

## Academic Programs & Services Assessment Plan

Kosrae LRC

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**Unit/Office/Program**

Fall 2010-Fall 2011

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**Assessment Period Covered**

October, 2009

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**Date Submitted**


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**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):**

*SPG 1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively.*

*SPG 2. Provide institutional support to foster student success and satisfaction.*

*SPG 9. Provide for continuous improvement of programs, services and college environment.*

**Academic Unit/Program Mission Statement**

The mission of the College of Micronesia-FSM library is to support and enhance the curriculum of the college and meet the educational needs and interests of the college community.

The Kosrae Learning Resource Center is responsible for:

- Collecting and organizing relevant materials.
- Providing physical and bibliographic access to these materials.
- Providing a reference/information resource for the college community.
- Making available to students, faculty, and staff, materials from outside the COM-FSM library through such mechanisms as interlibrary loan, document transmission, and access to electronic databases.
- Participating in and expanding partnerships and cooperative relationships with other information and learning centers, organizations and associations.
- Providing a physical environment that is functional, accessible, and aesthetically satisfying with provisions allowing for adequate security of the building, equipment, and materials.
- Promoting lifelong learning by teaching students the necessary library/information literacy skills and by promoting the use of resources available in a library.
- Informing members of the college community of the full range of services and materials available.
- Serving as the resource center for Pacific and Micronesian materials.
- Serving as the repository for archival and historical materials.

**Unit/Program Goals (1-8):**

1. Provide appropriate technology to enhance learning, instruction, and information retrieval.
2. Adequately staff the learning resources facilities and serve users in a professional manner.
3. Maintain and develop learning resources services that meet the educational needs and interests of the college community.
4. Organize learning resources facilities to ensure accessibility to all in an atmosphere that encourages learning.
5. Provide comprehensive, up-to-date collections of diverse media and formats selected in compliance with sound selection guidelines.

**Kosrae LRC Program Objectives:**

**Objective 1:** *Provides adequate and updated resources to promote a learning-centered environment and meet accreditation standards.*

**Strategies/Activities:**

1. Survey faculty, students, staff, and other stakeholders to determine learning resource needs
2. Determine potential vendors and secure quotations
3. Secure funding approval

4. Place orders for required resources and references based on prioritized list from needs surveys and assessment
<b>Objective 2:</b> <i>Extends library usage time and services to include more intensive library orientation and instruction in close collaboration with instructional faculty need.</i>
<b>Strategies/Activities:</b>
<ol style="list-style-type: none"> <li>1. Develop special library operation schedule and disseminate schedule around campus</li> <li>2. Develop intensive library orientation schedule and disseminate schedule around campus</li> <li>3. Execute special library schedule and provide intensive library orientation/instruction where needed.</li> </ol>
<b>Objective 3:</b> <i>Provides LRC staff/technician opportunities to enroll in an on-line degree program or a bachelor in Library &amp; Information Science program with coursework in cataloging, reference work, and collection development and to attend library related conferences and institutes to upgrade and enhance library knowledge/skills of...</i>
<ol style="list-style-type: none"> <li>a. the principles and accepted practices for copy and original cataloging.</li> <li>b. the principles and practices, and policies for collection development, weeding, and acquisitions.</li> <li>c. conducting reference requests, encounters, and support to patrons in finding relevant information.</li> </ol>
<b>Strategies/Activities:</b>
<ol style="list-style-type: none"> <li>1. Compile &amp; select potential library related conferences, seminars and institutes</li> <li>2. Secure funding source/approval</li> <li>3. Provide post-conference trainings where appropriate</li> </ol>

Evaluation questions	Data sources	Sampling	Analysis
1. Did Kosrae LRC provide adequate and updated resources to promote a learning-centered environment?	Monthly reports, purchase orders, enrollment management	-all-	Descriptive Statistics
2. Did Kosrae LRC provide intensive library orientations and instructions to support learning and increase library usage?	Orientation schedule, patron logs, monthly reports	-all-	Descriptive Statistics
3. Did Kosrae LRC librarian attend library related conferences or institutes to upgrade library skills?	library-related conference/institute names/schedules; approved TA's	-all-	Descriptive Statistics

### Timeline

Activity	Who is Responsible?	Date
1.1 Conduct survey to determine learning resource needs	LRC staff, IRPO office (Survey Monkey)	Fall 10
1.2 Secure proformas and quotations from potential vendors	LRC staff	Fall 10
1.3 Identify funding source and acquire learning resources	Fiscal officer, library technician	Fall 10
2.1 Develop special library operation and orientation schedules	LRC staff	Fall 10
2.2 Implement special operation schedule	LRC staff	Fall 10, Spring 11, Summer 11
2.3 Provide library orientation/instruction when/where needed	LRC staff	Fall 10, Spring 11, Summer 11
3.1 Identify and attend relevant library related conferences, seminars and institutes	Library technician, IC, CD, LRC Director, VPIA	Fall 10
3.1 Enroll in degree program		Fall 11 (enroll into degree program)
3.2 Identify funding sources	Fiscal Officer, IC, CD	Fall 10
3.3 Provide/conduct post-conference trainings where appropriate	Library technician	Post-conference Fall 10, Spring 11, or Summer 11

### Comments: