

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Assessment Committee Meeting WORKING
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Date:	Time:	Location:
04/09/10	1:00pm-2:00 pm	Presidents Conference Room

Members Present/Absent:			
Titles/Reps	Name	Present	Absent
Director, IRPO	Jimmy Hicks	X	
Director, Academic Program.	Karen Simion	X	
Director, VCCE	Grilly Jack	X	
Chuuk Campus IC	Alton Higashi		x
Kosrae Campus IC	Nena Mike		X
Pohnpei Campus IC	Maria Dison	X	
Yap Campus IC	Jon Berger		X
FSM FMI IC	<i>Kasiano Paul</i>		X
Faculty Staff/ Senate Rep	Joseph Saimon	X	
Faculty Staff/ Senate Rep	Faustino Yarofaisug		X
Faculty Staff/ Senate Rep	Frankie Harris		X
Faculty Staff/ Senate Rep	Gardner Edgar		X
Faculty Staff/ Senate Rep	Marlo Gorospe		X
Faculty Staff/ Senate Rep	Skipper Ittu		X
Registrar	Joey Oducado		X
Student Services Rep	Reedson Abraham		X
Administrative Services Rep	Gordon Segal	X	
CRE Rep	Jackson Phillip	X	

Additional Attendees:	Raleigh Welly (recorder)
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> • Review of state campus performance budget for 2011 • March 26, 2010 Assessment Committee Minutes

Discussion of Agenda/Information Sharing:
<ul style="list-style-type: none"> • March 26, 2010 Assessment Committee Minutes <ul style="list-style-type: none"> • Minutes were discussed and approved • Review of state campus performance budget for 2011 <ul style="list-style-type: none"> • Yap campus's 2011 performance budget was selected for review by the committee. Like other performance budgets that were reviewed, the main discussions focused on how to better improve the performance budget to be more SMART/er objectives. Comments and recommendations were provided by the committee members. Please see the attachment for the comments and recommendations provided by the committee members.

Comments/Upcoming Meeting Date & Time/Etc.:
<ul style="list-style-type: none"> ▪ April 23, 2010 <ul style="list-style-type: none"> ○ VOIP and Elluminate were available to during the meeting

Handouts/Documents Referenced:
<ul style="list-style-type: none"> ▪ 03/26/10 Assessment Committee Minutes ▪ COM-FSM 2011 Compiled Performance Budget

Prepared by:	Raleigh Welly & Jimmy Hicks	Date Distributed:	4/23/2010
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Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			

College of Micronesia - FSM
PERFORMANCE-BASED BUDGET

Campus/Department/Office/Program
 Yap Campus Director's Office

Fiscal Year
 2011

Sheet 1 of 3

Strategic Focus (strategic goal)	Key Result / Output (Measure)	SMART Objective/outcome + strategies/activities (from IAP worksheet #1)	Comments
<ol style="list-style-type: none"> 1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively. 2. Provide institutional support to foster student success and satisfaction. 3. Create an adequate, healthy, and functional learning and working environment. 4. Foster effective communication. 5. Invest in sufficient, qualified, and effective human resources. 6. Ensure sufficient and well-managed fiscal resources that maintain financial stability. 7. Build a partnering and service network for community, workforce, and economic development. 8. Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity. 9. Enhance decision making and 	<p>Instructional Assessment Data</p> <p>Retention Rate</p> <p>Facility Status Report</p> <p>IT Status Data</p>	<p><u>Objective 1:</u> The main focus for Yap Campus this year will be to increase by 5% recruitment and retention rates. All units on campus will be providing services in support of this goal. The campus director's office shall provide overall direction, management, and coordination of services to ensure that this goal is achieved by:</p> <p><u>Strategies:</u></p> <ol style="list-style-type: none"> 1) Provide quality instructions that are student-centered to achieve student learning outcomes; [increased student success rate] 2) Provide student support services that foster student success. [retention rates] 3. provide adequate and functional facilities that are conducive to learning and working and that cultivate quality instructions; [facilities meet accreditation standards] 4. Improve communications within and outside the campus by providing efficient communication infrastructure to support student learning and work productivity. 	<p>Straight forward, easy to follow,</p> <p>Outputs look like sources. Instructional assessment data is a data source not an output or result.</p>

<p>communications at the college through implementation, monitoring, and evaluation of the new governance policy and revised standing committee structure.</p>	<p>Yap Campus Personnel List</p> <p>Financial Statements</p> <p>Meeting minutes enrollment Rate</p> <p>Committee Minutes</p>	<ol style="list-style-type: none"> 5. Recruit qualified personnel (meeting minimum qualifications) and ensure yearly performance evaluations for instructional, student services, and administration; [recruitment of qualified personnel] 6. provide fiscal management to ensure that quality services are provided within the allocated resources available; [end fiscal year with a positive fund balance] 7. Promote college programs and services through linkages and partnership with community groups and organizations. [increased enrollment] 8. Encourage participation of campus students, faculty, and staff in standing committees, etc., to foster better & effective communication, especially in the formulation of policies; [active participation = effective communication] 9. Provide management, support, and oversight of all campus units to ensure that all objectives for FY 2011 are achieved; [management & assessment] 	
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	Assessment Data for all campus units (Campus Dir. Office, LRC, SS, Instructional, Maintenance & Security, Fiscal Office, IT)		
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College of Micronesia - FSM
PERFORMANCE-BASED BUDGET

Campus/Department/Office/Program Yap Campus, Fiscal Office	Fiscal Year 2011	Sheet 1 of 3
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Strategic Focus (strategic goal)	Key Result / Output (Measure)	SMART Objective/outcome + strategies/activities (from IAP worksheet #1)	Comments
<p>Goal #6 Ensure sufficient and well managed fiscal resources that maintain financial stability.</p> <p>Goal #9 Provide for continuous improvement of programs, services and college environment.</p>	SIS – student accounts	<p><u>Objective 1: Improve and maintain 100% accurate and updated students' accounts utilizing only the SIS system by:</u></p> <p><u>Strategies:</u></p> <ul style="list-style-type: none"> a) Updating all student accounts in SIS from now back to year 2004, b) Distributing statements to all students each semester at the end of 3rd week of instruction. c) Requesting pell refunds for students within 1 week after receipt of Pell Transfers from Financial Aid Office. d) Disburse pell refund checks within 2 weeks after receipt of checks from Business Office at national campus. 	<p>100% accuracy needs to be defined as initial accuracy on input and when complete accuracy is achieved.</p> <p>As an example, on the first day of registrations, it is found that there were 3% data entry errors. When can these errors be corrected.</p> <p>Strategies geneally good, match overall strategy under director's office.</p>

	<p>Financial Statements for Yap Campus and bookstore, Yap Campus Fund Balance</p>	<p><u>Objective 2:</u> Improve and maintain revenue, expenditures and budgetary control account of all operations of Yap Campus to ensure fiscal stability by:</p> <p><u>Strategies:</u></p> <ul style="list-style-type: none"> a) Review, assign account numbers, and post all purchase orders within 1 day after receipt and submit to business office for certification. b) Complete and submit to business office receiving reports of orders received within 2 days of receiving goods. c) Post and update daily transactions for the Campus Imprest Account, and request for replenishment by the first working day of the next month. d) Verify, post, and update all transactions for the campus bookstore relating to purchase and sales (POS database) on a monthly basis. e) Improve and maintain a complete and accurate inventory of assets for Yap Campus at least 2 days after submission of each receiving report to Business Office. f) Verify, post, and update all transactions, including receivables, payables, collections, Pell transfers, and other grant transfers and reconcile with State Campus Accountant on a monthly basis. g) Prepare and submit to Campus Director, Instructional Coordinator, and Student Services Coordinator a monthly financial statement by end of first week of each month. [financial statement shall include revenues, expenditures, and balance] 	<p>Objective OK, might be reduced to two or three strategies to focus on for improvement while keeping other activities at the current level.</p>
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College of Micronesia - FSM PERFORMANCE-BASED BUDGET
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Campus/Department/Office/Program Yap Campus, Student Services	2011Fiscal Year	Sheet 1 of 3
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Strategic Focus (strategic goal)	Key Result / Output (Measure)	SMART Objective/outcome + strategies/activities (from IAP worksheet #1)	Comments
<p>Strategic Goal # 2: Provide institutional support to foster student success and satisfaction.</p> <p>Strategic Goal #9: Provide for continuous improvement of programs, services and college environment.</p>	<p>Enrollment Figures for FY 2010 & 2011</p>	<p><u>Objective 1:</u> Continue to increase enrollment by 5% through development and implementation of enrollment management plan.</p> <ul style="list-style-type: none"> • To increase the number of YHS graduates / test takers who enroll in fall at Yap Campus by 5%. (Fall 2008, only 31 (23%) YHS graduates out of 135 enrolled; For Fall 2009, 45 (31%) out of 146 YHS test takers are enrolled. <ul style="list-style-type: none"> ○ 2 recruitment activities with YHS seniors ○ Work closely with YHS counselors to promote COM-FSM ○ Work closely with Yap UB ○ Developed materials will be used in all campus recruitment efforts • To increase the number of non-traditional students enrolled by 5%. [Fall 2009 – 48 non-traditional students (DOE teachers & DHS Health Assistants 	<p>Good.</p>

		<p>enrolled]</p> <ul style="list-style-type: none"> ○ Hold 4 orientation sessions with government agencies and private organizations. ○ Radio talkshow “Island Chat” and announcements 	
	<p>Retention Rates GPA’s of Certificate Students by semester</p>	<p><u>Objective 2:</u> Increase retention rate by 5% through enhanced counseling, tutoring program, and campus life activities. [Retention Rate: Fall 2008 = 55%; Fall 2009 = 53%]</p> <ul style="list-style-type: none"> ● Provide better student services through counseling, tutoring, and extracurricular activities. ○ Improve the tutoring program through collaborative team efforts of faculty and student services staff and tutors to work toward achieving 25% success rate of all certificate students who receive tutoring will end the semester with a GPA equal to or greater than 2.0 ○ Require that all certificate level students to participate in the 	

		<p>tutoring program.</p> <ul style="list-style-type: none"> ○ Improve academic counseling by faculty/advisors to encourage students to enroll in degree programs and graduate. ○ Plan and schedule more student activities in sports, cultural, and clubs. 	
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College of Micronesia – FSM
PERFORMANCE-BASED BUDGET

Campus/Department/Office/Program YAP CAMPUS LRC	Fiscal Year 2011	Sheet 1 of 2
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Strategic Focus (strategic goal)	Key Result / Output (Measure)	SMART Objective/outcome + strategies/activities (from IAP worksheet #1)	
<p>#1 Promote learning and support for knowledge, skills, creativity, intellect, and abilities to seek and analyse information and to communicate effectively.</p> <p>#2 Provide institutional support to foster student success and satisfaction</p> <p>#9 Provide continuous improvement of programs, services, and college environment</p>	<p>library collection Reports (Follett software to support cataloguing, circulation inventory, and reports)</p>	<p>Objective 1: To increase library collection by 2% through purchase, gift or exchange to meet increasing needs and demands of users. [collection is decreased this year due to limited space available]</p> <p><u>Strategies:</u></p> <ol style="list-style-type: none"> 1. Purchase of materials in various formats, with emphasis on materials published in the last three years. 2. Increase Pacific collection by 2%. [current collection now is 695] 3. Increase periodical subscription by 5%. [23 current subscription now] 4. Tap agencies or organizations for free and relevant publications. 5. Interlibrary loan. 	<p>Objective is an output. Might focus on student satisfaction, student use, instructor use (items that impact retention and/or student learning.</p>

	Library Usage Reports	<p>Objective 2: To increase library usage by 3% by continuous collaboration with faculty and library orientation and proactive library services and activities.</p> <p><u>Strategies:</u></p> <ol style="list-style-type: none"> 1. Collaborate with faculty regarding the use of library resources for class work and assignments. 2. Continue conducting library orientation to at least 75 % of ESL and EN classes. 3. Work with Student Services Staff to assist with the tutoring program by conducting library orientation to tutors, provide tutors with list of resource materials available, and provide other resource materials. 4. Conduct library promotional activities to entice students to use the library more. 	Why do you want to increase library usage?
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Strategic Focus (strategic	Key Result / Output (Measure)	SMART Objective/outcome + strategies/activities	Comments
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goal)		(from IAP worksheet #1)	
<p># 1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyse information and to communicate effectively.</p> <p>#9. Provide for continuous improvement of programs, services and college environment.</p>	<p>Post test scores</p>	<p><u>Objective 1:</u> Continue to increase Post-test scores by 3% through development and implementation of academic success plan.</p> <p><u>Strategies:</u></p> <ul style="list-style-type: none"> • Increase the scores of post-tests by 3%. For the 2009 school year, post-test scores averaged a 24.4 point increase from pre-tests. <ul style="list-style-type: none"> ○ Instructors encourage use of tutors ○ Recognize and celebrate student success 	<p>Not focused on SLOs. Is pre/post addressing SLOs?</p> <p>Strategies are good, but might be written to be more measureable.</p>
	<p>Retention Rate</p>	<p><u>Objective 2:</u> Continue to increase retention rate by 5% overall in all classes. [Retention Rate: Fall 2008 = 55%; Fall 2009 = 53%]</p> <p><u>Strategies:</u></p> <ul style="list-style-type: none"> • Instructor identifies students “at-risk” in his/her class <ul style="list-style-type: none"> ○ Students with poor attendance ○ Students with poor grades on coursework ○ Students with family issues • Counsel “at-risk” students <ul style="list-style-type: none"> ○ Instructor counsels students 	<p>Good.</p>

		<p>first</p> <ul style="list-style-type: none"> ○ If student still at-risk, then student meets with Chair of department 	
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College of Micronesia - FSM PERFORMANCE-BASED BUDGET	Campus/Department/Office/Program Yap Campus IT	Fiscal Year 2011	Sheet 1 of 2
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Strategic Focus (strategic goal)	Key Result / Output (Measure)	SMART Objective/outcome + strategies/activities (from IAP worksheet #1)	
#4, Foster effective communication. #9 Provide for continuous improvement of programs, services and college environment.	Improved communication pathways, well maintained & functional IT equipment	Objective 1: to continue to implement an IT maintenance plan by: Strategies: <ul style="list-style-type: none"> a) Provide maintenance to all IT hardware and software by building every 3 weeks. In FY 2011, there will be a total of 7 buildings. [96 computer systems – FY 2010] b) Continue to update the IT inventory and plan for replacement of hardware or software when needed. [IT Inventory, Replacement Plan] c) Participate in trainings (online or face to face) to upgrade skills and knowledge in computer repairs and networking. 	
	Network usage Increased connectivity	Objective 2: to improve connectivity by lowering network usage from 75% to 60% by: Strategies:	

		<ul style="list-style-type: none">○ Block all users from accessing social networks from 8 am – 3 pm○ Avail social network accessibility daily only from 3 – 4 pm○ Increase up to 80% the number of computers with the capability to run win updates from the local server○ Remove all unnecessary software from all computers including students' laptops.	
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