

**ATTACHMENT #2: COM-FSM CHUUK CAMPUS  
MISSION AND OUTCOMES DEVELOPMENT WORKSHEET #1  
PROGRAM-LEVEL ASSESSMENT**

\_\_\_ ADMINISTRATION PROGRAM      ASSESSMENT PERIOD COVERED: 2012-2013  
 STUDENT SERVICES PROGRAM      DATE SUBMITTED: 10/11/2012  
 \_\_\_ INSTRUCTIONAL PROGRAM

Unit/Program Name: Chuuk FAO      Submitted by: Memorina Myseki

<b>INSTITUTIONAL MISSION AND STRATEGIC GOAL</b>
<b>Mission:</b> 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.
<b>Strategic Goal(s):</b> (1) <input checked="" type="checkbox"/> Promote learning and teaching for knowledge, skills creativity, intellect and the abilities to seek and analyze information and to communicate effectively (2) <input checked="" type="checkbox"/> Provide institutional support to foster student success and satisfaction (3) <input checked="" type="checkbox"/> Create an adequate, health and functional learning and working environment (4) ___ Foster effective communication (5) ___ Invest in sufficient, qualified, and effective human resources (6) ___ Ensure sufficient and well-managed fiscal resources that maintain financial stability (7) ___ Build a partnering and services network for community, workforce and economic development (8) ___ Promote the uniqueness of our community, cultivate respect for individual difference, and champion diversity (9) <input checked="" type="checkbox"/> Provide for continuous improvement of programs, services and college environment

<b>UNIT PROGRAM MISSION STATEMENT</b>
<b>Philosophical Statement Related to What Your Program Intends to Accomplish:</b> (review college values) Provide assistance to student and the community relating to financial aid matters.
<b>Unit Program Goals:</b> <ul style="list-style-type: none"> <li>• Develop and implement strategies for learning centered teaching</li> <li>• Develop and implement a strategic enrollment management plan based on ability of student applicants, availability of facilities and faculties with emphasis on student recruitment and retention</li> <li>• Develop and enforce policy on facilities use and management</li> <li>• Design and implement a system wide integrated database for OAR, business office, financial aid, IRPO and other offices and departments</li> </ul>

<b>UNIT PROGRAM LEARNING OUTCOMES:</b>
<b>PLO 1:</b> <ul style="list-style-type: none"> <li>• Student must complete 3 out of 6 steps of the verification worksheet.</li> </ul>
<b>PLO 2:</b> <ul style="list-style-type: none"> <li>• Student will complete 4 out of 7 steps of the submitted FAFSA application.</li> </ul>
<b>PLO 3:</b>

- **Parents of a student will fully comprehend and comply with FERPA policy.**

**PLO 4:**

- **Student will view his/her financial aid status on myshark.**

**COM-FSM CHUUK CAMPUS**  
**MISSION AND OUTCOMES DEVELOPMENT WORKSHEET #2**  
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ADMINISTRATION PROGRAM      ASSESSMENT PERIOD COVERED: 2012-2013  
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( ) Formative Assessment  
(X) Summative Assessment

<b>INSTITUTIONAL MISSION AND STRATEGIC GOAL</b>
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<b>Strategic Goal(s) #1-3 &amp; 9</b>

<b>UNIT PROGRAM MISSION STATEMENT</b> (restate below)
<b>Philosophical Statement Related to What Your Program Intends to Accomplish:</b> (review college values) Provide assistance to student and the community relating to financial aid matters.
<b>Unit Program Goals:</b> <ul style="list-style-type: none"> <li>• Develop and implement strategies for learning centered teaching</li> <li>• Develop and implement a strategic enrollment management plan based on ability of student applicants, availability of facilities and faculties with emphasis on student recruitment and retention</li> <li>• Develop and enforce policy on facilities use and management</li> <li>• Design and implement a system wide integrated database for OAR, business office, financial aid, IRPO and other offices and departments</li> </ul>

EVALUATION QUESTIONS	Data Sources	Sampling	Analysis
(1) Evaluate submitted verification worksheet to FAO	verification	100 students	
(2) Evaluate submitted FAFSA application to FAO	FAFSA	200 students	
(3) What percentage of student will comprehend and comply with the FERPA policy?	FAO, OAR, SAO, SBA	20 students	
(4) What is the percentage of students using myshark?	FAO	200 students	

TIMELINE WITH MAJOR ACTIVITIES	Person Responsible	Date
Distribute verification worksheet to students	Memorina	on going
Distribute FAFSA applications to students	Memorina	on going
Distribute survey to students	Memorina, SBA, Lucille, & OAR	11-01-2012

Distribute survey to students	Memorina	11-15-2012
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**Comments:**