working closely with HR to improve and fast-forward the hiring process. • DAP office released an advertisement on K-Press for part-time faculties. • Akius Herman was hired on December 3, 2012 for 6 months to assist Chuuk LRC and MITC staff. • Samuel A. Palik came on board December 14, 2012 on special contract to assist Kosrae campus librarian. • Paperwork for the Media Technician position at Chuuk campus LRC was approved and advertised. • 	
<p>5C: Update personnel policies and procedures to meet on-going human resources needs</p>	<ul style="list-style-type: none"> • HR and VPIA's office is reviewing sections on compensation of Divisions chairs and non-instructional duties. These will be shared with Deans and IC for further discussion and proposal to CAC if any changes will be proposed to the proper committee, groups and then Board. 	

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

Objectives	Accomplishments	Comments/additional detail
<p>6A: Enhance new and existing revenue resources to promote growth and increase cost effectiveness</p>	<ul style="list-style-type: none"> • As of December 20, 2012 the percentage of students that have been awarded Pell Grant was 86%. • December 06, \$26,350 for NGO curriculum that the Social Science Division at the National campus is working with the US Embassy. • December 06, CariPac stakeholder meeting - funding is designated for instruction, VPIA working closely with CRE to plan the use of the funding for Instructional development. • The LRC Non-academic Program Prioritization Review was prepared and submitted to the IRPO office in December. • Month of December, state campus joined the college community to sell raffle tickets for the 50/Plenty Raffle. • Strategies to improve cost effective methods in program/course offering will be explored and discussed during a retreat planned for the 17th of December by the T&T division 	

	(Pohnpei campus).	
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	<ul style="list-style-type: none"> • On going activities at the campus to support this objective. • Alignment of budget to performance. 	

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

Objectives	Accomplishments	Comments/additional detail
7A: Increase involvement of the community in college affairs	<ul style="list-style-type: none"> • Friday November 09, Chuuk Campus had its Visioning Mini-Summit from 12:00 PM to about 5:00 PM. About 80 people participated (External and Internal stakeholders). The summit had two breakout groups. One consisted of the external stakeholders and the SBA officers. This group responded to #1, 2, & 4. The other group consisted of the internal stakeholders (faculty and staffs), and the students. This group responded only to #1 & 2. <ul style="list-style-type: none"> ○ Breakout Session 1 SUMMARY: Where we are: A review of our Strategic Plan ○ Breakout Session 2 SUMMARY: Where we are: Mission Alignment ○ Breakout Session 4 SUMMARY: How well are we doing now? • November 15, Yap and FMI campus had their visioning mini-summit. As reported by Lourdes, there were over 180 participants from both internal and external stakeholders. She also reports that the governor of Yap state participated in the summit. Lourdes will send the summary of the breakout discussion thus far, these are what she reported. • November 20, Kosrea campus had its mini-summit on Tuesday (in the afternoon). There were over 80 participants from both the college and external community. Vice-President Frankie Harriss and Mariana Ben Dereas were in attendance. 	
7C: Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities	<ul style="list-style-type: none"> • Academic Programs this fall have begun to organize “Stakeholder” meetings. First initial meetings have begun this fall and more will come with recommendations for improvements of programs and how students will be more employable. • The office of the Director of Career and Technical education is working with public health and business division to offer courses as non-credit for in-service community. 	. October 23, Business Division had its first stakeholder meetings.
7D: Provide Cooperative	<ul style="list-style-type: none"> • On December 5, Youth-at Risk program graduated 21 drop out students who aspire to re- 	

Extension Services to the community	enter their respective high schools, obtain GED certificates and finish college degrees.. Meanwhile, 10 members of the Chuuk Women’s Council successfully met the requirements to complete sewing training on November 23. Interested women in Iras community are presently undergoing training in sewing, traditional and recyclable handicrafts for augmenting their family incomes.	
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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"> • MITC Tech Mr. Edson Asito repaired two surveyed computers to be donated to the Chuuk State Department of Public Safety. • Chuuk Campus Dean participated in the Caroline College and Pastoral Institute (CCPI) first graduation on December 11, 2012. • November 23rd, had follow-up meeting with Director of Kosrae to discuss certification issues. 	<ul style="list-style-type: none"> • Certification issue for Kosrae DOE will be again address after the accreditation report.
8B: Cultivate respect for individual differences, and champion diversity	<ul style="list-style-type: none"> • Diverse faculty and student population across sites. 	

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"> • In Chuuk, Mr. Alton Higashi, Chairman of ChAWG, has been providing training to Administration and Student Services personnel in program-level assessment (PLA), to faculty in “authentic assessment”, and is getting some instructors ready to complete their course-level assessment (CLA) projects this semester.” • WASC recommendation #4 recommends the identification and use of multiple methods of assessment practices of SLOs for all courses, programs and degrees. We at Chuuk Campus are doing: 1) pre / post testing, 2) the use of rubrics, 3) the use of portfolio. According to Dr. Mary Allen, “Assessment results will be more convincing if different assessment strategies triangulate to support the same conclusions.” • 90% of academic programs have submitted their assessment sheets 1 and 2 for fall 2012 to spring 2013. Posted on Wiki. 	<ul style="list-style-type: none"> • See trip report for September 24 to October 5th trip. • DAP outlined the assessment project for this fall, faculties reviewed some of the American Association of Colleges and Universities' VALUE rubrics and then completed a simple checklist during the workshop.

	<ul style="list-style-type: none"> • October 2-5; VPIA attending workshop on student success and assessment in Orange County. • October 25, DAP completed an ILO assessment workshop with faculties of the National and Pohnpei campus. • November 12-16, DAP visited Yap campus and FMI to do assessment workshop – authentic assessment and ILO assessment. • November 21-22, Short-term workshops for faculty and staff were conducted by VPIEQA in Accreditation. 	
9B: Integrate planning, evaluation and resource allocation for continuous improvement	<ul style="list-style-type: none"> • November 13, 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"> • November 13, before allocating the division and department budget, IRPO conducted a performance base workshop with Division chairs so that assessments align with resource allocation. 	
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. • All campus deans were involved in the planning discussion of the CCSSE and CCFSSSE conducted by Director of IRPO by conference call. 	
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"> • Campus deans are now part of the Mid-management team and the Executive Council. 	