

Report to the Board of Regents

June, 2025

IA

MISSION STATEMENT

"The department for instructional affairs is the center for academic activities of the college that is committed to student success and achievement by providing leadership and guidance in all instructional affairs across all site through continually sustaining the quality of academic and career & technical educational programs and improving learning support services, strengthening faculty and staff, and collaborating with internal and external stakeholders."

Faculty and Staff Development Evident in Our Commencement Exercises

The 81st College of Micronesia-FSM Commencement Exercises took place on May 22, 2025. It held the theme "The Tassel was Worth the Hassle". Attending the ceremony were the usual audience of proud parents, esteemed dignitaries, instructors in their graduation attire, and excited students.

These people went through the hassles of work, life, and school to get to their seats on that day. Included in the bunch who were to graduate on the 22nd were some of the staff of the College of Micronesia - FSM.

As if maintaining a work-life balance was not difficult enough, these alumni and staff members added educational development onto that heavy load.

Financial Aid Staff, Margaret Lebehn, Business Office Accountant, Zsannette Wichep, and Educational Technologist in training, Fiji Phillip received their Bachelor Degrees in Business Administration with an emphasis in Accounting.

Business Office Staff Lucia Cindy Fagallayan and Mayra-Linda Paul along with Executive Secretary II, Senniesha Santos earned their Associate of Science degrees in Business Administration. ACE mentor, Caroleen Solomon, also earned her Associate of Arts degree in Micronesian Studies.



In addition to these graduates, Education Instructor Ada Anep from Chuuk has proven his qualification for the title of Doctor by obtaining his EdD in Organizational Leadership for Adaptation and Change from Chaminade University of Honolulu.

All these achievements highlight the creative spirit of the dedicated staff and faculty at the College of Micronesia!



A Glance At IA Inside Reports

- Faculty and Staff Development Evident in Our Commencement Exercises
- Campus Highlights: FMI, Yap Campus, and National Campus
- Campus Highlights: Chuuk Campus, Kosrae Campus, and CTEC
- IA: In Action - Collaborating with Stakeholders
- LRC Corner

Campus Highlights: FMI, Yap Campus, and National Campus

FMI and Yap Campus

Recruiting Faculty, Staff, and Learners

Recruitment process is still ongoing for these vacancies: Instructional Coordinator, Librarian I, Education Instructor, English Instructor. At present, there are 5 full time faculty members (Soc Sci, Science, EET, Math, English) and two ACE Mentors. Background checks are now being done for the English Instructor candidate, while librarian I position is now being announced.

Team traveled to Chuuk, Pohnpei, and Kosrae to recruit new students and promote Class 4. They had the opportunity to meet with NFC, NORMA, FSM TC&I, and FSM Vital, among others, to share program information and to solicit employment opportunities for our graduates.

Course Outline Approval

All course outlines for Class 5 courses have been approved by both the COM-FSM Curriculum Committee and TC&I, and are expected to be offered starting August 2025.

NORMA Observers Training

NORMA- FMI will host the NORMA Observers Training to run for 8 weeks, June 11 – August 13th for 10 trainees. Four Trainers from NORMA will conduct the training with FMI instructors to assist with courses in Basic Sea Survival, Firefighting, First Aid at Sea, and Personal Safety & Social Responsibility. The training cost is \$30,510, which includes instruction, training materials/supplies, room and board, fees, refreshments, and ground transportation.

Celebrating Success

The 9th Joint Commencement Exercises for Yap Campus & FSM FMI was held on May 20, 2025, with 13 cadets graduating. Nine received the following certificates: Certificate of Completion in Basic Safety, Certificate of Completion-Watchkeeping Rating (Deck), Certificate of Achievement, Navigation (Class 6 Master), With Fishing Technology courses, and Advanced Certificate of Achievement, Navigation (Class 5 Master).

Four received the following: Certificate of Completion in Basic Safety, Certificate of Completion-Watchkeeping Rating (Engine), Certificate of Achievement, Marine Engineering (Class 6 Engineer), With Fishing Technology courses, and Advanced Certificate of Achievement, Marine Engineering (Class 5 Engineer).

Yap campus students also completed their degrees and certificates in the following programs: BS in Elementary Education, AA in Liberal Arts and Pre-Teacher Preparation, and CA in Agriculture & Food Technology and Nursing Assistant.

Notable attendees of the commencement exercise was TH Aren B. Palik, Vice President of the FSM, who was their keynote speaker, and TH Robson Romoluw, Vice Speaker of the FSM Congress.



National Campus

Moodle Training

Moodle LMS training continues after Spring 2025 graduation. There is the Basics Moodle training session and then there's the Advanced Moodle training session.

By the end of the Prep & Practice: Moodle Basic Training workshop, participants will be able to navigate the Moodle Interface to access and manage course settings, create basic Moodle course topics and appropriate settings, upload and organize content in the Moodle course, implement basic Moodle resources, apply best practices for course visibility and student access, and demonstrate readiness to use Moodle in teaching.

By the end of the Prep & Practice: Moodle Advanced Training workshop, participants will be able to customize the Moodle gradebook to support assessment strategies, implement conditional activities to personalize student learning paths, manage student groups to facilitate collaborative learning, and apply advanced tools to ensure course functionality.

The Learning Design team is finalizing workshop bookings for June and July, with scheduling open for changes. The workshop will use a flipped classroom model, and Instructional Coordinators (ICs) should inform and share the plan with all participating instructors.

Program Modification

CIS Program Modification request gained endorsement for approval during CC's meeting of May 21, 2025.

Summer Offerings

54 courses (69 sections) are schedule for Summer 2025.

IQBE Program Progress

IQBE is training the first educational technologist to assist faculty in transitioning from Canvas to Moodle and developing a blended learning training packet. The pilot blended learning session took place in Yap, with another scheduled for the first week of June in Pohnpei. Lead teacher training for all states is ongoing, along with professional development for PDOE lead teachers from Nett, Kolonia, and Madolenihmw.

Challenges

- Setting training dates with each SDOE as each state has their own set of dates and objectives. (Experienced in previous quarters as well).
- Delay in training and COM-FSM IQBE activities due to low funding.

Recommendations

- A well-organized calendar of training activities is required for each state, along with timely responses from the TC and project managers in every state.



IQBE Lead Teachers Training held in Pohnpei

Campus Highlights: Chuuk Campus, Kosrae Campus, and CTEC

Chuuk Campus

Promoting Programs

At the college fair, both instructors and students were in attendance. The Instructional Division set up ten booths to showcase various programs to high school seniors as part of their promotional efforts.

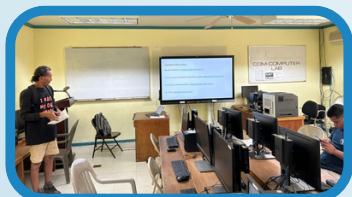
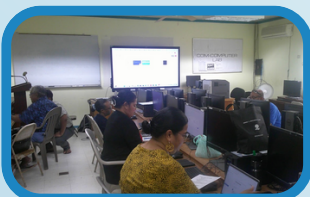


20 courses are to be offered in Summer 2025 by Chuuk campus' 12 regular faculty members.

Kosrae Campus

Moodle Training

In the week of April 14, Mr. Fiji Phillip held Moodle training sessions for Kosrae faculty and students. All 9 regular faculty members participated in the workshop, which was part of Faculty Professional Development Day. Additionally, four students attended the student workshops during the week.



CC Updates

Dr. Frehiwot Teshome was appointed Public Health Programs Coordinator and initiated program and course reviews.

Maintenance Projects

Maintenance staff repaired Building "J" and continued general campus upkeep.

Fencing project, funded by Kosrae State Government, is in progress.

Courtesy Visits and Partnerships

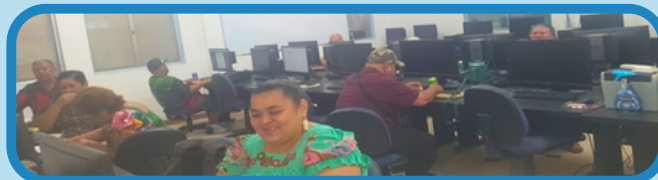
Courtesy visits with the Acting Director of Education (April 22) and the Kosrae High School principal (April 28) strengthened collaboration.

Hosted Junior Close-Up on April 22 with approximately 20 juniors.

Career and Technical Education Center

Open Admission

Met with the college-wide IA/SS staff to get ready for the upcoming open admission period, which includes mandatory summer 2025 attendance for Certificate students.



Faculty and SS Staff in attendance for the Open Admission virtual meeting

Upward Bound Program

End of Academic Year 24-25 staff and students' reflection retreat on black coral from May 16-17, 2025.

Preparing UB seniors to enroll during summer for their summer bridge program. 20 seniors are going to Guam for College Visit and student leadership conference. August 11-17, 2025.

Three (3) students, one from each of the public high schools, are preparing to join the dual enrollment program.

National Apprenticeship Day

The celebration of National Apprenticeship Day at the new CTEC building honors apprentices for their dedication, skill, and commitment in shaping the future workforce.

The celebration includes the Apprentice team of faculty, students, coordinators, the Acting Director of Pohnpei Public Safety, Mr. Joel, the Acting CEO of PUC, Chief Nahnpei, VPIA Ehmes, and CTEC Dean Phyllis.



Student Participation in Course Evaluations

Challenges

- Poor participation in student evaluations

Recommendations

- Conduct mandatory evaluations in the last two weeks of instruction for face-to-face classes
- Consider requiring online students to complete evaluations before accessing final exams

Luncheon for Departing Faculty Member



CTEC bids farewell to its Accounting and Bookkeeping Instructor, Professor Debra W. Perman

IA: In Action - Collaborating with Stakeholders

Accounting Technician DOFA/WB

The Federated States of Micronesia (FSM) faces a shortage of local accounting talent, often relying on foreign consultants. To address this, the Financial Management Umbrella Program (FMUP) partnered with the College of Micronesia-FSM (COM-FSM) to develop a competency-based accounting curriculum - The Accounting Technician Program.

The first class started in January 2025 with 30 government employees (20 women and 10 men). Students study on the main campus or online from other islands. The program aims to train more homegrown talent and improve career opportunities.

Now, it is continuing to Summer 2025 with 30 students (17 DOFA and 13 BSBA students).

UNOPS End-of-Life Vehicle Project

COM-FSM in partnership with UNOPS collaborating on a project that uses GIS mapping to identify End of Life Vehicles in the FSM.

Illegal Dumping Sites

While not yet systematically cataloged, several instances of tires, batteries, and vehicles dumping were observed during field visits especially in the main town around the repair shops. These are being tracked informally and will be integrated into GIS layers as data verification progresses.

Potential Dumping Grounds

Students were introduced to basic site assessment practices to identify and flag potential dumping areas based on environmental and logistical risks. This activity will be further developed in later project stages.



Methodology and Implementation

Fieldwork

- **Tools:** GPS devices, ArcGIS Pro, tablets for real-time data entry.
- **Teams:** 28 members (13 females), including faculty and students.
- **Approach:** Prioritized urban/rural zones; outer islands accessed via chartered boats.

Results

Results of the ELV data collected in the four states of the FSM can be viewed [here](#).

Early Childhood Education Training

From May 13-18, 2025, a significant meeting was held in Yap State, organized by the College of Micronesia-FSM, FSM National Department of Education, and UNICEF. Led by Professor Pearl Olter-Pelep and Mr. Herry Wichep, the initiative focused on developing an Inclusive Early Childhood Education (ECE) Teacher Training program.



Before the important four-day meeting, Prof. Pearl Olter-Pelep, Mr. Herry

Wichep, and I visited the Yap Director of Education. During this meeting, Mrs. Pearl briefed the Director on the project's expected outcomes.

The Director's enthusiastic support validated the project's relevance and fostered collaboration essential for developing the ECE Teacher Training Plan and implementing the Yap Teacher Training Plan. This productive exchange with the Yap Director of Education was a vital first step in the engagement.

The groundwork was established for a positive working relationship essential for addressing future project challenges and opportunities. A training session was also conducted in Yap with 18 participants.

Future plans involve training sessions for ECE and Special Education teachers in Pohnpei from July 14-18, 2025. The COM-FSM team will create training modules focused on Early Childhood Education, Inclusive learning, and Indigenous learning. A survey will also be conducted to gather insights from teachers to inform the development of these modules.

We have a workshop scheduled for June 5 & 6, 2025, for 35 Pohnpei state ECE and Special Education Teachers, and we kindly request to reserve the COM-FSM gym on those dates.

Preceptor Training

The College of Micronesia-FSM Division of Health Sciences, in partnership with AHEC, will hold a Preceptor Training from June 3-5, 2025. The program aims to enhance nurses' mentorship and leadership skills, helping them support newly graduated nurses and nursing students in their transition to clinical practice. Participation is limited to 10-12 individuals.

The training is structured into **six comprehensive modules**, each designed to equip participants with essential skills for effective preceptorship:

- **Introduction to Preceptorship** – Understanding the role and significance of preceptors in nursing education.
- **The Effective Preceptor** – Key attributes and best practices for successful mentorship.
- **The Art of Feedback** – Techniques for Providing Constructive and Meaningful Feedback.
- **Avoiding Problems** – Strategies for Recognizing and Addressing Potential Challenges.
- **Surviving Difficult Situations** – Managing complex interactions with professionalism and confidence.
- **Meaningful Evaluations** – Assessing progress and fostering continued growth.

By participating in this training, nurses will improve their mentoring skills and support for peers, boosting confidence in professional values. This initiative promotes lifelong learning, preparing healthcare professionals for the evolving demands of their field.



IA Strategic Plan 2024-2025

IA_GOAL_4. Assure stakeholders collaboration

IA_AUO_4. Establish a new or strengthen existing internal and external stakeholder collaboration to enhance educational opportunities in order to achieve outcomes.

IA_ACIP_4.1. Identify and collaborate with relevant agencies that can assist or complement instructional programs, both academic, and career & technical educational programs.

IA_KPI_4.1. At least one (1) partnership with stakeholder is established annually to create engagement opportunities.



LRC Corner



Improving Learning Support Services

LRC Highlights: CTEC

- LRC staff assisted with instructional timesheets, errands, purchase orders for faculty needs, and monitoring incoming calls.
- Staff member Hellan joined the Student Success committee Zoom meeting.
- Upward Bound (UB) students from Yap toured the LRC, and library brochures were provided to them.

LRC Highlights: Chuuk Campus

- Students actively used the LRC lab for assignments and research.
- Work-study students helped keep the library neat, quiet, and organized.
- There was a low demand for physical books.

LRC Highlights: Kosrae Campus

- The LRC successfully copy-cataloged 10 periodicals to improve accessibility.

LRC Highlights: National Campus

- Obsolete equipment was removed from MITC, clearing the circulation area.
- COM-FSM Board Meeting was held in MITC on April 2-3, with setup assistance.
- Faculty Development Day took place in both MITC and LRC, utilizing the LRC computer lab for hands-on sessions.
- Early registration was scheduled in MITC rooms from April 21-25.
- MITC staff videotaped the COM-FSM Founding Day, 32nd Anniversary and the Opening Ceremony of the Nursing Clinic building.

LRC Highlights: Yap Campus

- Assisted students and faculty with reference materials.
- Students explored various topics, including global warming, abortion, overfishing, time management, and the effects of social media.



LRC_GOAL_1. Ensure adequate resources, facilities and services to support learning and teaching

LRC Programs and Services

	CHK	CTEC	KSA	NC	YC
Computer Assists	0	2	0	23	1
Computer Usage	213	110	159	641	21
Clearance/Withdrawal	1	0	0	5	3
Faculty usage	0	1	0	0	0
Fines	\$1.50	\$16.40	0	0	0
Headphone Usage	0	0	33	127	0
Materials circulated	27	30	10	32	33
Materials shelved	0	0	0	83	0
Materials display	0	0	0	48	0
Patron usage	1,748	1,210	192	4,643	1,901
Reference (face to face)	0	2	0	16	6
Scan/Photocopy/Print	0	13	0	810	1
Work-study hours	0	0	36hrs	0	0
Visitors' usage	2	0	0	110	0

LRC Collection Development April 2025

	CHK	CTEC	KSA	NC	YC	TOTAL
Total volumes	13,221	4,690	4,357	79,088	9,682	111,038
Total titles	11,559	3,716	4,661	49,021	10,445	79,402
New acquisition	0	5	0	0	0	5
Cataloged	0	0	10	51	0	61
Donation	69	0	0	0	0	69
Download	0	1	0	0	0	1
Serials received	0	0	0	24	0	24
Weeded out	2	0	0	0	0	2

MITC Services

SERVICES	NC	TOTAL
Video productions	2	2
Clearance/Withdrawal	7	7
COM meetings/workshops in MITC Rooms	10	10
COM Video coverage	2	2
Digital photos	130	130

Equipment checked out	7	7
ID cards new issue/renewal	31	31
ID cards sticker validation	1	1
ID lost	8	8
ID photo	31	31
Non-COM workshop in MITC rooms	1	1
Number of classes held in MITC	15	15
Patron tour/Orientation	94	94
Photos uploaded on Follett	31	31
Setup equipment for activities/class	17	17
Total fees collected for ID	\$10.00	\$10.00
Video showing in MITC rooms	2	2
Video uploaded	8	8
Work-study hours	6 hrs.	6 hrs.

Visitors

National LRC

- Ms. Josephine Carl and a colleague from the Pohnpei State Attorney General's Office.
- SPC Staff Member, Mr. Tulau Overhoff.
- 46 Nett Elementary School students and 8 staff members (teachers and bus driver).
- Mr. Andrew Trigg & Ms. Michelle Craig.
- 48 Calvary Christian Academy seniors.

CTEC LRC

- Upward Bound (UB) students from Yap toured the LRC and received library brochures.



LRC_GOAL_4. Assure professional and efficient services to library users



LRC_GOAL_1. Ensure adequate resources, facilities and services to support learning and teaching