

2011 4th Quarter Report (July 1, - September 30, 2011)

College of Micronesia – FSM - Performance reporting form

| | | | |
|---|------------------------------|----------------|---|
| Department/Division/Campus: Education Division | Instructional Affairs | Period: | 2011 4th Quarter Report (July 1, - September 30, 2011) |
|---|------------------------------|----------------|---|

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>IA: Promote quality teaching and learning-centered behaviors and environments for the six campuses</p> | <p>LRC Activities (July-September 2011)</p> <p>Programs/Services</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>CC</th> <th>FMI</th> <th>KC</th> <th>PC</th> <th>NC</th> <th>YC</th> </tr> </thead> <tbody> <tr> <td>Patrons usage</td> <td>9925</td> <td>259</td> <td>1368</td> <td>11305</td> <td>63968</td> <td>6530</td> </tr> <tr> <td>Reserved materials</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>660</td> <td>188</td> </tr> <tr> <td>Materials circulated (all)</td> <td>735</td> <td>21</td> <td>224</td> <td>936</td> <td>3506</td> <td>2380</td> </tr> <tr> <td>Visitors using computers</td> <td>0</td> <td>0</td> <td>0</td> <td>2</td> <td>138</td> <td>3</td> </tr> </tbody> </table> <p>LRC computer usage (July-September 2011)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>CC</th> <th>FMI</th> <th>KC</th> <th>PC</th> <th>NC</th> <th>YC</th> </tr> </thead> <tbody> <tr> <td>General application</td> <td>2123</td> <td>7</td> <td>262</td> <td>1752</td> <td>5959</td> <td>1314</td> </tr> <tr> <td>Reference</td> <td>0</td> <td>0</td> <td>808</td> <td>0</td> <td>9565</td> <td>397</td> </tr> <tr> <td>Email</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>4196</td> <td>761</td> </tr> </tbody> </table> | | CC | FMI | KC | PC | NC | YC | Patrons usage | 9925 | 259 | 1368 | 11305 | 63968 | 6530 | Reserved materials | 0 | 0 | 0 | 0 | 660 | 188 | Materials circulated (all) | 735 | 21 | 224 | 936 | 3506 | 2380 | Visitors using computers | 0 | 0 | 0 | 2 | 138 | 3 | | CC | FMI | KC | PC | NC | YC | General application | 2123 | 7 | 262 | 1752 | 5959 | 1314 | Reference | 0 | 0 | 808 | 0 | 9565 | 397 | Email | 0 | 0 | 0 | 0 | 4196 | 761 | <p>National Campus LRC conducted annual inventory the week of July 25-29</p> <p>Jayleen Kokis, Jennifer Hainrick, and Julia Martin participated in a Web Institute for their Masters in Library Science program at University of North Texas that was held at the Outrigger Guam Resort in Guam on Aug. 9-19, 2011.</p> <p>Bruce Robert attended the PARBICA 14 conference held in Apia, Samoa on August 20-29</p> <p>Alice Pagal (FMI) participated in a workshop from August 8-12 hosted by the YSLA (Yap State Library Association)</p> <p>In August, five instructions on using OPAC and one instruction on accessing electronic resources were conducted at the National Campus LRC.</p> <p>In September, one instruction on using OPAC, three instructions on accessing electronic resources, and two library tours were conducted at the National Campus LRC.</p> <p>Two library orientation classes and one instruction on information literacy were conducted at the Yap Campus LRC.</p> <p>Instructions on OPAC and Pacific Digital Library were conducted at the Chuuk Campus LRC.</p> <p>Library orientation was conducted at the Pohnpei Campus LRC.</p> |
| | CC | FMI | KC | PC | NC | YC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Patrons usage | 9925 | 259 | 1368 | 11305 | 63968 | 6530 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reserved materials | 0 | 0 | 0 | 0 | 660 | 188 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Materials circulated (all) | 735 | 21 | 224 | 936 | 3506 | 2380 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Visitors using computers | 0 | 0 | 0 | 2 | 138 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | CC | FMI | KC | PC | NC | YC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General application | 2123 | 7 | 262 | 1752 | 5959 | 1314 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reference | 0 | 0 | 808 | 0 | 9565 | 397 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Email | 0 | 0 | 0 | 0 | 4196 | 761 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| Technical assistance | 8 | 0 | 0 | 153 | 449 | 84 |
|----------------------|---|---|---|-----|-----|----|

LRC Reference Encounters (July-September 2011)

| | CC | FMI | KC | PC | NC | YC |
|----------------------|----|-----|----|----|-----|----|
| Reference encounters | 8 | 1 | 22 | 80 | 200 | 60 |

Institutional Priority 2a. Expanding service learning opportunities on all campuses through student organizations and academic courses

- Pohnpei campus - One hundred thirty six [136] classes are being offered this Fall semester; 6 AFT, 10 BU, 8 CA, 7 EN, 8 ESL, 4 ACE En I, 7 ACE En II, 3 ESS, 2 FL, 7 HTM, 4 ACE Math I, 6 ACE MA 2, 8 MA, 4 SC, 6 SS, and 46 T&T courses.
- IC and Professor Phyllis Silbanuz participated in the preliminary discussions regarding on-line courses to be administered by the college.
- Two new clubs were established in the T&T Division. (1) Refrigeration and Air Conditioning Student Club (RACSC) with the mission to create an open environment for RAC students to engage in professional and personal growth. (2) Techno Club.
- A total of 306 students enrolled in T&T this semester; 156 in AAS degree programs and 150 in COA programs. The ratio of students per instructor has reached the point where some course over loads is equivalent to a full load. The division have been discussing strategies on how to address

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| | <p>the over enrollment.</p> <ul style="list-style-type: none"> ● Kosrae Campus offered 52 sections Fall 2011. ● National Campus offered 199 sections Fall 2011. ● Chuuk Campus offered 86 sections Fall 2011. ● Yap Campus offered 50 sections Fall 2011. <p>Institutional priority 2d. Implementing at least one learning community at each campus per semester</p> <ul style="list-style-type: none"> ● Continues to implement ACE as cohorts of a learning community where students are enrolled in college level general education courses and linking them with ACE ESL and math courses. ● 10 sections of ACE Math and 11 sections of ACE ESL are being offered this Fall semester with an enrollment of 230 ACE students. <p>Institutional priority 2e. Revising program and course outlines to reflect learning centered learning approaches.</p> <ul style="list-style-type: none"> ● Instructional faculty are involved in the conversion of courses into the new measurable format. ● Program reviews for Technology & Trades, HTM, and Secretarial Science were completed and submitted to DAP & DVCCE. <p>.</p> | |
| <p>1B: Make developmental courses an institutional priority</p> | <p><u>Pohnpei Campus</u></p> <ul style="list-style-type: none"> ● Due to the high enrollment in ACE and remedial courses, more sections were added to the Fall 2011 semester schedule to accommodate the needs of these developmental students. | |
| <p>1C: Enhance faculty involvement in the college</p> | <ul style="list-style-type: none"> ● Representatives of the instructional divisions participated in the 2011 President's Retreat and discussions with the new ALO regarding accreditation issues. ● Every single full-time faculty is a member of at | |

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| | least one standing committee. | |
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Strategic goal 2: Provide institutional support to foster student success and satisfaction

| Objectives | Accomplishments | Comments/additional detail |
|---|--|----------------------------|
| <p>2A: Promote strategic enrollment management for the college</p> | <p><u>Business Division</u></p> <ul style="list-style-type: none"> Business Division sponsored a half day seminar/training last September 8, 2011, regarding investment which was conducted by Mr. Jason Miyashita, a representative of the Asia Pacific Association of Fiduciary Studies (APAFS.) This training/seminar benefited not only students majoring in business and as well as other non-business students. <p>The Business division and APAFS are working hard to make this an annual event for the division so the students will become aware to business practices in other parts of the world.</p> <ul style="list-style-type: none"> BU270 Principles of Marketing students under Business Administration major conducted a marketing research on October 20, 2011 regarding product taste. Four groups with 5 members each with different products, gathered more than 500 respondents using survey research method- the most popular technique for gathering primary data. <p>The objective of this marketing research activity is for the students to know how to plan, collect, and analyze data relevant to a marketing decision. This is a semestral student activity.</p> <p><u>Education Division</u> For Spring, 2012</p> <ul style="list-style-type: none"> Fourteen students applied for Third Year Teacher Preparation program. <p>Seventeen students applied for the UOG & COM-FSM Partnership program.</p> | |
| <p>2B: Become more student-centered in the development of specific college system policies and procedures</p> | <p>N/A</p> | |

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

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 | <u>Pohnpei Campus</u> <ul style="list-style-type: none"> Converted MPR (RM 8) into two classrooms and relocated EET & Telecommunications students from the condemned building to these classrooms. | |
| 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 | |

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 | <u>Pohnpei Campus</u> <ul style="list-style-type: none"> • Instructional divisions are well represented in the new standing committees of the College. | |

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 | <u>Pohnpei Campus</u> <ul style="list-style-type: none"> • On August 23, 2011 three AFT part-time instructors from Pohnpei Campus attended a workshop on classroom/ teaching methods at the National Campus. • Math Instructor Deeleeann Daniel continues on-line courses with the UH-Manoa Macimise project toward a Doctorate Degree in Education, Math Curriculum. • All HTM division faculties participated as instructors during the Campus Summer Staff Development Week, 6/13-6/17 offering cooking and baking tips, basic and advanced computer skills training, and customer service workshop. • Math Instructor Stanley Etse continues to take courses toward a Master's degree at UH-Manoa. • Debra Perman, HTM Division Chair, visited KCC's hospitality program officials and counselor to initiate an open line of communication for professional networking, establish a good working relationship, and seek technical assistance for HTM program. | |
| 5B: Recruit and retain | <u>Pohnpei Campus</u> | |

qualified personnel to allow delivery of quality services

- Recruited 4 volunteer instructors from World Teach, Inc. Two to teach math/science, one for ESL/EN and one to teach BU/Math.

Summer 2011 Full-time & Part-time Faculty

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| | PC |
| Total | 21 |
| Full Time | 17 |
| Part Time | 4 |
| % Full Time | 81% |

Fall 2011 Full-time & Part-time Faculty

| | |
|--------------------|-----------|
| | PC |
| Total | 30 |
| Full Time | 26 |
| Part Time | 14 |
| % Full Time | 87% |

Profile College Faculty by Degree and Origin Fall 2010

| Name | Degree | Origin |
|-------------------|---------------------------------|---|
| Alosima, Alan | BS/C. Engineer | Manuel Enverga University |
| Daniel, Deeleeann | BA/Math MA/Math Ph.D. Ed. | UH Hilo UH Manoa UH Manoa-on line [in progress] |

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| | Dela Cruz, Anna | BS/HTM | St. Paul U. |
| | Edgar, Gardner | BS/Technology | Texas State University |
| | Elidok, Taylor | BA/ED M. Ed. | Southwestern Adv. SDSU |
| | Esteban, Bertoldo | MA/ET | Marikina Institute of Science & Tech. |
| | Etse, Stanley | MA/Math | UH Manoa [in progress] |
| | Garcia, Emmanuela | MS/Management Engineering | St. Louis University |
| | James, Semens | M. Ed | UOG |
| | Jano, Shirley | BA/Management M. Ed. | Southwestern Adv. SDSU |
| | Lamsis, Pablo | BS/Industrial Ed. M. Ed. | Nueva Vizcaya State Central Luzon State |
| | Mangonon, George | MBA | St. Louis University |
| | Pastor, Cynthia | M.Ed. | University of New Orleans |
| | Perman, Debra | BA/Bus. Admin. MBA | UH at Hilo Walden University |
| | Permitez, Nelchor | Ph.D. Ed. Management | Eulogio Amang Rodriguez Institute of |

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| | | | Science & Technology | |
| | Ranahan, Jean | M.Ed. BA, English | University of Maine St. Joseph College, Maine | |
| | Recana, Cirilo | MA/Teaching | Marikina Institute of Science & Technology | |
| | Roby, Joycelyn (TA) | AS/HTM BS/HTM (credits earned) | COM-FSM MSU | |
| | Silbanuz, Phyllis | MS/CIS | University of Phoenix | |
| | Silbanuz, Salba | CA/CM Journeyman Cert. AA/TP | COM-FSM US Dept. of Labor COM-FSM | |
| | Tadlock, Stacy | BA MA/English | Eastern Michigan Eastern Michigan | |
| | Victor, Romino | AAS/BT in Electrical Journeyman Certificate BA/V. Ed. (in progress) | COM-FSM US Dept. of Labor | |
| | Yarofmal, Xavier | BA/Elem. Ed. M.Ed. Leadership | UOG SDSU | |
| 5C: Update personnel policies and procedures to meet on-going human | N/A | | | |

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| resources needs | | |
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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 | |
| 6E: Managing and administration of fiscal resources. | N/A | |
| 6G: College meets annual endowment targets. | 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 | <p><u>VPIA's Office</u></p> <ul style="list-style-type: none"> ● DVCCE attended Asian Development Bank TVET Conference in Fiji from September 23 to October 02. ● Distance Education Train the Trainers on line course started today with 20 participants from the College. ● Year three funding in the amount of \$328,363.00 | |

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| | <p>confirmed for AHEC.</p> <ul style="list-style-type: none"> ● Nursing Program opened on September 9th with 2 courses. <p><u>Business Division</u></p> <ul style="list-style-type: none"> ● Students from the 3 business classes: Introduction to Business, Microeconomics and Economic Development took part in the Microfinance Research Survey. This research was recently conducted by the 2 visiting Oxford University students and assistance was sought from the Business division through the Interim President, for the administering of research questionnaires in Pohnpei. The exercise also exposed these students to the reality of survey research and provided them with further insights on how to administer research questionnaires. Furthermore, students can easily apply the knowledge and techniques whenever they are assigned with group research projects, thus complementing and extending their classroom learning. <p><u>Education Division</u></p> <ul style="list-style-type: none"> ● Sylvia started her practicum (TESOL) September 5th at Ohmine Elementary School. ● Div. Chair & UOG & COM-FSM Partnership Coordinator met with PDOE Staff regarding ED 492 and ED 498 Students practicum at elementary classrooms on August 31, 2011. <p>17 Teacher Candidates started with practicum at the elementary schools (Nett, Kolonia, Ohmine, Seinwar, Sekere, and Wone) on September 5, 2011.</p> | |
| <p>7B: Enhance and promote employment opportunities</p> | <p><u>VPIA</u></p> <ul style="list-style-type: none"> ● Recommendation letter for VPIA's position submitted to Human Resources Office. ● Pohnpei State Department of Education confirmed continuation of Apprenticeship program. ● Dr. Robert Hogan contracted to provide technical assistance to Distance Education development. ● Jon Berger, Assessment Coordinator resigned from the College. | |

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| 7C: Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities | <u>Education Division</u> <ul style="list-style-type: none"> Incorporated FSM School Accreditation Standards into rubrics used for evaluating teacher candidates at the elementary schools. | |
| 7D: Provide Cooperative Extension Services to the community | <u>Education Division</u> <ul style="list-style-type: none"> Division Chair met with the principal and two new Master Teachers (supervisors for ED 492 students) at Nett Elem. School on September 2, 2011. | |

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 | 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 | <u>Pohnpei Campus</u> <ul style="list-style-type: none"> Completed and submitted program reviews for HTM, Auto Mechanics, and AFT. | |
| 9B: Integrate planning, evaluation and resource allocation for continuous improvement | N/A | |
| 9C: Increase research and data driven decision making | N/A | |

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| 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 | |

