

College of Micronesia – FSM - Performance reporting form

Department/Division/Campus:		Period:	4th Quarter 2008 (July 1 – September 30, 2008)
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Mission Statement

Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

Values

Learner-centeredness, professional behavior, innovation, honesty and ethical behavior, commitment and hard work, teamwork and accountability

Strategic Goals

The College of Micronesia-FSM, through a cycle of assessment and review, will continuously improve to meet or exceed current accreditation standards and will:

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; and
9. Provide for continuous improvement of programs, services and college environment.

College web site: www.comfsm.fm IRPO web site: <http://comfsm.fm/national/administration/VPA/researchdocs/irpo.html>
 For additional information contact: rschplanning@comfsm.fm

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	<p>[President]</p> <ul style="list-style-type: none"> ▪ President conducts periodical monitoring trips to campuses to monitor the delivery of quality programs and services 	

[VPIA]

- 4 curriculum committee meetings were held
- 8 Agriculture courses were revised

- LRC Program Services (July, August, Sept) Statistics
 - Patron Usage: 39,443
 - Library Cards: 94
 - Reserved materials: 134
 - Materials circulated (all collections): 3,656
 - Booking for Library Use: 6
 - Computer usage: 18,083
- Computer Use
 - General Applications: 6,752
 - Reference: 7,344
 - Email: 3,987
 - Technical Assistance: 208
- Reference Services: 462
- Copier Usage: 4,097
- New Titles added to collections: 1,593
- Implementation of Teacher Corps program with 13 participants recruited to initiate the program at national campus. Educ Division faculty coordinating.
- Received a one year no cost extension SETTIE funded program for inservice teachers in the AS in Elementary Education - Special Education project

[Kosrae Campus]

- Total Summer 2008 term courses, including developmental courses: 17 courses
- Total Fall 2008 courses including developmental courses: 48
- LRC programs and services
 - Patronage usage: 2807
 - Library cards issued: 278
 - Non-Compliance to RML Policy: 2
 - Overdue materials: 52

[Pohnpei Campus]

- “Use English” campaign was successful and is being practiced in most of the interactions amongst students and between students and faculty
- Final exams for the summer 2008 session were administered and results reported in compliance with the established timeline
- LRC supported and enhanced student learning and instructions by providing the following services:
 - assisted 11,978 patrons
 - issuance of 252 library cards
 - processed 8 overdue returns
 - 71 materials put on reserve
 - 259 materials circulated
 - processed 91 donated and 74 new materials
 - 12 applications for clearance/withdrawal
 - conducted training and orientation of OPAC to 12 users
 - assistance to 840 computer and 129 material usage
 - 1,239 copier usage
 - \$2,022 expenditure
 - 37 periodicals received
 - inventoried 5,342 volumes on the database
 - implemented ID policy for computer usage
 - opened 17 additional hours during final exams
- Reference materials for all the language skills courses have been organized and are easily accessed for instructors’ use
- Use of rubrics as a standard to evaluate writing is pioneered in EN120a to monitor the progress made by each student in one class and in later classes
- Counselors and instructors met and collaboratively developed a plan to motivate students to make use of the tutorial services
- SC117 class attended two forum lectures to broaden knowledge on environmental issues
- Math/Science Division continued to post math puzzles to

	<p>increase students' interest in these areas. More students are participating as observed by the division</p> <ul style="list-style-type: none"> ▪ Textbook request for Spring 2009 was compiled and submitted to DAP 	
<p>1B: Make developmental courses an institutional priority</p>	<p>[President]</p> <ul style="list-style-type: none"> ▪ Completion of the construction of the Pohnpei Campus Student Services Center and the Tutoring Center at the National Campus are clear indications of College's intentions on making the development courses as its priorities <p>[VPA]</p> <ul style="list-style-type: none"> ▪ Ensured that improvement efforts in developmental courses are properly supported in terms of funding from the remaining funds under the fiscal year 2008. <p>[VPIA]</p> <ul style="list-style-type: none"> ▪ Five faculty Attended joint PacADE, PIMATYC, JADE conference, September 19 - 20, 2008 <p>[Kosrae Campus]</p> <ul style="list-style-type: none"> ▪ Total Summer 2008 developmental courses: 3 courses ▪ Total fall 2008 developmental courses: 9 (19%) <p>[Pohnpei Campus]</p> <ul style="list-style-type: none"> ▪ 43% of the classes conducted during the summer 2008 session were developmental courses. ▪ 38% of classes being offered this semester (Fall 2008) are developmental. ▪ 1instructor attended PacADE conference to gather information on developmental programs that could be used in developing one for the college 	<p>[VPA]</p> <ul style="list-style-type: none"> ▪ The majority of enrollment campus wide belongs to this category. <p>[VPIA]</p> <ul style="list-style-type: none"> ▪ PacADE, the Pacific Developmental Education conference held at Kapiolani Community College. Four of this faculty also observed developmental classes at KCC and met with the Developmental Education Coordinator.

<p>1C: Enhance faculty involvement in the college</p>	<p>[VPA]</p> <ul style="list-style-type: none"> ▪ Continue to reach out to individual faculty members and available faculty any other faculty social get together to help establish good relationship and bridge the gap between the faculty and the administration. <p>[VPJA]</p> <ul style="list-style-type: none"> ▪ National Faculty plan assessment work during week one of Fall 08 semester ▪ Division Chairs and Program Coordinators present to new freshmen during national campus orientation Aug. 5, 2008. ▪ Faculty assigned to standing committees. ▪ Annual English Speech Contest working group organized. ▪ A number of faculties are acting as advisors to student clubs. <p>[VPSS]</p> <ul style="list-style-type: none"> ▪ VPSS briefed the faculty during the faculty workshop on latest activities that a student service is engaged in. Faculty is aware of the current state of affairs within the department. <p>[Kosrae Campus]</p> <ul style="list-style-type: none"> ▪ Those faculty members who returned from their vacation joined the summer instructors to celebrate the 2008 commencement on July 26. Incentive awards for faculty and staff were also recognized that day. ▪ 10 full-time instructional faculty assisted with Fall 2008 orientation and registration ▪ IC administered placement test to 68 students ▪ Agriculture & Food Technology instructor Lyle Bacongus assisted with the revision and completion of 7 course outlines in the certificate program and 1 course outline modification in the degree program at National Campus. ▪ IC attended 1 Kosrae Campus supervisors' meeting with HRO Director in re: Legal Aspects of Supervision and 	<p>[VPA]</p> <ul style="list-style-type: none"> ▪ Faculty members felt that the college administration is not doing a good job in involving the faculty in matters pertaining the college planning.
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	<p>Management at the College</p> <ul style="list-style-type: none"> ▪ HRO Director conducted 1 meeting with division chairs in re: New Hire Orientation and to go over other HRO documents on division chair responsibilities. ▪ HRO Director conducted 1 meeting with IC in re: Faculty Special Contracts & Part-timer hiring ▪ IRPO Director conducted 1 meeting with instructional faculty in re: COM-FSM Shared Governance Policy & Assessment and Evaluation Process ▪ IRPO Director conducted individual meetings with Kosrae Campus instructional program managers (4) in re: Academic Program Review and Academic Program Assessment under the Institutional Assessment Plan. ▪ Community Relations Director conducted 1 meeting with instructional faculty in re: Accreditation and Self Study <p>[Pohnpei Campus]</p> <ul style="list-style-type: none"> ▪ IC and Division Chairpersons participated in the planning and creation of a strategic enrollment management for the SY08-09. 	
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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	<p>Fall Enrollment 2008</p> <table border="1" data-bbox="537 1003 1274 1076"> <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>T</td> <td>453</td> <td>38</td> <td>252</td> <td>645</td> <td>890</td> <td>209</td> </tr> </tbody> </table> <p>[President]</p> <ul style="list-style-type: none"> ▪ Establishment of Enrollment Management Working Group by the President is in support of this objective. ▪ Approval of the Director of Admission, Recruitment, and Retention is also in support of this objective. <p>[VPA]</p> <ul style="list-style-type: none"> ▪ Continued to work with appropriate offices at all campuses to ensure that facilities, amenities, personnel, 		CC	FMI	KC	PC	NC	YC	T	453	38	252	645	890	209	<p>[President]</p> <ul style="list-style-type: none"> ▪ Continue to monitor the enrollments at campuses to make sure that resources can accommodate enrollment <p>[VPA]</p> <ul style="list-style-type: none"> ▪ Still a work in progress – some campuses are below standards and need to be uplifted for
	CC	FMI	KC	PC	NC	YC										
T	453	38	252	645	890	209										

	<p>etc..., at each campus fall in line with established enrollment management standards</p> <p>[VPSS]</p> <ul style="list-style-type: none"> ▪ Working Group for fall 2008 Orientation & Registration. (The group was able to be briefed by OAR Registrar, IT Director, about the new SIS to be used during the registration process. Additionally, Counseling office and VPSS were able to brief the group about the orientation process. It was agreed to sponsor another training workshop for the Peer Guides. Criteria for Peer Guide recruitment was reviewed and set.) ▪ Peer Guide Training. (Peer Guides were able to learn about the different programs and services offered at the College. They also learn listening & speaking skills, leadership skills, how to build a team, and how to conduct a tour on campus.) ▪ National Conference on Student Recruitment, Marketing, and Retention. (VPSS and IRPO Director attended the conference and thought it was one of the best. VPSS concentrated on recruitment and retention strategies and issues while Director IRPO concentrated on system, data and technology issues. The conference was sponsored by Noel Levitz, an educational consulting firm. <p>[Kosrae Campus]</p> <ul style="list-style-type: none"> ▪ The SSC and staff held a series of evening seminars in the villages to share with the public about COM-FSM, its programs and admissions policies. 	<p>equity purposes. IDP and non-IDP projects are in progress to address the inequity at Kosrae, Yap, and Pohnpei campuses. This is still the case for the Chuuk campus as the permanent site for the campus is still being addressed in terms of funding to get it started at the Nantaku site.</p> <ul style="list-style-type: none"> ▪ Caution: emphasis on State campuses should not overshadow the needs of the national campus. <p>[VPSS]</p> <ul style="list-style-type: none"> ▪ This group met several times during summer. OAR and IT scheduled some training sessions for our counselors, secretary to VPSS, and selected staff on the SIS in order to assist OAR during the registration process. OAR and VPSS also agreed to train the OAR staff from Chuuk Campus who missed the SIS training. This staff is to travel to Pohnpei to receive this training in order to assist Chuuk Campus OAR during the fall 2008 registration process. <p>[Kosrae Campus]</p> <ul style="list-style-type: none"> ▪ This has resulted in many readmitted students for fall 2008
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[Pohnpei Campus]

- The Prep Committee for 2008-09 conducted 7 meetings to create a strategic enrollment management for the school year.
- Updated Student IDP. 681 were printed and ready for the Registration.
- Registered a total of 644 students with credits of 7377.5
- 393 Admission Documents for new students in fall 2008.
- Promoted CWP partnership with 18 employers
- Recruited more students into the Agriculture & Food Technology COA Program.
- A total of 119 classes are being offered this fall 2008 semester of which 38% is developmental, 24% degree, 27% vocational, and 12% COA.
- Promotion of Agriculture & Food Technology COA Program by creating a Landscaping Club similar to the renown 4-H Club with 46 members to date.

[IRPO]

- IRPO has disseminated extensive information on enrollment management to the college community based on an Enrollment Management Conference attended by the DIRPO and VPSS.
- IRPO has been providing technical support to the development of the Enrollment Management Plan and provided presentations from the Noel Levitz Enrollment Management Conference to the ER working group for the college.

[Admissions & Records]

- Processed 29 applications for readmission; 9 applications for the 2nd degree; and 2 applications for the 3rd year CA programs. Processed applications had been forwarded to the Committee on Recruitment, Admissions, and Retentions for considerations.

- Processed 2,558 fall 2008 registration data of students attending national and state campuses.
- Processed 61 certificates of attendance for FSM Social Security.
- Processed and released 15 certificates of enrollment to support scholarship applications, and others

[Student Support Services Program]

Demographic on 160 SSSP Student Participants (Fall 2008)

Gender...	Female 102 Male 58	Students Class Level ...	Freshment:86 Sophomore: 74
Eligibility..	LIFG: 136 LIO: 23 Disability:1	Major ...	AG -1, TP-10, BU- 29, MST-16, CIS-32, MS-1, HCOP 20, MR- 10, HTM 5, LA 36
Students' status in the SSS program ...	Continuing (retained) 86 New participants: 74		
State ...	CK:34, KOS:9 PNI:102 YAP:15		

[Student Support Services Program]

- LIFG is Low Income First Generation
- LIO is Low Income Only

2B: Become more student-centered in the development of specific college system policies and procedures

[President]

- Establishment of the policy by the Board to allow students to enter into an agreement with the College on monthly payments of their dues.

[VPA]

- Administrative decisions were first evaluated for their “student-centeredness” whenever possible

[President]

- President’s Office continues to monitor the developments of policies, programs, and facilities to make sure that needs of the students are included.

[VPA]

- Continue to advocate the “student centeredness concept” among administrators and faculty and staff at all campuses

[VPSS]

- Meeting with Registrar, staff, Director of Academic Affairs, Counseling staff regarding summer registration. [Were able to reach consensus on how to handle the registration process with limited access to the Student Information System (SIS)]
- VPSS and Executive Secretary to the VPSS assisted during the registration process. The introduction of the new Student Information System made the process simpler and direct for the students.
- Meeting with Director of Student Life and Residence Manager. (Was able to be briefed by the staff about the current situation at the dorms and what can be done to assist the residents in terms of improvement of services. Was able to review the expectations of the staff as well as residents. Expectations were explained resulting to better understanding and cooperation.)
- VPSS took part in the Fall Orientation in introducing the student services staff to the new incoming students, faculty, and staff. The objective is to make it friendlier and simpler for freshmen to be transitioned to college life.
- VPSS gave welcoming remarks during the 2008 Career Day. Over 10 agencies and employers displayed their materials and talked to students about potential employment.
- VPSS as cochairman for the Enrollment Management Plan Working Group met with the group several times during the period to develop the Enrollment Management Plan. Work is in progress.

[Pohnpei Campus]

- Completion of the Student Services building is a milestone to achieve one stop center for students so they may do their business in one place.
- Orientation of approximately 350 new students
- Agriculture students have been using the garden hut as

[VPSS]

- Some difficulties were realized during the registration process due to the SIS. The challenges have been addressed by the OAR, IT, and other student service staff.

study area

- Students' use of the garden has increased for research purposes. i. e. Student Ansina Manuel prepared a scientific paper based on a plant called *Senna alata* to compete in the Science Symposium in Hawaii.

[FMI Campus]

- Conducted an initiation procedure for all the students coming into FMI, much like on board ships for initiating newly employed members of the crew during crossing of the Equator.
- The initiation was concluded with a party during the next day for all students and staff.
- The students were able to elect their representatives and members of the FMI Student Government. The Student Body Association members are the following persons:
 1. Berry Taro ----- President
 2. Jefferey Rufus ----- Vice President
 3. Marselinus Rhyam ----- Secretary
 4. Domininc John Haruemai ---- Treasurer

[DCR]

- Accreditation awareness presentations given to student body at all campuses. Concerns were raised when students learned that their Pell Grant funding will be affected if COM-FSM loses its accreditation

[Admissions & Records]

- Processed 300 academic transcripts to support scholarship applications transfer to four-year IHE's, job applications, and others.
- Prepared 975 academic dossiers for new and transfer students.
- Processed and released 15 degrees and 12 certificates of achievement as proofs of successful program completion.
- Completed updating the academic advisors and advisee lists for fall 2008 for National Campus based on the

February 15, 2008 lists released by the Office of the Director of Academic Programs.

- E-certified 3 students, i.e., U.S. Veteran Affairs

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

July - September 2008 # of Counseling Contacts

	CC	FMI	KC	PC	NC	YC
M				30	186	
F				75	182	
T				105	368	

College Total:

SEG SEOG/CWS Fall 2008

	CC	FMI	KC	PC	NC	YC
M	20			27	104	7
F	17			25	144	2
T	37			52	238	9

[President]

- Continue to work on improving retention (50%) and graduation rate (17%).
- Inputs from employers and leaders in the FSM indicated that work ethics of graduates are not good and graduates are not transition smoothly into the workforce. A survey instrument will be developed for getting inputs from graduates and current students ways they think we can improve their work ethics.

[VPA]

- Continue to dialog with administrators and faculty relating to the improvements of assessment of students at each different levels of student's achievement. For instance, preparedness of our graduate at different levels of our programs

[Kosrae Campus]

- A team of 3 from Kosrae Campus attended the Institute of

Higher Education Policy and developed a proposal to look into articulation of programs and curriculum at Kosrae High School to prepare student to access and succeed in college. The proposal was endorsed by COM-FSM President to undergo this activity.

- A special schedule of Library Services is proposed 1 week prior to Final Exams for the Following Days and Times:
 - Monday - Thursday : 8AM - 10PM
 - Friday : 8AM - 5PM
 - Saturday : 9AM - 2PM
- At the closing quarter of English Language Acquisition Professional Development, UOG conducted 2 credit courses for in-service teachers in the IDP program.

[Pohnpei Campus]

- Agriculture students are provided with evaluation sheets to keep record of their courses in order to keep track of program requirements.
- Advisor held weekly conferences with Agriculture students to evaluate their progress and to discuss other issues.
- Received 2 SEG transfers awarding 184 students for summer 2008 with a total of 66,975.
- Completed 326 FAFSA forms for SY 2008-2009.
- 67 students have been approved and awarded SEG and Federal work-study
- Issued 494 Textbook Authorization to the students

[Admissions & Records]

- Performed initial degree audits for program completion of 99 applicants for end-of-Fall 2008 graduation (system wide).
- Updated Individual Development Plans (IDP's) of students and released them to students and/or academic advisors for academic advisement purposes

[Peer Counseling Center]

	<ul style="list-style-type: none"> ▪ A total of 686 students were counseled: <ul style="list-style-type: none"> ○ 416 of which were family planning ○ 47 for financial aid ○ 12 for substance abuse ○ 19 for personal ○ 187 were others ▪ There were 5 students reported for tutoring <p>[Student Support Services Program]</p> <ul style="list-style-type: none"> ▪ There were 5 SSSP students completed their degree requirements in the summer and of these 3 continue on with the Third year program and all are from Yap state. ▪ Academic Support Services & # of Contacts <ul style="list-style-type: none"> ○ Tutors provided tutoring sessions to 79 students. ○ Counselor provided advising to 74. ○ Financial Aid Counseling & Transfer – FA Counselor conducted individual sessions to 4 students. ○ Academic Workshops – a workshop was conducted by Instructor Patty Kelly on: <ul style="list-style-type: none"> ○ --Time Management Skills – 118 students and the outcome of workshop evaluation showed that 90% strongly agreed that they gained useful information and tips that can be helpful in accomplishing their goals. Overall, the students rated workshop as being well organized and very informative. ▪ Reporting for 2007-2008 academic year: <ul style="list-style-type: none"> ○ SSSP graduation rate 41% ○ SSSP persistence rate is 88% ○ SSSP good academic standing rate 89% 	
<p>2D: Develop a student-friendly campus environment that encourages and enables students to be health conscious</p>	<p>[President]</p> <ul style="list-style-type: none"> ▪ College sponsored the Health Day at the National Campus on July 11, 2007. ▪ Maintenance of the facilities and grounds at all campuses makes the campuses tidy and makes students to be more 	<p>[President]</p> <ul style="list-style-type: none"> ▪ Will work with Instructional and Student Services Departments to promote health conscious activities at all campuses

health conscious.

- Attended the student leadership retreat that assisted students leaders on academic and health related issues

[Pohnpei Campus]

- Development of lab area for the Agriculture & Food Technology COA Program was completed and has been utilized by students in the program.
- The students in the two landscaping classes completed their first landscaping project consisting of umbrella huts, wooden chairs made from fallen trees, and ornamental plants.

[Recreation]

Student Life-Sports & Recreation

- 12 teams registered in men's basketball, 6 teams in women's basketball, 10 teams in men's volleyball, 6 teams in women's volleyball, 8 teams in men's softball and 6 teams in women's softball.
- Top 4 teams in all sports will advance to play off bracket.
- Open league tournament-students from any FSM State can participate in any team of he/she interested.
- Sports and Recreation Holds SBA 1-social function. Assist preparation and set-up of DSO social functions. Assistance provided with DSO students transporting to off campus activities, such as Fun/Walk Run conducted by other agencies, etc...
- Hosted Sports & Recreation staff, SBA & Students organization meetings to get organized for school year 2008/09.
- Participated in some COM-FSM National Sub-Committee meetings
- Coordinate COM-FSM National Male/Female teams and also attended in Pohnpei State/Private sports leagues in Kolonia.
- Advised/Encourage COM-FSM National SBA, student organizations/clubs of sports & recreation Fall Calendar

Activities, etc...

- Student Services Sports Coordinator attended 5-days meeting/conference in Australia. All travel expenses accommodation was paid by FISU association.
- Sports & recreation staff assisted in the Pohnpei State little league baseball games in Kolonia.

Accomplishment from July to September 2008

- Preparation and set-up for Fall 2008 Freshmen Orientation/Fall SY Registration
- Preparation and set-up for Secretariat of Pacific Regional Program (SPREP) Conference September 2-7, 2008.
- Fall Intramurals Games Schedule
- Assist in Reorganizing of Student Body Officers for SY 2008/09 and conducting SBA election and counting ballots, etc.
- Set-up venue for accreditation self-study workshop held September 2008 at the sports center
- Assist SBA in coordinating student teams in intramurals games.
- Host a basketball summer camp program for ages 9-12 and 13-17.
- set-up for other group meetings, conferences held at the sports center
- Reorganization of staff responsibilities and work schedule.
- Follow up on staff duties and responsibilities
- FY 2010 budget and progress report and striving to complete the improvement assessment plan

Programs Conducted @ the Sports Center July to September 2008:

- September 4-12, 2008 Secretariat of the Pacific Regional Environment Program (SPREP) and about 250 participants from Pacific Region attended the conference.
- September 24 Accreditation Self-Study Workshop
- COM-FSM Security Aikido Training
- ESS Volleyball, ESS Basketball, ESS Weight Resistance and PE Method for 4th year students.

- Summer 2008/Fall Semester 2008 ESS basketball, volleyball, yoga, weight resistance classes, aikido training.
- Students Organization/Clubs, DSO social function, etc.....

Recreational Sports: (Students Signed-Out Sports Equipment)

- 814 students visited the Sports Center for recreational sports in volleyball, basketball, table tennis, pool table, weight room and outdoor sports. About 750 male/164 female.
- With in the month of July to September 2008 estimated people visited sports center is around 7432

[Peer Counseling Center]

- About 150 college and high school students participated in the STI presentation and CPR (Cardiopulmonary resuscitation) and HIV/ AIDS training
- There were 233 brochures given out to students who came to the centers

July - September 2008 # Visits to Dispensaries

	CC	FMI	KC	PC	NC	YC
M		18	57	106	465	
F			25	94	651	
T		18	82	200	1,116	

July - September 2008 Counseling Activities by Campus # Visits

	CC	FMI	KC	PC	NC	YC
Academic		3	22	54	18	
Discipline		5		2	19	
Personal		0		1	9	
Career		0		1	44	
Transfer		0		4	15	
Other		0		43	222	

August - September 2008 # visits to Peer Counseling

	CC	FMI	KC	PC	NC	YC	Total
Family Planning	66	-	206	74	51	93	416
Financial Aid	0	-	0	-	31	16	47
Substance Abuse	10	-	0	-	01	01	12
Personal	12	-	0	-	02	05	19
Other	07	-	72	-	11	97	187
Tutor	0	-	0	-	05	0	05
Total	95	-	278	74	101	212	686

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	<p>[President]</p> <ul style="list-style-type: none"> Signed the end of the project documents for the completion of the Pohnpei Campus Student Services Center. Also signed the end of the project documents for the tutoring center at National Campus. BOR approved over \$100,000 for supplementing utility costs at National and Pohnpei Campuses. <p>[VPA]</p> <ul style="list-style-type: none"> Submitted requests to the Finance Committee, Cabinet, and Board of Regents for the use of fund balance to finish up the A Plus Tutoring Center and additional funding to help finish the Science Lab at Yap campus. Both requests were recommended by the Finance Committee for President's approval. Facilities work various stages in underway at all campuses. Sent Director of Maintenance to Chuuk campus to begin preparation for work to begin on the housing of the new 	<p>[President]</p> <ul style="list-style-type: none"> Continue to work with TC & I Department at the FSM Government on certification of plans for other facilities system wide. <p>[VPA]</p> <ul style="list-style-type: none"> The contractor continued working on the project with regards to landscape, side walk, and other finishing work on the building. Yap Science Lab building construction needed time extension on their project to November 30, 2008 to be able to get all construction materials on the island from abroad; Pohnpei's student services center completed and had an open house; Kosrae Land Lease ordeal still being worked on as

	<p>generator for Chuuk campus and also to coordinate the repair of the campus existing generator. Director spent two weeks to also identify heavy equipment for use with the clearing of the access road to the Chuuk Campus permanent Nantaku site.</p> <ul style="list-style-type: none"> ▪ Chuuk Permanent Site – Efforts have been made to begin site preparations and other necessary plans to begin clearing of the road access to the new Nantaku site. \$350,000 dollars from reimbursement from the last compact funding is available to be get approval from the Board for us to use as initial funding for the site preparation and construction. <p>[VPCRE] Black Pearl Training</p> <ul style="list-style-type: none"> ▪ Recently worked on spawning trial S22 for larvae rearing and ocean grow out at Nett farm. The 41 day old (SP22) spats were transferred out to the farm s on Tuesday September 23 with estimated total of 90,000 spats. Before transferring the spats from the hatchery, three sets of long lines were set up by the hatchery staff and trainees to accommodate for the new spats. On Monday September 8, five trainees were recruited from Nett for 3 weeks training for ocean grow out (farm work) such as spat sorting S22 and shell cleaning for the seeded oysters ▪ Research facilities were renovated in Kosrae while facilities are under construction in Pohnpei and Chuuk <p>Status Report Major Projects By Campus (Maintenance) [Chuuk Campus] Construction of new power house and power upgrade in progress. BOR designated Nantaku Site as Permanent site. Requested for Funding for Nantaku Access road. Construction of Research Laboratory in progress.</p> <p>[Kosrae Campus]</p>	<p>the State wanted to lease instead of providing the college with free lease as the other states in the FSM namely Yap and Pohnpei. Nantaku access road under way; Cabinet recommended against the purchase of Save Mart and that recommendation has been forwarded to the Board for their approval.</p> <p>Comments on facilities from campuses in comments/additional detail</p> <p>[Kosrae Campus]</p>
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- Initiated facilities and Site Master Plan
- LRC pre-design work is in progress.
- Negotiation of Lease agreement for Kosrae campus site in progress.
- Renovation of Research Laboratory still in progress.
- President James and Mr. Francisco Mendiola visited the Governor and Speaker of Legislature to continue negotiation about lease agreement for COM-FSM in Kosrae. As a result, the Governor agreed that the College is a non-commercial entity and should be treated likewise; allowing the College to use government land as a token.
- 3 buildings are scheduled for construction at Kosrae Campus: Student Services Center, LRC, and Vocational Education Center.

FMI

[National campus]

- New Student Support Center and Classroom completed

[Pohnpei Campus]

- Completed pre-design for LRC
- The PC botanical garden and hut has been utilized by students as a learning and study area.
- Students in landscaping course completed construction of a greenhouse for classes.
- Instructors in the EN/SS, MS/SC, and BU/CA divisions are provided with better offices spaces resulting in a more productive and happier work force.
- An additional computer lab for students' use was made available at the BU/CA Division office.
- Completed laboratory area for Agriculture & Food Technology COA Program and it is being used by the AG084 Crop Production class.
- Landscaping staff built fence to secure laboratory for the crop production class.

- Issue concerning the land lease agreement is the cost per square meters. The latest development (10/13/08) of the land lease is that Kosrae Government has come up with a fee schedule unexpectedly which Kosrae Campus will have difficulty paying because of its current revenue trend.

	<p>[Yap Campus] Final design for the Vocational Center in progress.</p>	
<p>3B: Provide for maintenance and upkeep of grounds, facilities, and equipment</p>	<p>[President]</p> <ul style="list-style-type: none"> ▪ Approved over 30 special contracts for the new fiscal year for maintenance crew at all campuses. ▪ BOR approve additional funds for fuel for transportation and equipment use for maintaining grounds at all campuses. <p>[VPA]</p> <ul style="list-style-type: none"> ▪ Provided overall oversight to the Maintenance division and the state campuses. [Also reviewed and approval contracts for personnel, janitorial services, etc..., Pos, etc...]. <p>[VPCRE]</p> <ul style="list-style-type: none"> ▪ CES staffs are regularly cleaning inside and outside CES office. In addition, staff are trying to beautify the campus by planting food crops around CES office <p>[Pohnpei Campus]</p> <ul style="list-style-type: none"> ▪ Placed orders for the following equipment & materials: <ul style="list-style-type: none"> ○ 4 water fountains for students ○ TV Cabinet EN/SS Office ○ 5 Classroom Tables ○ Gym Score Board ○ Service Counter extension ○ Locker/Cabinet for ETSP ▪ Constructed 4 additional tables for Computer Lab. ▪ Cleaned filters for all classrooms and offices. ▪ Upgraded fluorescent fixtures classrooms ▪ Completed 11 work orders out of 15 received ▪ Pending (Awaiting materials): ▪ Installation of two brand new 24K split type units at the computer labs ▪ Erection of 6" CHB as air conditioning stands for the 	<p>[President]</p> <ul style="list-style-type: none"> ▪ Continue to work with FSM Department of TC & I for the release of maintenance funds from Compact II funds. <p>[VPA]</p> <ul style="list-style-type: none"> ▪ Worked with Director of Maintenance to help secure the IMF funding from the National Government.

	<p>Student Services Office. (8 sets)</p> <ul style="list-style-type: none"> Repair of gym grills facing new extension which includes grinding and painting. <p>[Facilities & Security]</p> <ul style="list-style-type: none"> Started painting of the gym. <p>Started painting Building "M"</p> <p>Kilo Watt Hour usage decreased by 4% from last quarter from 282,479 kwh to 265,746 kwh.</p> <p>Purchased 30 passenger bus for student transportation.</p> <ul style="list-style-type: none"> 101 Service Requests all completed. 	
<p>3C: Provide for a safe, secure and effective college environment</p>	<p>[President]</p> <ul style="list-style-type: none"> Signed over 20 special contracts for security guards to provide security services at all campuses. Approved one contract for extension of the parking lot at Chuuk Campus. Approved an addendum to Mori Site that provides additional lands for construction of classrooms. Approved a contract for renovation of the tissue culture lab at Kosrae Campus. Approved a contract for pesticide treatment of the construction site for the tissue culture lab at Kosrae Campus. Approved the construction of the Land Grant Research Lab for Chuuk State at Chuuk Campus. <p>[VPA]</p> <ul style="list-style-type: none"> Requested for fund balance to help fence the small portion of the campus near the new A Plus Tutoring Center to prevent further encroachment by neighbors. Support the plan for security trainings at all campuses. <p>[Kosrae Campus]</p> <ul style="list-style-type: none"> Proposal submitted to President's Office for expansion and improvement of parking on the eastern side of the 	<p>[President]</p> <ul style="list-style-type: none"> Continue to work with utility companies for improvement of services they provide to College. National Campus has experienced low water pressure and no water at odd hours that impacted dorm. Need to increase budgets for utilities in FY 2008 at all campuses <p>[VPA]</p> <ul style="list-style-type: none"> Walk around; check out facilities; observe classes; meet/talk to various personnel and students; take notes and follow up with appropriate offices. Needs communicated to appropriate offices. Discussions with the security officers to be sure they continue security trainings in the various campuses system wide.

campus

[Information Technology]

System-wide Virus/Exploit attempts per month for 4th Quarter 2008:

July	121
August	309
September	313

System-wide e-mail identified as potential SPAM per month for 4th Quarter 2008:

July	109239
August	238989
September	131671

System-wide High Score SPAM e-mail Deleted per month for 4th Quarter 2008:

July	90961
August	212315
September	114989

July - September 2008 # incidences reported by campus

	CC	FMI	KC	PC	NC	YC
T		0	0	50	92	

[Information Technology]

Kb/s Data Traffic by Main Gateway per minute average for 4th Quarter 2008:

*kb/s = Kilobits Per Second (source; mrtg graphs)

Chuuk	in	112.0 kb/s(21.9%)
	out	16.4 kb/s (3.2%)
Kosrae	in	195.4.0 kb/s (38.2%)
	out	36.5 kb/s (7.1%)
National/PNI	in	759.8 kb/s (74.2%)
	out	245.3 kb/s (24.0%)
Yap/FMI	in	223.1 kb/s (43.6%)
	out	32.2 kb/s (6.3%)

[Facilities & Security]

- 64 alcohol violations, 10 arrests, 4 theft and 2 aggravated assault, 4 trespasses, 2 property damage, 16 misdemeanors

Strategic goal 4: Foster effective communication

Objectives	Accomplishments	Comments/additional detail
<p>4A: Enhance communications pathways</p>	<p>[President]</p> <ul style="list-style-type: none"> ▪ All Standard Committees have been organized and dates of meetings for the committees have been established. Chairs have been trained on their roles and responsibilities. ▪ Secretaries that will be taking minutes of standing committee meetings have been trained ▪ College will continue to provide the hardware and software to enhance communication pathways. <p>[VPIA]</p> <ul style="list-style-type: none"> ▪ Renewal of site license for Elluminate Live! Software program for real time audio, visual and document sharing through internet. ▪ 13 “Smart boards” (interactive whiteboards) ordered for placement in conference/meeting room and 1 classroom at each campus. <p>[VPCRE]</p> <ul style="list-style-type: none"> ▪ On-Line Reporting was initiated as required by USDA ▪ CES activity reports have been submitted on a regular basis to the management level of both the State and the College ▪ Trip to Pakin <p>[DCR]</p> <ul style="list-style-type: none"> ▪ Improve the Personnel Committee members’ understating about the governance structure by giving them a presentation on the policy during their September 15 meeting at the National Campus. 	<p>[VPCRE]</p> <ul style="list-style-type: none"> ▪ No definite count of number of on-line report submitted by CES Pohnpei, however, all staff have been advised to submit all FY08 on-line report by or before October 14, 2008. ▪ Preparing monthly, trip report, budget for FY09, Carry Over Fund budget and FY10, and quarterly report and submitted to VP/CRE, ▪ CES staff visited Pakein to promote CES Pohnpei Program activities and conducted trainings for the community in EFNEP, Livestock and Crop Production programs. During the one-week visit, 31 participants regularly attended presentations and

	<p>[IRPO]</p> <ul style="list-style-type: none"> ▪ Communication plan is being drafted 	<p>demonstrations conducted by CES Pohnpei staff.</p> <p>[IRPO]</p> <ul style="list-style-type: none"> ▪ Estimated completion date of communication plan is mid November 2008
<p>4B: Provide communications infrastructure to support communication pathways</p>	<p>[President]</p> <ul style="list-style-type: none"> ▪ Installations of VoIP telephones at major offices at all campuses. ▪ Approval of the \$95,000 by BOR at its August 2009 meeting will the Network that will leads into improve communication and data sharing. <p>[VPA]</p> <ul style="list-style-type: none"> ▪ Assisted the ICT Office and the IRPO Office in applying for a grant to purchase three meters satellite dishes to be placed at each campus for teleconference purposes <p>[VPSS]</p> <ul style="list-style-type: none"> ▪ Attended biweekly Cabinet meetings (Was able to be briefed about the current activities by the President and shared information with other cabinet members on the activities in the student services department. Additionally, reviewed and recommended new policies and programs for BOR approval <p>[VPCRE] Farmers' information Center at Agriculture</p> <ul style="list-style-type: none"> ▪ CES Pohnpei in collaboration with the DSAP program in providing information for farmers use and guidance on agriculture related topics and issues. <p>[Pohnpei Campus]</p> <ul style="list-style-type: none"> ▪ Created 5 email accounts for new faculty to communicate with College community. ▪ Completed fiber optic networking of new Student Services building at Gym and hooked up SSC, OAR, FAO, Nurse 	<p>[President]</p> <ul style="list-style-type: none"> ▪ Will continue to work with FSM Telecom on improving the communication infrastructure

	<p>and Counseling workstations</p> <ul style="list-style-type: none"> ▪ Installed 2 new network printers for SS in gym. <p>[Information Technology]</p> <ul style="list-style-type: none"> ▪ IT is researching connectivity options with companies in the region using the new GE23 satellite to further support, enhance and improve communications. 	
<p>4C: Enhance the college community's ability to communicate effectively</p>	<p>[President]</p> <ul style="list-style-type: none"> ▪ Use of E-mail continues to be major means of communication at COM-FSM as the bandwidth has increased system wide. ▪ Working with VPs on developing decision making grid that will enhance communication system wide. ▪ Instructed the IT Division to develop a user friendly website and train more staff on posting things on the website. ▪ Adopted a new form for taking minutes of the standing committee meetings that may be easily distributed to all at the College <p>[Pohnpei Campus]</p> <ul style="list-style-type: none"> ▪ IC worked in collaboration with the SSC to disseminate information on the Fall 2008 Prep Committee's behalf. ▪ DC & IC Met with World Teach Field Director with new instructor volunteers and the coordinator of JICA with new instructor volunteer. ▪ The development of Math & Science Division Website is a digital infrastructure that provides communications alternative to the students. Three instructors developed their own web pages where assignments, grades and other tools can be downloaded. ▪ Division Chairs had two meetings as scheduled to discuss monthly activities and to share information. ▪ CD delivered the Campus State of the Campus address during the Pohnpei Campus General Assembly of faculty, staff, and students. ▪ CD attended the Planning & Resources Committee as well 	

	<p>as the Enrollment Committee twice in August.</p> <ul style="list-style-type: none"> ▪ CD attended BOR meeting in Yap. ▪ CD met with Maintenance, Security, and Janitorial supervisors. ▪ CD is appointed to and attended meetings of the following college-wide standing committees: Management Council, Enrollment Management, Finance Committee, Self Study Standard I Committee. <p>[DCR]</p> <ul style="list-style-type: none"> ▪ Improve the college's ability to communicate financial information effectively to students by performing the following towards the completion of the Student Handbook: <ul style="list-style-type: none"> ○ Review format ○ Design cover ○ Implement page setting ▪ COM-FSM President appointed new chairman for the Pacific Postsecondary Education Council (PPEC). ▪ PPEC met in July 2008 at the National Campus regarding the following: <ul style="list-style-type: none"> ○ military buildup in Guam ○ articulation of courses at the University of Guam ○ updates on year 1 implementation efforts for multiyear technical grant submitted to OIA for \$500,000 ○ future collaborations among PPEC institutions. ○ Next meeting to be held in October 2008 	<p>[DCR]</p> <ul style="list-style-type: none"> ▪ The Student Handbook was printed and distributed ▪
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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	<p>[President]</p> <ul style="list-style-type: none"> ▪ Approved 5 staff development requests. 	

- Disapproved 2 staff development requests.

[VPA]

- Attended the Annual meeting/conference of the Asia Pacific Association for Fiduciary Studies (APAFS) in Manila, Philippines

[VPIA]

- 1 LRC Staff member completed a course at UH-Manoa in Library and Information Studies as well as a two-week internship in the Government Documents Collection at UH-M
- 2 Library Staff members participated in the Pacific Librarian Training Institute through PREL at UH-M

[VPCRE]

- One of CES staff continued teaching a crop production class at Pohnpei Campus

Summary Major Professional Development Activities by Campus

Degree Programs

Chuuk Campus

- Two[2] faculty members continue with online MA programs

Kosrae Campus

- System-wide SIS training was conducted by National Campus consultants to staff.
- Agriculture and Food Technology instructor spent 8 weeks at National Campus to work with faculty and staff on the Agriculture degree curriculum and course outlines.

FMI

National campus

- One[1] Faculty member continues with MA program on site
 - One[1] counseling staff continues with online MA program
- Pohnpei Campus**
- Two[2] Faculty members continue with MA programs online and onsite
 - One [1] Teaching Assistant continues with BA program on site
 - One[1] Counseling staff continues with MA program online
- Yap Campus**
- One [1] Faculty member started with MA program in August.
 - One [1] faculty continues with thesis at work site.
- NON-DEGREE PROGRAMS
- Personnel Committee held 3 day meeting in Pohnpei to train new members, establishing FY 09 and FY 10 priorities, plan budget, revise forms, finalize changes to Staff development Policies - [Section XI & XII] All objectives on agenda were met
- [Peer Counseling Center]**
- 3 staff attended a 3 days Motivational Interviewing to Promote Change workshop by consultant from the U.S. Department of Health and Human Services.
 - The Peer Trainer attended training on Strategic Prevention Framework conducted by Substance Abuse and Mental Health Services Admin.

5B: Recruit and retain qualified personnel to allow delivery of quality services

Fall Semester 2008 Full Time vs. Part Time Faculty

	CC	FMI	KC	PC	NC	YC
Total	75	34	76	164	254	63

Full Time	55	17	36	66	170	35
Part Time	39	17	40	98	84	28
% Full Time	73%	50%	53%	60%	33%	44%

College totals: College ratio Full to Part Time Faculty:

Profile College Faculty by Degree and Origin Spring 2008

[President]

- Hired Joe Habuchmai as the new Vice President for Administration.
- Continue to review the benefits for employees that may be used in hiring and retaining qualified faculty and staff.

[VPA]

- Completed 3 personnel evaluations, including discussing improvement issues with the employees

[FMI Campus]

Marcellino Jibemai ----- Class 2 Marine Engineer
 Alex M. Raiuklur ----- A.S./Class 3 Marine Engineer
 Joseph Falmed ----- AS/Class 4 Marine Engineer
 Benjamin James ----- Class 3 Master
 Penijamini Lailati ----- Class 3 Master
 Alvin Sinem ----- Class 5 Master

Part-Time Faculty

Patrick Wichilmel ----- A.S. Nursing

[HRO]

Hiring Activities

- Thirteen[13] employees were hired and began work during the reporting period
- Forty-two [42] positions were advertised and /or re-

[President]

- Need to revisit the policy on recruitment of faculty and staff from abroad. Some of the state campuses are experiencing problem recruiting and retaining qualified faculty due to environmental factors.

[HRO]

- Part-time Contracts: The part-time employees provided on the table refer to anyone including regular employees holding a special contract, excluding those still being routed at the time of this report.

advertised during the reporting period.

- Resignations: Eight [8] resignations were effective during the reporting period.
- Faculty hiring for Spring 2009 continues.
- Training: HR Director provided two trainings to supervisors at Pohnpei, National and Kosrae Campus on Personnel & Management Issues.
- Meeting with Division Chairs: HR Director met with division chairs at National and Kosare Campus on policies and personnel matters, recommendations developed out of the meetings are provided to management for decision making and improvement.

[Pohnpei Campus]

Name	Degree	Origin
Ada, Alicia	MA/Ed. (2)	UH Manoa
Alosima, Alan	BS/C.Engineer	Manuel Enverga University
Daniel, Deeleeann	BA/Math MA/Math (in progress)	UH Hilo UH Manoa
Esteban, Bertoldo	MA/ET	Marikina Institute of Science & Tech.
Garcia, Emmanuela	MS/Management Engineering	St. Louis University
Jano, Shirley	BA/Management MA/ED Leadership	Southwestern Adventist SDSU
Tadlock, Stacy	MA/English Language & Literature	Eastern Michigan University
Lamsis, Pablo	BS/Industrial Ed. MA/ED (in progress)	Nueva Vizcaya State U.

[Pohnpei Campus]

- Recruited 2 new full time instructors for ESL and 4 new volunteer instructors; two to teach math and two for ESL.
- Satisfactory ratings of four instructors and one instructional staff of the Technology and Trades Division per annual evaluation conducted by the Division Chair.
- Hired an expert horticulturist as part-time instructor to assist in the delivery of a landscaping course required for building maintenance majors. The same person is hired to coordinate the Agriculture & Food Technology COA Program.
- Hired two new and qualified ESL/EN instructors from the local workforce.
- Completed evaluation of Clerk Typist for T&T and submitted recommendation for extending her employment contract for another year.

		Central Luzon State U.
Mangonon, George	MBA	St. Louis University
Perman, Debra	BA/Business Admin. MBA (in progress)	UH at Hilo Walden University
Permitez, Nelchor	PhD/Ed. Management	Eulogio Amang Rodriguez Institute of Science & Technology
Ranahan, Jean	MA/Education	University of Maine, Orono
Recana, Cirilo	MA/Teaching	Marikina Institute of Science & Technology
Rice, Howard	BA/Communications	MSU
Roby, Joycelyn	AS/HTM BS/HTM (in progress)	COM-FSM MSU
Silbanuz, Phyllis	MS/CIS	University of Phoenix
Silbanuz, Salba	COA/CM Journeyman Certificate (in progress)	COM-FSM US Dept. of Labor
Victor, Romino	AAS/BT in Electrical Journeyman Certificate BA/V. Ed. (in progress)	COM-FSM US Dept. of Labor
Edgar, Gardner	BS/Technology	Texas State University
Macaraig-Santos, Sheila	MS/HTM	Adventist University

	Yarofmal, Xavier	BA/Elementary Ed.	UOG	
	Tadena, Evelyn	PhD/Ed.; MA/Math	De La Salle University	
	Jonas, Robert	MA/ED Administration TESL Certificate	UH Manoa Victory University, NZ	
	Elidok, Taylor	MA/ED Leadership	SDSU	
	<p>[Student Support Services Program]</p> <ul style="list-style-type: none"> SSSP recruited and hired 10 additional tutors for Fall 2008. There are now 14 (part time) tutors to provide tutorial services. 			
5C: Update personnel policies and procedures to meet on-going human resources needs	<p>[President]</p> <ul style="list-style-type: none"> Have requested the Director of Human Resources and the Staff development Committee to establish a policy that will place a timeline limit on employees' use of sick leave to take care of their immediate families. <p>[VPA]</p> <ul style="list-style-type: none"> Requested the HR office to review the policy on renewal of foreign employees permit to address the need for a employee oriented policy to help retain them on the job and help with the morale problem on campus. <p>[Kosrae Campus]</p> <ul style="list-style-type: none"> 2 employees reassigned. 2 reassignments due to position availability; this is the first instance in which the campus used the reassignment policy <p>[HRO]</p> <ul style="list-style-type: none"> Personnel Committee is working on Section VIII Compensation Policies and Practice for Board's meeting in December of this year. System-wide Staff Development committee has completed 			

	<p>its final recommendation to Section XI Staff Development Program & XII Incentive Program during its 3 day meeting. They will be transmitted to Personnel shortly. Additionally, the committee continues with the procedures for implementing and utilizing these 2 policies.</p>	
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Strategic goal 6: Ensure sufficient and well-managed fiscal resources that maintain financial stability

Objectives	Accomplishments	Comments/additional detail
<p>6A: Enhance new and existing revenue resources to promote growth and increase cost effectiveness</p>	<p>[President]</p> <ul style="list-style-type: none"> ▪ Negotiation is underway with a company to develop the marketing plan and strategies for the COM-FSM Endowment. This group developed the Marketing Plan for the UOG Endowment... ▪ Fundraising Activities continue to raise \$100,000/year. ▪ Will be reimbursed on the \$350,000 appropriated for the construction and renovation of Chuuk Campus in 2005. <p>[VPA]</p> <ul style="list-style-type: none"> ▪ Established a new procedure to use in reviewing the 2010 College wide budget <p>[VPSS]</p> <ul style="list-style-type: none"> ▪ VPSS met with student services office heads regarding the FY2010 budget proposals to make sure that the proposals meet the guidelines issued by the President's office. The objective is to stay within the fiscal year 2009 budget that includes step increases. <p>[VPCRE]</p> <ul style="list-style-type: none"> ▪ CariPac funding sub-contract was announced for Phase III and Phase IV ▪ CariPac is a USDA funded program for Distance Learning and Teaching Enhancement in Agriculture, Food Sciences and related Sciences identified as the Resident Instruction for the Insular Territories in the Federal Registry. 	<p>[President]</p> <ul style="list-style-type: none"> ▪ Fundraising Committee reorganized with new terms of reference and new strategies for fundraising

	<p>[Kosrae Campus]</p> <ul style="list-style-type: none"> ▪ A hog auction was conducted at the Tafunsak Municipality fairground on the first week of September. <p>[Pohnpei Campus]</p> <ul style="list-style-type: none"> ▪ CD, SSC, and Maintenance Supervisor met with the Rural Development Office to explore the possibility of securing a supplemental grant for the Student Services Building. ▪ CD visited Japan Embassy and met with Second Secretary Kaori Asada and Researcher/ Advisor Satoko Maeda to inquire about the possibility of applying for Japan Grass-root grant <p>[IRPO]</p> <ul style="list-style-type: none"> ▪ A grant request for the Japanese Grass Roots program is under development ▪ Information has been disseminated to interested individuals regarding a grant opportunities for suicide prevention 	<p>[Kosrae Campus]</p> <ul style="list-style-type: none"> ▪ \$790.00 was netted at that auction.
<p>6B: Diversify resources of the College</p>	<p>[President]</p> <ul style="list-style-type: none"> ▪ Grant writer to be recruited in October 2008. ▪ COM-FSM Investment Policy Revised. ▪ COM-FSM Investment Policy also revised. <p>[VPA]</p> <ul style="list-style-type: none"> ▪ Support the ongoing renovation of the IRPO office to avail a space for the Grant Writer to help divisions and department campus wide in securing funding for their programs <p>[Pohnpei Campus]</p> <ul style="list-style-type: none"> ▪ Four new volunteer instructors are hired for the school year; three are from World Teach Inc., and one from JICA. Refer to corresponding column for details on areas of teaching. ▪ Submitted proposal for Japanese Grant Aid for Cultural 	<p>[VPA]</p> <ul style="list-style-type: none"> ▪ Already in the process of advertising for the Grant writer position to be brought on board as soon as possible.

	<p>Grassroots Projects through the College Sponsored Program Committee in the amount of \$32,236 to create a fitness Center at the new Student Services Center.</p> <ul style="list-style-type: none"> ▪ CD and IC met with VPCRE and VPIA regarding CariPac grant fund to assist the Agriculture and Food Technology Certificate Program at the campus. 	
<p>6C: Budgeting and resource allocation</p>	<p>[President]</p> <ul style="list-style-type: none"> ▪ Budget hearings for FY 2010 will begin in October 2008 and budget guidelines stipulated allocations of resources based on priorities and assessment results <p>[VPA]</p> <ul style="list-style-type: none"> ▪ Met with divisions under the Department of Administration to review the 2010 budget and allocate funding for priority areas where they will be impacted the most. ▪ Cut most “car rental” funds for inter campus travel from the FY 2010 budget to reduce costs. ▪ No new positions were authorized in FY 2009. Some new and “existing but unfilled” positions were frozen. <p>[VPSS]</p> <ul style="list-style-type: none"> ▪ FY2009 & 2010 Budget Priorities Working Group. (The group met to review and recommend that institutional priorities that were developed by the President’s Retreat in May.) <p>[Pohnpei Campus] <u>Summer 2008:</u></p> <ul style="list-style-type: none"> ▪ 298 students enrolled in Summer 2008-Total revenue-\$161,123.50 ▪ 121 students have zero balance-collected -\$131,913.50 ▪ 177 students still have outstanding balance-remaining balance -\$29,210.00 ▪ 21 kids enrolled for the PCTI-summer camp program-18 	<p>[VPA]</p> <ul style="list-style-type: none"> ▪ Ask all divisions to divert funding to areas where the student learning will be impacted the most. <p>[VPSS]</p> <ul style="list-style-type: none"> ▪ The group was called by IRPO Director to take a look at the priorities put in place for FY09 and FY10 budgets. The group met several times to do this task.

	<p>kids already paid for their balance-Collected \$1,850.00.</p> <p><u>Fall 2008:</u></p> <ul style="list-style-type: none"> ▪ 644 students enrolled this Fall 2008. ▪ 7,377.5 credits for Fall 2008. ▪ Collections: Bookstore \$1,486; Business Office \$3,697; PCTI \$240; PSBDC \$1,770 ▪ 471 students visited the Bookstore to charge textbooks ▪ Campus Fiscal Officer completed the budget allocation for program year 2008 -2009 and submitted to CD for final review and approval. <p>[FMI Campus]</p> <ul style="list-style-type: none"> ▪ The fiscal officer went to Pohnpei to reconcile her bookkeeping with the national Business Office in order to close the FY08 budget for FMI in thorough and complete manner that is in accordance with rules and practices of the College. ▪ With FY09 budget for FMI standing at \$651,110, the Divisions have been allocated their performance budget. <ul style="list-style-type: none"> ▪ Administration Division: \$303,681.00 ▪ Instructional Division: \$201,748.00 ▪ Library (Instructional Support): \$11,007.00 ▪ Student Services Division: \$85,721.00 ▪ Maintenance Division: \$52,953.00 <p>[IRPO]</p> <ul style="list-style-type: none"> ▪ Performance budget forms for 2010 were dissemination and programs and units requested to provide needed input for compilation of the performance <p>[DCR]</p> <ul style="list-style-type: none"> ▪ Completion and submission of DCR FY 2010 Budget <ul style="list-style-type: none"> ○ Increases in advertisement/promotions and fundraising 	<p>[IRPO]</p> <ul style="list-style-type: none"> ▪ As of 10/10/2008 a large number of programs, campuses and office have yet to submit their performance budgets.
6D: Develop and implement college sustainability plans	July - September 2008 Power Consumption (Kw)	

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

	CC	FMI	KC	PC	NC	YC
Total		71,280		179,809		

[President]

- An alternate energy plan is under development for conservation of energy and resources at the College.
- Continue to monitor the submission of travel vouches by employees of the College that traveled on College’s TAs.
- Continue to monitor collections on outstanding balances for students.

[VPA]

- Initiated talks with EU and FSM reps on collaboration on renewable/alternative energy initiatives.
- Engaged in discussions with the EU and FSM representative relating to the possibility of the college role in the implementation of the FSM renewable/alternative energy initiatives.
- Discussed plans for college to engage in a campus wide job audit to determine needs for restructuring of the system

[VPCRE]

- VP-CRE is appointed to a task force in collaboration with FSM Resources and Development Department to explore the establishment of a Natural Sciences Research Institute at COM-FSM National Campus

[Kosrae Campus]

- Campus Director attended a meeting of the Facilities Committee at the NC about Alternative Energy presented by an EU representative.

[FMI Campus]

July – September Water Consumption (In Gals) = 1,571,470 gals

[President]

- Need to continue to revisit the policy on collection of outstanding dues.

[VPA]

- Needs follow up to explore the possibilities of using alternative sources of energy.
- Power consumption trends at all campuses are under scrutiny.
- Risk management plan development and implementation should remain a priority of the College

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

Objectives	Accomplishments	Comments/additional detail
<p>7A: Increase involvement of the community in college affairs</p>	<p>[President]</p> <ul style="list-style-type: none"> ▪ President’s Office Priority Objectives for the FY 2009 and 2010 will be to improve the image of the College internally and externally. Strategies are being developed for this objective. <p>[VPPIA]</p> <ul style="list-style-type: none"> ▪ Acting DVCEE attended Chief Executive Council meeting EC in Kosrae to support FSM-NDOE present the FSM vocational plan to the principals of CEC. ▪ College representatives participated in Pacific Basin Medical Officers Association conference in Yap focusing on regional health workforce training and to present on AS in Public Health program <p>[VPSS]</p> <ul style="list-style-type: none"> ▪ HESA Committee Oversight Hearing at the Capital (Well informed community, about the programs, services and current activities of the College is a plus during budget deliberations) ▪ OIA Budget Consultations. (The President, Cabinet and the key staff from the College consulted the OIA members on the FY 2009 Budget. OIA debriefed the college personnel on what level of budget they would approve including the infrastructure funding. College reiterated that the level of funding recommended by the FSM Government is not sufficient due to the increases in the price of fuel.) ▪ PPEC Meeting (College of Micronesia-FSM hosted a meeting for the first time for the Pacific Post Secondary Education Conference (PPEC). The members were able to meet the cabinet, faculty and staff. <p>[Kosrae Campus]</p>	<p>[President]</p> <ul style="list-style-type: none"> ▪ Need to develop survey instruments to gather inputs of stakeholders on college affairs. Private sector survey is underway to determine what skills are needed for graduates to fill jobs.

- As for campus infrastructure development and improvement, the College has several meetings with high officials of Kosrae including the Governor, Speaker, attorney general, and appropriate cabinet members to express the need of the campus to expand its land area. Some have expressed their support however, others think that the College should pay a higher rate on government land use.
- A meeting with, Director of Education resolved some misunderstanding about library use and the need to consider the accreditation requirement before amending the MOU.

[Pohnpei Campus]

- Good will games in basketball were played between students and the local community
- Assisted department of Education P.E. Program at the National Campus.
- Filipino Community used the PC Gym for sport activities (Basketball) with USA Navy team.
- Approximately 200 parents attended the first ever Parents Orientation.
- Partner with 7 off-campus employers for students' work study jobs
- Implemented MOA with World Teach Inc. and JICA for new volunteer instructors for SY08-09.
- High school students from Kitti utilized the garden for their science project.
- Provided 3-week Summer Day Camp for Kids with 21 participants; had 2 site visits; held certificate ceremony for completers.
- Rented out 100 chairs, podium and donated use of 8 stages to CSP for their 10th year celebration in conservation.
- PSBDC Coordinator and Pohnpei CES Land Grant, attended a meeting with Dr. Peter Motavalli of the University of Guam who talked about the importance of

	<p>soil fertility to productive farming for household use and for income generation.</p> <ul style="list-style-type: none">▪ Coordinator met and briefed Pohnpei Chamber of Commerce on the status of the Pohnpei Small Business Conference and reiterated request for chamber's support and participation.▪ The first ever Pohnpei Small Business Development conference which was held on August 20-22 at the Legislature chamber attracted more than 100 participants and supporters from both the government and private sectors. A Joint Communiqué was developed and adopted.▪ With the assistance of PSBDC, the Steering Committee for Pohnpei Commodity Exporters conducted a community based survey to examine the interest of farmers in establishing a farmers' coop for the possibility of exporting farm products. In this effort it was established that PSBDC would work with local governments in meeting arrangements with farmers in their jurisdictions. This work would be carried out in collaboration with CES Land Grant, Agriculture, CSP, and the Steering Committee.▪ PSBDC Coordinator participated in three Strategic Development workshops of which draft plans were developed for Marine Resources, Agriculture, and Pohnpei State Economic Affairs. PSBDC was identified as one of the key partners in the three areas.▪ A Memorandum of Understanding was signed between COM-FSM Pohnpei Campus and State Finance and Administration for accounting training for 40 employees.▪ GIS User Group had its regular meeting with six (6) members present.▪ PSBDC Coordinator attended a Regional Business Toolkit Meeting in Nadi, Fiji, as FSM representative on behalf of Secretary of R&D, FSM. The meeting was to follow up on the business assessment carried out in FICs.▪ PSBDC completed its comparative information on the	
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	<p>local business licenses in the six municipalities on Pohnpei Island proper.</p> <ul style="list-style-type: none"> ▪ PSBDC conducted survey on local produce markets on changes in price of local produces. Survey will continued on remaining local produce markets. ▪ PBDC completed its training plan for FY09. ▪ Both CD and Pohnpei Campus CRE Coordinator attended Island Food Community of Pohnpei (IFCP) board meeting. <p>[IRPO]</p> <ul style="list-style-type: none"> ▪ Director meet with Chuuk and Yap Directors and key staff to discuss issues related to improving services and understanding of stakeholder concerns regarding colleges programs and services 	<p>[IRPO]</p> <ul style="list-style-type: none"> ▪ A comprehensive report will be provided from meetings with all state department of educations following meetings with the PDOE and NDOE
<p>7B: Enhance and promote employment opportunities</p>	<p>[President]</p> <ul style="list-style-type: none"> ▪ A letter was sent to the FSM Department of TC & I at the FSM to establish negotiations with shipping companies that frequent the FSM to hire FSM FMI Graduates. <p>[VPA]</p> <ul style="list-style-type: none"> ▪ Continue to work with the HR office to help advertise new position widely most especially recruitment of locals in the workplace <p>[Kosrae Campus]</p> <ul style="list-style-type: none"> ▪ 1 Voc. Ed ET and 1 English Instructor position are under review. <p>[Pohnpei Campus]</p> <ul style="list-style-type: none"> ▪ IT trained 3 WIA trainees from Pohnpei State. ▪ UBP opening up two counselor positions and one computer or Administrative Specialist to be filled up before program year 2008 - 2009 starts. 	

	<ul style="list-style-type: none"> ▪ UBP recruiting instructors and tutors for this SY. ▪ ETSP is still seeking for an Admin. Specialist and 2 Student Services Specialists. <p>[FMI Campus]</p> <ul style="list-style-type: none"> ▪ The Director attended a special meeting of the Micronesian Shipping Commission on Guam in order to settle the issue of placing students on board the foreign ships servicing the Micronesian routes. At the conclusion of the meeting, Matson Navigation Company and Kyowa Shipping Company indicated they would take on the students once their documentation is completed. Those requirements are with their respective agents within Micronesia. 	
<p>7C: Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities</p>	<p>[President]</p> <ul style="list-style-type: none"> ▪ College has collaborated recently with the FSM Department of Health Services to develop and implement Public Health, Nursing, and Dentistry at the College. <p>[VPA]</p> <ul style="list-style-type: none"> ▪ Begin the process of partnership between the San Diego State University and COM-FSM in putting together a cohort of students to attend the Masters Program in Educational Leadership Degree Program. A orientation meeting took place at Pohnpei Campus for potential students. Forty-four students showed up for the meeting <p>[VPPIA]</p> <ul style="list-style-type: none"> ▪ Three members from COM-FSM participated in a workshop in partnership with PREL with FSMNDOE, DOE from all states to develop cluster technical standards for 9th to 12th based on the USDOE clusters and FSM relevance. ▪ Submitted Substantive change report for revised AS in 	<p>[VPA]</p> <ul style="list-style-type: none"> ▪ VPAS has been selected as the point of contact at the college for the SDSU Masters Degree Program in Post Secondary Leadership. SDSU and COM-FSM will enter into a MOU to engage in this online course delivery. Students will come from Pohnpei, Kosrae, Yap, and Chuuk. Four face to face classes will be held here in Pohnpei as part of this arrangement. <p>[VPPIA]</p> <ul style="list-style-type: none"> ▪ Nursing Program consultant funded by grant through Pacific Island Health Officers Association and US Dept. of HHR, HRSA.

Agriculture and Natural Resources Management to WASC for accreditation approval.

- COMET entrance tests data shared and sample essay responses shared with state education departments.
- Four Trial Counselor courses offered in Fall 08 to with more than 20 participants from various legal related agencies participating.
- Course offered again at PNI campus for Certificate of Achievement in Agriculture and Food Technology as program revived.
- Nursing Program technical consultant for re-planning program visits Chuuk, Kosrae, and Pohnpei Sept 28-Oct 3 of on island hospital site visits and consultations with nursing staff.
- Held meeting Sept. 2 with FSM Department of Health senior administrators regarding funding for pre health career program for high school students and substance abuse projects. Plans for COM-FSM to be contracted to conduct activities
- Request approved by FSM Resources and Development for no cost extension in the Land Management training modules implementation.
- SEPIIE project granted no cost extension to continue training special education teachers in FSM Schools.

[VPSS]

- Micronesia Red Cross Society. (Assisted the Society in their Blood Donors Drive, this service also provided another opportunity for the college community to learn more about their blood type and the services offered by the Red Cross Society)

[Kosrae Campus]

- Revision of Agriculture Program was completed during the reporting period awaiting approval of its substantive change report.
- Initial work has begun to enhance linkages between the

College and Kosrae High School.

[Pohnpei Campus]

- CD, IC, and T&T Division Chair attended PPEC at the invitation of President Spensin James. As a result, CD, IC, and T & T Division Chair had a follow-up meeting with PCC President Patrick Tellei regarding PCC's vocational outreach program at the high school in Palau. A follow-up breakfast meeting with GCC President Mary Okata was held on the following day to discuss preparation for military build up on Guam and GCC's outreach program with the high schools.

Educational Talent Search

- Completed 4 weeks summer programs are:
 - Jordan Hebel, Pre-Senior, UH Hilo in Science Technology Engineer, and Mathematics
 - Queensasha Gallen and Tracy Gilmete, Pre Seniors, UB/Palikir
 - Tracy David and Sylvia Edward, Pre Juniors, California Lutheran University
 - Irene Ongesel and Janet Ramei, Pre Seniors, KC
 - Rockson Hebel, Billy-Jean Roland, and Foster Sultan, Pre Juniors, KC
 - Lashaunda Wilson Pre-Senior, Monterey Peninsula College
- ETSP met its target number of 700 participants for the upcoming school year.
- ETSP students and alumni entered a PEER Educator program coordinated by Lt. Governor Edward and 2nd Lady Nancy Edward.
- ETSP conducted three trainings for parents of participating seniors: NMHS, PICS, MHS.
- ETSP Senior evening and after school tutorials are ongoing at all three high school sites.

Upward Bound Program

- Students attended regular academic classes in the mornings and cultural studies/activities and physical

education in the afternoons.

- All classes took the midterm examination as scheduled in their summer calendar
- Cultural activities were conducted:
 - Students and staff went to Black Coral Island and all the boys canoe paddled from Tekehtik to Black Coral Island.
 - Students and staff went to Dehpehk Island in Uh & Madolenihmw and hiked from one side to the other, mainly to give students an experience of living in such communities where transportation is inaccessible.
 - To fulfill community advocacy objectives of the program, UBP Students and staff attended Sunday services at Mwalok Church and Kolonia Catholic Church.
 - Students and families raised funds through sale of local goods.
 - Workshop for all students was conducted by 'Island Food Communities Services' mainly to offer information on healthy local foods.
 - Students took final exams with positive results.
 - Students performed community services by doing cleaning at PICS High school.
 - Students conducted Field Day and general clean-up inside and outside the dorms before concluding the summer program.
 - Awards Banquet was held at the end of the school year to recognize the students' accomplishments.
 - Recruitment of new participants from the 3 public schools on the island, PICS, MHS & KHS are ongoing with a final interview with parents.
 - IT staff taught 2 computer classes for the PCTI 2008 Summer Day Camp program to help foster technology to our youth in Pohnpei.
 - CD, IC, and T&T Division Chair had a meeting with Mr. Takuro Akinaga of APSCO and Mr.

	<p>Uchida of Japan Overseas regarding training opportunity for our T & T students.</p> <p>[IRPO]</p> <ul style="list-style-type: none"> ▪ Assisted FSM National Department of Education with development of a Vocational and Technical Plan in part to address FSM response to military buildup needs in Guam. ▪ Director provided input to PRIDE and PREL consultants who are assessing the impact of PRIDE programs in the Northern Pacific. Recommendations were to continue the PRIDE project and enhance linkages between elementary/secondary and post secondary education. 	
<p>7D: Provide Cooperative Extension Services to the community</p>	<p>[President]</p> <ul style="list-style-type: none"> ▪ The COM-FSM CRE Programs continue to provide Cooperative Extension to Communities in the FSM. ▪ The completion of the new Land Grant Research Labs will enhance these aspects of the CRE Programs at the College. <p>[VPCRE]</p> <ul style="list-style-type: none"> ▪ During routine farm and community visits CES Pohnpei have assisted 100 farmers in livestock, 99 farmers in crop production, waste disposal, recycling and reuse, 5 trainees in Aquaculture, and 47 in the EFNEP program. ▪ CES Nutrition Agent in collaboration with JOCV and CES Agents completed two community trainings in Sokehs. Participants attended these two trainings from Pakein and Danpei total to 47. Following each presentation, hands-on practical were carried out as cooking demonstrations, crop production (propagation) and piggery visits (castration procedures, piglet management, diseases and parasites evaluation and treatment, etc). ▪ Continued with awareness on integrated approach to crop production- food/nutrition management, crop rotation and safer chemicals to control pests. ▪ CES Agents continued with farm visits and demonstrations in the communities on respective programs such as the animal health, home gardening, 	

black pepper, black pearl, waste disposal, recycling and reuse organic matters, sakau, banana and the yam projects. During visits agents provide technical assistances, support and advice to farmers on new and innovative farming techniques and practices. A total of 251 farmers/clients have been assisted through farm visits and demonstrations. It should be noted here that some of the farmers/clients visited, multiple visits were made.

- The following are on-going CES Pohnpei programs provided to the communities include: waste disposal, recycling and reuse project, home gardening, animal health, black pearl, yam propagation, EFNEP, and conservation of biological diversity. More new sites have been discovered, reported and been dealt with accordingly. One of the greatest challenges is being able to communicate and convince farmers' with new and innovative technologies/practices.

Due to lead staff on Black Pepper program who is on medical referral, black pepper activities have been almost at stand-still.

- All state sites have on-going programs in Small Island Agriculture, Food and Nutrition, Families, Youth and Communities and Aquaculture from Cooperative Extension Service

[Kosrae Campus]

- AES researcher has been constantly meeting the Department of Resource and Economic Affairs regarding progress of the MOU on production/distribution of Macao banana plantlets and other seedlings.
- In a meeting with the Governor of Kosrae, CRE offered to run cooperative extension services for state agriculture program to enhance involvement of the College in the economic development of the State of Kosrae.
- Continue to work with Department of Resource and Economic Affairs on agricultural initiatives.
- Crafting of regular and thorn-less limes are underway at

	<p>MPPRC.</p> <ul style="list-style-type: none"> ▪ CRE has been actively involved in a series of State Agricultural Fairs for the months of June, July, and August. <p>[Pohnpei Campus]</p> <ul style="list-style-type: none"> ▪ UBP continued to work closely with 3 high schools during the recruitment of participants 	
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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	<p>[President]</p> <ul style="list-style-type: none"> ▪ President's Office is already making this objective as its priority. Strategies for the objectives are being developed on will be used as its objectives for 2009 and 2010 <p>[Kosrae Campus]</p> <ul style="list-style-type: none"> ▪ Small Business Development Center staff participated in the CYFAR summer camp by presenting topics related to entrepreneur development. <p>[Pohnpei Campus]</p> <ul style="list-style-type: none"> ▪ Goodwill basketball games were played with Sokehs team. ▪ 1 staff attended and assisted national campus sports and recreation staff to operate sports equipment provided by FSMNOC. ▪ 1 staff represented FSM to exhibition games in Australia as one of the official referee. ▪ CD accompanied COM-FSM President and Maintenance Director to meet with Pohnpei State COE and his vocational staff discuss vocational facility needs. Future collaborative work between the Pohnpei Campus and the Pohnpei State DOE was also discussed. ▪ CD and T & T Division Chair were appointed members of the Pohnpei State Task Force on the best way to utilize the 	

	former PATS campus.	
8B: Cultivate respect for individual differences, and champion diversity	<p>[President]</p> <ul style="list-style-type: none"> College continues to develop and offer programs and services that promote cultural difference and diversity. For example, offering of Micronesian Studies, Japanese Language Courses, Chinese Language Courses, and developmental courses that also address the diversity of learners among its students. <p>[VPA]</p> <ul style="list-style-type: none"> Continued working with college’s administrators and faculty to value our individual differences, cultural, traditional and ethnic background <p>[Kosrae Campus]</p> <ul style="list-style-type: none"> Composition of campus faculty: <ul style="list-style-type: none"> 2 USA 2 Pacific Islands 1 India 5 Philippines <p>[HRO]</p> <ul style="list-style-type: none"> 15 ethnic groups from around the world in addition to the four states of the FSM are represented in the employees hired and work for the College. 	<p>[VPA]</p> <ul style="list-style-type: none"> Attracting and accommodating students with disabilities will open up new opportunities for the college, promote inclusiveness, and improve the college’s image <p>[HRO]</p> <ul style="list-style-type: none"> Saipan, Hawaii, UK, US, Palau, Canada, Romania, Sri Lanka, India, Nauru, Kiribati, Thailand, Philippines, Fiji, Japan, Yap, Kosrae, Pohnpei, & Chuuk.

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

Objectives	Accomplishments	Comments/additional detail
9A: Improve institutional assessment and evaluation	<p>[President]</p> <ul style="list-style-type: none"> On-going efforts for improvement of institutional assessment currently done in all departments An Assessment Planning Group has developed an Assessment Handbook that will assist in this area. <p>[VPA]</p>	

- Attended cabinet meetings and other trainings relating to setting up priorities for improvement in the programs

[VPIA]

- Assessment workshop held for faculty at National Campus on Aug. 7, 2008.

[VPSS]

- Self-Study Working Group (Met on several occasions to discuss the self-study timeline, the kick-off day and whether to maintain a separate group for the self-study only.)
- The Standards Committee also met to discuss the accreditation process and the make-up of the different standards group. (The chair or the ALO gave the chairs of each standard to review the members of the groups so the Staff Senate could assist in naming individuals to the standard groups.)
- The Student Services Management Team dedicated the summer months to devote on a weekly basis to review the assessment plans and reports for different offices and division within the department and make recommendation to the author of each assessment report. (As a result, some reports have been turned in to the Director of IRPO before the deadline of July 31. Some offices are still working on their assessment report

[VPCRE]

- Land Grant Program agreed to provide funds to support CRE program assessment

[Kosrae Campus]

- Some departments continue to meet to work on their program assessment plan.
- Director of IRPO conducted in-depth workshop on Institutional Assessment to management team.
- 12 of our employees need to continue their general

[VPIA]

- Program mission statements and program assessment plans for school year 08-09 were formulated.

education.

- Follow-up training in SIS.

[Pohnpei Campus]

- Student Services participated in the ongoing training to enhance knowledge in Assessment conducted by Jimmy Hicks.
- Random Survey of 100 students during orientation
- Random Survey of 50 parents during parents' orientation
- Random Survey of 100 students during registration
- Collected 16 work-study survey forms from supervisors from various worksites in the community.
- Program assessment reports are completed for Electronics/Telecommunication, Small Engine Repair, and Career Education in Motor Vehicle Mechanics.

[IRPO]

- Provided presentations and working sessions at Chuuk, Yap and FMI sites on developing/reviewing improvement and assessment plans.
- [IRPO] Meeting with UOG Dean of Liberal Arts resulted in discussion to explore joint evaluation of articulated course between UOG and COM-FSM
- [IRPO] The working group for Self Study Standard II has been formed with ongoing working sessions to develop the descriptive analysis of the college against standards related to student learning outcomes.
- [IRPO] Based on IAP presentations national faculty begin development/revision of mission, goals and improvement outcomes for degree programs.
- [IRPO] Technical assistance was provided for conducting an After Action Review of fall semester registration. Based on the review - recommendations were made for improvement of the registration process.

[DCR]

[IRPO]

- Follow up is needed with UOG Liberal Arts to determine an action plan for joint evaluation of articulated courses.

	<ul style="list-style-type: none"> ▪ Improve planning and resource allocation at the DCR through the development of the office assessment plan. ▪ Assessment reports are due in December. <p>[HRO]</p> <ul style="list-style-type: none"> ▪ Continuation of implementation of organizational structure 	
<p>9B: Integrate planning, evaluation and resource allocation for continuous improvement</p>	<p>[Board of Regents]</p> <ul style="list-style-type: none"> ▪ The Board designated the Nantaku site as the permanent site for Chuuk Campus. ▪ Requests for the following supplemental budgets for FY 2008 were approved for \$405,220 <ul style="list-style-type: none"> ○ Utilities: \$247,000 ○ Cafeteria Food Supplies: \$63,000 ○ Student Information System (SIS): \$95,220 ▪ Approval was granted for use of 50% of the income/ earnings from the General Fund account invested at Citibank, or \$64,886, as an additional funding source for supplemental budgets ▪ The Board approved changing the investment manager for small cap growth investment from Atlantic Capital Management to TWC Investment Management ▪ The President is directed to provide Pohnpei State with the technical assistance requested for their World Park planning and to the other states and the national government should they also request assistance ▪ The President is directed to develop a plan to incorporate alternative energy within the college system and identify funding to implement the plan for the Board’s consideration ▪ All new college facilities are to include provisions for alternative energy ▪ Regents Graceful Enlet and Lyndon Cornelius will represent the Board on the college’s Investment Committee ▪ The minutes of the May 19-21, 2008, regular meeting and 	

	<p>the August 21, 2008, teleconference meeting were adopted</p> <ul style="list-style-type: none">▪ The next Board meeting is the organizational meeting and will be held the first week in December at the National Campus <p>[President]</p> <ul style="list-style-type: none">▪ FY 2010 Budget will be allocating budget based on established priorities at the College. <p>[VPA]</p> <ul style="list-style-type: none">▪ Ensured that FY 2010 budget development guidelines include institutional priorities, assessment and strategic goals and objectives as basis for resource allocation. Also ensured that every office/campus allocated a % of funds to Goal 9 – continuous improvement. <p>[Kosrae Campus]</p> <ul style="list-style-type: none">▪ Need to develop standards in most areas.▪ Instructional staff and faculty have been using standard course outlines and syllabus format.▪ The Facilities and Maintenance division has adopted/developed safety standards and now implementing them. <p>[Pohnpei Campus]</p> <ul style="list-style-type: none">▪ CD met with Student Services staff to prepare for the Open House ceremony of the SSC and to discuss remedies for issues regarding the Center and students. <p>[IRPO]</p> <ul style="list-style-type: none">▪ Provided presentation to cabinet on continuous improvement process to increase understanding of roles and responsibilities of key leaders at the college in coordinating the development of department goals and objectives based on program assessment and program review and development of institutional priorities to drive resource allocation decisions.	<p>[IRPO]</p> <ul style="list-style-type: none">▪ Cabinet members are developing improvement plans
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	<ul style="list-style-type: none"> ▪ A draft FMI Strategic Plan was completed and is under going review by FMI staff prior to transmittal to appropriate committees for review. ▪ Assistance has been continued to be provided for development of the enrollment management plan. <p>[DCR]</p> <ul style="list-style-type: none"> ▪ Conducted site visits at all campuses in accreditation awareness campaign. <ul style="list-style-type: none"> ○ Critical issues: <ul style="list-style-type: none"> ▪ 2009 Self Study ▪ Program Assessment ▪ Program Review ▪ The need for continuous improvement at all sites ▪ Gave presentations on accreditation and the image of the college for maintenance and security staff. Key points addressed in the presentations included: <ul style="list-style-type: none"> ○ What is accreditation? ○ WASC eligibility requirements and standards ○ Importance of communication across all sites ○ Maintaining COM-FSM accredited status ○ Student centered vs. faculty and staff centered ○ Breakout groups to discuss continuous improvement at the college. Issues discussed included: <ul style="list-style-type: none"> ▪ Increasing fuel costs ▪ Low student enrollment ▪ Energy consumption at the college 	
9C: Increase research and data driven decision making	<p>[President]</p> <ul style="list-style-type: none"> ▪ IRPO continues to collect data quarterly, semiannually, and annually that have assisted the management to make decisions that are data driven. <p>[IRPO]</p> <ul style="list-style-type: none"> ▪ IPEDS Fall Semester collection was opened and information is being gathered to complete the survey 	

	<ul style="list-style-type: none"> ▪ Director provided presentations on Governance policy and new standing committee structure to Pohnpei Campus (presentations have been completed at all campuses) and conducted discussion regarding the implementation and impact of the governance policy. <p>[HRO]</p> <ul style="list-style-type: none"> ▪ HRO continues to track, collect and provide HR statistical information and research on policy developments and procedures for committee recommendations and decision making. 	
<p>9D: Develop an integrated data system</p>	<p>[President]</p> <ul style="list-style-type: none"> ▪ The first phase of the SIS has been completed. The Board of Regents approved \$95,000 at its August 2008 meeting to complete the second phase of this project. The end results of this will be improvement on sharing data and information for making decisions. <p>[VPA]</p> <ul style="list-style-type: none"> • Coordinate the use of the fund balance to help put up phase II of the SIS system and also to recruit personnel to begin work as web masters. • Continuing to facilitate the implementation of the SIS <p>[Kosrae Campus]</p> <ul style="list-style-type: none"> ▪ Student Services Staff participated in on-site SIS training conducted by team from National Campus <p>[IRPO]</p> <ul style="list-style-type: none"> ▪ Discussions were held with IT and OAR regarding modifications of the SIS to meet the reporting needs of the college. <p>[Information Technology]</p> <ul style="list-style-type: none"> ▪ The implementation of the 1st Phase of the Student Information System (SIS) was expected to be accomplished by the end of Summer Semester 2008 and 	

	<p>we have met that timeline. Phase 1 includes the web based student data entry from all campuses (through OAR), GPA, IDP and linkages to accounts receivable. The SIS phase 1 implementation greatly enhances the college's ability to provide timely and accurate student records.</p> <ul style="list-style-type: none">▪ The initial work to bring a balance forward from the COM-FSM business office MIP accounts receivable database (into the new student database) is done, aside from that aspect, all the modules that were expected and all the functionality and training expected has been completed. IT has tested out the SIS and the database and has been proven to function well in the low bandwidth environment the college faces. All state campuses are able to access the SIS remotely for data entry and generation of reports. The SIS database has been shown to generate GPAs, graduate lists, IDPs, official transcripts automatically. Previously these could only be generated manually. Time savings are substantial.▪ In short, the phase 1 of SIS has performed at the high level expected and service capabilities at the college are vastly improved because of it.▪ I would like to clarify that there are major implications for the new SIS System. First, the SIS database will allow direct access, entry and review of student and college information at each campus in real time. The SIS system includes the database, but goes far beyond just implementation of the database. The new SIS system will require improvements in processes and procedures and identification of roles and responsibilities to maximize the impact of the SIS system on improving the college. If properly implemented the college can expect:<ul style="list-style-type: none">▪ IDP completed updated at the end of each semester▪ Term GPA and cumulative GPA to be calculated and available as soon as grades are entered into the system (this requires processes and procedures that ensure grades are collected and entered into the	
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	<p>system immediately)</p> <p>[Admissions & Records]</p> <ul style="list-style-type: none">▪ Registrar provided follow-up SIS training to FSM FMI Counselor specifically in performing data entry using the (a) course and schedule, and (b) registration menus of the SIS, September 19, 2008;▪ Site visits were conducted to Yap and Chuuk Campuses (August 9 to 22, 2008), and Kosrae Campus (August 11, 2008) specifically to provide technical support and assistance, whilst follow-up training on SIS, and others.	
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**College of Micronesia - FSM
Institutional Priorities FY 2008**

Introduction

The institutional priorities for FY 2008 guide major improvement efforts for the College of Micronesia – FSM. The institutional priorities form a basis of allocation of resources (human and financial) to support improvement efforts of the college and are a foundation for reporting on the college to the Board of Regents, FSM national government and other key stakeholders. [Note: Reporting recommendations against strategic goals & goals are included in brackets]

Institutional Priorities for FY 2008

1) Communications, governance and technical assistance

- a) Enhance linkages between the college and elementary and secondary programs through partnerships between the college and state and national departments of education and related national and state departments agencies with emphasis on improving readiness of students for college. [SG4a & SG7c]
- b) Increase dialogue, information exchange and providing of technical assistance with external stakeholders in regard to economic and social development needs, program development, service delivery, funding for students and the college, and the World Park. [SG7a&c]
- c) Fully implement the communications and governance policies by establishing necessary processes and procedures and improvement plans in line with WASC recommendations, emphasis on enhancing the information technology aspects, and inclusion of specific provisions for participation of and by the Student Body Association (s) and Faculty/Staff (s) senates. [SG4a]
- d) Enhance sustainable management and utilization of the natural resources of the FSM and human/community improvement through research and extension in the environmental, agriculture and food sciences in response to national and state economic and social development plans and priorities. [SG7d]

2) Instructional and student services

- a) Continue improvement of developmental education with emphasis on assessment and evaluation of student progress of existing programs and development of and training for improved programs and delivery techniques. [SG1b]
- b) Based on the program evaluations for student's services, prioritize enhancement of tutoring and counseling services to students. [SG2c]

3) Fiscal and facilities

- a) Improve fiscal stability of the college through seeking external support of foundations and governments in addition to U.S. federal education programs. [SG6b]
- b) Continue to upgrade college facilities in line with the facilities master plan and to enhance the college environment for a learning centered institution of higher education. [SG3a]
- c) Secure Chuuk campus permanent site. [SG3a]

4) Continuous improvement

- a) Complete development and implement of recruitment and retention plans. [SG2c]
- b) Evaluate implementation and impact of the strategic plan. [SG9a]
- c) Enhance information technology capacity through training in the college's new Student Information System (SIS) and continuing improvement of the technical infrastructure of the college. [SG9d]
- d) Continue and evaluate implementation of the institutional assessment system for all programs and services of the college with emphasis on training needs of faculty and staff. [SG9a]

President's Retreat 2007 – Problem statements, action strategies & interventions

Problem statement & action strategies	Interventions
<p>1. There is insufficient dialogue and information exchange between external stakeholders and the college in regard to economic and social development needs, program development, service delivery and funding for students and the college [Goal 7a]. The college needs to:</p> <ul style="list-style-type: none"> a. Improve dialogue and information exchange between the College and stakeholders pertaining to funding for students and the college. b. Improve dialogue and information exchange between the College and stakeholders pertaining to the delivery of College services. c. Improved communication and exchange of information between stakeholders and the college for program development/improvement. d. Improve dialogue and information exchange between the College and stakeholders pertaining to College programs and services related to economic growth and social development. 	<p>1a . d: Incorporate into development of the college's communication plan.</p>
<p>2. Inadequate development, understanding and application of quality standards for an effective student centered learning environment [Goal 9b]. The college needs to:</p> <ul style="list-style-type: none"> a. Enhance/develop and implement quality standards throughout the system in all areas. b. Improve understanding of standards c. Assess/use results as basis for decision making 	<p>2a & 2c: Incorporate action strategies into development of the i) institutional assessment plan (set up a process for quality standards), ii) improvement of reporting, iii) key indicators of the strategic plan iv) governance structure & v) enrollment management indicators. 2b: Include in training of above items.</p>
<p>3. Governance processes including development, implementation and evaluation do not include all necessary internal and external stakeholders [Goal 4a]. The college needs to:</p> <ul style="list-style-type: none"> a. Develop implementation plan for Communication Policy b. Develop implementation plan for Shared Governance Policy 	<p>3a: Communications plan development 3b: Governance policy implementation</p>
<p>4. The academic level of the majority of incoming students is inadequate to meet college level standards [Goal 2c]. The college needs to:</p> <ul style="list-style-type: none"> a. Improve dialogue and communication between NDOE, SDOEs and the college to improve K-12 & 13 educational outcome b. Promote the value of education among all stakeholders c. Collaborate with K12 in designing and implementing a plan to raise the awareness and importance of vocational education/technical programs 	<p>4a & 4b: Incorporate into development of communications plan & reporting of results on i)COMET, ii) IAP results & iii) TRIO 4c: Incorporate into development of i) communications plan and ii) retention (& recruitment) plan</p>
<p>5. The success and retention rate of students at the college is less than 40% [Goal 2c]. The college needs to:</p> <ul style="list-style-type: none"> a. Enhance working relations with K-12 to bridge the gap for students entering college (increase the number and/or per cent of degree students entering the college, reduce the number and/or per cent of under prepared students entering the college, provide realistic expectations to students entering the college, provide supplemental course and programs, etc.) b. Increase quality and effectiveness of remedial programs at the college. c. Promote programs and services (retention plan, increased tutoring, improved advising, mentoring etc.) that increase student success and retention within the College d. Improve quality control in student services College wide. e. Improve quality control in administrative services College wide. f. Ensure consistency and quality of instructional services College wide g. Improve facilities and technology availability and accessibility. h. Develop and implement an institutional assessment plan. i. Improve the image of the College 	<p>5a: Incorporate into development of communications plan 5b: Incorporate into development of the i) IAP, ii) retention (& recruitment) plan, & iii) increase training for remedial instruction and support services 5c: Develop a retention (& recruitment) plan 5d, 5e, 5f: Same as problem statement 2 above 5g: Incorporate into revision, improvement and expansion of enrollment management indicators, and facilities master plan 5h: IAP 5i: Develop a plan that indicates how each part of the college contributes to its image</p>