

# Mission and Objectives Development Worksheet #1

## Administrative and Support Units

Student Services- Yap Campus

Unit/Office/Program

Fall 2012 – Summer 2013

Assessment Period Covered

November 2012

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, 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:** Maintain previous Fall semesters enrollment or increase by 2% through development and implementation of enrollment management plan.

#### Strategies:

1. Develop a public awareness and recruitment campaign by December 2012 for implementation beginning Spring 2013.
2. Increase recruitment efforts at all high schools in Yap, with specific goal of at least 50 YHS COMET takers to enroll by Fall 2013.
3. To maintain at least 37 (Fall 2012 #) or increase the number of non-traditional students from previous semester by 2%.

**Objective 2:** Increase retention rate by 5% including students who transfer to National Campus through enhanced counseling, tutoring program and campus life activities

#### Strategy:

##### (Counseling Services)

1. At least 75% of advisees meet with their advisors, twice each regular semester.
2. At least 53% of enrollment will not be on midterm deficiency.
3. Have 1 counseling training for SS & Faculty per semester (fall & spring)

4. Continue to maintain the weekly counseling activity.
5. At least 65% freshmen status students will receive at least 2 seasons of counseling each regular semester through:
  - a. Financial Aid
  - b. Nurse
  - c. Peer
  - d. guidance counseling
  - e. Include services for career planning and job placement

**(Tutoring Services)**

6. Increase the number of midterm deficiency students who attend tutoring to at least 45%.  
*[already late for Fall 2012]*

Baseline:

Sem	Enrollmt	Mid-term Def.	MT-Def who tutored	MT-Def not tutored	% passed w/ 2.0	% not passed
Fall 2011	228	99	27 (27%)		8 (30%)	19 (70%)
Spring 2012	221	76	31 (41%)		22 (71%)	9 (29%)
Summer 2012	108	8	2 (25%)		1 (50%)	1 (50%)

7. Increase the number of students who use tutoring services (at least once) to 45% of total enrollment each semester.
8. Increase the number of students in good standing at semester end by 5%.

**(Student Life Services)**

9. Develop a Student Life Plan and implement activities that will promote a sense of community among Yap Campus students.

## Assessment Plan Worksheet #2

### Administrative and Support Units

Student Services- Yap Campus

Fall 2012– Summer 2013

Unit/Office/Program

Assessment Period Covered

( x ) Formative Assessment

November 2012

( x ) Summative Assessment

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 :

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

#### Administrative Unit/Program Objectives:

**Objective 1:** Maintain previous Fall semesters enrollment or increase by 2% through development and implementation of enrollment management plan.

#### Strategies:

1. Develop a public awareness and recruitment campaign by December 2012 for implementation beginning Spring 2013.

1.1 Recruitment efforts with agencies and communities.

1.2 Continue to work closely with Instructional in regards to how courses and programs offered will have an impact on enrollment.

2. Increase recruitment efforts at all high schools in Yap, with specific goal of at least 50 YHS COMET takers to enroll by Fall 2013.

2.1 . Continue to work closely with YHS counselor regarding FAFSA, COMET., Admissions. Offer our help during the time when they are short of instructors so we can have a link with their students and staff. We can have information ready to share with them.

3. To maintain at least 37 (Fall 2012 #) or increase the number of non-traditional students from previous semester by 2%.

**Objective 2:** Increase retention rate by 5% including students who transfer to National Campus through enhanced counseling, tutoring program and campus life activities.

#### Strategy:

#### (Counseling Services)

1. At least 75% of advisees meet with their advisors, twice each regular semester.

1.1: In addition to the powwow at start of each semester, a second midterm “blowout” with the same format as the powwow will be scheduled to give all advisors an opportunity to meet face to face with as many advisees as possible.

2. At least 53% of enrollment will not be on midterm deficiency.

2.1: All advisors should be actively involved in advising students. All advisors should collect evidence and keep track of their own advisees’ records and IDPs. This should be efforts from both instructional and student services.

3. Have 1 counseling training for SS & Faculty per semester (fall & spring)

3.1: Work closely with other agencies to provide trainings on counseling to staff per semester (regular semester).

4. Continue to maintain the weekly counseling activity.

4.1: Conduct surveys by the end of each semester (regular semester) to measure student satisfaction and student awareness of counseling activities. *[Should we include a survey sometime each semester or year end that measures student satisfaction with specific services?]*

4.2: Focus on a few activities that strongly encourage and enable students to return to COM-FSM each semester.

- a) Early-register as many students as possible for next semester
- b) Hold FAFSA workshop to help students complete FAFSA for Fall semester close to end of Spring and Summer semesters.
- c) Back to School Welcoming

5. At least 65% freshmen status students will receive at least 2 seasons of counseling each regular semester through:

- a. Financial Aid
- b. Nurse
- c. Peer
- d. guidance counseling
- e. Include services for career planning and job placement.

**(Tutoring Services)**

6. Increase the number of midterm deficiency students who attend tutoring to at least 45%.

*[already late for Fall 2012]*

Baseline:

Sem	Enrollmt	Mid-term Def.	MT-Def who tutored	MT-Def not tutored	% passed w/ 2.0	% not passed
Fall 2011	228	99	27 (27%)		8 (30%)	19 (70%)
Spring 2012	221	76	31 (41%)		22 (71%)	9 (29%)
Summer 2012	108	8	2 (25%)		1 (50%)	1 (50%)

7. Increase the number of students who use tutoring services (at least once) to 45% of total enrollment each semester.

8. Increase the number of students in good standing at semester end by 5%.

**(Student Life Services)**

9. Develop a Student Life Plan and implement activities that will promote a sense of community among Yap Campus students.

9.1: Recognize students' achievements at least once a semester (regular semester).

- Plan events and activities that recognize and promote the academic achievements of students.

9.2: Survey students at the beginning of term for types of activities they want, and one at the end that measures satisfaction with how the activities were conducted.

Evaluation questions	Data sources	Sampling	Analysis
<b>Objective 1:</b> 1. Did we maintain or increase by 2% enrollment from previous Fall semester?	Schedule & monthly report	All	Descriptive statistics

Evaluation questions	Data sources	Sampling	Analysis
2. Is the public awareness and recruitment campaign been developed by Dec. 2012 for implementation beginning Spring 2013?	Schedule, attendance, & monthly report		
3. Is there an increase of recruitment at all high schools in Yap? Did at least 50 YHS test takers enroll in Fall 2013?	Schedule, attendance, enrollment & COMET & monthly report		
4. Did we maintain at least 37 (head count) or increase by 2% the non-traditional students?	Enrollment & monthly report		
<b>Objective 2:</b>			
1. Is the retention rate increase by 5%	SIS, enrollment, & IRPO		
2. Did at least 75% of advisees meet 2x a semester with their advisors?	Attendance & monthly report		
3. Did the midterm deficiency remain below 53% of the enrollment?	Monthly report		
4. Were there counseling trainings for SS & faculty?	Attendance & monthly report		
5. Did we continue to maintain weekly counseling activity?	Attendance & monthly report		
6. Did 65% of freshmen receive 2 seasons of counseling each regular semester?	Attendance & monthly report		
a. Financial Aid			
b. Nurse			
c. Peer			
d. guidance counseling			
e. Include services for career planning and job placement			
7. Is there 45% increase of midterm deficiency students attend tutoring?	Attendance & monthly report		
8. Is 45% of students receive tutoring services each semester?	Attendance & monthly report		
9. Is there an increase of 5% good standing students by each semester?	SIS standing report & monthly report		
10. Is the Student Life Plan been developed and implemented?	Schedule, attendance & monthly report		

**Timeline**

Activity	Who is Responsible?	Date
<p><b>Objective 1:</b> Maintain previous Fall semesters enrollment or increase by 2% through development and implementation of enrollment management plan.</p> <p><b>Strategies:</b></p> <p>1. Develop a public awareness and recruitment campaign by December 2012 for implementation beginning Spring 2013.</p> <p>    1.1 Recruitment efforts with agencies and communities.</p> <p>    1.2 Continue to work closely with Instructional in regards to how courses and programs offered will have an impact on enrollment.</p> <p>2. Increase recruitment efforts at all high schools in Yap, with specific goal of at least 50 YHS COMET takers to enroll by Fall 2013.</p> <p>    2.1 . Continue to work closely with YHS counselor regarding FAFSA, COMET., Admissions. Offer our help during the time when they are short of instructors so we can have a link with their students and staff. We can have information ready to share with them.</p> <p>3. To maintain at least 37 (Fall 2012 #) or increase the number of non-traditional students from previous semester by 2%.</p>	<p>SSC</p> <p>SSC &amp; SS</p> <p>SSC &amp; SS</p> <p>SSC &amp; SS</p>	<p>Summer 2013</p> <p>December 2012 &amp; on-going</p> <p>December 2012 &amp; on-going</p> <p>On-going</p>
<p><b>Objective 2:</b> Increase retention rate by 5% including students who transfer to National Campus through enhanced counseling, tutoring program and campus life activities.</p> <p><b>Strategy:</b> <b>(Counseling Services)</b></p> <p>1. At least 75% of advisees meet with their advisors, twice each regular semester.</p> <p>    1.1: In addition to the powwow at start of each semester, a second midterm “blowout” with the same format as the powwow will be scheduled to give all advisors an opportunity to meet face to face with as many advisees as possible.</p> <p>2. At least 53% of enrollment will not be on midterm deficiency.</p> <p>    2.1: All advisors should be actively involved in advising students. All advisors should collect evidence and keep track of their own advisees’ records and IDPs. This should be efforts from both instructional and student services.</p> <p>3. Have 1 counseling training for SS &amp; Faculty per semester (fall &amp; spring)</p> <p>    3.1: Work closely with other agencies to provide trainings on counseling to staff per semester (regular semester).</p> <p>4. Continue to maintain the weekly counseling activity.</p> <p>    4.1: Conduct surveys by the end of each semester (regular semester) to measure student satisfaction and student awareness of counseling activities. <i>[Should we include a survey sometime each semester or year end that</i></p>	<p>SSC</p> <p>SSC &amp; IC &amp; all advisors</p> <p>SSC &amp; IC &amp; all advisors</p> <p>SSC &amp; IC</p> <p>SSC &amp; SS</p>	<p>Summer 2013</p> <p>End of each Fall 2012 &amp; Spring 2012</p> <p>Midterm of Fall 2012 &amp; Spring 2013</p> <p>End of Fall 2012 &amp; Spring 2013</p> <p>Weekly &amp; end of semester</p>

*measures student satisfaction with specific services?]*

4.2: Focus on a few activities that strongly encourage and enable students to return to COM-FSM each semester.

- d) Early-register as many students as possible for next semester
- e) Hold FAFSA workshop to help students complete FAFSA for Fall semester close to end of Spring and Summer semesters.
- f) Back to School Welcoming

5. At least 65% freshmen status students will receive at least 2 seasons of counseling each regular semester through:

- a. Financial Aid
- b. Nurse
- c. Peer
- d. guidance counseling
- e. Include services for career planning and job placement.

**(Tutoring Services)**

6. Increase the number of midterm deficiency students who attend tutoring to at least 45%.

*[already late for Fall 2012]*

Baseline:

Sem	Enrollmt	Mid-term Def.	MT-Def who tutored
Fall 2011	228	99	27 (27%)
Spring 2012	221	76	31 (41%)
Summer 2012	108	8	2 (25%)

7. Increase the number of students who use tutoring services (at least once) to 45% of total enrollment each semester.

8. Increase the number of students in good standing at semester end by 5%.

**(Student Life Services)**

9. Develop a Student Life Plan and implement activities that will promote a sense of community among Yap Campus students.

9.1: Recognize students' achievements at least once a semester (regular semester).

- Plan events and activities that recognize and promote the academic achievements of students.

9.2: Survey students at the beginning of term for

SSC & SS

End of Fall 2012 & Spring 2013

SSC & SS

End of Fall 2012 & Spring 2013

SSC & SS

End of Fall 2012 & Spring 2013

End of each semester

SSC & SS

December 2012 & on-going

types of activities they want, and one at the end that measures satisfaction with how the activities were conducted.		
----------------------------------------------------------------------------------------------------------------------	--	--

**Comments:**



# Assessment Report Worksheet #3

## Administrative and Support Units

Student Services

Unit/Office/Program

( ) Formative Assessment

( X ) Summative Assessment

Assessment Period Covered

Date Submitted

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

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

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

*1a. Summary of Assessment Data Collected:*

*1a. Use of Results to Improve Unit Services:*

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

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

*1b. Summary of Assessment Data Collected:*

*1b. Use of Results to Improve Unit Services:*

**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:*

*1c. Use of Results to Improve Unit Services:*