

Self Study Report 2010

ORGANIZATION FOR THE SELF STUDY

College of Micronesia – FSM

ORGANIZATION OF THE SELF STUDY

On January 15, 2008, President Spensin James called a meeting of the Self Study Steering Committee to begin discussions about this report. The steering committee decided then that this report will be written following the Standards instead of the Themes. The chairs of the four committees were appointed by the president and they were tasked to form their own committees. Around the same time, the college also began its initial activities leading up to its August 2008 kickoff to officially mark the beginning of the preparation of this report. By August 2008, the ALO began his visits to every college site to conduct awareness activities and talks for faculty, staff, and students regarding accreditation in general and the self study process in particular. Four committees were formed to study the four recommendations and everybody was invited to be members of any one of the four committees.

Self Study Steering Committee Members

Co-Chairs:

Spensin James, President

Joseph Saimon, ALO

Committee Members:

Joe Habuchmai, Vice President for Administrative Services (Standard IV Chair)

Ringlen Ringlen, Vice President for Student Services (Standard III Chair)

Jean Thoulag, Vice President for Instructional Affairs (Standard I Chair)

Jim Currie, Vice President for Cooperative Research and Extension

Faustino Yarofaisug, Faculty Representative

Susan Moses, Faculty Representative

Jimmy Hicks, Director of Institutional Research and Planning (Standard II Chair)

Noma Edwin, Executive Assistant to the President

Membership on any of the four standard committees includes representatives from all sectors of the college community and from all sites. The exhaustive list will be made available upon request. From these lists, the committee chairs identified core working groups to help compile their sections of this report. The completed work is shared regularly by each chair with their entire committee membership for their feedback and comments. Comments and feedback to the work of each committee is handled by each committee core working group.

The steering committee also utilized the services for four editors, who reviewed this report for grammar; sentence and paragraph structure; style including proper punctuations; and content. The final document was reviewed by the college community through the four-committee structure; by the steering committee; and by the ALO.

Timeline of Report Preparation

Activity	Dates
Standards committee organization	July 2008
Kick-off events for each campus	August 2008

Identification of evidences/ Establishing of baseline data / Committee working sessions	August 2008 – February 2009
④ Complete Descriptive Summary/ <i>Complete Self Study organization, organization of institution, compliance with eligibility requirements and responses to recommendations.</i>	August 1, 2008 – December 1, 2008
④ Complete Self Evaluation/ <i>Recommend to Admin findings on recommendations and eligibility requirements and Complete Introduction and Abstract</i>	December 2, 2008 – April 1, 2009
④ Identify Planning Agendas	April 2, 2009 – May 31, 2009
④ Sent/receive communication with college community	June 1, 2009 – June 30, 2009
④ Standards committee compile their section of the report and communicate regularly with editors for content and style	July 1, 2009 – August 31, 2009
Standards Committees submit their portions of document to Steering committee	September 1, 2009 – September 8, 2009
Steering Committee Review (Update document)	September 9, 2009 – November 30, 2009
Content/Style editing and Standard notations	November 23, 2009 – December 1, 2009
Board of Regents Endorsement	December 10, 2009
Steering Committee Signoff (Finalize document)	December 23, 2009
Deadline for submission to ACCJC	December 31, 2009