FY13 First Quarter Performance Report
(October - December)

College of Micronesia – FSM - Performance reporting form

Department/Division/Campus:	IEQA	Period:	October 1st – December 31st, 2012

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
1A: Promote quality teaching and learning-centered behaviors and environments for the six campuses	[ALO/VPIEQA] conducted training on student learning outcomes (SLOs) assessment, authentic assessment, and proficiency on the ACCJC/WASC rubric on SLOs for Chuuk and Kosrae Campuses on October 20, 2012, and November 22, 2012 respectively. http://www.comfsm.fm/accreditation/2013/slo-report/VPIEQA-KSA-Trip-Report-23-NOV-12.pdf http://www.comfsm.fm/myShark/news/item=336/mod=00:53:50	
1C: Enhance faculty involvement in the college	IRPO had a budget update and training regarding the colleges FY 2014 Budget Preparation System(BPS) Access database. The purpose of the meeting was to update and train those who are selected to assist in inputting into the BPS. [ALO/VPIEQA] meet with faculty in Chuuk and Kosrae to encourage continued and improved faculty participation on college-wide committees.	The BPS update and training continues throughout the inputting process.

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	**IRPO** Published Fall 2012 student enrollment and achievement data: The enrollment and achievement data can be found at our website: http://www.comfsm.fm/irpo/ @ comfsm.fm/irpo under What's New.	

Objectives	Accomplishments	Comments/additional detail
2C: Promote timely college tenure and graduation of students with mastery of array of core learning objectives, including civic-mindedness and self-value		
2D: Develop a student-friendly campus environment that encourages and enables students to be health conscious		

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

Strategic goal 4: Foster effective communication

Objectives	Accomplishments	Comments/additional detail
4A: Enhance communications pathways	**[DCR]** Collected video footages of students from all campuses for use in the college's video production "Faces of COM-FSM: Transforming Lives." The footages were collected through the assistance of the MITC Coordinator Karleen Manuel Samuel. [ALO/VPIEQA] Work on the new strategic plan has involved a focus on communications, and a new communications policy is under college review for presentation to the BOR for approval.	
4B: Provide communications	[DCR] Developed procedures, forms and rationale for graphic design and print requests for use by office when	

infrastructure to support communication pathways	making requests to the DCR. This change is necessary since the DCR no longer has a printing budget. The procedures provide the guidelines for offices to use their own budget to print their productions with the DCR should they choose to use the printing services of DCR. **[IT]** IT continues to work toward improving the overall COM-FSM technology system. *Networks* Networks: IT is actively pursuing potential options to make existing networks faster and therefore services we offer more effective. Talks are underway with internet service providers for changes to the National campus link speed, the Pohnpei campus link type, the Kosrae campus link type, the Chuuk campus link type and the Yap campus link type. The link type change is to take advantage of DSL type technologies recently made available at these locations: DSL type technologies are better able to handle noisy copper lines used by our service provider that may reduce link speed in some cases. Negotiations for cost and details of the contracts are underway. Recent purchases of smart switches have improved IT's control capabilities on existing networks. Newer programmed smart switches allow for better monitoring of local network traffic, assisting IT staff in their efforts to decrease unwarranted types of traffic that may reduce network speeds and overall data packet capacity. Decreasing unwarranted types of traffic is necessary to maximize the sanctioned usage of bandwidth purchased from our service provider. *Wireless expansion project* Wireless expansion project update: All pilot project sites are functioning well. COM-FSM's wireless network community is growing. Our tracking data shows students and staff alike are increasingly making use of our wireless option for their network needs. IT is currently focusing on wireless network security, wireless network expansion at all locations where this pilot project has been successfully implemented. COM-FSM's Wireless network security that is currently in place allows us to limit maximum bandwidth usage per user, limitation of non-sanctioned bandwidth usage per user, authentication of authorized users, time limits for authorized users, and malicious code blockage. (in case a users device has a virus trying to infect the rest of our network). Since this is a pilot project, IT is also developing associated policy needed for this type of technology. Electronic Information Panel Project Electronic Information Panel Project: This effort included first steps on tasks identified in SIS Phase III, as well as serving as a test bed for a potential information sharing medium. The panel incorporates data from the Campus News forms sourced in the SIS backend database. Work done	

by IT has allowed for DCR as well as trained campus representatives at each campus to be able to supply news and information for dissemination to their students through the myShark website portal and these Information Panels. DCR was given the capability to post news directly since December of last year, state campus representatives capability was ready in Feb. 2012, but not deployed until Aug. 2012 post training by IT. Additional panel systems on order have recently arrived and IT staff will soon be installing at least one panel system at each site.

*The panels display class schedule, current time, and pictures and live news postings inclusive of emergency information.

WebSite
WebSite improvements efforts continue. IT continues collaboration efforts different units to accommodate website updates and relevancy. The effort is to further improve the website by improving the speed and accuracy of news content from our sites to their constituents as well as to a broader audience.   The website has been moved to a CMS, the college is currently running the COM-FSM website on drupal version 6. We cannot go up to version 7 because the PHP version used on the www server is at 5.1, drupal 7 requires PHP 5.2 or higher. Upgrading to PHP 5.2 breaks our current webmail application, we are seeking an alternative webmail application.

SIS Developments
SIS Developments: The progress on work towards the goals of the COM-FSM SIS phase III contract continues. As mentioned in the accreditation report, the SIS is a step in the right direction and has allowed for many positives for the COM-FSM, but they encourage us to continue the efforts.

As per the terms of the contract no. ct11-0459/enc11.0401 and as specified in the details of the SIS phase III contract, the following is an update of work done so far:

1.	The Migration of the MySQL database server to new faster hardware is now 100% complete. The previous system has been switched off; the full migration was a big task and was

successful.
2.	Campus-managed announcement and news items for display in the COM-FSM myShark portal and other locations such as the COM-FSM web site and information panels is progressing on schedule. 99% complete but not in production yet.
3.	 Online Registration efforts continue.
   - implementation planning (procedural changes and policy development) 50%
   - software development 40%

4.   E-Mail distribution by campus or other grouping work is 90% complete, currently stalled
   - to be used for sending emergency notices or other high-priority messages

5.   Course schedule planning and projection (work in progress)

6.   Wait-listing capabilities (work in progress)
   - implementation planning (procedural change and policy development)
      - software development to follow

IT is expecting the first trial run of the online registration modification capability for the SIS in April of 2013.

Others:

IT has been working with the management team on a Policy Draft regarding making the online version the official college catalog, the policy is being reviewed. The issue driving this effort is an attempt to be able to show changes to the catalog in a more timely manner as well as potentially save on printing cost. This does not exclude the possibility of a printed catalog, simply stating the online version as the official one. Currently we have both, print and online but the print is the official version.

IT is also working closely with Academic programs for classroom technology training for faculty. Session in January is to go over e-mail usage and website usage for faculty to be used for their instructional purposes.

IRPOSurvey
 IRPO conducted the Fall 2012 Graduation Exit Survey on December 19, 2012: The surveys were handed out during the graduation rehersal. For any information or analysis needed, feel free to contact IRPO via email: rschplanning@comfsm.fm

 Quarterly Report
o Fourth quarter 2012 Quarterly Report prepared and submitted

Fall Semester 2012
o Initial Data prepared and placed on college website and transmitted to appropriate staff and committee

Highlights posted on college website

[DCR]
Instead of identifying English instructors who will work with their students to contribute news stories for the college website, the DCR has worked with program and office heads from all campuses to contribute news stories at a regular basis. A master list of all content providers along with news story ideas and deadlines was compiled by the DCR. We are now receiving regular news feeds from all campuses except for Pohnpei Campus. DCR director will visit Pohnpei Campus to resolve this issue

Identified and submitted to Webmaster the names of all program and office staff who will be granted access to post directly to the website. Contact information for all identified staff is available with the Webmaster and the DCR Director. Staff from Yap and Kosrae campuses have attempted to post information to the website directly. The DCR Director and the webmaster is helping the campus staff put their upload training to practical use.

[DCR]
Website content update: The DCR is now publishing at least one news story item to the college website per week. As well, we are now directly uploading photos to the electronic information

bulletins as well as uploading news stories and photos to the website.

Developed the following publications:
- Writing Center poster
- Advertisement poster for Languages and Literature instructors
- Letter head and envelope layout for Social Science Divison
- Shuttle service poster
- Telecom Directory Ad
- Designed raffle tickets for visioning summit
- Layout and publish the electronic version of the catalog
- Publish all Student Services schedules to the the online calendar

Conducted photo shoots at the following locations and groups:
- Peer Guide Students of Pohnpei Campus

	• Sudents at Pohnpei Campus • Students at National Campus • Registarion • U.S. Ambassador visit to National Campus	
4C: Enhance the college community's ability to communicate effectively	[DCR] Met with Pohnpei Campus Instructional Coordinator and trained her on how to contribute news stories, announcements, and schedule of events and activities to the website. [DCR] Issue auto emails on Thursdays, send follow up emails on Fridays, and make make telephone calls to public information staff from FSM and Pohnpei offices and groups to generate information updates from the community. Regardless of the automated information requests, the follow-up emails and calls to the public information staff, information sharing from the public information staff is still irregular. This calls for a revisit to all public information staff to promote the mutual benefit of sharing information between offices and agencies. [DCR] Attended White Ribbon campaign meeting on behalf of the college and mobilized the college's participation in the walk around Pohnpei. The White Ribbon campaign is a campaign against all forms of violence against women. The college provided its two buses for use during the event on November 24, 2012 on Pohnpei. More than 50 COM- FSM students participated in the walk around Pohnpei to promote the White Ribbon campaign. About 5 COM- FSM faculty/staff also took part in the event. [DCR] Secured at least two forum lectures per month. The forum lectures are opportunities for the college's external stakeholders to contribute to the information exchanges within the college. [DCR]Collaborated with FSM President's PIO to develop a press release pertaining to funding support to the college. [DCR] Developed and sent to all campuses a radio advertisement for the 50/Plenty raffle [DCR]Met with Pohnpei Governor's Protocol Officer to improve communication between the governor's office and the college. Trained the protocol officer on how to use Google Calendar to manage his schedules. The protocol officer now shares his schedules with the DCR using Google Calendar. [DCR] Held negotiation with Pohnpei's public radio station to air the college's 50/Plenty radio advertisement. The manager agreed to charge the college 34% less than what they normally charge	

for advertisements.

[DCR] Published the print and electronic editions of the COM-FSM Sharks Newsletter /(http://www.comfsm.fm/?q=publications).

[DCR] Provided photo coverage for the following:
- 56th Commencement Exercises
- Wood Chipper donation by Japanese Embassy
- Rotary Club
- Dr. Womack's Class at Palikir Elementary
- Ringlen's Farewell Dinner
- Spensin James Funeral
- Fire Drill
- World Diabetes Day
- World Aids Day
- College Fair

[DCR] Graphic Designs (Posters/Fliers)
- All Campus Meeting Poster

- Updating Website Flag Photos
- Updating Screen Pannel Photos
- Forum Lecture on Health Career Announcement Flier
- Forum Lecture BOFSM Announcement Poster
- Designed a Newspaper Ad for part time instructors
- World Diabetes Day Poster and Program Flier
- Christmas Card Design Contest Poster
- Christmas Cards For Sale Announcement Poster
- Designing of 50/ Plenty Announcement Poster
- Designing of 50/ Plenty Tickets for each Campuses
- Record, Collect 50/Plenty Ticket Sales
- Cutting and Arranging of 50/Plenty Tickets, mailing to state campuses
- World Aids Day Poster and Program Flier

[DCR] Published editions of the COM-FSM Sharks Newsletter volume 5 issues 10 and 11. The newsletter will now be available exclusively online.

[DCR] Administrative Specialist attended a short course training in Photography at the University

	of Hawaii to improve his photo taking skills.	

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	[IRPO] conducted budget training. http://www.comfsm.fm/accreditation/2013/midterm-report/IRPO_trip_report_campus_visits_2012.pdf [ALO/VPIEQA] conducted training on student learning outcomes (SLOs) assessment, authentic assessment, and proficiency on the ACCJC/WASC rubric on SLOs for Chuuk and Kosrae Campuses on October 20, 2012, and November 22, 2012 respectively. http://www.comfsm.fm/accreditation/2013/slo-report/VPIEQA-KSA-Trip-Report-23-NOV-12.pdf http://www.comfsm.fm/myShark/news/item=336/mod=00:53:50	
5B: Recruit and retain qualified personnel to allow delivery of quality services		
5C: Update personnel policies and procedures to meet on-going human resources needs	[ALO/VPIEQA] is working with Campus Deans and the HR Director to ensure all part-time faculty are being evaluated each semester at each campus to meet an accreditation concern this was not occurring regularly, as it should, per HR policy.	

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	[DCR] Recruited four work study students to help the DCR staff update the contact information all donors to the college as well as the college alumni. [DCR] Developed a college-wide fundraising campaign called the 50/Plenty.	

Collections Summary:

Campus	Total	Expenses (Prizes)	Net
Kosrae	648	324	324
Pohnpei	206	103	103
National	1407	1407	1407
Chuuk	303	151.5	151.5
Yap	1120	560	560
		Total:	**1842**

6B: Diversify resources of the College	

6C: Budgeting and resource allocation	[DCR] Collaborated with IRPO and IT for the development of the FY2014 budget.
	
	[IRPO]
	  Development of College budget process is currently on-going.
	  Created Budget allocations and reviewed submitted budgets against the budget allocation levels.
	  Reviewed Divisions and Office FY 2014 budget worksheets.

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

Objectives	Accomplishments	Comments/additional detail
7A: Increase involvement of	**[DCR]**	

the community in college affairs	Organized three Forum Lectures for the college involving the following groups and agencies: IOM, Soup Kitchen, Fisheries Commission, and Pohnpei Public Health Developed with the LRC director a ceremony honoring the late Dr. Lois Englberger's collection which was donated to the college by her husband. **[IRPO]** IRPO Staff Mr. Francis Alex is now a member of the Staff Development Committee and have been selected as Vice Chair. Updates on the Staff Development Committee: ● Reviewed and revised Staff Development 'terms of reference' ● Committee members reveiw and approved 2 applications last month (December 2012); 2 more applications to be reveiwed, pending for next meeting	
7B: Enhance and promote employment opportunities		
7C: Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities	**[IRPO]** **Assessment Coordinator** Submitted personnel requisition for Assessment Coordinator. **Tracdat** Prepared and submitted purchase order for Assessment software. **Prioritizing Non-Academic Programs** The data collection process has been initiated.	

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	**[IRPO]** IRPO Director met with Ringlen Ringlen-VPSS and Student Services staff on developing department's Education Master Plan.	

Objectives	Accomplishments	Comments/additional detail
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	**[ALO/VPIEQA]** Established a college wiki page for IEQA where mission, goals, and IEQA department assessments are housed. http://wiki.comfsm.fm/index.php?title=Non-Academic_Programs/Institutional_Effectiveness_%26_Quality_Assurance All other IEQA offices: ODCR, IRPO, and ITO also have their assessments on the college wiki as evidence of assessment for continuous quality improvement http://wiki.comfsm.fm/Non-Academic_Programs ALO also required all academic and all non-academic programs place their assessment worksheets on the college wiki http://wiki.comfsm.fm/Non-Academic_Programs http://wiki.comfsm.fm/Academic_Programs **[DCR]** Updated and posted all assessment worksheets since 2008 to the wiki (http://wiki.comfsm.fm/index.php?title=Non-Academic_Programs/Institutional_Effectiveness_%26_Quality_Assurance/Development_and_Community_Relations).	
9B: Integrate planning, evaluation and resource allocation for continuous improvement	**[ALO/VPIEQA]** is leading a strategic planning working group as a co-chair with VPIA, a subgroup of the newly formed Executive Committee. **[IRPO]** **Integrated Educational Master Plan** o Provided framework for developing the narrative for the IEMP (writing of narra in progress) o Facilitated developing a standalone student services component for the IEMP **Strategic Planning** o Facilitated development of draft mission statement for review by college	

	stakeholders	
9C: Increase research and data driven decision making	**[IRPO]** Fullfilled 30 data requests from various college divisions and offices and 5 data requests from external agencies and offices. Prepared and submitted IPEDS data surveys for Fall 2012: Institutional Characteristics Twelve month enrollment Completions for 2011 Initiated review of Winter and Spring 2013 IPEDS survey **Community College Survey of Student Engagement (CCSSE) and Community College Faculty Survey of Student Engagement (CCFSSE)** Coordinated college registration and initial preparation for participation in CCSSE CCFSSE in spring 2013 including review of webinar and initial meeting with survey administrators Note: CCSSE and CCFSSE are US national survey of student engagement and will allow comparison of COM-FSM with community college across the US. Completed College data input into the Fall 2012 IPEDS Survey. Conducted focus groups at the State campuses on student registration and advising.	A full report will be established by IRPO very soon.
9e: Enhance decision making and communications at the college through implementation, monitoring and evaluation of the new governance policy and revised standing committee structure.	**[IRPO]** Monitored compliance of Sponsored Programs' purchase orders with their policies and regulations.	