**Improving Communications at the College of Micronesia – FSM**

**Summary of Campus Workshops Held May 10 & 11, 2012**

The following summary is based on the report “Purposeful Dialogue at COM-FSM”. Groups were requested to provide initial ideas regarding steps that might be taken to implement the recommendations. A second group of more general questions were also asked to solicit views and ideas on what communication strategies are working (or not working) and why as well as potential action steps.

Notes: 1) Responses are provided by campus and by facilitator/Recorder 2) Yap campus used a different format for its discussions; 3) National and Pohnpei Campus held a combined workshop

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| **1. After completing the assessment of the current Communications Plan, COM-FSM should develop the next Communications Plan to run in tandem with the Wasahn Kamarain Strategic Plan. From the beginning, the new Communications Plan should reflect the values of “participatory governance” and “purposeful dialogue” and the need for both effective communication products and effective communication behaviors. The new Communications Plan should be completed and approved no later than December of 2012** |
| Group N-Debra:* FSS Survey or suggestion box for anonymity;

 Create or encourage a safe environment-within the Committee for freedom of expression and not have the fear of being reprimanded or non-renewal of employment contract; Training of *Meeting Minutes Taking* Etiquette; Improve on communication behaviors or processes-new faculty or staff orientation in all areas (ex. Committee responsibilities); |
| Group FMI: \*To identify communication links in all the plans; \* Effectively involve the stakeholders in planning and directing the future of the college. |
| Group N-VPAS**: Wasahn Kamarain** = term used in the education to mean ‘a place of enlightenment’1. Align our current communication plans to what is suggested here2. Ensure that the current communication plan has a transition from the old to the new one.3. Define what we mean by participatory governance and purposeful dialogue. – PARTICIPATORY GOVERNANCE: ?– PURPOSEFUL DIALOGUE: ?4. Determine the results of assessments to link these results to the new plan.5. Determine criteria against which to measure effective communications behavior.6. Communication Plan is more of a structure. How much detail should go into it?7. Plan should be clear as to tasks and how each office should go about doing its tasks so that there is no duplication.8. Everything in the plan should be centered around the students.9. Is our communication hardware sufficient enough to provide for participatory governance and purposeful dialogue? |
| Group N-Shaun: “Wasahn Kamarain” does not take into consideration the cultural diversity of our system. |
| Group Kosrae Campus: What percentage of the college community aware about and understand the Communications Plan?; Continue sharing of approved committee minutes, problems, or issues. Set procedures to disseminate results and decisions made immediately after committee meetings; External stakeholders should also be made aware about the college Communications Plan and committee minutes; Filtering of appropriate information to external stakeholders; Timeline for development of Communications Plan(Dec. 2012 not very realistic); Define and institutionalize *Wasahan Kamarain*. |

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| **1a. COM-FSM should develop a new Communications Plan that contains measurable goals and measurable outcomes that are clearly linked to Mission and goals specified within Wasahn Kamarain.** |
| Group N-DCR: Goals and outcomes should be communicated to ALL; Review existing goals and outcomes; Ensure goals and outcomes are measurable and linked to the mission and goals of the strategic plan |
| Group N-Debra:* Regular divisional meetings w/follow-ups (face-to-face or via electronic-wiki); must have agreed upon goals and objectives;

 Documentation (Minutes); New Organizational structure issues within different divisions-need more clarification, esp. regarding chairs, program coordinators, etc. Clarification of the status of the recommendations made by Allan’s job audit. |
| Group FMI: \*To ensure equity among all the campuses in allocation of communication resources by the end of FY 2013. |
|  Group N-VPAS: 1. Develop a checklist of measurable goals and outcomes to serve as guide for developing the new plan. 2. Use SMART Objectives. 3. Identify benchmarks for success. 4. Come up with defined process that would define who will be responsible (person, office or committees), with timelines (meeting frequency), ensuring broad-based participation, etc. 5. Need to develop awareness about communication plan. |
| Group N-Paul: The goal should include steps in resolving issues with the present communication issues(please see below) |
| Group Kosrae Campus: Define and institutionalize *Wasahan Kamarain*. |

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| **1b. Evaluation of the new Communications Plan should occur within the context of the overall program review process. The process should include a review of what training or professional development activities might be relevant.** |
| Group N-DCR: Communicate what the program review process is to ALL |
| Group FMI:  \*Evaluation of the new Communications Plan should be reviewed every five years using the evaluation procedure developed for program review.\*In line with the program review, specific fields of study should be identified and prioritized for professional development of all employees. |
| Group N-VPAS: 1. Need to have evaluation timeline (annual? Formative vs. summative) 2. Assessment plans should feed right into the communication plan. 3. Everybody should have access to, and be familiar with, program reviews and review processes. 4. Course Level Assessment > Program Assessment > Program Review5. For student services – each division should articulate what outcomes addresses effectiveness of communication plan. 6. Provide training on communication plan? |
| Group N-Paul:  Put in place an assessment and re-evaluating the cycle regarding the communication protocol |
| Group Kosrae Campus: Provide periodic update on professional development on instructional technology and at work sites |

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| **2. At the same time that the new Communications Plan is being developed, the college should assess and revise the current BOR Policy on Communication to reflect the same values. BOR approval should occur prior to January 2013.** |
| Group N-DCR: Ensure revised communications plan is submitted to BOR prior to January 2013 |
| Group FMI: In assessing and revising the current BOR Policy on communication, the College must ensure that the revision reflects current development at the College and resolve ACCJC Recommendation One. |
| Group N-VPAS: 1. First, find out if the BOR Policy on Communication is still appropriate for now and make the changes to reflect WASC recommendations. 2. Since the Communication Plan is being revised, make sure that these changes are reflected and aligned with the BOR Policy on Communication. 3. PRC is responsible for assessing and revising BOR Policy.  |
| Group N-Paul:  List and resolve all issues and deficiencies of the current communication protocol |
| Group Kosrae Campus: Concur with recommendation; COM-FSM is a continuously improving institution of higher learning. |

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| **3. The college should designate a participatory governance group with relevant members, including at least one vice president, to assume primary oversight for all college communications.** |
| Group N-Debra:* Define goals, objectives, and connection of committees in terms of Communication plan;

 Safe and friendly FEEDBACK Est. clear communication protocols |
| Group FMI:  \*Recommend a position with an assistant within the Department of Administrative Services to assume the primary functions that deals with communication issues. \*Form a committee with members from all sites to ensure |
| Group N-VPAS: 1. President will designate members of this participatory group. |
| Group Kosrae Campus: Specify relevant members/representations (by department, campus, etc…) for this governance group |

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| **3a. A subset of the designated group should work with the ALO and president to review all public communications that may have implications for accreditation.** |
| Group N-DCR: Make sure the group is set up; Regular updates to the college community on meetings |
| Group FMI: \*The recommended position/committee will collect and disseminate all information from and to all sites and to stakeholders. |
| Group N- VPAS: Yes |
| Group N-DAP: DCR should work in conjunction with the president and ALO; a new group is not needed for this.   |
| Group Kosrae Campus: Clarify public communications |

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| **4. The college should develop communication protocols for all of its participatory governance entities. These protocols should describe true feedback loops in which communication is iterative, focused and well managed. All such entities should include these protocols in their self-evaluations. This practice should include all department heads and all entities involved in program review and resource allocation.** |
| Group N-DCR: Ensure protocols are developed; Ensure there is representation from each department; For major college wide functions, documents are made available prior to those events |
| Group FMI: \*The recommended position/committee will collect and disseminate all information from and to all sites and to stakeholders. (Note: same response as for 3) |
|  Group N-VPAS: 1. Develop new communication protocols, procedures, involving standing committees. |
| Group Kosrae Campus: Professional development is needed on self-evaluation |

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| **5. Emerging Terms of Reference for all college committees should define the communication responsibilities of committee members and chairs. These responsibilities should be reflected in all committee reports and evaluations, as well as in the conduct of meetings.** |
| Group N-DCR: Should set deadline for committees to submit recommended terms of reference; Ensure that accountability measures are clearly reflected in the terms of reference  |
|  Group FMI: \*The recommended position/committee ensures that communication responsibilities are reflected in the standing committees’ Terms of References and to ensure the involvement of all components of the College. |
| Group N-VPAS: 1. All standing committees will review and revise their respective TORs, to go to the PRC and Cabinet for approval. |
| Group Kosrae Campus: Publish Handbook to include college committees’ TORs and communication protocols. |

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| **6. The college should undertake a focused effort to improve both the flow of information and the participation in governance across the campuses. This effort should result in modes of visual communication among personnel across the campuses becoming the norm.** |
| Group N-DCR: Include photos in reporting; College wide announcements printed at every campus and posted |
|  Group FMI: \*Ensure that all campuses are equipped with *Elluminate*, Skype, Webinar, SMART Board, etc.; \*Increase internet bandwith for all campuses; \*Identify funding for internet access at FMI.  |
| Group N-VPAS: 1. More on-site trainings; 2. Maximize use of existing modes of communication and resources3. Narrow the gaps among computers through hardware and software updates to ensure everyone is on ‘one page’ |
| Group Kosrae Campus: Produce/store hard copies of minutes and other communication related documents; Provide professional development on WIKI; Continue efforts to pursue and improve interactive video conferencing technology (e.g., Citrix GoToMeeting) and data sharing across the system |

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| **7. Before October 2012, the college should undertake a capacity-building exercise to revise at least one major procedure document to reflect best practice in usability design and principles of localization that may be appropriate in its particular mix of high-context and low-context cultures. The IAP Handbook would be a good candidate for this work.** |
| Group N-DCR: Ensure the IAP Handbook meets these specifications |
| Group FMI: Develop program/training and schedule dates for training; \*Review IAP Handbook and develop a Communication Assessment Plan (CAP) Handbook; \*Conduct ongoing communication surveys and obtain feedbacks for continuous improvement. |
| Group N-VPAS: 1. Everybody should know what IAP is, where it is (IRPO website), how to use it; 2. Develop an online quiz (similar to ACCJC quiz) on the use of IAP and make it a requirement for all faculty and staff to take it. 3. Revisit the IAP and make revise. |
| Group Kosrae Campus: Totally agree |

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| **A. Names of report or document authors should appear on the document itself and in the filenames of stored documents.** |
| Group N-DCR: Need to set up document storage system  |
| Group N-VPAS:  1. Develop uniform system of assigning authorship, date, office of origin, CIP (Catalog In Publication) 2. Library should process and maintain updated catalog of these documents for easy access and retrieval. 3. Document should also use Google Docs as means of sharing documents. |
| Group N-DAP:  Update or adopt a new College publication style manual |
| Group Kosrae Campus: Clarify types of documents/reports that should be authored |

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| **B. Future organizational charts for governance entities should include not only reporting lines, but should also accommodate descriptions of the roles of those entities in achieving the college’s larger purposes and guiding principles.** |
| Group N-DCR: Revise organizational charts to accommodate descriptions of the roles of key people involved |
| Group N-VPAS: 1. Post the college’s organizational chart in strategic places (admin lobby, LRC, etc.) in large print. 2. Chart should reflect upward and downward as well as lateral communications flow. 3. Place chart in the college catalog with descriptions, procedures, etc. |
| Group Kosrae Campus: Expand entities function in narrative form |

**Additional Questions for consideration on communications at COM-FSM:**

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| 1. **What possibilities exist for improving communications and information flow across the campuses?**
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| Group N-DCR: Internet access as a tool for communication; standard for communication across the college; training on new standards provided; proactive communication within departments and campus wide |
| Group N-Debra: Clarify College’s Organizational Structure |
| Group N-Delihna: Use of technology tools by means of posting, more use of video conferences (e.g. skype), Periodic updates on catalog & website, regular schedule of video-conferencing (i.e., committees, programs) across the campus create student-group email, utilize the facebook, twitter, increase the bandwidth. College community (i.e. offices and students) to post on electronic bulletin board to post announcements. Use local media to do announcements. Investigate the revival of the college radio station. |
| Group FMI: To allocate equitably resources on communication. |
| Group N-VPAS: Training on protocols, procedures on various modes of communication. Define clear lines of communication to avoid overlapping. Have more college-wide means of communication. Involve all – faculty, staff, student. Develop communication audit. |
| Group N-DAP: Website is a key area/source for improving communication; COC and Cabinet should be designated as the participatory governance group (Executive Council). Also includes SBA or student representative and Facutly/Staff Senate president; Get away from wiki and adopt a content management system/document management system. |
| Group N-VPIA: Response: Communication training; email protocol (guideline on what and what cannot be use for email communication); review and communicate IT policy (every semester); need to have more face-to-face such as video conferencing (important that the state campus are not only heard but seen – more impact when you actually see them and state campuses will feel that they are part of the discussion in the committee rather than just a voice).; Feedbacks should be given to those that make suggestions for change to policy or discussion or commends (there should be response given even if it is a simple “no”, “yes” answer); Utilize Wiki for “best practice” share discussion among faculties across campus; The President should have a set scheduled semester meetings with the students/staff/faculty. Include on the college calendar “parent day” where the parents come and visit the school to learn more about what is expected of the students and the services provided to the student; Annual achievement awards day for all students to celebrate their achievements; Use local agents to go out to the community and communicate college information to the public (to educate people, especially parents on what is expected of College life).  |
| Group N-Nora: 1. the college should come up with some format that would show what is going on at the college (on a weekly basis) - not only events but more in depth; 2. we need college employee information that would tell us what that person is in charge of so that when we have questions we know whom to go to. |
| Group N-Paul: Wiki; Teleconference; Newsletters; TV Monitor; Better bandwith |
| Group N-Shawn: Cultural Barriers- ; Lack of participation – Detachment, not attached to the big picture; Lack of ownership |
| Group Chuuk Campus: There should be clear channels of communication across campuses. A question was raised as to where the equivalent channels across are? All communications from any campus must be copied to all campuses. Create an office that can collect all incoming communications and coordinate in disseminating to the proper office. Make National Campus as a campus like state campuses and having equivalent officers Director, IC at National Campus so that we can communicate across campuses.  The structure and communication pathways must be flexible and less rigid. There should be baseline data set up like percentage of people coming to meetings and what office they represent. When posting communication, there should at least be 3 channels minimum such as 1) email 2) face to face 3) telephone 4) meeting 5) posters/announcements 6) others as identified. Communication is 2-way street. We all need to respond to communication. Chuuk Campus should look into Intercom pa system on telephone to better inform community on events happening such as meetings or teleconferences. Faculty members should be able to access students email addresses to inform them of new changes in class schedules or home works |
| Group Kosrae Campus: : Improve & upgrade internet capabilities; improve attitude to attend meetings for set committee meeting common-time; regular/frequent faculty & staff visit to COM-FSM web pages, including WIKI and checking email |

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| 1. **In what ways might *current* technology be used to improve communication at the college**
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| Group N-DCR: Identify which technology and provide training on using those technology |
| Group N-Debra: Utilizing wiki, email and minute taking |
| Group N-Delihna: Use of technology tools by means of posting, more use of video conferences (e.g. skype), Periodic updates on catalog & website, regular schedule of video-conferencing (i.e., committees, programs) across the campus, utilize the Council to of chairs as means of communication, SBA or student council advisor, becomes a member of COC, create student-group email, utilize the facebook (note: group response same for 1 & 2) |
| Group FMI: Increase bandwith and upgrade all communication equipment on all the sites. |
| Group N-DAP: Content/Document management system; GoToMeeting, Business Skype or some other type of online meeting program; Student group emails; Group emails created for each class or program such as “OnCourse”; “Jupiter Grades” |
| Group N-VPIA: Use Skype (set up only in the conference rooms); Communication training; email protocol (guideline on what and what cannot be use for email communication); Train faculty/staff (use of new technology such as wiki) |
| Group N-Nora: Skype. satellite dishes are being installed on all campuses |
| Group N-Paul: Increase bandwidth for academic purposes; Partitioning of bandwidth; Foster better relationship with Telecom: Invite Telecom representatives/request the BOR to discuss with Telecom the college needs with regards to bandwidths; Training on how to use these modern technologies; More regular Focus Training: Training for faculty only and their needs’ training for staffs according to their needs |
| Group N-Shaun: Continue to make improvements on current mechanisms/technology; Continue to adjust needs.; Create technology “standards” across the board/system; All on the same page/program/technology |
| Group Chuuk Campus: Find out from TeleCom how to set up Intercom PA systems for Chuuk Campus. Computer training for all – there are still people who need more training in different programs like EXCEL, POWER POINT and MICROSOFT programs. Acknowledgement from receiver should be made a MUST in every communication. E mails should have flag option and a receive acknowledgement option. We need to utilize the Smart board more with teleconferencing such as Skype and expand bandwidth capability for Chuuk Campus. Install WiFi for Chuuk Campus to serve the needs of students.  |
| Group Kosrae Campus: Standardize common software and hardware products in the system to avoid incompatibility in communication tech across systems; allow COM-FSM webmail service the capability to create listservs or additional search tools for specific mails; expand webmail quota on message retention and number of responses on communication thread |

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| 1. **Which communication activities are working best now and why?**
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| Group N-DCR: Email – Easily accessible; can address as many people as needed; everybody |
| Group N-Delihna: face book, wiki page, email, myshark, regular conference line, bulletin board (electronic) |
| Group FMI: Internet and regular telephone lines are working best. |
| Group N-DAP: Teleconference - gets more participation from each campus and committee members; easy to use; Email – ; Website – ; Facebook – reaches students and alumni; Bulletin boards |
| Group N-VPIA: Bulletin Board (student information posted, students see them, only work if monitored); email |
| Group N-Nora: teleconferences working, wiki working, comfsm website is good but we need updates on it. |
| Group N-Paul: COM FSM email is working best for now since everybody can access with no problems in logging in but we are limited in attaching big files |
| Group N-Shaun: Email is working….; Communication needs to be summarized, usable format, and not overwhelming.; Not just information you have…but when you need it.  |
| Group Chuuk Campus: Email is working. Teleconference is working. Campus website is effective in obtaining information. However there should be screening for unnecessary phone calls as well as visitors to campus. Office etiquette and courtesy should be practiced at all times on campus to allow flow of communication and visitors to campus. |
| Group Kosrae Campus: Polycom conference phone reception/transmission is clear; continue publication & transmission of committee minutes |

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| 1. **Which communication activities are not working well and why?**
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| Group N-DCR: Inter campus communication; communicating/participating in meetings via wiki – cannot access documents sometimes; presidential retreats – preparation of materials ahead of time; use of wiki by staff |
| Group N-Delihna: VOIP, student forum, use of flyers |
| Group FMI: VOIP, when there is too much traffic in the internet, the VOIP becomes garble and static. |
| Group N-DAP: VOIP – always hard to hear, too much static; Email – easy to misunderstand message; email etiquette; need training; Facebook – no control on what is posted on facebook; Finding information on website; Faculty need access to a webpage; SIS – faculty need to generate reports |
| Group N-VPIA: Bulletin Board does not work (old posting are not pulled down) |
| Group N-Nora: : e-mail is not working - people selectively respond to what they are interested in/or what directly affects them. we should enforce a system that if people do not respond to e-mails, to whom we can go to to address any request we have in our e-mails. We should work on establishing the mindset/behavior that if our colleagues are asking for some information that falls under our job description, we should respond/act/etc. |
| Group N-Paul: Wiki- logging in issue; Knowledge in wiki use; Standing committee involvement is limited due problems with logging in; Training needed on how to use wiki; B)Teleconference : connecting with other campuses during committee meeting; Reliability of the teleconferencing; Training need etc. Committee chairs; Drop calls; C) Issue with compatibility of systems/programs; D) Newsletters; Not enough data; No new data: most of the contents are already seen in the website; Some headlines are not related to college activities; E) TV MonitorFormat needs to be change so that it will show relevant, up to date and a different information we get from the website and newsletter.; F) Internet signal in Building A and B very poor |
| Group N-Shaun: Too much focus on technology not enough physical, print; User base is still not fully “online”; We are still a third world, developing country. |
| Group Chuuk Campus: E mail is not effective because of too many email (junk and others) people forget/do not bother to open. VoIP is not working. Teleconference can be static at times. Communication sometimes is only one way. We need acknowledgement. Communication with stakeholders is not in the report or at least the group did not see the inclusion of stakeholders. |
| Group Kosrae Campus: Monthly meetings with staff, faculty, and students are not frequently held because there is no common time; Internet bandwidth limits/prevents staff & faculty participation in relevant meetings and workshops; Minimal/limited marketing strategies-allow campuses to provide input on campus links on the college web site |

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| 1. **Which four or five immediate steps could be taken to improve communications?**
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| Group N-DCR: Training provided on use of new communication tools for ALL; EVERYONE MUST read communications plan; Webinar quiz on communications plan; For anything to s hare with community, have quiz for all to take and pass; Identify which documents are required to be read by ALL, SOME, or NONE; Set up email protocol and etiquette since it's the major communication tool for the college |
| Group N-Debra: Theme of the Year “Communication”; everything we do should have communication embedded; appropriate way to communicate with the President; |
| Group N-Delihna:* Create group email for the college-wide system
* Provide monetary incentive to students to attend meetings
* Provide student leadership training
* Put up electronic bulletin in all libraries (allow students to post announcements)
* Have members of committee members report back to constituents
* Financial resources to support the plan

organize bulletin boards, increase band width |
| Group FMI: 1. Upgrade all communication equipment across all sites; 2. Hire qualified hardware technicians/specialists to be placed under IT Director; 3. Develop protocols and procedures for communication; 4. Develop a communication assessment plan for continuous improvement  |
| Group N-VPAS: 1. Training on communication 2. Communication Audit 3. Online quiz on IAP 4. All plans to have specific timelines (should be done more frequently instead of yearly) |
| Group N-DAP: Be able to use SIS to input grades – online grade book in SIS for each instructor; DCR should reviews and disseminates all communications to the public; Adopt a document/content management system asap; Conduct training on email usage asap to decrease noise. |
| Group N-VPIA: get new email program (webmail is not user friendly – many limitations); Move from teleconferencing to video conferencing; Limit the access to social networking and downloading of movies during the academic day (from 8:00am to 5:00pm); Student communication meeting (meeting with faculty/staff/student) scheduled for the semester; Picture of staff/faculty included in the directory (online) |
| Group N-Nora: eliminate Facebook and Youtube during working hours; improving e-mail system. |
| Group N-Paul: 1. Focus training to be delivered as often as need or new technologies/trends arises; 2. Upgrade system to adopt both PC and MAC programs |
| Group N-Shaun: Follow up via another email, calling, etc.; College needs to approach communication as a whole and standardize tech usage. This is the what the college will use, this is how it will use it.; Direct. Personal communication, mouth to mouth. Document and relay, follow up. Not all users are online. Culturally accepted; Increase IT budget to explore other avenues to provide recommendations, experiment and improve recommendations and be able to support the college. |
| Group Chuuk Campus: Two-way communication is a high priority for COMFSM. Technological changes – given the fast growing technology today, COM-FSM should also be updated with the rest of the world in new technology to allow flow of communication. Such changes include installing WiFi in State Campus, increased the bandwidth to allow video media, and upgrading old computers at all campuses. The new Streamlining has impacted communication channels. Roles and responsibilities must be re-defined to allow proper and direct way of communication. With new changes, there should be training accompanying them in all facets. Many times we are given something new to do without know how to do them because of lack of training. Changes bring about the increases in budget as well. |
| Group Kosrae Campus: Increase bandwidth; separate line for ADSL; install sat. dishes, etc….; Establish common time for campus meetings and college-wide meetings; Improve & expedite communication protocols[immediate feedback]; Upgrade all hardware & software systems and provide professional development for proper use/operation of new technology; Improve attitudes toward meeting participation; introduce incentives and penalties |

**Participants: National & Pohnpei Campuses**

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| No: | Firstname  | Lastname  |
| 1 | Adleen  | Shed |
| 2 | Akiko  | William |
| 3 | Alan  | Alosima |
| 4 | Albenster  | Henry |
| 5 | Albert  | Amson |
| 6 | Alpherta  | Benjamin |
| 7 | Amber | Ham |
| 8 | Anna Dela | Cruz |
| 9 | Arinda  | Julios  |
| 10 | Arman  | Mariano |
| 11 | Augustine  | Primo |
| 12 | Bastora  | Loyola |
| 13 | Benina  | Ilon  |
| 14 | Bertoldo  | Esteban |
| 15 | Bob  | Hogan |
| 16 | Bolllie  | Ludwig |
| 17 | Bonzy | Roby |
| 18 | Brian  | Lynch |
| 19 | Bruce | Robert |
| 20 | Bundi | Fred |
| 21 | Camihla  | Charley |
| 22 | Chen  | Zhengxu |
| 23 | Cindy  | Edwin |
| 24 | Cindy  | Pastor |
| 25 | Cirilo | Recana |
| 26 | Cooper  | Etse |
| 27 | Dana  | Lee Ling  |
| 28 | Dannis  | Lorrin |
| 29 | Danny  | Dumantay |
| 30 | Darcy  | Augustine |
| 31 | David  | Johnson |
| 32 | Debra | Perman |
| 33 | Dennis  | Gearhart |
| 34 | Diaz  | Joseph  |
| 35 | Doman  | Daoas |
| 36 | Don  | Buden |
| 37 | Eddie  | Haleyalig |
| 38 | Eugene  | Edmund |
| 39 | Faustino  | Yarofaisug |
| 40 | Francis  | Alex |
| 41 | Francisco | Mendiola  |
| 42 | Frankie  | Harriss |
| 43 | Gardner  | Edgar |
| 44 | Gideon  | Edwin |
| 45 | Gordon  | Segal  |
| 46 | Hadleen  | Hadley |
| 47 | Ikoli  | Ilongo |
| 48 | Ioanis  | Hallens  |
| 49 | Isack  | Roby |
| 50 | Jayleen  | Ringlen |
| 51 | Jazmin  | Gonzales |
| 52 | Jean  | Ranahan |
| 53 | Jennifer  | Hainrick |
| 54 | Jim  | Alexander |
| 55 | Jimmy | Hicks |
| 56 | Joey  | Oducado |
| 57 | John  | Ranahan |
| 58 | Joseph  | Habuchmai |
| 59 | Joseph  | Saimon |
| 60 | Joseph Jr. | Felix |
| 61 | Josephine  | Kostka |
| 62 | Joyce  | Roby |
| 63 | Julia  | Martin |
| 64 | Juvelina | Rempis |
| 65 | Karen | Simion |
| 66 | Kathleen  | Benjamin |
| 67 | Kitty  | Pappas |
| 68 | Leilani  | Biza |
| 69 | Lihno  | Panuelo |
| 70 | Loatis  | Seneres |
| 71 | Lore  | Nena |
| 72 | Lucia Donre  | Sam |
| 73 | Luciano  | Matthias |
| 74 | Lucy  | Oducado |
| 75 | Lucy-Ann  | Sidney |
| 76 | Margret | Lebehn |
| 77 | Mariana  | Dereas |
| 78 | Marlou  | Gorospe |
| 79 | Mary  | Manuel |
| 80 | Mayliza  | Ariote |
| 81 | Merlain  | Johnny |
| 82 | Micheal | Bartolome |
| 83 | Mike  | Ioanis |
| 84 | Mike  | Dema |
| 85 | Morehna  | Rettin-Santos  |
| 86 | Nelchor  | Permitez |
| 87 | Nercy Syne  | Simina |
| 88 | Nora | Kriauzaite |
| 89 | Norma  | Edwin |
| 90 | Patrick  | Werthog |
| 91 | Paul  | Dacanay |
| 92 | Paul  | Gallen  |
| 93 | Paulo  | Santos |
| 94 | Pelma  | Palik |
| 95 | Phillis  | Silbanus  |
| 96 | Quly | Alex |
| 97 | Rafael  | Pulmano |
| 98 | Raleigh  | Welly |
| 99 | Rementer  | Hadley |
| 100 | Rensleen  | Joel |
| 101 | Resida  | Keller  |
| 102 | Reynoldo  | Garcia |
| 103 | Richard | Womack |
| 104 | Rihter  | Hellan |
| 105 | Ringlen  | Ringlen |
| 106 | Robert  | Andreas |
| 107 | Roldan  | Laguerta |
| 108 | Romino | Victor |
| 109 | Rose  | Joel |
| 110 | Ross  | Perkins  |
| 111 | Rudelyn  | Dacanay |
| 112 | Rudolfo  | Romero  |
| 113 | Ruthy  | Lebehn |
| 114 | Semens  | James |
| 115 | Senry  | Paul |
| 116 | Shaun  | Suliol |
| 117 | Shirley  | Jano |
| 118 | Silverina  | Pretrick |
| 119 | Snyther  | Biza |
| 120 | Spensin | James |
| 121 | Stacy  | Tadlock |
| 122 | Stanley  | Etse |
| 123 | Stephen  | Yarofalig |
| 124 | Sven  | Mueller |
| 125 | Sylvia  | Henry |
| 126 | Taylor  | Elidok |
| 127 | Thomas  | Gonzaga |
| 128 | Tokuji  | Yamada |
| 129 | Vasantha  | Senerathgoda |
| 130 | Xavier | Yarofmal |
| 131 | Yolina  | Yamada |
| 132 | Yoneko  | Kanichy |
| 133 | Yoriko  | Tanigawa |

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**Kalwin Kephas, Morgan Jonas, Nena Mike, Alex Phillip, Tara Tara, Kenye Killin, Roslyn Reynolds, Murphy Ribauw, Robert Jonas, Renton Isaac, Skipper Ittu, Maver Jonithan**

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Kasiano Paul, Professor Ben James (Navigation), Professor Alex Raiuklur (Engineering), Professor Joe D. Falmed (Engineering), Assistant Professor Penijamini Nailati (Navigation), Supervisor, Christopher Igem (Maintenance), Registrar/Counselor, Santus Sarongelfeg, Regina Faimau (Secretary).