

College of Micronesia-FSM

Counseling Office

Department of Student Services

By

Penselynn Etse Sam

Lead Counselor

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2010-2012 Assessment Plan and Evaluation Report

Institutional 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.

Institutional Strategic Goal Supported

Strategic Goal 2

Provide institutional support to foster student success and satisfaction

1. Promote strategic enrollment management for the College
2. Become more student-centered in the development of specific college system policies and procedures
3. Promote timely college tenure and graduation of students with mastery of array of core learning objectives, including civic-mindedness and self-value
4. Develop a student-friendly campus environment that encourages and enables students to be health conscious

Strategic goal 9

1. Provide for continuous improvement of programs, service and college environment
2. Improve institutional assessment and evaluation
3. Integrate planning, evaluation and resource allocation for continuous improvement
4. Increase research and data driven decision making
5. Develop an integrated data system

Department's Mission Statement

The **Department of Student Services** promotes student success and supports student learning with an increased sense of value and importance it holds for the enhancement of all aspects of student life and learning at the College of Micronesia-FSM.

Unit or Program's Mission Statement

The Counseling division's mission is to encourage, support, and assist students in their pursuit of higher education by providing counseling and educational services to deal with personal, interpersonal, professional, and academic issues.

Services

The Counseling division's services include:

1. Personal counseling
2. Career counseling
3. Alcohol counseling

4. Academic counseling and advising
5. Providing transfer information
6. Providing scholarship information
7. Providing work-preparedness information
8. Coordinating workshops and awareness activities

Unit's Goals

Increase student's retention.

Unit's Objectives

Objective 1. Students who participate in career awareness/education workshops and activities provided by the Counseling Office will exhibit increase awareness about their career choices.

Strategies

1. Three counselors will inform students of the education and career resources available through advising and workshops.
2. Three counselors to coordinate and facilitate at least three career opportunities awareness activities each semester.
3. Conduct two workshops relating to employment skills each semester.

Objective 2. Students participating in alcohol awareness and education through counseling and educational events will exhibit increased knowledge about the effects of alcohol.

Strategies

1. One counselor to coordinate two alcohol use awareness activities each semester.
2. Three counselors to distribute at least 100 awareness information throughout the year.
3. Three counselors will provide at least two alcohol-counseling sessions for all students placed on disciplinary action for alcohol policy violations.

Objective 3. At least 5% of the students who utilized the tutoring services will pass the course tutored by the end of each semester.

Strategies

1. Provide training for all tutors to ensure quality of tutoring services provided.
2. Coordinate with faculty to provide adequate tutoring services to the students.
3. Provide information to faculty, staff, and students of tutoring services available to ensure wide advertising of the service.

Methodology

Evaluation Questions, Data Sources, Sampling Methodology and Analysis

Evaluation Questions	Data Sources	Sampling	Analysis
<p>Q1. What is the level of effectiveness of the Counseling Office's facilitated activities in terms of increased awareness of the students about their career choices?</p> <p>Criteria for Success</p> <ul style="list-style-type: none"> • Statistically significant difference (positive) between the scores in the pre-and post tests • 80% positive rating on the administered survey • Served at least 10% of students for the term. 	Pre-and Post tests, Office logs, sign up sheets, and survey	Non-probability sampling	Descriptive statistics
<p>Q2. What is the level of effectiveness of the Counseling Office's facilitated activities in terms of increased awareness of the students about the risks of drinking alcohol?</p> <p>Criteria for Success</p> <ul style="list-style-type: none"> • Statistically significant difference (positive) between the scores in the pre-and post tests • 80% positive rating on the administered survey • Served at least 10% of students for the term. 	Pre-and Post tests, Office daily logs, sign up sheets, monthly reports, security citation reports, and survey	Non-probability sampling	Descriptive statistics
<p>Q3. How effective is the tutoring services in helping students to pass their courses?</p> <p>Criteria for Success</p> <ul style="list-style-type: none"> • 5% of students who utilized the tutoring services pass the course tutored by the end of the semester 	End-of-term course grades, SIS cohort data extract, and monthly reports	Non-probability sampling	Descriptive statistics

Timeline

Activity	Responsible	Timeline
Preparation of worksheets 1 and 2 of the assessment plan.	Lead counselor	
Preparing and designing assessment tools and identification of the samples	IRPO, Lead counselor, OARR	
Data interpretation and analysis	Counselors	
Complete program evaluation report and recommendation	Lead counselor	
Communication and implementation of identified recommendations and preparation for the next assessment cycle	Counselors, VPSS, IRPO	

Findings, Results, and Closing-the-Loop

Evaluation Question 1

What is the level of effectiveness of the Counseling Office's facilitated activities in terms of increased awareness of the students about their career choices?

Means of Unit Assessment and Criteria for Success (Question 1)

Survey of Career Day Activities and Monthly reports.

Summary of Assessment Data Collected (Question 1)

1. 23 students filled out survey for Career Day activity
2. 20 students **strongly agreed** and **agreed** to Career Day Activity's effectiveness in terms of increasing their knowledge of the career opportunities available (87% more or less positive rating)
3. 21 students **strongly agreed** and **agreed** that information presented during the activity was useful and helpful (91% more or less positive rating)
4. 18 students **strongly agreed** and **agreed** that the activity was well-prepared and organized (78% more or less positive rating)
5. 21 students **strongly agreed** and **agreed** that the venue was suitable and comfortable (91% more or less positive rating)
6. 19 students were satisfied with the overall activity (82% more or less positive rating)
7. The differences for each questions were **neutral**. No one of the 23 students expressed **disagreement** about the activity.

Use of Results to Improve Program (Question 1)

A better tool needs to be devised to improve data collection of impact of career counseling and guidance.

Evaluation Question 2

What is the level of effectiveness of the Counseling Office's facilitated activities in terms of increased awareness of the students about the risks of drinking alcohol?

Means of Unit Assessment and Criteria for Success (Question 2)

Pre-and Post tests for alcohol awareness activity

Summary of Assessment Data Collected (Question 2)

1. 19 students took the pre-and post tests.
2. 62% of the 19 students scored above the median during the pre-test.
3. 74% of the 19 students scored above the median during the post test.
4. Increase (12%) in the level of knowledge about the subject (alcohol and the effects of alcohol) after participating in the activity facilitated by Counseling Office

Use of Results to Improve Program (Question 2)

Outcome of the pre-and post test showed an increase in the student's knowledge of the effects of alcohol. Counseling Office will need to increase student participation in alcohol awareness activities to gain more information on impact of activities.

Evaluation Question 3

How effective is the tutoring services in helping students to pass their courses?

Means of Unit Assessment and Criteria for Success (Question 3)

Cohort group

Summary of Assessment Data Collected (Question 3)

1. 20 students in cohort group
2. 3 students did not pass the course tutored
3. 15 students successfully passed with A, B, and C.
4. 2 students were not taking the courses that were recorded to be tutored in

Use of Results to Improve Program (Question 3)

Tutoring services are effective as shown through the performance of the cohort group. Better record-keeping will need to be devised to closely monitor the effectiveness of the tutoring services.