

Mission and Objectives Development Worksheet #1
Administrative and Support Units

Student Services- Yap Campus

Unit/Office/Program

Fall 2008 – Spring 2010

Assessment Period Covered

June 24, 2008

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*):

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

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

Administrative Unit/Program Mission Statement (*First present a philosophical statement related to your units/program/office followed by a listing of the services you provide*)

Mission: To foster student success and satisfaction at Yap Campus by providing learning centered student services:

- Maintain and manage student records
- Provide personal, academic, and financial aid advisement
Workshops to students
- Provide tutoring services to all students
- Promote college programs through recruitment efforts at the high schools, communities, agencies, organizations, groups, and other stakeholders.
- Plan and conduct testing of students (e.g., COMET, Placement Test)
- Plan, coordinate, and hold registration at the beginning of each semester.
- Conduct advisement and financial aid workshops to advisors (faculty & staff).
- Promote personal growth and enrichment through extracurricular activities, such as cultural trips, sport events, seminars on study skills, time management, setting priorities, Job Fair, etc.
- Provide basic health care and increase understanding and practice of healthy lifestyles.

- Plan and coordinate each semester an Award Day for students, faculty, and staff.
- Hold a graduation ceremony at the end of each summer.
- Assist students to actively participate in decision making affecting the college and full participation in college life.
- Hold student orientation at the start of each semester to increase students' awareness of college's policies, regulations, and procedures.

Administrative Unit/Program Objectives:

Objective 1: Increase enrollment through development and implementation of enrollment management plan.

Strategy 1: Improve and implement recruitment plan (schools, communities, youth clubs, agencies and organizations).

i) High schools, grades 9 – 12

ii) Communities

iii) Youth clubs / groups

iv) Government agencies

v) Other organizations

- Campus brochure, posters, Island Chat, public announcements, newsletter, Yap Campus web page.

2: Establish linkages with relevant agencies, such as DOE, Youth Services, R&D, DHS, Admin. Services.

i) Work closely with high school counselors to assist seniors in completing all documents for admissions

ii) Work closely with R & D, Scholarship Office

iii) Work closely with Youth Services to disseminate information about COM-FSM programs and services to all youth groups in Yap State.

iv) Work closely with Admin Services - government agencies capacity building

Objective 2: Increase retention rate through enhanced counseling, tutoring program and campus life activities.

Strategy 1: Improve and provide, at least 2 x per semester, academic advisement trainings to all advisors

2: Provide training in counseling skills to all student services staff and advisors

3: Work with Instructional to have training in active and cooperative learning

<p>techniques provided to all tutors</p> <p>4: Make improvements to the tutorial program to ensure increased participation by students.</p> <p>5: Develop and implement a campus life plan (sports, culture, fun & educational activities.)</p>

Administrative Objectives Should be Constructed Based on *Currently* Existing Services:

<u>Name of Unit</u> will	Provide Improve Decrease Increase Provide quality etc. (see Bloom's taxonomy)	Name of Current Service
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<u>Client</u>	... will be satisfied with	Name of Current Service
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<u>Students attending</u>	<u>AES Services</u> Tutoring Academic Advising Workshops will Counseling Services Etc.	<u>Verb+ objective</u> Improve Increase Understand Etc.
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