

Unit Assessment Report - Four Column

College of Micronesia - FSM

C - IEQA - Institutional Research and Planning

Mission Statement: 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.

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
<p>C - IEQA - Institutional Research and Planning - AUO - 1 Planning_ 2013-14 - a) Performance Budgeting</p> <p>i) Assist VPAS with the FY 2015 performance budget data inputting into the FSM government Budget Preparation System (BPS) as per budget guidelines and handbook.</p> <p>ii) Assist VPAS with coordinate of initial development of FY 2016 performance budget with focus on development of budget guidelines, training for performance budgeting and development, and 3) review and revision of revenue projections.</p> <p>b) Strategic Plan (2013 – 2017) – provide tracking and progress reporting for strategic plan progress and measures of success.</p> <p>c) Integrated Educational Master Plan, Monitor, track and report progress against IEMP goals and objectives</p> <p>d) Preparation and follow up for the Visioning Summit 2014</p> <p>e) Academic program prioritization - conduct training, coordinate, and prepare reports for the nonacademic program prioritization.</p> <p>f) Assist in grant management and oversee sponsored program's requisitions.</p> <p>AUO Assessment Cycle: 2013 - 2014</p> <p>Start Date: 10/01/2013</p>	<p>Assessment Strategy:</p> <p>a) Performance Budgeting - [as per revised role in December 2013]</p> <p>i) Assisting working group in providing background information for the development of the fiscal year 2015 budget guidelines and handbook.</p> <p>ii) Assist in development of projections, editing, and inputting into the FSM Budget Preparation System(BPS).</p> <p>Assessment Type: Descriptive Statistics</p> <p>Target:</p> <p>a) Performance Budgeting</p> <p>i) 100% - Assist in providing background information by working sessions and through emails.</p> <p>ii) 100% - Assist in data entry and submit fiscal year 2015 budget prior to deadline</p>	<p>01/31/2014 - a) 100% - Provided background information by working sessions and through emails.</p> <p>b) 100% - Data entry completed and submitted FY15 budget to Congress.</p> <p>Target Met: Yes</p> <p>Reporting Period: 2013 - 2014</p> <p>Related Documents: Budget</p>	
	<p>Assessment Strategy:</p> <p>b) Tracking and progress reporting on the strategic plan and measures of success.</p> <p>Assessment Type: Descriptive Statistics</p> <p>Target: 1 copy of measures of success and progress reporting to be finalized and published.</p>	<p>09/30/2014 - Institutional Set Standards & Strategic Plan Measures of Success</p> <p>Target Met: Yes</p> <p>Reporting Period: 2013 - 2014</p> <p>Related Documents: Institutional Set Standards &</p>	<p>02/10/2015 - Update Institutional Set Standards and targets each semester as appropriate and push out data to College community.</p>

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Inactive Date: 09/30/2014 AUO Status: Active	Related Documents: Institutional Set Standards and Measures of Success 2014.xlsx	Strategic Plan Measures of Success	
	Assessment Strategy: c) Integrated Educational Master Plan - Assist with development and implementation for an assessment plan. Assessment Type: Descriptive Statistics Target: 1 stat report on the use of linkages between the COM-FSM quarterly report and IEMP.	10/16/2014 - The review indicated that IEMP reference was included generally by instructional affairs and student services. Note: The reporting format was structured around the College's strategic directions. Target Met: Yes Reporting Period: 2013 - 2014	01/16/2015 - New reporting format is being developed for reporting on progress of the strategic plan for FY2015.
	Assessment Strategy: d) Preparation and follow up for the Visioning Summit 2014 Assessment Type: Descriptive Statistics Target: 2 reports: 1 summit report, and 1 follow-up report	06/13/2014 - 2014 Visioning Summit report prepared and available on the IRPO Website Target Met: Yes Reporting Period: 2013 - 2014 Related Documents: Summit Reports	
	Assessment Strategy: e) Academic program prioritization - conduct training, coordinate, and prepare reports for the academic program prioritization. Assessment Type: Descriptive Statistics Target: At least 6 trainings/presentations system wide and publish report	09/04/2014 - Academic Program Prioritization 2014 REPORT Target Met: Yes Reporting Period: 2013 - 2014 Related Documents: Academic Program Prioritization Report	02/10/2015 - In FY2015, review with VPIA and DAP institutional comparison data needed academic prioritization and post on website. Continue updating program review sheets.
	Assessment Strategy: f) Assist in grant management and oversee sponsored program's documents and requisitions. Assessment Type: Descriptive Statistics Target: 1 summery report: Analysis report on grant	06/02/2014 - IRPO assisted in grant development and processing of TRIO documents. Received TRIO documents FY14 PO - 56 TAs - 2 Special Contracts - 89	12/19/2014 - Report on received and response time back to sponsored programs on a monthly basis. Conduct all IRPO staff for logging and tracking procedures.

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	development and receiving of documents	Target Met: Yes Reporting Period: 2013 - 2014	
C - IEQA - Institutional Research and Planning - AUO - 2 Research_2013-14 - a) Based on program assessment and program review reports from FY 2013, design, implement and report on 2 general research projects and 2 CCSSE/CCFSSE reports. b) Conduct a series of student focus groups on follow up for 1.) Follow up - student registration and advising 2.)CCSSE and CCFSSSE spring 2014 surveys.	Assessment Strategy: To implement and report on projects Assessment Type: Research Target: 4 reports: 2 research projects and 2 CCSSE/CCFSSE	09/30/2014 - Conducted and administered 2014 CCSSE/CCFSSE survey. Survey reports will be published when available from the Center for Community College of Student Engagement. Target Met: Yes Reporting Period: 2013 - 2014 Related Documents: 2014 CCSSE Report	
c) Coordinate preparation, delivery and reporting for surveys 1) CCSSE & CCFSSSE, 2) Registration, 3) student satisfaction, 4) employer views and other surveys as needed AUO Assessment Cycle: 2013 - 2014 Start Date: 10/01/2013 Inactive Date: 09/30/2014 AUO Status: Active	Assessment Strategy: Coordinate preparation, delivery and collection of CCSSE(Community College Survey of Student Engagement) and CCFSSSE (Community College Faculty Survey of Student Engagement) forms; Prepare and report on College surveys such as 1.) Registration survey, 2.) Student orientation survey, 3.) Satisfaction surveys, 4.) Graduate survey, 5.) Employer survey Assessment Type: Survey Target: Report: 1 CCSSE and CCFSSSE report; 100% reporting and updating survey results on IRPO website.	04/26/2014 - 1.)CCSSE/CCFSSE reports to be published when available from the Center for Community College of Student Engagement 2.) Prepared and published surveys on IRPO Website at http://www.comfsm.fm/?q=irpo-survey-reports : 1) Student Registration Survey; 2) Student Orientation Survey; 3) Graduate Exit Survey; 4)Student Satisfaction Survey; 5) Employer Survey [Ongoing] Target Met: Yes Reporting Period: 2013 - 2014 Related Documents: IRPO survey reports	07/31/2014 - [Improvement on the Employer survey] - Implement a procedure of having COM-FSM graduates to update or provide their professions/address/employer, etc.
C - IEQA - Institutional Research and Planning - AUO - 3 Assessment_2013-14 - a) Manage TracDat software for the college i) Training to users on data entry, interpretation and reporting	Assessment Strategy: Upkeep of TracDat data entering by providing training and monitoring and tracking progress of entering data into TracDat.	07/02/2014 - TracDat overview reassign the Assessment Coordinator. Target Met: Yes Reporting Period:	

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<p>ii) Monitoring and tracking of progress for data entry into TracDat and externally</p> <p>AUO Assessment Cycle: 2013 - 2014</p> <p>Start Date: 10/01/2013</p> <p>Inactive Date: 09/30/2014</p> <p>AUO Status: Active</p>	<p>Assessment Type: Descriptive Statistics</p> <p>Target: 1 report: System wide report completed prior to deadline</p>	<p>2013 - 2014</p>	
<p>C - IEQA - Institutional Research and Planning - AUO - 4 Data & Reporting_2013-14 - a) Prepare and distribute semester, annual data reports and update and analyze trend data for the college. b) Prepare IPEDS fall, winter and spring reports and distribute key data internally and externally c) Coordinate quarterly reporting and compilation.</p> <p>AUO Assessment Cycle: 2013 - 2014</p> <p>Start Date: 10/01/2013</p> <p>Inactive Date: 09/30/2014</p> <p>AUO Status: Active</p>	<p>Assessment Strategy: a) Prepare and disseminated enrollment, retention, and graduation reports on the website. Also disseminated data reports to various college committees.</p> <p>Assessment Type: Descriptive Statistics</p> <p>Target: 100% - update and upkeep posting of data on the IRPO website</p>	<p>09/30/2014 - Updating IRPO website every other week for accuracy and modernization. All IRPO data and reports are available at http://www.comfsm.fm/?q=irpo</p> <p>Target Met: Yes</p> <p>Reporting Period: 2013 - 2014</p> <p>Related Documents: IRPO website</p>	
<p>AUO Assessment Cycle: 2013 - 2014</p> <p>Start Date: 10/01/2013</p> <p>Inactive Date: 09/30/2014</p> <p>AUO Status: Active</p>	<p>Assessment Strategy: Prepare IPEDS Fall, winter and spring reports and distribute internally and externally on IPEDS website.</p> <p>Assessment Type: Descriptive Statistics</p> <p>Target: 100% - IPEDS locked up prior to deadline.</p>	<p>04/30/2014 - Prepared and locked IPEDS reports for AY2012-13 period; 1) Fall 2012 Data - The collection includes the Institutional Characteristics, Completions, and 12-month Enrollment components. The Fall collection opens September 4 and closes October 16, 2013; 2) Winter 2012-13 Data - The collection includes the Student Financial Aid, Graduation Rates, and 200% Graduation Rates components. The Winter collection opens December 11, 2013 and closes February 12, 2014; 3) Spring 2013 Data - The collection includes the Fall Enrollment, Finance, and Human Resources components. The collection opens December 11, 2013 and closes April 9, 2014.</p> <p>Target Met:</p>	

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		Yes Reporting Period: 2013 - 2014 Related Documents: COM-FSM IPEDS - AY2012-13.pdf	
	Assessment Strategy: Prepare and publish quarter reports quarterly. Assessment Type: Internal Audit/Report Target: 4 reports: quarterly reports	07/18/2014 - Prepared and published COM-FSM FY14 quarterly report; 1)FY14-1stQtr_COMFSM; 2) FY14-2ndQtr_COMFSM; 3)FY14-3rdQtr_COMFSM;4)FY14 4thQtr-Ongoing Target Met: Yes Reporting Period: 2013 - 2014 Related Documents: COM-FSM FY14 Quarterly Reports	