

Administrative and Support Units Mission and Objectives Development Worksheet

Director of Academic Programs

Unit/Office/Program

FY 2013 (10/1/12 – 9/30/2013)

Assessment Period Covered

October 18, 2012

Date Submitted

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):

SPG 1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively.

a. **Promote quality teaching and learning-centered behaviors and environments for the six campuses.**

b. **Make developmental courses and institutional priority**

c. **Enhance faculty involvement in the college**

SPG 2. Provide institutional support to foster student success and satisfaction.

a. Promote strategic enrollment management for the College of Micronesia-FSM

b. **Become more student-centered in the development of specific college system policies and procedures**

c. **Promote timely college tenure and graduation of students with master of array of core learning objectives, including civic-mindedness and self-value**

d. Develop a student-friendly campus environment that encourages and enables students to be health conscious

SPG 7. Build a partnering and service network for community, workforce and economic development.

a. Increase involvement of the community in college affairs

b. Enhance and promote employment opportunities

c. **Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities**

d. Provide cooperative Extension Services to the community

SPG9. Provide for continuous improvement of programs, services and college environment.

a. **Improve institutional assessment and evaluation**

b. Integrate planning, evaluation and resource allocation for continuous improvement.

c. Increase research and data driven decision making

d. Develop an integrated data system

Administrative Unit/Program Mission Statement

The office of the Director of Academic Programs assists in the development, planning, and implementing of academic programs and serves as the advisor to the VPIA regarding academic faculty and activities.

The office is responsible for:

- Planning, developing, and administering academic programs and policies to provide

educational opportunities for students

- Facilitating the collection of student learning outcome data to evaluate the effectiveness and relevance of programs, instruction and support services
- Directing and coordinating activities of Instructional Coordinators and Chairpersons of academic divisions at the National Campus
- Evaluating the performance of each division chairperson at the national campus and facilitating the evaluation of each member of the instructional staff by the division chairperson
- Acting as chair of the Curriculum Committee
- Preparing the academic calendar in cooperation with the Division chairpersons and instructional coordinators
- Determining the scheduling of courses and preparing the semester schedule in cooperation with the division chairpersons
- Conducting meetings of division chairpersons
- Coordinating activities of academic student advisors
- Coordinating activities of his/her office with interrelated activities of other offices
- Interviewing directly, or through supervisory personnel, and recommending applicants for vacancies within the academic divisions
- Preparing, with the assistance of the division chairpersons, office operation budget drafts, and submitting estimates for compilation of the overall department budget
- Preparing required reports and ensuring division chairpersons to prepare their reports in a timely manner

Administrative Unit/Program Objectives:

Objective 1: DAP will collect 100% of the instructional program assessment and evaluation reports for school year 2012-2013.

Strategies:

- DAP will ensure that 100% off the instructional program assessment plans (worksheet 1 and 2) from all campuses are posted on wiki by the Sept. 2012 of academic year 2012-2013.
- DAP will collect 80% of the instructional program assessment reports by May 15, 2013.
 - In cooperation with ICs, schedule assessment plan writing days during fall faculty workshop week at all campuses.
 - In cooperation with ICs, schedule assessment report writing days after final grades are due and before graduation in the spring at all campuses.
 - Coordinate with testing and Gen Ed. assessment coordinator to prepare common assignments to assess General Education outcomes, ACE and other program outcomes offered at more than one site.
 - Send monthly reminders to division chairs, ICs and assessment coordinators. Monthly reminders are to include checks on data collection, answer questions, and provide support when requested.
 - Recommend to VPIA and campus directors to include funding in the budget to support analysis of assessment data.
- DAP will collect the remaining 20% of the instructional program assessment reports by Aug. 10, 2013.
 - Provide assistance such as information, training or forms as needed to the authors of the program assessments.
 - Follow-up with bi-weekly checks on progress.

Objective 2: DAP will coordinate improvement of the developmental education program at all campuses.

- DAP will design two trainings or inform site directors of online opportunities for training,

one for the fall semester and one for the spring semester.

- DAP will prepare a proposal for the hiring of an overall ACE coordinator and tutors for each campus.

Objective 3: DAP will coordinate the design of the first year experience course in collaboration with student services staff.

- Request members for the formulation of a small working group.
- Research best practices and other 1st year experience courses/programs.
- Draft course outline and submit to CAC

Objective 4: Develop new faculty orientation program/toolkit

- Finalize revised faculty handbook and post on website
- Prepare “toolkit” for new faculty members
- Design orientation and implement orientation for new hires in spring 2013.