

## Assessment Plan Worksheet # 2

Academic Program	Assessment Period Covered
3 <sup>rd</sup> Year Certificate in General Business	Fall 2012 – Spring 2013
<input type="checkbox"/> Formative Assessment	<b>Date Submitted</b>
<input checked="" type="checkbox"/> Summative Assessment	September 26, 2012

### Institutional Mission/Strategic Goal:

**Mission:** 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.

### Strategic Goal (*which strategic goal(s) most support the services being provided*):

Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively.

### Academic Program Mission Statement :

The 3<sup>rd</sup> Year Certificate in General Business Program offers courses that empower students with appropriate knowledge and skills, to enable them pursue high level education, enter job markets and secure lifelong careers.

### Academic Program Goals (*General Statements about knowledge, skills, attitudes, and values expected in graduates*).

**Goal 1:** Students should demonstrate effective critical thinking and problem solving

**Goal 2:** Students should acquire the required skills and knowledge to meet professional competencies as business professionals

**Goal 3:** Students should develop and demonstrate competency in in oral and written communication skills as well as demonstrate proficiency in the use of technology

**Goal 4:** Students should demonstrate an understanding of the legal environment and ethical standards of business

**Goal 5:** Students should be able to use their business knowledge and skills to access higher level education, enter job markets or entrepreneurial pursuits.

**Academic Program Outcomes:**

**Outcome 1:** Enhance student's capability to think analytically, critically and creatively when solving problems and taking part in decision making process

**Outcome 2:** Students to demonstrate an adequate understanding of personal/business ethics through integration of moral reasoning into decision making process

**Outcome 3:** Students to develop an understanding of the interrelation of the various business functions (eg. economics, accounting, finance, marketing etc) and should be able to apply the related concepts accordingly.

**Outcome 4:** Students to demonstrate good communication, teamwork and leadership skills in a diverse business environment

<b>Evaluation questions</b>	<b>Data sources</b>	<b>Sampling</b>	<b>Analysis</b>
What is the current demand for TYC in Business program?	Admissions Office-No. of Applications received,  Feedback from Prospect Students	Available Data  Available Data	Tables, Charts with narrative analysis
Are current Employers willing to collaborate with the TYC Business program? What sort of commitment are they willing to provide?	Employer Survey	Available Data	Tables, Charts with narrative analysis
What is the demand from Non-traditional students if we tailor-made our instruction offerings to cater for their needs? Eg. conducting evening classes etc	Feedback from Non-traditional students	Available Data	Tables, Charts with narrative analysis

Activities	Who is Responsible	Timeline
<b>1. Restructure And Enhance Recruiting Efforts :</b>		
1.1 Develop an annual register of students enrolled in the Third Year Business program.	Program Coordinator	Fall 2012
1.2 Identify and enhance academic recruiting activities to achieve the required number and a good mix of students starting with Pohnpei state.	Program Coordinator	Fall 2012
1.3 Undertake recruitment drives, marketing and promotional activities in all FSM States	Program Coordinator	Fall 2012-Spring 2013
<b>2. Assess and Restructure Existing Programs/ Curriculum:</b>		
2.1 Review third year business course syllabus to include at least 40% practical coursework including research projects, report writing, presentations and work attachments	Chair and Program Coordinator	Fall 2012-Spring2013
2.2 Assess existing programs/ curriculum and make proposals for future program offerings and priorities. Review existing elective courses and introduce those that are more business related. Example, a Business Report Writing course, focusing on practical report writing that will provide students with the skills to plan, structure and write reports effectively.	Program Coordinator	Fall 2012-Spring2013
2.3 Investigate and Identify possible additions of a service learning component to the curriculum	Chair and Program Coordinator	Fall 2012-Spring2013
2.4 Participate/Collaborate with the University of Guam and University of Hawaii to develop and update required courses for ease of entry into Degree programs	Chair and Business Division Faculty Members	Fall 2012-Spring2013
2.5 Review and acquire latest versions of textbooks for Third Year Business courses and proper instructional materials including multimedia aids, DVD presentations, On-line study software	Program Coordinator	Fall 2012-Spring2013

*Prepared by:*

Ruci C Yauvoli  
**Business Instructor**

*Noted by:*

Joseph Felix, Jr  
**Chair, Business Division**