

## Assessment Plan – IAP Worksheet #2

Institutional Research & Planning

**Unit/Office/Program (2-1)**

**Formative Assessment (2-3)**

**Summative Assessment (2-4)**

FY 2013

**Assessment Period Covered (2-2)**

Jimmy Hicks, 2012.09.25

**Submitted by & Date Submitted (2-5)**

**Endorsed by (2-5a)**

### **Institutional Mission/Strategic Goal (2-6):**

**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) (2-7):**

#### **Strategic Goal (which strategic goal(s) most support the services being provided) (2-7):**

#### **SPG1. 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
- e. Enhance decision making and communications at the college through implementation, monitoring and evaluation of the new governance policy and revised standing committee structure.

### **Unit/Program Mission Statement (2-8):**

The Institutional Research and Planning Office (IRPO) supports and assists with creating a culture of evidence driven decision making at the college by:

- Developing, organizing and directing the institutional strategic planning and monitoring process
- Coordinating development of annual performance based budget and institutional priorities
- Overseeing development and implementation of the Institutional Assessment Plan and determination of institutional effectiveness
- Overseeing development and coordination of information and data collection
- Providing data, information and analysis to internal and external agencies
- Providing support to the Accreditation Liaison Officer including the collection and reporting of all documentation for accreditation requirements for the institution
- Coordinating linkage of planning, evaluation and resource allocation for the college
- Creating reports that support the college's mission and goals including IPEDS, quarterly reports, annual reports, etc.
- Working with the VPA and other personnel to review achievement and discuss required changes in goals and objectives
- Overseeing and facilitating the grant process and supervising the performance reporting of sponsored programs
- Providing technical assistance for grant requests and proposals

- Organizing the research capacity of the college
- Assisting as a resource, technical assistance and training agency to departments and divisions for assessment and planning activities
- Modeling values of the college by being student and learning centered in office decisions and operations; exhibiting professional behavior; being innovative, honest, and ethical; being committed and hardworking; exhibiting teamwork; being accountable for the work as individuals and as an office; and working for continuous improvement of IRPO's services

### **Unit/Program Goals (2-9):**

### **Unit/Program Outcomes/Objectives (2-10):**

- 1) Planning
  - a) Performance Budgeting
    - i) Coordinate development of FY 2014 performance budget for review and approval by college governance structure and presentation to FSM Executive and Congress and JEMCO
    - ii) Coordinate initial development of FY 2015 performance budget with focus on 1) development of budget guidelines for FY 2015, 2) training for performance budgeting and development, and 3) review and revision of revenue projections.
  - b) Strategic Plan (2013 – 2017) - coordinate overall development of mission statement, goals and objectives and for review and approval by college governance structure. Assist with training and distribution of plan.
  - c) Integrated Educational Master Plan, develop process for alignment of IEMP with new strategic plan. Assist with development and implementation for an assessment plan for year 1 activities under the IEMP with focus on reporting accomplishments and tracking of KPIs.
  - d) Assist with planning, implementation and follow to Visioning Summit 2013.
  - e) Nonacademic program prioritization – Assist with necessary data and planning and decision making processes
- 2) Research
  - a) Increase design and delivery of research projects with 1) two additional reports on COMET (internal focus and external focus), 2) addition topics to be selected.
  - b) Conduct a series of student focus groups on critical issues facing the college.
  - c) Coordinate preparation, delivery and reporting for surveys 1) CCSSE, 2) Registration, 3) student satisfaction , 4) employer views and other surveys as needed
  - d) Assist with ILO planning, assessment and reporting
- 3) Data and reporting
  - a) Prepare and distribute 1) semester reports and 2) annual report for internal and external consumption.
  - b) Prepare IPEDS fall, winter and spring reports and distribute key data internally and externally
  - c) Improve linkages of quarterly report to strategic plan and IEMP
- 4) Sponsored programs

- a) Prioritize grant writer (s) hiring with 1) revised approach to grant development with specific priorities and 2) new processes and procedures for grant writing and development.

<b>Evaluation questions (2-11)</b>	<b>Data sources (2-12)</b>	<b>Sampling (2-13)</b>	<b>Analysis (2-14)</b>
1. Did IRPO meet its planning objectives for 1) college budgeting 2014 & 2015, 2) Strategic plan (2013 – 2017) development, implementation and reporting against KPIs, Visioning Summit 2014, Integrated Educational Master Plan implementation and reporting against KPIs, and prioritization of nonacademic programs?	Budget development minutes, Quarterly reports, Committee minutes,	All	Descriptive statistics
2. Did IRPO conduct research in line with objectives?	Website, Reports, Quarterly reports	All	Descriptive and inferential statistics
3. Did IRPO provide data and reporting in line with objectives?	IRPO website, Quarterly reports, IPEDS	All	Descriptive statistics
4. Did IPRO meet its objectives for sponsored programs?	Grant applications, Quarterly reports	All	Descriptive statistics

### **Timeline (2-15)**

<b>Activity (2-16)</b>	<b>Who is Responsible? (2-17)</b>	<b>Date (2-18)</b>
Budget 2014	VPAS, IRPO	January 2013
Hiring grant writer	IRPO, VPIEQA	Fall 2012
Strategic Plan (2013-2017)	VPIEQA, IRPO	January 2013
Research reports	IRPO	Quarterly
Quarterly reports	IRPO	Quarterly
IPEDS survey	IRPO	Fall 2013 and Spring 2014

### **Comments (2-19):**