

College of Micronesia – FSM - Performance reporting form

Department/Division/Campus:	Student Services	Period:	4th Quarter 2011 (July 01, 2011 to September 30, 2011)
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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
1A: Promote quality teaching and learning-centered behaviors and environments for the six campuses	N/A	
1B: Make developmental courses an institutional priority	N/A	
1C: Enhance faculty involvement in the college	N/A	

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	[OARR] Fall 2011 Enrollment Statistics In headcount, registered credits, and FTE distributed by campus <table><tr><th>Campus</th><th>Headcount</th><th>Credits</th><th>FTE</th></tr><tr><td>National</td><td>1,088</td><td>13,576.0</td><td>1,131.33</td></tr><tr><td>Pohnpei</td><td>845</td><td>9,243.5</td><td>770.29</td></tr><tr><td>Chuuk</td><td>493</td><td>5,953.0</td><td>496.08</td></tr><tr><td>Kosrae</td><td>261</td><td>2,679.5</td><td>223.29</td></tr><tr><td>Yap</td><td>228</td><td>2,691.0</td><td>224.25</td></tr><tr><td>TOTAL</td><td>2,915</td><td>34,143.0</td><td>2,845.25</td></tr></table> [OARR] Created 395 student paper record files, and issued 44 enrollment	Campus	Headcount	Credits	FTE	National	1,088	13,576.0	1,131.33	Pohnpei	845	9,243.5	770.29	Chuuk	493	5,953.0	496.08	Kosrae	261	2,679.5	223.29	Yap	228	2,691.0	224.25	TOTAL	2,915	34,143.0	2,845.25	
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certificates to support scholarship applications for FSM social security system.

STUDENT LIFE

Director's Office

- continued to chair/attend meetings of various committees a member of.
- participated in a survey on hypertension conducted by a former student who is currently attended the USP.
- assisted and accompanied personnel from the College of the Marshall Islands who was interested to learn on how we operate our residence halls.
- participated in the planning and organization of the Orientation Program for our new and transfer students for Fall 2011.
- attended the Google Doc Training Program.
- continued to attend to complains from students using the Student Complain Process.
- continued to collaborate with dorm staff and RAs regarding the operation of the dormitories.
- initiate and took the leadership role in organizing a working group which is now active in the monthly inspection of the dormitories.
- organized and conducted a very important meeting with two groups of students along with their advisors regarding a specific incident.
- scheduled and participated in a joint meeting with all dorm students along with Chief Security, KSO Advisor, Dorm staff in which we discussed and reminded them on the most critical campus and dorm policies.
- continued to work closely with key staff to monitor the progress of work.

Residence Halls

- assisted in the Orientation Program mainly to discuss the dorm policies and procedures.
- continued to enforce all policies.
- assisted the new and transfer students to move into the dormitories.
- revised the three (3) shifts of operation at the dormitories to reflect concerns raised.
- attended Student Life monthly meetings.
- participated in the CPR Training provided by the US Naval Personnel/staff.
- continued supervising and participated in the dorm inspection required for dorm staff and RAs.
- assisted in the overall inspection of the dorms by the working group.
- assisted and accompanied to all Education Conference participants who were interested to stay in the dorms.
- continued to provide transportation and other assistance to support dorm students activities and programs.
- continued to advise dorm students.

	<u>Chuuk Campus clinic:</u> • Continued to assist & maintain a daily health care service to the college's community. • Contacted & communicated with physician then, referred 12 students to the Chuuk Hospital, 10 for the Dental Clinic, & 1 for Public Health for further evaluation and treatment • Maintained & updated office/clinical documents/files for students, staff, & faculty. • Promoted & provided an office/clinical presentation to the freshman students during the orientation week. • Assisted the Student Service Staff during the registration process. • Assigned /Assisted also (re-enforce policy) in control of Drug & Alcohol Policy with 228 students signed the form. • Provided & assisted 34 student's medical record form related to their class activity. • Collaborate with Public Health Professional and a physician to provide a quality of healthcare to the students. • Provided instructions on basic practical nursing care to 29 students from the AHEC Health Class. • Provided / Assisted with 4 students regarding their Artwork winner (for Activity on World Hypertension & Diabetes Day) for Fall semester. • On the Sept 06, 2011 did a presentation on Influenza (FLU Symptoms). A total of 90+ students and 4 staff participated in the presentation. • Sept 19, 2011 collaborated with peer educator to do an awareness & education on the Chlamydia Campaign and treatments on campus. With 150 students and staff and faculty treated.	
2B: Become more student-centered in the development of specific college system policies and procedures	N/A	

2C: Promote timely college tenure and graduation of students with mastery of array of core learning objectives, including civic-mindedness and self-value

OARR received the following number of applicants for end-of Fall 2011 graduation, college-wide:

N=199

Campus	TYC	AA/AS/AAS	CA
National	21	104	12
Pohnpei		11	20
Chuuk		11	
Kosrae		2	10
Yap		5	3
TOTAL	21	133	45

[OARR] Certified 44 graduates, end of Summer 2011.

[OARR] Released 72 degrees and 16 certificates of achievement. Processed 65 degrees and 9 certificates of achievement for issuance to the graduates as proof of successful program completion.

[OARR] Processed and released 456 academic transcripts to support applications for scholarships, employments, transfer to other higher education institutions, and others.

[OARR] Processed 74 and 7 applications for readmission and admissions into the second degree programs, respectively. Initial evaluations of the academic records and standings of these applicants will be performed by OARR and then transmitted to the RAR Committee for review and considerations.

July-September 2011 # of Counseling Contacts

	CC	FMI	KC	PC	NC	YC
M	1		25		45	155
F	6		28		54	148
T	7		53	130	99	303

*IRPO will generate data for Midterm Deficiency results.

2D: Develop a student-friendly campus environment that encourages and enables students to be health conscious

July-September 2011 # Visits to Dispensaries

	CC	FMI	KC	PC	NC	YC
M	0		175	M		33
F	545		204			41
T	935		379			74

In addition to the visits reported above, the following were also carried out by the respective campus clinics:

National campus clinic:

- Providing assistance in a survey conducted on campus during the month of July. The purpose of the survey was to determine the prevalence of hypertension and selected risks factors (smoking, alcohol consumption, physical inactivity and obesity) amongst the staff & faculty members at the COM-FSM national campus. The nurse assisted by monitoring weight and blood pressure of those participating in the survey. It was intended that after its completion, the study would be used to provide baseline data for the college community to monitor the health status of its staff/faculty and to help plan and implement preventive programs more efficiently and effectively. The study will also benefit the college as it will help establish 'healthy' concept of its vision statement: "The college of Micronesia-FSM will assist the citizens of the Federated States of Micronesia to be well-educated, prosperous, globally-connected, accountable, health and able to live in harmony with the environment and the world community." The survey was conducted by a former student of the COM-FSM, Ms Wefonne W. Billen who is now in her last year at the School of Public Health at Fiji National University-College of Medicine, Nursing and Health Sciences, Suva Fiji.
- Prepared, packed & mailed medical & pharmaceutical supplies for Kosrae and Chuuk clinics.
- Designed and sent copies of a new family planning reporting format to be reviewed and approval by the State campus clinical nurses and Director, Peer Counseling.
- Designed and submitted brochure about the national campus dispensary for Freshmen Orientation
- Participated in the Student Service Dept workshop and the annual President's Retreat.
- Reviewed, signed and submitted self Performance Evaluation (2/09-2/11)
- Prepared and submitted both Local and Oversea Purchase

- Orders to order needed office and medical supplies.
- Prepared and revised Dorm Inspections forms and assisted with the 1st Dorm Inspection for both male & female Residence Hall to ensure cleanliness and sanitary condition of the dorms is maintained and the maintenance needs of dormitories are reported and addressed.

July-September 2011 Counseling Activities by Campus

Visits

	CC	FMI	KC	PC	NC	YC
Academic	7		0	62	37	189
Discipline	0		1	0	0	
Personal	0		0	0	0	
Career	0		2	0	0	81
Transfer	0		0	1	3	
Other	0		0	67	59	816

July-September 2011 # visits to Peer Counseling

	CC	FMI	KC	PC	NC	YC
Family Planning	64	-	227	-	240	57
Financial Aid	0	-	3	-	11	31
Substance Abuse	0	-	0	-	0	30
Personal	0	-	0	-	32	0
Other	0	-	23	-	5	54

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	N/A	

3B: Provide for maintenance and upkeep of grounds, facilities, and equipment	N/A	
3C: Provide for a safe, secure and effective college environment	N/A	Comments on safety satisfaction on security services.

Strategic goal 4: Foster effective communication

Objectives	Accomplishments	Comments/additional detail
4A: Enhance communications pathways	N/A	
4B: Provide communications infrastructure to support communication pathways	N/A	
4C: Enhance the college community's ability to communicate effectively	N/A	

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	Summary Major Professional Development Activities by Campus: Chuuk Campus <u>Health Service clinic:</u> - Sept 26-30, 2011 attended the workshop for Medical Supply Chain & Reproductive Health training. This workshop is very important & informative to me as I am applying what I had learned from it in my clinic. - Attended the Laerdal Simulation training which provided by an Educational Specialist from the Laerdal Medical Corporation (2 doctors and 7 health professional and 2 COM staff were participated)	

	Kosrae Campus FMI National Campus <u>Health Service clinic:</u> • Participated in a Preceptors training held at Pohnpei State Hospital. The purpose of the training was to train certain individual nurses who would be able to provide assistance for the new nursing students enrolling in the Nursing program especially with the nursing skills they will learn in the clinical area. About twenty plus nurses attended the workshop and were represented only from the states of Chuuk, Kosrae and Pohnpei. • Participated in the Simulation Lab training workshop conducted by Mr. Kelly McGeever an Educational Service Specialist from the Laerdal Medical Corporation. The University of Hawaii AHEC program sponsored the training. • Participated in the FSM Non Communicable Workshop on Salt Consultation held 9/5-8. • Prepared & submitted application request for FSM Licensing renewal Pohnpei Campus Yap Campus <u>Health Service clinic:</u> • Participated at Yap Hospital Training on basic life support, diabetes, hypertension and vital signs held from 7/11/11 to 7/13/11 and CPR/First Aid Training conducted on 8/22/11	
5B: Recruit and retain qualified personnel to allow delivery of quality services	N/A	Comments on staff/faculty employee satisfactions such as evaluations, degree holdings, etc.
5C: Update personnel policies and procedures to meet on-going human resources needs	N/A	

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	N/A	

6B: Diversify resources of the College	N/A	
6C: Budgeting and resource allocation	N/A	
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	N/A	

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	N/A	
7B: Enhance and promote employment opportunities	N/A	
7C: Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities	N/A	
7D: Provide Cooperative Extension Services to the community	N/A	

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

Objectives	Accomplishments	Comments/additional detail
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8A: Increase community involvement in college affairs	N/A	
8B: Cultivate respect for individual differences, and champion diversity	N/A	

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

Objectives	Accomplishments	Comments/additional detail
9A: Improve institutional assessment and evaluation	N/A	
9B: Integrate planning, evaluation and resource allocation for continuous improvement	N/A	
9C: Increase research and data driven decision making	N/A	
9D: Develop an integrated data system	N/A	
9e: Enhance decision making and communications at the college through implementation, monitoring and evaluation of the new governance policy and revised standing committee structure.	N/A	