

Assessment Report Worksheet #3

Institutional Research & Planning

- Unit/Office/Program (3-1)**
 Formative Assessment (3-3)
 Summative Assessment (3-4)

FY 2012

Assessment Period Covered (3-2)

Jimmy Hicks, 2012.09.25

Submitted by & Date Submitted (3-5)

Endorsed by: (3-5a)

Evaluation Question (Use a different form for each evaluation question)(3-6):

Did IRPO meet its planning objectives for 1) college budgeting 2014, 2) Strategic plan development (2013 – 2017), Visioning Summit, Integrated Educational Master Plan, and prioritization of nonacademic programs?

First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan 3-7):

1a. Means of Unit Assessment & Criteria for Success (3-8):

Integrated Educational Master Plan development - Accreditation reports to ACCJC Spring 2012 (<http://www.comfsm.fm/?q=reports-archive>)

1b. Summary of Assessment Data Collected (3-9):

The major body of the Integrated Educational Master Plan (IEMP can be found at <http://www.comfsm.fm/irpo/>) was completed and approved by the BOR and “accepted” by ACCJC. The report provides detail on the development process and links to documents.

1c: Use of Results to Improve Program/Unit Impact/Services [Closing the loop] (3-10):

Additional work on the IEMP needed to be completed in FY 2014

- Ensure reporting (quarterly and BOR) of **accomplishments** against the IEMP priorities and against Key Performance Indicators (KPIs)
- Complete introduction and overview sections of the IEMP
- Design and implement a process for review and alignment of the IEMP against the Strategic Plan (2013-2017) as part of the strategic plan development process.

Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-11):

2a. Means of Unit Assessment & Criteria for Success:

Successful Visioning Summit preparation, implementation and reporting – Report at <http://www.comfsm.fm/irpo/>

2b. Summary of Assessment Data Collected:

Visioning Summit report provides detail of participants, agenda, discussions review and recommendations on 1) current strategic plan (2006 – 2011), 2) mission of the college, 3) review of IEMP and 4) communications at the college.

2c: Use of Results to Improve Program/Unit Impact/Services [Closing the loop]:

The Visioning Summit report is already serving as a basis for reviewing/revising/developing the college mission for the Strategic Plan (2013 – 2017).

Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-12):

<p><i>3a. Means of Unit Assessment & Criteria for Success:</i> Strategic Plan (2013 – 2014) review of strategic plan (2006 – 2011) and initial steps for reviewing/revising/developing a Mission Statement. Visioning Summit Report at http://www.comfsm.fm/irpo/ and minutes of Mission Statement Development Working Group (in progress from VPAS)</p>
<p><i>3b. Summary of Assessment Data Collected:</i> The Visioning Summit report provides the detail of the breakout groups review of the Strategic Plan and its Mission. Review shows general agreement with the existing goals with some modifications in wording and perhaps combining certain goals and/or objectives. For the mission statement, certain words and concepts were questioned – globally connected linked to historically diverse, and the issue of who do we serve was seen as perhaps too broad.</p>
<p><i>3c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop]:</i> A Mission Statement Working Group is currently 9/28/2012 working on the review of the mission statement and using a format to allow jump starting work on the goals and objectives. See minutes (in progress from VPAS)</p>

Fourth Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-12):

<p><i>4a. Means of Unit Assessment & Criteria for Success:</i> Prioritization of Nonacademic Programs (2012 component) – provide an overview of the process recommended by Dickeson for prioritization of nonacademic programs.</p>
<p><i>4b. Summary of Assessment Data Collected:</i> A webinar was secured from SCUP on prioritization of nonacademic programs and has been shown to instructional, administrative and students services groups at the national campus and is currently (9/28/2012) being shown to state campus personnel during a site visit by IRPO staff.</p>
<p><i>4c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop]:</i> The process recommended by Dickeson in the webinar has been adopted for use by the college and a working group is being organized by the Management Team (mid level) and will finalized on 10/2/2012. Deadline for completing the prioritization is April 2013.</p>

Evaluation Question (Use a different form for each evaluation question)(3-6):

Did IRPO conduct and publish research in line with objectives?

First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan 3-7):

1a. Means of Unit Assessment & Criteria for Success (3-8):

COMET research

1b. Summary of Assessment Data Collected (3-9):

A report on the COMET 2008 and its relationship to student success was prepared and distributed to college community, BOR and National and State Departments of Education to assist 1) understanding if COMET is a predictor of student success 1) in first semester in college, 2) retention rates, and 3) graduation rates.

1c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop] (3-10):

The results showed a limited relation between success and COMET. Additional studies will be conducted for additional COMET cohorts in FY 13. Additional analysis will be conducted for correlation and regression.

Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-11):

2a. Means of Unit Assessment & Criteria for Success:

Surveys for Student Satisfaction, Faculty/Staff Satisfaction and Registration

2b. Summary of Assessment Data Collected:

Information was disseminated to college community for use in program improvement and assessment and evaluation.

2c: Use of Results to Improve Program/Unit Impact/Services [Closing the loop]:

1. IRPO will begin including recommendations and recommended priorities in its release of the survey results for possible action by the various departments.
2. IRPO will begin using student focus groups in 2013 to provide detailed information to support and extend survey results.

Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-12):

3a. Means of Unit Assessment & Criteria for Success:

Increasing capacity for research through online training.

3b. Summary of Assessment Data Collected:

IRPO director completed an online course for statistics and use of R for statistical analysis through COURSERA.

3c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop]:

R will be used to form the basis of research, statistical analysis and reporting. Initial work in the area of COMET for comparison of Gates and Nelson Denny for a possible replacement of Gates with Nelson Denny for reading comprehension and vocabulary. Instructional and student services based research are the critical areas of focus for FY 2013.

Evaluation Question (Use a different form for each evaluation question)(3-6):

Did IRPO provide data and reporting in line with objectives?

First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan 3-7):

1a. Means of Unit Assessment & Criteria for Success (3-8):

IPEDS

1b. Summary of Assessment Data Collected (3-9):

IPEDS Fall, Winter and Spring data collections were completed and locked to US federal education requirements for Title IV funding.

1c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop] (3-10):

Much of the data in IPEDS is included in IRPO data reports. IRPO will expand its semester and annual data reports to include additional IPEDS data on HR and Financial issues.

Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-11):

2a. Means of Unit Assessment & Criteria for Success:

Data reports.

2b. Summary of Assessment Data Collected:

IRPO prepared semester reports for Fall, Spring with summer report being completed in Fall 2012. Additionally, IRPO has also initiated brief summaries for the college website.

<http://www.comfsm.fm/irpo/>

2c: Use of Results to Improve Program/Unit Impact/Services [Closing the loop]:

IRPO will prepare the AY2012/12 summary report in Fall 2012. Frequency of summaries and “did you know” factoids will be increased to biweekly. Focus will move to data areas where action can be initiated by various departments and offices.

Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-12):

3a. Means of Unit Assessment & Criteria for Success:

Quarterly Reports

3b. Summary of Assessment Data Collected:

IRPO compiles quarterly reports for dissemination to FSM national government and related government and places the reports on its website. <http://www.comfsm.fm/irpo/>

3c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop]:

Quarterly reports will be revised to better reflect the Integrated Educational Master Plan and new organization structure. Training will be provided (both in person and via the teleconference and internet to all campuses) on reporting against accomplishments.

Evaluation Question (Use a different form for each evaluation question)(3-6):

Did IPRO meet its objectives for sponsored programs?

First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan 3-7):

1a. Means of Unit Assessment & Criteria for Success (3-8):

Assistance with grant development and submission of grants.

1b. Summary of Assessment Data Collected (3-9):

IRPO (grant writer) assisted with development and submission of grants for TRIO and Land Grant/CRE/Research and other programs. Extensive work was completed with ensuring the college was eligible to submit grants under Grants.Gov (for the US government grants). Problems arose between different agencies and the FSM being treated as both a foreign agencies and a US territory by different parts of the Grants.gov system. The problems were resolved.

1c: Use of Results to Improve Program/Unit Impact/Services [Closing the loop] (3-10):

The grant writer position is currently vacant. IRPO will make a priority in FY 2013 for filling the position (alternative methods for grant development are also being discussed) and development of a grant writing schedule.

Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-11):

2a. Means of Unit Assessment & Criteria for Success:

Grant administration.

2b. Summary of Assessment Data Collected:

IPRO provided extensive support for grant administration and review. Sponsored programs financial documents are reviewed by IRPO to ensure compliance with grant requirements and regulations plus college financial requirements. Currently ~ 20% of FTE is devoted to review and tracking of sponsored program documents.

2c: Use of Results to Improve Program/Unit Impact/Services [Closing the loop]:

IRPO is currently reviewing alternatives for review of sponsored programs documents to reduce time involved and tracing of documents and will submit recommendations in Fall 2012.