

Mission and Outcomes/Objectives Development Worksheet #1

FMI Student Services
Unit/Office/Program (1-1)
Kasiano K. Paul
Submitted by (1-3)

FY 2010-2011
Assessment Period Covered (1-2)
August 2010
Date Submitted (1-4)

Institutional Mission (1-5):

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 (1-6):

Goal #2: Provide institutional support to foster student success and satisfaction.

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

Unit/Program Mission Statement (1-7): To provide, quality, cost effective, further and higher education and training in fisheries and maritime sectors, while being responsive to the needs and requirements of the individual, island communities and the nation, together with an international perspective and overview. The Institute shall offer programs that will meet the changing needs of students for academic occupational preparation, citizenship and cultural understanding.

Unit/Program Goals (1-8):

1. Increased Retention, Recruitment, Enrollment Rates
2. Implement a cycle of continuous improvements of FMI programs and services

Unit/Program Outcomes/Objectives (1-9):

Outcome/Objective 1: FMI Student Services Office will have full implementation of the counseling program for all students by spring 2011.

- Put in place counseling schedule for all student, focusing mainly on students constantly being grounded;
- Provide advising for academically weak students;
- Improve classroom conditions and enforce the 1900hrs to 2100hrs study period
- Assign assistant instructors to assist students during study period.

Outcome/Objective 2: FMI Student Services Office will update the Student Handbook, review and update the campus living policies, and strengthen students' work ethics by Fall 2011.

- Strengthen campus policies based on reports received from NORMA, TC&I and Caroline Voyager personnel;
- Simplify policies in student handbook and the catalog for easy understanding;
- Incorporate students' files and records into the SIS;

<ul style="list-style-type: none"> ▪ Working with staff to enhance the enforcement of the student services policies.
<p>Outcome/Objective 3: FMI Student Services create an adequate, healthy and functional learning environment by Fall 2011.</p> <ul style="list-style-type: none"> ▪ Improve the living condition of the dormitory room through periodic room inspection. ▪ Create and enforce student weekly clean-up schedule according to squads; ▪ Enforce disciplinary measures and work details on policy violators; ▪ Reviewing SIS for data, and using the Noel Levitz retention funnel approach for the development and implementation of the enrollment management plans.
<p>Outcome/Objective 4:</p>
<p>Outcome/Objective 5:</p>

1-10 Endorsed by:

Kasiano K. Paul	SSC/IC	August 2011
Supervisor (name)	Title	Date

Assessment committee	Date
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Committee with oversight responsibility	Date
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Approved by:

President	Date
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Assessment Plan Worksheet #2

FMI Student Services

Unit/Office/Program (2-1)
 Formative Assessment (2-3)
 Summative Assessment (2-4)

FY 2010-2011

Assessment Period Covered (2-2)
Kasiano K. Paul, August 2011
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.

Institutional Strategic Goal Supported (1-6): #2: Provide institutional support to foster student success and satisfaction.

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

Unit/Program Mission Statement (1-7): To provide, quality, cost effective, further and higher education and training in fisheries and maritime sectors, while being responsive to the needs and requirements of the individual, island communities and the nation, together with an international perspective and overview. The Institute shall offer programs that will meet the changing needs of students for academic occupational preparation, citizenship and cultural understanding.

Unit/Program Goals (1-8):

- (1). Increased Retention, Recruitment, Enrollment Rates.
- (2). Implement a continuous cycle of improvement of FMI's programs and services.

Unit/Program Outcomes/Objectives (1-9):

Outcome/Objective 1: FMI Student Services Office will have full implementation of the counseling program for all students by spring 2011

- Monitor students on the deficiency list and provide counseling and refer them to advisors for advice.
- Implement the study skills workshop for all students and enforce participation during study hours.
- Mandate assistant instructors to be present during study periods (1900-2100hrs) to assist students with their questions.
- Identify and designate potential tutors among students to provide tutoring as part of his/her work study.

Outcome/Objective 2: FMI Student Services Office will update the Student Handbook, review and update the campus living policies, and strengthen students' work ethics by Fall 2011.

- Revise the Student Handbook and implement the paramilitary organization for the Student Government (SBA) by Fall 2011;

<ul style="list-style-type: none"> ▪ Incorporate and enforce the practical training policies outlined in the Student Handbook for students' compliance; ▪ Familiarize students concerning new policies and procedures with the student service division; ▪ Working with staff to enhance the enforcement of the student new services policies.
<p>Outcome/Objective 3: FMI Student Services to create an adequate, healthy and functional learning environment by Fall 2011.</p> <ul style="list-style-type: none"> ▪ Conduct weekly inspection of the dormitory rooms and common areas. ▪ Purchase new linens bedding for students and closets for all rooms lacking beddings and closets. ▪ Repair washing machines and replace dryers no longer working in the student Laundromat by Fall 2011. ▪ Input FMI student records unto the SIS by Fall2011 and using the information for placement of candidates onboard fishing vessels and merchant vessels.

Evaluation questions (2-11)	Data sources (2-12)	Sampling (2-13)	Analysis (2-14)
<ol style="list-style-type: none"> 1. How effective is the counseling, advising, and tutorial program in supporting student academic success? 2. How relevant are the student service policies to current student culture at FMI? 3. What factors are responsible for the reorganization of student government and what impact do they have on the trainees' learning outcome? 	FMI Enrollment record and FMI assessment data for student services.	All	Descriptive

Timeline (2-15)

Activity (2-16)	Who is Responsible? (2-17)	Date (2-18)
Preparation of Assessment Plan	FMI SSC/IC office	July-August 2010
Preparation and Design Assessment Tools & Identification of Sample	FMI SS personnel	September – October 2010
Data Gathering	SSC/Admission and Record/IRPO	November 2010-February 2011
Data Interpretation & Analysis	Office of SSC/IC	November 2010 – February 2011
Writing of Report & Recommendation	Office of SSC/IC	March –July 2011
Communicating of Report	Office of SSC/IC	August 2011
Implementation of Identified Recommendations & Preparation of the next Assessment Cycle	Office of SSC/IC	September – November 2011

Comments (2-19):

Assessment Report Worksheet #3

Administrative and Support Units

Student Services	Fall 2010 - Summer 2011 & Fall 2011 –Summer 2012
Unit/Office/Program	Assessment Period Covered
<input type="checkbox"/> Formative Assessment	October 2012
<input checked="" type="checkbox"/> Summative Assessment	Date Submitted

Administrative Evaluation Question (Use a different form for each evaluation question):

1. How effective is the counseling, advising, and tutorial program in supporting student academic success?
2. How relevant are the student service policies to current student culture at FMI?
3. What factors are responsible for the reorganization of student government and what impact do they have on the trainees' learning outcome?

Objective 1: FMI Student Services Office will have full implementation of the counseling program for all students by spring 2011.

- Put in place counseling schedule for all student, focusing mainly on students constantly being grounded;
- Provide advising for academically weak students;
- Improve classroom conditions and enforce the 1900hrs to 2100hrs study period
- Assign assistant instructors to assist students during study period.
- Monitor students on the deficiency list and provide counseling and refer them to advisors for advice.
- Implement the study skills workshop for all students and enforce participation during study hours.
- Mandate assistant instructors to be present during study periods (1900-2100hrs) to assist students with their questions.
- Identify and designate potential tutors among students to provide tutoring as part of his/her work study.

Objective 2: FMI Student Services Office will update the Student Handbook, review and update the campus living policies, and strengthen students' work ethics by Fall 2011.

- Strengthen campus policies based on reports received from NORMA, TC&I and Caroline Voyager personnel;
- Simplify policies in student handbook and the catalog for easy understanding;
- Incorporate students' files and records into the SIS;
- Working with staff to enhance the enforcement of the student services policies.
- Revise the Student Handbook and implement the paramilitary organization for the Student Government (SBA) by Fall 2011;
- Incorporate and enforce the practical training policies outlined in the Student Handbook for students' compliance;
- Familiarize students concerning new policies and procedures with the student service division;
- Working with staff to enhance the enforcement of the student new services policies.

Objective 3: FMI Student Services create an adequate, healthy and functional learning environment by Fall 2011.

- Improve the living condition of the dormitory room through periodic room inspection.
- Create and enforce student weekly clean-up schedule according to squads;
- Enforce disciplinary measures and work details on policy violators;
- Reviewing SIS for data, and using the Noel Levitz retention funnel approach for the development and implementation of the enrollment management plans.
- Conduct weekly inspection of the dormitory rooms and common areas.
- Purchase new linens bedding for students and closets for all rooms lacking beddings and closets.
- Repair washing machines and replace dryers no longer working in the student Laundromat by Fall 2011.
- Input FMI student records unto the SIS by Fall2011 and using the information for placement of candidates onboard fishing vessels and merchant vessels.

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

1a. Means of Unit Assessment & Criteria for Success:

1. How effective is the counseling, advising, and tutorial program in supporting student academic success? [FMI Enrollment record and FMI assessment data for student services.]
2. How relevant are the student service policies to current student culture at FMI? [FMI Enrollment record and FMI assessment data for student services.]
3. What factors are responsible for the reorganization of student government and what impact do they have on the trainees' learning outcome? [FMI Enrollment record and FMI assessment data for student services.]

Objective 1: FMI Student Services Office will have full implementation of the counseling program for all students by spring 2011.

- Put in place counseling schedule for all student, focusing mainly on students constantly being grounded; [advisee list]
- Provide advising for academically weak students; [midterm def. list; academic standing(final grades)]
- Improve classroom conditions and enforce the 1900hrs to 2100hrs study period: [study hour schedule; student on-duty log book]
- Assign assistant instructors to assist students during study period.
- Monitor students on the deficiency list and provide counseling and refer them to advisors for advice. [counseling log sheet]
- Implement the study skills workshop for all students and enforce participation during study hours. [attendance sheet; student on-duty logbook]
- Mandate assistant instructors to be present during study periods (1900-2100hrs) to assist students with their questions. [study hour schedule]

- Identify and designate potential tutors among students to provide tutoring as part of his/her work study. [student on-duty logbook]

Objective 2: FMI Student Services Office will update the Student Handbook, review and update the campus living policies, and strengthen students' work ethics by Fall 2011.

- Strengthen campus policies based on reports received from NORMA, TC&I and Caroline Voyager personnel; [reports from NORMA, TC&I and others; cadet handbook]
- Simplify policies in student handbook and the catalog for easy understanding; [cadet handbook]
- Incorporate students' files and records into the SIS; [enrollment & others]
- Working with staff to enhance the enforcement of the student services policies. [cadet handbook]
- Revise the Student Handbook and implement the paramilitary organization for the Student Government (SBA) by Fall 2011; [cadet handbook]
- Incorporate and enforce the practical training policies outlined in the Student Handbook for students' compliance; [cadet handbook]
- Familiarize students concerning new policies and procedures with the student service division; [attendance sheet; muster schedule and cadet handbook]
- Working with staff to enhance the enforcement of the student new services policies. [cadet handbook]

Objective 3: FMI Student Services create an adequate, healthy and functional learning environment by Fall 2011.

- Improve the living condition of the dormitory room through periodic room inspection. [inspection forms;
- Create and enforce student weekly clean-up schedule according to squads; [cleaning schedule]
- Enforce disciplinary measures and work details on policy violators; [disciplinary minutes; security reports; student on-duty logbook]
- Reviewing SIS for data, and using the Noel Levitz retention funnel approach for the development and implementation of the enrollment management plans. [cadet admissions records]
- Conduct weekly inspection of the dormitory rooms and common areas. [inspection forms]
- Purchase new linens bedding for students and closets for all rooms lacking beddings and closets. [inspection form]
- Repair washing machines and replace dryers no longer working in the student Laundromat by Fall 2011. [inventory list]
- Input FMI student records unto the SIS by Fall 2011 and using the information for placement of candidates onboard fishing vessels and merchant vessels. [enrollment; SIS report; list of Class 5 Graduates]

1a. Summary of Assessment Data Collected:

1. How effective is the counseling, advising, and tutorial program in supporting student academic success? [FMI Enrollment record and FMI assessment data for student services.]
2. How relevant are the student service policies to current student culture at FMI? [FMI Enrollment record and FMI assessment data for student services.]
3. What factors are responsible for the reorganization of student government and what impact do they have on the trainees' learning outcome? [FMI Enrollment record and FMI assessment data for student services.]

These are not in measureable terms. There were not enough data to support and to measure the question 1, 2, &3.

Sem	Enrollment	1 st yr	2 nd yr	Male	Fmale	Fish	Nav	Eng	Drop Out
Fall 2010	49	25	24	49		6			2 (4%)
Spring 2011	47	25	22	47					2 (4%)
Fall 2011	54	31	23	52	2				2 (3.7%)
Spring 2012	52	30	22	50	2				0 (100%)

Graduates

Sem	Fish	Nav	Eng	Total
Spring 2010	8	5	6	19
Spring 2011	6	9	7	22
Spring 2012	8	9	5	22

Objective 1: FMI Student Services Office will have full implementation of the counseling program for all students by spring 2011.

- Put in place counseling schedule for all student, focusing mainly on students constantly being grounded; [advisee list]
- Provide advising for academically weak students; [midterm def. list; academic standing(final grades)]
- Improve classroom conditions and enforce the 1900hrs to 2100hrs study period: [study hour schedule; student on-duty log book]
- Assign assistant instructors to assist students during study period.
- Monitor students on the deficiency list and provide counseling and refer them to advisors for advice. [counseling log sheet]
- Implement the study skills workshop for all students and enforce participation during study hours. [attendance sheet; student on-duty logbook]
- Mandate assistant instructors to be present during study periods (1900-2100hrs) to assist students

with their questions. [study hour schedule]

- Identify and designate potential tutors among students to provide tutoring as part of his/her work study. [student on-duty logbook]

Not in measurable terms and no data to support.

Objective 2: FMI Student Services Office will update the Student Handbook, review and update the campus living policies, and strengthen students' work ethics by Fall 2011.

- Strengthen campus policies based on reports received from NORMA, TC&I and Caroline Voyager personnel; [reports from NORMA, TC&I and others; cadet handbook]
- Simplify policies in student handbook and the catalog for easy understanding; [cadet handbook]
- Incorporate students' files and records into the SIS; [enrollment & others]
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Objective 3: FMI Student Services create an adequate, healthy and functional learning environment by Fall 2011.

- Improve the living condition of the dormitory room through periodic room inspection. [inspection forms;
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- Input FMI student records unto the SIS by Fall 2011 and using the information for placement of candidates onboard fishing vessels and merchant vessels. [enrollment; SIS report; list of Class 5 Graduates]

[not in measurable term and no data to support]

1a: Use of Results to Improve Unit Services:

Recommendation:

This current assessment does not indicate specifically the mission statement for student services. We will do mission statement for next assessment worksheet for FY 2013 and FY 2014.

The strategies are not measurable and not enough data to support. We will do new measurable objectives and strategies for next assessment worksheet FY 2013 and FY 2014.

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Spring 2011	47	25	22	47					2 (4%)
Fall 2011	54	31	23	52	2				2 (3.7%)
Spring 2012	52	30	22	50	2				0 (100%)

Graduates

Sem	Fish	Nav	Eng	Total
Spring 2010	8	5	6	19
Spring 2011	6	9	7	22
Spring 2012	8	9	5	22

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

1b. Means of Unit Assessment & Criteria for Success:

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

1c. Means of Unit Assessment & Criteria for Success:

1c. Summary of Assessment Data Collected:

Ic: Use of Results to Improve Unit Services: