

Unit Assessment Report - Four Column

College of Micronesia - FSM

E - Management Team

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
<p>E - Management Team - Policies & procedures - Review of policies and procedures to ensure their continuous enhancement and improvement</p> <p>Start Date: 08/01/2013</p> <p>Inactive Date: 08/01/2014</p> <p>AUO Status: Active</p>	<p>Assessment Strategy: Conduct in a timely manner formal review and analysis of college's policies and procedures either directed to the M-Team or originated by the M-Team. Make recommendations as informed by results and findings of review and analysis.</p> <p>Assessment Type: Descriptive Statistics</p> <p>Target: 100% of policies and procedures either directed to the M-Team or originated by the M-Team are formally reviewed and recommendations communicated at a turn-around time of at least two meetings.</p>	<p>07/06/2014 - 1/29/2013. M-Team reviewed the Student Academic Freedom Policy. 1/29/2013. M-Team reviewed the Student Academic Freedom Policy. 2/12/2013. M-Team recommended the transmittal of the Student Academic Freedom Policy as reviewed to the college's Executive Council (EC). 12/10/2013. M-Team reviewed the Professional Development Plan proposed by HR office.</p> <p>Target Met: Yes</p> <p>Reporting Period: 2013 - 2014</p> <p>Related Documents: 2013_01_29 minutes.doc 2013_02_12 minutes.doc 2013_12_10 Minutes</p>	<p>07/07/2014 - The Management Team recommends that the author of the policy or procedure or change in policy or procedure be present at the initial review meeting to provide background on the purpose of the policy or procedures or revisions of existing policies and procedures be available for Q&A.</p> <hr/>
	<p>Assessment Strategy: Review and analyze data on measures of success (institutional strategic plan) and key performance indicators. Make recommendations by utilizing review of appropriate data as rationale.</p> <p>Assessment Type: Descriptive Statistics</p> <p>Target: Review and analysis of measures of success and key performance indicators are completed, and recommendations made at a turn-around time of at least two meetings.</p>	<p>07/06/2014 - 10/08/2013. M-Team was tasked to recommend a learning organization model for the college. 10/29/2013. M-Team recommended that targets for measures of success be stabilized for all categories with the exception for the category on new students for fall 2014, setting the target to 515.</p> <p>Target Met: Yes</p> <p>Reporting Period: 2013 - 2014</p> <p>Related Documents: 2013_10_08 minutes.doc 2013_10_29 minutes.doc</p>	<p>07/07/2014 - The M-Team will review each semester the institutions status against the measures of success targets and make recommendations for areas for improvement or prioritization.</p> <hr/> <p>07/07/2014 - The M-Team will foster practices of a learning organization as provided in the recommended model.</p> <hr/>

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<p>E - Management Team - Operational effectiveness and efficiency - Focus on operational effectiveness and efficiency improvement for administrative units crucial to increasing service levels.</p> <p>Start Date: 08/01/2013</p> <p>Inactive Date: 08/01/2014</p> <p>AUO Status: Active</p>	<p>Assessment Strategy: Conduct in a timely manner formal review and analysis of any changes in the organizational and reporting structure of divisions, offices, campuses, and departments. Make recommendations as informed by results and findings of review and analysis.</p> <p>Assessment Type: Descriptive Statistics</p> <p>Target: 100% of proposed changes in organization and reporting structure either directed to the M-Term or originated by the M-Team are formally reviewed and recommendations communicated at a turn-around time of at least two meetings.</p>	<p>07/06/2014 - Potential Committee Changes 6/12/2014. M-Team received from VPIEQA the potential committee changes for FY 2014-2015. 6/17/2014. M-Team reviewed the proposed changes to the college's committee structure, and on 6/30/2014, communicated its recommendations to the VPIEQA, as follows (June 30, 2014 memo, Chair of the M-Team to VPIEQA):</p> <ol style="list-style-type: none"> 1. With the potential committee changes being proposed, information has not been provided on the assessment of the current committee structures. The assessment results need to be shared to help. Can we see the assessment for what the problem is with current structure? 2. Ex-officio implies sub ordinance to committees. Directors and relevant administrators should be made members of various committees, not ex-officio to make the committees more effective. 3. M-Team supports the creation of the student success committee as our college is student-centered. Many of the other offices have various decisions that need to be made on student services, but they are unclear about which committees to review decisions. 4. Committees do not dictate nor make decisions for administrative offices. The M-Team sees a need for clarification on the roles of committees. 5. Assessment should remain with CAC. M-Team will focus on non-academic assessment. <p>Target Met: Yes</p> <p>Reporting Period: 2013 - 2014</p> <p>Related Documents: 2014_06_17 minutes.doc</p>	
	<p>Assessment Strategy: Conduct review of all nonacademic</p>	<p>07/06/2014 - While the second phase of the college's prioritization of its nonacademic</p>	

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	<p>programs (or administrative and support services), and rank them in a way that enables the college to decide what programs it should cut, consolidate, or complement as it attempts to put its financial house in order.</p> <p>Assessment Type: Descriptive Statistics</p> <p>Target: As per the college's master planning calendar, prioritization of nonacademic programs will occur in 2015.</p>	<p>programs (or administrative and support services) will occur in 2015 as per its master planning calendar, M-Team met 7/1/2014 to make preliminary dialogue about nonacademic program prioritization including unit annual assessments and program reviews, as follows:</p> <ol style="list-style-type: none"> 1. VPAS was invited to discuss with the M-Team the 2nd phase of the non-academic program prioritization as tasked by the President. 2. IRPO Director pointed out that the next round will take place next year, 2015, and questioned if there was a change so that can be reflected in the master calendar. There is need for clarification on the planning schedule regarding non-academic program prioritization. 3. Acting VPSS Joey presented to the team an overview of the Prioritization of Non-Academic Programs 2013. 4. Although the timing of the prioritization process may be in question, there was agreement on the need for more time to prepare for the process that will include more comprehensive data needed for informed decisions. 5. IRPO Director noted that the 2013 process was rushed and there was lack of calibration for review groups. 6. Acting VPSS also noted that some departments were missing assessment plans and program reviews. <p>Target Met: Yes</p> <p>Reporting Period: 2013 - 2014</p> <p>Related Documents: 2014_07_01 minutes.doc</p>	<p>07/07/2014 - All non-academic programs will complete two cycles of assessments and program review by according to the master planning calendar.</p> <hr/>
<p>E - Management Team - Communications - Focus on advancing cross-functional</p>	<p>Assessment Strategy: Determine which functions of the AU to</p>	<p>07/06/2014 - 2/18/2014. M-Team made a recommendation on the proposed relocation of the</p>	

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<p>communications to build transparency, promote sharing of information, encourage purposeful dialogue, and foster interdependence among divisions, offices, campuses and departments.</p> <p>Start Date: 08/01/2013</p> <p>Inactive Date: 08/01/2014</p> <p>AUO Status: Active</p>	<p>maintain and enhance overall effectiveness and quality of operations and services that are provided to its constituencies.</p> <p>Assessment Type: Survey</p> <p>Target: Review internal and external recommendations for for overall effectiveness within 2 regular meetings</p>	<p>Student Center by Student Life. 5/06/2014. It was recommended that before a video is sent out for public viewing that it is reviewed by Juan Santos, DCR, which has been reorganized under IT.</p> <p>Target Met: Yes</p> <p>Reporting Period: 2013 - 2014</p> <p>Related Documents: 2014_02_18 Minutes.doc 2014_05_06 minutes.doc</p>	<p>07/07/2014 - Individual non-academic offices and programs should review and/or set standards for measuring operational effectiveness and efficiency. M-Team will periodically review improvement of office operations for effectiveness and efficiency .</p> <hr/> <p>07/07/2014 - The administration should proceed with the implementation plan for establishing a working student center as soon as possible.</p> <hr/>