Appendix G Administrative Unit
Program Review *(Source Fullerton College)*

AU Full Official Name	President's Office		
Campus	National Campus	AU Review Submission Date	
Completed by	Chief of Staff	AU Review Cycle	2012-2014
Supervisor	President Daisy	Date submitted to Supervisor	

Mission and Goals	
The Institutional Mission, Vision, Core Values, and Goals drive all college's activities. Describe how your unit support each of these	
Institutional Mission http://www.comfsm.fm/?q=mission-statement	How the unit support this President's Office supports the institutional mission by the work of all the departments managed by the vice presidents to meet the college mission. Reports to the Board of Regents, and evidence from Standard IV.B provide comprehensive reports from president and the vice presidents on the work accomplished and forthcoming.
Institutional Vision http://www.comfsm.fm/irp/Planning/Strategic_Plan_2013_17.pdf	How the unit support this President's Office supports the institutional mission by the work of all the departments managed by the vice presidents to meet the college vision. Reports to the Board of Regents, and evidence from Standard IV.B provide comprehensive reports from president and the vice presidents on the work accomplished and forthcoming.
Institutional Core Values http://www.comfsm.fm/irp/Planning/Strategic_Plan_2013_17.pdf	How the unit support this President's Office supports the institutional mission by the work of all the departments managed by the vice presidents to meet the college values. Reports to the Board of Regents, and evidence from Standard IV.B provide comprehensive reports from president and the vice presidents on the work accomplished and forthcoming.
Institutional Strategic Goals http://www.comfsm.fm/irp/Planning/Strategic_Plan_2013_17.pdf	How the unit support this President's Office supports the institutional mission by the work of all the departments managed by the vice presidents to meet the college goals. Reports to the Board of Regents, and evidence from Standard IV.B provide comprehensive reports from president and the vice presidents on the work accomplished and forthcoming.

AU Mission, Goals, and Objectives)		
Mission Statement The Office of the President provides the leadership and direction for achieving the mission of the college and is responsible for the quality, integrity and success of the college.	Goals 1. To maintain full accreditation from the Accrediting Commission 2. Cultivate a culture of genuine communication, inclusiveness, participatory governance and respect for all 3. Determine and implement solutions to the JEMCO resolution 4. Refine and Successfully implement the comprehensive master plan and ensure linkages to all college plans 5. Assess the organization structure and reporting procedure and make changes for an efficient, effective, and sustainable institution 6. Develop a vision and formulate and implement long range strategic plans	Objectives (outcomes) 1. To be fully accredited and without major recommendations from ACCJC/WASC 2. To have a strategic plan with clear directions and priorities for the college and master plans with well-defined implementation plans to deliver the strategic goals and objectives 3. To maintain a financial plan which considers current and projected financial environment and determine best practices to keep the college solvent 4. To establish a culture of continuous improvement in all aspects of the college 5. To generate confidence in the college both internally and externally

AU Description, Data and Trends Analysis

Describe the purpose, components, and staffing of the AU	N/A			

Current Staffing. Complete the table below				
List each position by classification	Percent of Employment	Months per Year of Employment	Source of Funding	FTE
N/A	N/A	N/A	N/A	N/A

Other Resources. Complete the table below				
List each position by classification	Services Provided	Number of Hours	Overall Cost	Source of Funding
N/A	N/A	N/A	N/A	N/A

Utilize the data provided in the above table in a discussion of the appropriateness of the staffing levels of the AU
N/A

How does this AU serve the population of the College?
N/A

Since the previous AU program review, what significant changes have occurred that impact the services of the AU?		
N/A		

What methods are used to evaluate AU's effectiveness to the population that interacts with it?	What do the results of the above methods of evaluation indicate about the effectiveness of the AU?	How have the results of this analysis been used to make improvements to services provided by the AU?
N/A	**N/A**	**N/A**

Provide any other relevant data that are relevant to this AU program review	
N/A	

Strengths, Weaknesses, Opportunities, Challenges (SWOC)	
Based on analysis in the preceding sections, what are the AU's strengths?	
Based on analysis in the preceding sections, what are the AU's weaknesses?	Improvement and Follow-Up (2012-2013). See report below. Improvement and Follow-Up (2013-2014). See report below.
Based on analysis in the preceding sections, what opportunities existing for the AU?	
Based on analysis in the preceding sections, what challenges exist for the AU?	AUO13/14-5 - To generate confidence in the college both internally and externally – The market brand research study was noted to be completed by September 2014, but no work has been done.

Evaluation of Processes used by AU
Describe any on-going systematic method used to evaluate the efficacy of processes used by the AU.

TracDat is an assessment software program, to support the collection, analysis and reporting of a wide range of assessment data and reporting achievement levels of unit outcomes for the President's Office.

Provide example (s) of how this AU program review has led to continuous quality improvement

With TracDat, the President's Office is able to assess whether it is meeting its goals for the academic year. If the goals are not met, then the President's Office modifies its strategies for each of the unit outcome.

Service Area Outcomes Assessment				
List AU's Service Area Outcomes by completing the expandable table below				
Service Area Outcomes	**Date Assessment Completed**	**Date(s) Data Analyzed**	**Date(s) Data Used for Improvement**	**Number of Cycle Completed**
To be fully accredited and without major recommendation from ACCJC/WASC	10/1-3/13 & 10/2/14	10/3/13	7/12/14	2
To have a strategic plan with clear directions and priorities for the college and master plans with well-defined implementation plans to deliver the strategic goals and objectives	9/30/13 & 10/2/14	9/30/13	9/30/14	2

To maintain a financial plan which considers current and projected financial environment and determine best practices to keep the college solvent	9/30/13 & 10/2/14	9/30/13	9/30/14	2
To establish a culture of continuous improvement in all aspects of the college	9/30/13 & 10/2/14	9/30/13	9/30/14	2
To generate confidence in the college both internally and externally.	9/30/13 & 10/2/14	9/30/13	9/30/14	2

AU Assessment. Complete the expandable table below					
Outcome Numbers	Intended Outcomes	Means of Assessment	Criteria for Success	Summary of Data Collected	Use of Results
12'-13' OU 1	See report below.	See report below.			
12'-13' OU 2	See report below.	See report below.			
12'-13' OU 3	See report below.	See report below.			
12'-13' OU 4	See report below.	See report below.			
12'-13' OU 5	See report below.	See report below.			
13'-14' OU 1	See report below.	See report below.			
13'-14' OU 2	See report below.	See report below.			
13'-14' OU 3	See report below.	See report below.			
13'-14' OU 4	See report below.	See report below.			
13'-14' OU 5	See report below.	See report below.			

How has AU's assessment of Service Area Outcomes led to improvements in services provided to patrons

The President's Office's assessments provide information about how well the unit is doing to achieve its goals and objectives every year by comparing the data provided in academic year 2012-2013 to 2013-2014. An example one of the objective or outcome is for the "college to generate confidence in the college both internally and externally". What the president unit plans to do for improvement in this area is " to renew its focus, development, and implementation of distinct college brand."

What challenges remain to make the AU more effective?

1. The lack of office privacy and where the president's office located in the building making the working environment vulnerable due to noise and constant human traffic.

Describe how the AU's Service Area Outcomes are linked to the Institutional Strategic Goals		
Institutional Strategic Goals	AU Service Area Outcomes	Linkages
Focus on Student Success	OU1, OU2, OU3, OU4	
Emphasize academic offerings in service to national needs	OU1, OU2, OU4	
Be financially sound, fiscally responsible, and build resources in anticipation of future needs	OU1, OU2, OU3, OU4	
Invest in and build a strong capacity in human capital	OU2, OU4	

Become a learning organization through development of a learning culture guided by learning leaders	OU2, OU4, OU5	
Evoke an image of quality	OU1, OU2, OU3, OU4, OU5	
Evaluation of Progress toward previous Goals		

List the goals from AU's previous program review
N/A

Describe the level of success achieved in goals listed above	
Goals from previous AU Program Review	**Level of Success Achieved**
N/A	N/A

In cases where resources were allocated toward goals, evaluate the efficacy of that spending		
Goals from previous AU Program Review	**Resources Allocated**	**Efficacy of Spending**
N/A	N/A	N/A

Short-Term and Long-Term Goals

Using the table below, list the short and long term goals (a minimum of two for each) for the AU. These goals should follow logically from the information provided in the program review. Use a separate table for each additional goal

Short-Term Goals 1 (Two-Year Cycle)	
Identify Goal	
Describe the plan to achieve the goal (i.e., action plan)	
What measurable outcome is anticipated for this goal?	
What specific aspects of this goal can be accomplished without additional financial resources?	

Short-Term Goals 2 (Two-Year Cycle)	
Identify Goal	
Describe the plan to achieve the goal (i.e., action plan)	
What measurable outcome is anticipated for this goal?	
What specific aspects of this goal can be accomplished without additional financial resources?	

Long-Term Goals 1 (Five-Year Cycle)	
Identify Goal	
Describe the plan to achieve the goal (i.e., action plan)	
What measurable outcome is anticipated for this goal?	
What specific aspects of this goal can be accomplished without additional financial resources?	

Short-Term Goals 2 (Five-Year Cycle)	
Identify Goal	
Describe the plan to achieve the goal (i.e., action plan)	
What measurable outcome is anticipated for this goal?	
What specific aspects of this goal can be accomplished without additional financial resources?	

Requests for Resources

Complete a new table for each short-term and long-term goals listed in the immediately preceding section that would require additional financial resources. These requests for resources must follow logically from the information provided in this AU program review.

o Short-Term Goal o Long-Term Goal		
Goal Number and Goal Description	N/A	
Type of Resources	**Requested Dollar Amount**	**Potential Funding Source**
N/A	N/A	N/A

o Short-Term Goal o Long-Term Goal		
Goal Number and Goal Description	N/A	
Type of Resources	**Requested Dollar Amount**	**Potential Funding Source**
N/A	N/A	N/A

o Short-Term Goal o Long-Term Goal		
Goal Number and Goal Description	N/A	
Type of Resources	**Requested Dollar Amount**	**Potential Funding Source**
N/A	N/A	N/A

o Short-Term Goal o Long-Term Goal		
Goal Number and Goal Description	N/A	
Type of Resources	**Requested Dollar Amount**	**Potential Funding Source**
N/A	N/A	N/A

AU Program Review Summary

This section provides the reader with an overview of the highlights, themes, and key segments of the AU program review. It should
Include new information that is not mentioned in the preceding sections of this document.

The President's Office follows the institutional mission, strategic goals, values, and vision. The office has 5 unit outcome as follow:

1. To be fully accredited and without major recommendations from ACCJC/WASC
2. To have a strategic plan with clear directions and priorities for the college and master plans with well-defined implementation plans to deliver the strategic goals and objectives
3. To maintain a financial plan which considers current and projected financial environment and determine best practices to keep the college solvent
4. To establish a culture of continuous improvement in all aspects of the college
5. To generate confidence in the college both internally and externally

Improvement and Follow-Up (2012-2013). See report below.

Improvement and Follow-Up (2013-2014). See report below.

Response Page

AU Vice President or appropriate immediate Management Supervisor

✁ *I* concur with the findings contained in this AU program review.

✁ I concur with the findings contained in this AU program review with following exceptions (include a narrative
explaining the basis for each exception):

✁ I do not concur with the findings contained in this AU program review (include a narrative exception):

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Administrative Unit Program Review Check List

Administrative unit		Date of Review	
Assessment/Review Cycle		Reviewers	

Please mark your responses to the following statements			
Statement	Yes	Needs Improvement	No
Administrative Unit. The administrative unit is identified.			
Assessment Cycle. The assessment cycle is identified.			
Submitted by and Date: The person directly responsible for completing the assessment plan submits the assessment plan to the committee. Generally, this is the office or program head.			
Supervisor and Date submitted. Date submitted to supervisor.			
College's Mission Statement. The approved college mission is included, and a description in terms of how the AU supports this.			
College's Mission Vision. The approved college vision is included, and a description in terms of how the AU supports this.			
College's Mission Core Values. The approved college core values are included, and a description in terms of how the AU supports them			
College's Strategic Goals. The approved college strategic goals *directly relevant to the* department and the AU are included, and a description in terms of how the AU supports them.			
AU Mission Statement, Goals, and Objectives. AU's mission, goals, and objectives are included.			
AU Description, Data and Trends Analysis. Data on current staffing and other resources; descriptions of their appropriateness are included, and how do they serve the population of the college; some significant changes that occurred and may have impacted the AU's services; methods used for evaluation and the results; and how results were used to make improvements to services; and other relevant data to AU's program review.			
SWOC Analysis. An analysis of Strengths, Weaknesses, Opportunities, and Challenges are included.			
Evaluation of Process. A description of the *on-going* systematic method used to assess AU's effectiveness, and some examples in terms of how program review lead to continuous quality improvement.			
Service Area Outcome Assessments. This section includes list of AU's service area outcomes, dates of assessment, the assessment methodologies used including established criteria for success, summary of data and how results are used to inform improvements, the section also provides a description of the identified *challenges* that are yet to be addressed by AU, and how these outcomes are linked to the college's strategic goals.			
Evaluation of Progress toward previous Goals. This section provides descriptions of (a) goals from previous review, (b) levels of success achieved, and (c) resources allocated including efficacy of spending.			
Short-term and Long-Term Goals. This section provides descriptions of the AU's short-term and long-term goals including action plans, measurable outcomes anticipated for these goals, and others.			
Requests for Resources. This section provides the AU's (a) short- and long-term goals, (b) the type of resources need as presented in dollar amount, and (c) potential source of funding.			
AU Program Review Summary. This section provides the reader with an overview of the highlights, themes, and key segments of the AU's program review. This section should include only new information that is not mentioned in the preceding sections of the AU program review report.			

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College of Micronesia - FSM

C - administrative - President's Office

Mission Statement: The Office of the President provides the leadership and direction for achieving the mission of the college and is responsible for the quality, integrity and success of the college.

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
C - administrative - President's Office - Outcome 1 - To be fully accredited and without major recommendations from ACCJC/WASC **AUO Assessment Cycle:** 2012 - 2013 **Start Date:** 08/01/2012 **Inactive Date:** 07/31/2013 **AUO Status:** Inactive	**Assessment Strategy:** Require quarterly reports on current conditions from persons responsible for areas previously cited	10/03/2013 - The college was removed from sanction by the ACCJC at their June 2013 meeting. The college was notified through the commission's July 2013 action letter. **Target Met:** Yes **Reporting Period:** 2012 - 2013	07/12/2014 - The ACCJC in its recent action letter requires the college to submit a follow-up report in March 2014 on the completion of the space utilization and facilities master plan study completed by Beca Ltd. Additionally, the commission requests evidence/documentation of continued financial support by the FSM national government to the college to address the impact of the JEMCO decrement cumulative to 2.8 million dollars by 2016.
	Assessment Strategy: Institutionalize the self study process	10/01/2013 - Over the course of the last 18 months, the accreditation process has been fully embedded into the culture and operational practices of the college. With the establishment of the position of Vice President for Institutional Effectiveness and Quality Assurance and ALO, and with the establishment of the position of Assessment Coordinator and Assistant ALO institutionalization of the accreditation process had been achieved. **Target Met:** Yes **Reporting Period:** 2012 - 2013	04/30/2016 - The VPIEQA has received training from the ACCJC to serve as a visiting team member and has been selected to serve on a team during the Fall 2013. The President has also identified as a future participant for similar training and service on a visiting team. The college is in the process of completing a master planning calendar which will identify major planning processes and products including but not limited to preparation of the college's self-evaluation and for the ACCJC comprehensive team visit in the Spring of 2016.

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
	Assessment Strategy: follow the established reporting cycle of each unit on the master calender **Assessment Type:** Descriptive Statistics **Target:** receive quarterly report by each unit		
C - administrative - President's Office - Outcome 2 - To have a strategic plan with clear directions and priorities for the college and master plans with well-defined implementation plans to deliver the strategic goals and objectives **AUO Assessment Cycle:** 2012 - 2013 **Start Date:** 08/01/2012 **Inactive Date:** 07/31/2013 **AUO Status:** Inactive	**Assessment Strategy:** Establish routine linkages with the external community to ensure college strategic goals and objectives reflect current situations	09/30/2013 - Through the quarterly reports to the FSM government, presentations by the President to committees of Congress, presentations by the President to the State and National Leadership Conference, reports to the college's Board of Regents, publications of messages by the President to the community, and through college wide summits the external community is informed of the status and progress of the college to achieve its strategic goals and objectives. **Target Met:** Yes **Reporting Period:** 2012 - 2013	09/30/2014 - In addition to continuing these reports and presentations, the President's message to the community will be taped and sent to ICTV cable for airing to provide broader dissemination. External community will continue to be engaged in college wide summits specifically focused on visioning, mission, and strategic planning for the college as it prepares for the next strategic plan 2018-2022.
	Assessment Strategy: Link individual KPIs to implementation of the master plans	09/30/2013 - The Key Performance Indicators (KPIs) have been linked to the Integrated Education Master Plan (IEMP). **Target Met:** Yes **Reporting Period:** 2012 - 2013	
C - administrative - President's Office - Outcome 3 - To maintain a financial plan which considers current and projected financial environment and determine best practices to keep the college solvent	**Assessment Strategy:** Develop and monitor strategies to address current and projected fiscal concerns	09/30/2013 - The college has developed a 5 year financial plan linked to the IEMP and Strategic Plan which is reviewed annually during preparation for the development of budget. A clearly articulated budget manual has been developed and is used to guide the budget	09/30/2014 - The college will review enrollment data as compared to projected enrollment and projected revenue and will adjust the budget and resource allocation to reflect

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
AUO Assessment Cycle: 2012 - 2013 **Start Date:** 08/01/2012 **Inactive Date:** 07/31/2013 **AUO Status:** Inactive		development process. The Vice Presidents review enrollment data, department assessments, to inform the development of the budget and to determine resource allocation. The Planning and Resource Committee and the Finance Committee are engaged in purposeful dialogue regarding the development of budgets as part of the college's participatory governance. The college's Executive Committee reviews and endorses the budget before it is submitted to the college's Board of Regents for their review and approval. **Target Met:** Yes **Reporting Period:** 2012 - 2013	changes.
	Assessment Strategy: Conduct internal audit to lower expenditures	09/30/2013 - As part of the process to review enrollment and revenue data against projected enrollment and revenue data, Vice Presidents and the PRC and FC consider and recommend mitigation, cost effectiveness, and cost efficient strategies. **Target Met:** Yes **Reporting Period:** 2012 - 2013	09/30/2014 - An assessment of the impact of implemented mitigation, cost effectiveness, and cost efficient strategies will be conducted to inform the budget and resource allocation, and to improve continued related strategies.
	Assessment Strategy: align budgeting to program priorities	09/30/2013 - Priorities identified in the IEMP, strategic plan, directions and goals, department assessments, guide the development of the budget and resource allocation. **Target Met:** Yes **Reporting Period:** 2012 - 2013	09/30/2014 - Ongoing assessment and regular reporting of progress to achieve goals articulated in the IEMP, strategic plan, direction and goals is required to ensure effective resource allocation.
C - administrative - President's Office - Outcome 4 - To establish a culture of continuous improvement in all aspects of the college	**Assessment Strategy:** Ensure 100% completion of program reviews by all areas of the college	09/30/2013 - Academic and administrative program have been completed and a regular cycle for continued review has been established. **Target Met:** Yes	09/30/2014 - The results of the program reviews will be used to inform decisions for resource allocations, program elimination,

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
AUO Assessment Cycle: 2012 - 2013 **Start Date:** 08/01/2012 **Inactive Date:** 07/31/2013 **AUO Status:** Inactive		**Reporting Period:** 2012 - 2013	and consideration of proposals for the development of new programs.
	Assessment Strategy: Use program reviews to develop annual plans, and adjust master plans	09/30/2013 - Used program reviews to inform resource allocation, the development of the IEMP, and the development of the Strategic Plan 2013-2017. **Target Met:** Yes **Reporting Period:** 2012 - 2013	09/30/2014 - The results of the program reviews will be used to inform decisions for resource allocations, program elimination, and consideration of proposals for the development of new programs.
C - administrative - President's Office - Outcome 5 - To generate confidence in the college both internally and externally **AUO Assessment Cycle:** 2012 - 2013 **Start Date:** 08/01/2012 **Inactive Date:** 07/31/2013 **AUO Status:** Inactive	**Assessment Strategy:** Establish a truly broad-based, participatory, and result-oriented decision-making process	09/30/2013 - The new organizational structure of the college which includes the committees (CAC, RRC, HRC, FCEC, MT, FC, ICTC, PRC), and the establishment of an Executive Committee representative of all college stakeholders ensures a broad based participatory governance model. **Target Met:** Yes **Reporting Period:** 2012 - 2013	09/30/2014 - Continued training of focusing on the roles and responsibilities of committees, effective communication, and management of meetings.
	Assessment Strategy: Develop and market a college brand	09/30/2013 - This strategy is still in process. **Target Met:** No **Reporting Period:** 2012 - 2013	09/30/2014 - The college needs to renew its focus, development, and implementation of a distinct college brand.
	Assessment Strategy: Enhance stakeholder management	09/30/2013 - In addition to the establishment of committees, and the Executive Committee, the implementation of the management team on the administrative side of the organizational structure has significantly improved the participation of directors and deans in the administrative decision-making of the college. **Target Met:**	09/30/2014 - Improved communication between all stakeholders within the participatory governance model is needed.

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
		Yes **Reporting Period:** 2012 - 2013	

College of Micronesia - FSM
C - administrative - President's Office

Mission Statement: The Office of the President provides the leadership and direction for achieving the mission of the college and is responsible for the quality, integrity and success of the college.

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
C - administrative - President's Office - PO AUO13/14-1 - To be fully accredited and without major recommendations from ACCJC/WASC **AUO Assessment Cycle:** 2013 - 2014 **Start Date:** 08/01/2013 **Inactive Date:** 07/31/2014 **AUO Status:** Active	**Assessment Strategy:** Institutionalize the self study process **Assessment Type:** Descriptive Statistics **Target:** To remain fully accredited	10/02/2014 - During cabinet of January 31, 2014, VPIEQA assigned each vice president an accreditation standard and to report on its gap and analysis. Report were made during cabinet on February 28, 2014, which is evidenced through the minutes. By April 25, 2014, cabinet minutes, all vice presidents have reported on their standard at cabinet. On August 6-7, 2014, the college held a summit focused on an accreditation case study on finance. Workshop was facilitated by VPIEQA and the Sandy Pond Consultants (Mr. Hess and Mr. Adams). This could be evidence through President's community message of May 2013, the article published on the newsfeed and in COM-FSM Facebook in August, and materials and program agenda located with VPIEQA's department. From August 18-21, 2014, VPIEQA held Accreditation Writing Training for the Team Chairs on national campus. E-mail has been sent out on August 11, 2014. On August 20, 2014, VPIEQA has sent out an "An all Employee Accreditation Baseline Survey" to the college wide alias. The survey would help with: • To evidence a broad-based Accreditation Self Evaluation process; • inform us of knowledge gaps; • inform us of areas needing focus and improvement; and • offer evidence of how well our writing teams do to satisfy personnel we are meeting Standards by the	

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
		end of the academic year, Survey to be completed by September 12, 2014 Link: https://www.surveymonkey.com/s/COMFSM_Accr editation_Baseline_Fall2014 August In September (provide dates), VPIEQA has traveled to off-island campuses conducting accreditation self-evaluation workshops. This is evidenced by VPIEQA's power point and workshop materials and communication through e-mails with the COM-FSM campus deans. **Target Met:** Yes **Reporting Period:** 2013 - 2014	
	Assessment Strategy: Follow the established reporting cycle for each unit on the master calendar which provides set deadlines when quarterly reports are due. Deadline dates: 1st quarter report due January 15th, 2nd Quarter due April 15, 3rd quarter due July 15th, 4th Quarter due October 15th. Not only would the office monitor the submission of received reports, but also assess the quality of activities in which units are set out to accomplish during that specific quarter. **Assessment Type:** Descriptive Statistics **Target:** Receive 100% of reports for each quarter deadline by all head departments or VPs. Deadlines fall on January 15, April 15, July 15, and October 15.	10/02/2014 - For the past year, all vice presidents have completed and submitted their reports on the set deadlines. Reports could be evidenced with IRPO. **Target Met:** Yes **Reporting Period:** 2013 - 2014	

C - administrative - President's Office - PO

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
AUO13/14-2 - To have a strategic plan with clear directions and priorities for the college and master plans with well-defined implementation plans to deliver the strategic goals and objectives **AUO Assessment Cycle:** 2013 - 2014 **Start Date:** 08/01/2013 **Inactive Date:** 07/31/2014 **AUO Status:** Active	**Assessment Strategy:** Establish routine linkages with the external community to ensure college strategic goals and objectives reflect current situations **Assessment Type:** Descriptive Statistics **Target:** President's message to the community occurring monthly. Additionally, hold quarterly community meeting during Board of Regents meetings and published minutes. Annual college wide summit and report to assess the outcome.	10/02/2014 - The president's message to the community has been posted every month for the past year on the college's newsfeed and then archived in the Messages to the Community tab under the Office of the President. Quarterly community meeting minutes during the Board of Regents meeting have been documented and archived during the past year. Messages to the Community Link: http://www.comfsm.fm/?q=messages-to-community Community Meeting Minutes **Target Met:** Yes **Reporting Period:** 2013 - 2014	
	Assessment Strategy: Link individual KPIs to implementation of the master plans **Assessment Type:** Descriptive Statistics **Target:** Complete review and revision of the IEMP by July 2014	10/02/2014 - A complete review and revision of the IEMP by July 2014 was not met. **Target Met:** No **Reporting Period:** 2013 - 2014	10/02/2014 - The target to complete a review and revision of the IEMP should be a yearly process. This will be priortized for this upcoming acadmic year 2014-2015. Should be completed by July 2015. This topic will be an agenda item in cabinet meeting in October to ensure it will be dealt with this year.
C - administrative - President's Office - PO AUO13/14-3 - To maintain a financial plan which considers current and projected financial environment and determine best practices to keep the college solvent **AUO Assessment Cycle:** 2013 - 2014 **Start Date:** 08/01/2013	**Assessment Strategy:** Develop and monitor strategies to address current and projected fiscal concerns **Assessment Type:** Descriptive Statistics **Target:** Complete a revised 5 year financial plan linked to the IEMP by July 2014		

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
Inactive Date: 07/31/2014 **AUO Status:** Active	**Assessment Strategy:** Conduct internal audit to lower expenditures **Assessment Type:** Descriptive Statistics **Target:** This is achieved through annual budget process. Budget FY 2014 completed. Revised Budget FY 2014 completed.	10/02/2014 - Completed. The FY 2014 budget can be retrieved in the office of vice president of administrative services. **Target Met:** Yes **Reporting Period:** 2013 - 2014	
		10/02/2014 - Completion of target is completed and can be retrieved at the vice president of administrative service's office. **Target Met:** Yes **Reporting Period:** 2013 - 2014	
	Assessment Strategy: align budgeting to academic program priorities **Assessment Type:** Descriptive Statistics **Target:** completion of academic program prioritization by July 2014	10/02/2014 - Completed. An e-mail was sent out on October 1, 2014 with the academic program prioritization report being shared. The Program Prioritization Report was developed in August 2014 for review and comment. CAC has invited VPIA to present the findings of this report to the committee at its October 6, 2014, meeting. Report was shared during cabinet meeting of September 26, 2014. **Target Met:** Yes **Reporting Period:** 2013 - 2014 **Related Documents:** Academic Program Prioritization Report	
C - administrative - President's Office - PO AUO13/14-4 - To establish a culture of continuous improvement in all aspects of the college **AUO Assessment Cycle:** 2013 - 2014 **Start Date:** 08/01/2013	**Assessment Strategy:** Ensure completion of program reviews by all areas of the college **Assessment Type:** Descriptive Statistics **Target:** 100% completion of program reviews	10/02/2014 - VPIA has completed 100% of the program reviews in the instructional affairs area. (Retrieve document from Maria) Student Services (find out from VPSS) Administrative Services (find out from VPAS) **Target Met:**	

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
Inactive Date: 07/31/2014 **AUO Status:** Active		No **Reporting Period:** 2013 - 2014	
	Assessment Strategy: Use program reviews to develop annual plans, and adjust master plans **Assessment Type:** Descriptive Statistics **Target:** Completion of the revised IEMP by July 2014	10/02/2014 - Not Completed. **Target Met:** No **Reporting Period:** 2013 - 2014	10/02/2014 - The IEMP will be revised and completed by July 2015. To ensure that the IEMP will be completed is having target as an agenda item for cabinet in its October 2014 cabinet meeting.
C - administrative - President's Office - PO AUO13/14-5 - To generate confidence in the college both internally and externally **AUO Assessment Cycle:** 2013 - 2014 **Start Date:** 08/01/2013 **Inactive Date:** 07/31/2014 **AUO Status:** Active	**Assessment Strategy:** Establish a truly broad-based, participatory, and result-oriented decision-making process **Target:** Completion of a participatory governance survey by spring 2014 and achieve a 60% satisfaction level.		
	Assessment Strategy: Develop and market a college brand **Target:** Complete a market brand research study and report by end of September 2014.	10/02/2014 - Not Completed. **Target Met:** No **Reporting Period:** 2013 - 2014	10/02/2014 - The market brand reserach study will be included in cabinet agenda for October 2014 to ensure that this target be completed by September 2014.
	Assessment Strategy: Enhance stakeholder management **Assessment Type:** Descriptive Statistics **Target:** Establish President's Round Table for external and internal stakeholders. Quarterly for external stakeholders and monthly meetings with internal stakeholders. Launch this January 2014 along with a survey in August 2014.	10/02/2014 - Not Completed. **Target Met:** No **Reporting Period:** 2013 - 2014	10/03/2014 - This target will be eliminated as it is not a priority at the moment.

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up

College of Micronesia - FSM
C - administrative - President's Office

Mission Statement: The Office of the President provides the leadership and direction for achieving the mission of the college and is responsible for the quality, integrity and success of the college.

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
C - administrative - President's Office - PO AUO14/15-1 - To be fully accredited and without major recommendations from ACCJC/WASC **AUO Assessment Cycle:** 2014 - 2015	**Assessment Strategy:** Institutionalize the self study process **Assessment Type:** Descriptive Statistics **Target:** To remain fully accredited		
Start Date: 10/04/2014 **Inactive Date:** 10/03/2015 **AUO Status:** Active	**Assessment Strategy:** Follow the established reporting cycle for each unit on the master calendar, which provides set deadlines when quarterly reports are due. Deadline dates: 1st quarter report due January 15th, 2nd Quarter due April 15th, 3rd Quarter due July 15th, 4th Quarter due October 15th. Not only would the office monitor the submission of received reports, but also assess the quality of activities in which units are set out to accomplish during that specific quarter. **Assessment Type:** Descriptive Statistics **Target:** Receive 100% of reports for each quarter deadline by all head departmnets or VPs. Deadlines fall on January 15, April 15, July 15, and October 15.		
C - administrative - President's Office - PO AUO14/15-2 - To have a strategic plan with clear directions and priorities for the college and master plans with well-defined implementation plans to deliver the strategic goals and objectives **AUO Assessment Cycle:** 2014 - 2015	**Assessment Strategy:** Establish routine linkages with the external community to ensure college strategic goals and objectives reflect current situations. **Assessment Type:** Descriptive Statistics **Target:** President's message to the community		

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
Start Date: 10/04/2014 **Inactive Date:** 10/03/2015 **AUO Status:** Active	occuring monthly. Additionally, hold quarterly community meeting during Board of Regents meetings and published minutes. Annual college wide summit and report to assess the outcome.		
	Assessment Strategy: Link individual KPIs to implementation of the master plans. **Assessment Type:** Descriptive Statistics **Target:** Complete review and revision of the IEMP by July 2015		
C - administrative - President's Office - PO AUO14/15-3 - To maintain a financial plan which considers current and projected financial environment and determine best practices to keep the college solvent **AUO Assessment Cycle:** 2014 - 2015 **Start Date:**	**Assessment Strategy:** Develop and monitor strategies to address current and projected fiscal concerns. **Assessment Type:** Descriptive Statistics **Target:** Complete a revised 5 year financial plan linked to the IEMP by July 2015		
10/04/2014 **Inactive Date:** 10/04/2015 **AUO Status:** Active	**Assessment Strategy:** Conduct internal audit to lower expenditures **Assessment Type:** Descriptive Statistics **Target:** This is achieved through annual budget process. Budget FY 2015 completed. Revised FY 2015 Budget completed.		
	Assessment Strategy: Align budgeting to academic program priorities **Assessment Type:** Descriptive Statistics **Target:** Completion of academic program prioritization by (find out from VPAS) for next cycle.		

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
C - administrative - President's Office - PO AUO14/15-4 - To establish a culture of continuous improvement in all aspects of the college **AUO Assessment Cycle:** 2014 - 2015 **Start Date:** 10/04/2014 **Inactive Date:** 10/04/2015 **AUO Status:** Active	**Assessment Strategy:** Ensure completion of program reviews by all areas of the college **Assessment Type:** Descriptive Statistics **Target:** 100% completion of program reviews		
	Assessment Strategy: Use program reviews to develop annual plans, and adjust master plans **Assessment Type:** Descriptive Statistics **Target:** Completion of the revised IEMP by July 2015		
C - administrative - President's Office - PO AUO14/15-5 - To generate confidence in the college both internally and externally **AUO Assessment Cycle:** 2014 - 2015 **Start Date:** 10/04/2014 **Inactive Date:** 10/04/2015 **AUO Status:** Active	**Assessment Strategy:** Establish a truly broad-based, particpatory, and result-oriented decision-making process **Assessment Type:** Descriptive Statistics **Target:** Completion of a participatory governance survey by Spring 2015 and achieve 60% satisfacation level		
	Assessment Strategy: Develop and market a college brand **Assessment Type:** Descriptive Statistics **Target:** Complete a market brand research study and report by end of September 2015		