

Administrative Unit Program Review

AU Full Official Name	Department of Student Services/Peer Counseling Center		
Campus	National	AU Review Submission Date	4/25/14
Completed by	Ermine M. Walliby	AU Review Cycle	2012-2014
Supervisor	Joey Oducado	Date submitted to Supervisor	4/26/14
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	<p>How the unit support this</p> <p>The Peer Counseling Center (PCC) will continuously hire/ train and educate the students on health issues which will encourage them to make a healthy, safe, and positive choices that will protect them and their communities.</p>		
Institutional Vision	<p>How the unit support this</p> <p>The PCC is providing educational awareness on healthy choices to the students so they can make better choices for themselves for a better future.</p>		
Institutional Core Values	<p>How the unit support this</p> <p>PCC trains students to reach fellow students with information focuses on health, education and prevention. This is done in an atmosphere, which fosters understanding, sensitivity, trust, respect and fairness.</p>		
Institutional Strategic Goals	<p>How the unit support this</p> <p>PCC provides counseling and education awareness on family planning and substance abuse prevention which will assist the success of the students.</p>		
AU Mission, Goals, and Objectives)			
<p>Mission Statement</p> <p>To encourage the youth to make healthy, safe, and positive choices that will protect them and their communities. They will lead their peers and the broader community by encouraging a healthy, safe, happy future and optimum wellness for all through coordinating workshops & awareness activities on</p> <ul style="list-style-type: none"> - Family Planning - Substance Abuse Prevention 	<p>Goals</p> <p>Increase Student Access and Success.</p>	<p>Objectives</p> <ol style="list-style-type: none"> 1. Students who attended the facilitated workshops will demonstrate increased knowledge of Family Planning. 2. Students will demonstrate increased knowledge about the effects of alcohol, tobacco and other drugs (ATOD) use or abuse. 	

AU Description, Data and Trends Analysis				
Describe the purpose, components, and staffing of the AU				
<p>The Peer Counseling Center provides supplemental assistance to the success of the students by providing family planning and substance abuse counseling and awareness.</p> <p>There are three staff at the National Campus, the project coordinator, a peer trainer, and a clerk typist. Presently, there are two site managers; one at Kosrae campus and one at the Chuuk campus.</p>				
Current Staffing. Complete the table below				
List each position by classification	Percent of Employment	Months per Year of Employment	Source of Funding	FTE
Student Services Specialist V	100%	12	Title X Family Planning	1
Student Services Specialist I	100%	12	Title X Family Planning	3
Clerk Typist III	100%	12	Title X Family Planning	1
Other Resources. Complete the table below				
List each position by classification	Services Provided	Number of Hours	Overall Cost	Source of Funding
Utilize the data provided in the above table in a discussion of the appropriateness of the staffing levels of the AU				
<p>There is one site manager in Chuuk and Kosrae and the peer trainer at the National campus who are doing most of the student outreach in their own respective campuses.</p>				
How does this AU serve the population of the College?				
<p>Currently there are 4 staff who serve the student population through educational awareness and counseling on family planning and substance abuse prevention, and one clerk typist who is doing mostly the office work.</p>				
Since the previous AU program review, what significant changes have occurred that impact the services of the AU?				
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?		
Pre-post tests are used to assess the effectiveness and impact of the program's activities.	The outreach activities of the program have positive impact on student success.	To increase the number of students participation to the outreach, and to target the drug abusers.		
Provide any other relevant data that are relevant to this AU program review				

Strengths, Weaknesses, Opportunities, Challenges (SWOC)					
Based on analysis in the preceding sections, what are the AU's strengths?	PCC assessment report, 2012-2013 had shown that activities of the program had impacted the success of the students.				
Based on analysis in the preceding sections, what are the AU's weaknesses?	PCC staff need to be trained on how to evaluate the success of the program, and how to evaluate the success of the students.				
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?	Funding is decreasing. Need to hire peer educators.				
Evaluation of Processes used by AU					
Describe any on-going systematic method used to evaluate the efficacy of processes used by the AU.					
All activities are based on assessment plans.					
Provide example (s) of how this AU program review has led to continuous quality improvement					
Before, we use to measure process outcomes/service area outcomes, now we are measuring student learning outcomes (SLOs). The objectives and goals have become focused on SLOs. At this time, we are to identify gaps, weaknesses, and areas to improve.					
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	
SY2012-2013 (1) Students demonstrate increased awareness of the family planning and contraceptive methods; hence, reduce the pregnancy rate among participants to PCC facilitated workshops.	August 2013	August 2013	SY2013-2014	1	
(2) Students will demonstrate increased knowledge about the effects of alcohol, tobacco and other drugs (ATODs) use or abuse.					
AU Assessment. Complete the expandable table below					
Outcome Numbers	Intended Outcomes	Means of Assessment	Criteria for Success	Summary of Data Collected	Use of Results
2012-2013 (1)	Students demonstrate increased awareness of the family planning and contraceptive methods; hence, reduce the pregnancy rate among participants to PCC facilitated workshops.	Pre-post test Nurse reports	10% of the students who participate will be satisfied and exhibit increased knowledge	18% claimed to have increased knowledge of family planning.	
2012-2013 (2)	Students will demonstrate increased knowledge about the effects of alcohol, tobacco and other drugs (ATODs) use or abuse.	Pre-post tests, Daily log	10% of students participating in the awareness	37 random students attended a presentation on alcohol.	

			and education events will exhibit above average to excellent knowledge base about the effects of ATOD.	However, at the end of the presentation, there were 12 left. Pre/Post test were utilized. But the results were invalid due to the unbalanced number of participants at the beginning of the program compared to those retained at the end.	
How has AU's assessment of Service Area Outcomes led to improvements in services provided to patrons					
What challenges remain to make the AU more effective?					
Describe how the AU's Service Area Outcomes are linked to the Institutional Strategic Goals					
Institutional Strategic Goals	AU Service Area Outcomes			Linkages	
Evaluation of Progress toward previous Goals					
List the goals from AU's previous program review					
None					
Describe the level of success achieved in goals listed above					
Goals from previous AU Program Review			Level of Success Achieved		
<p>* There was no Program Review done by the college however, the Family Planning Program from Title X did have one for all the Family Planning Program in the FSM including the college in 2010.</p> <p>*Another Program Review was conducted last March 2014, but the college was not being reviewed.</p> <p>* This will be the first Program Review done for the unit.</p>					
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	
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	Students who participated in the PCC facilitated workshops will demonstrate increased knowledge of family planning and the contraceptive methods.	
Describe the plan to achieve the goal (i.e., action plan)	<ol style="list-style-type: none"> 1) Provide 2 seminars on the different types of the contraceptive methods available on campus. 2) Twice per school year, peer educators will be trained to do peer to peer work on Family Planning. 3) Provide at least 4 outreach to the residence halls during a school year. 4) Distribute at least 100 brochures on Family Planning during outreach. 	
What measurable outcome is anticipated for this goal?	At least 90% of the students will exhibit knowledge of Family Planning.	
What specific aspects of this goal can be accomplished without additional financial resources?	PCC is utilizing the Peer Advisors (PA) in doing the activities of the center now.	
Short-Term Goals 2 (Two-Year Cycle)		
Identify Goal	Students will demonstrate increased knowledge about the effects of alcohol, tobacco and other drugs (ATODs) use or abuse.	
Describe the plan to achieve the goal (i.e., action plan)	<p>Strategies:</p> <p>Provide 4 workshops per academic year on ATOD use and abuse especially focusing on its bad effects.</p>	
What measurable outcome is anticipated for this goal?	At least 90% of students will exhibit knowledge/understanding of the effect of drugs and improve their habits.	
What specific aspects of this goal can be accomplished without additional financial resources?	PCC is utilizing the Peer Advisors (PA) in doing the activities of the center now.	
Long-Term Goals 1 (Five-Year Cycle)		
Identify Goal	The program will continue to secure funding from the Title X, Family Planning Program in U.S. through the FSM Family Planning Program, Department of Health and Social Affairs.	
Describe the plan to achieve the goal (i.e., action plan)	Ensure that the program meets the deadline of budget submission, every February 15 th of each year.	
What measurable outcome is anticipated for this goal?	100% of funding requested is granted.	
What specific aspects of this goal can be accomplished without additional financial resources?	No additional resources required.	
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.		
oShort-Term Goal oLong-Term Goal		
Goal Number and Goal Description	Requested Dollar Amount	Potential Funding Source
N/A	N/A	N/A
oShort-Term Goal oLong-Term Goal		
Goal Number and Goal Description	Requested Dollar Amount	Potential Funding Source
N/A	N/A	N/A

oShort-Term Goal oLong-Term Goal		
Goal Number and Goal Description		
Type of Resources	Requested Dollar Amount	Potential Funding Source
N/A	N/A	N/A
oShort-Term Goal oLong-Term Goal		
Goal Number and Goal Description		
Type of Resources	Requested Dollar Amount	Potential Funding Source
N/A	N/A	N/A
AU Program Review Summary		
<p>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.</p>		
<p>As of this program review, one Site Manager for the Yap Campus is not yet filled after the person resigned from the post.</p>		
Response Page		
AU Vice President or appropriate immediate Management Supervisor		
<p>OI concur with the findings contained in this AU program review.</p>		
<p>OI concur with the findings contained in this AU program review with following exceptions (include a narrative explaining the basis for each exception):</p>		
<p>OI do not concur with the findings contained in this AU program review (include a narrative exception):</p>		

Administrative Unit

Administrative unit	Date of Review
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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 <i>directly relevant to the department</i> 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 is included.			
Evaluation of Process. A description of the <i>on-going</i> 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 <i>challenges</i> 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.			