

Mission and AUOs Development Worksheet #1

Department for Institutional Effectiveness
and Quality Assurance

FY 2016

Unit/Office/Program Frankie L. Harriss, VPIEQA, ALO	Assessment Period Covered
Submitted by	Date Submitted

Institutional Mission:

Institutional Mission: The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic, career and technical educational programs characterized by continuous improvement and best practices.

Institutional Strategic Directions Supported (Strategic Plan 2013-2017):

Because IEQA is concerned with college mission fulfillment, strategic plan success, quality assurance across all campuses and activities, and with maintaining regional accreditation, IEQA supports success of all strategic plan directions (SPDs) and goals (SPGs) through necessary intra and inter departmental collaborations. That said, IEQA has a larger role in supporting SPDs 1 and 6.

SPD1. Focus on student success

SPG 1.1: Providing collaborative institutional support to advance student success by promoting student engagement and Institutional Student Learning Outcomes.

SPD2. Emphasize academic offerings in service to national needs.

SPD3. Be financially sound, fiscally responsible, and build resources in anticipation of future needs.

SPD4. Invest in and build a strong capacity in human capital.

SPD5. Become a learning organization through development of a learning culture guided by learning leaders.

SPD6. Evoke an image of quality

SPG 6.1: Achieve recognition as a best practices institution by:

- Exhibiting quality, excellence, and integrity through employees, students, and graduates;
- Meeting and/or exceeding accreditation standards at all times; and
- Exploring additional models of quality assurance.

Unit/Program Mission Statement:

Institutional Effectiveness & Quality Assurance assesses and supports the capacity and extent to which the college fulfills and maintains its mission; while fostering and embedding a college culture of sustainable continuous quality improvement and collaboration at all institutional levels. Leadership and guidance are provided to the college community to ensure accountability as accreditation and regulatory standards are understood and met, and/or exceeded at all times. At the core of effectiveness and ongoing quality improvement is a focus on student learning and student success.

Unit Goals:

The Vice President for Institutional Effectiveness & Quality Assurance Major Functional Responsibilities can be found at: <http://www.comfsm.fm/accreditation/files/5-31/VPIEQA-job-description.pdf>

- Lead monitor, evaluate, and implements all college planning processes with broad-based participation and robust, self-reflective constituent dialogue leading to a learning-centered community college.
- Lead, coordinate, and document systematic, ongoing assessment of all programs and student learning outcomes (SLOs) to inform changes necessary towards improving student learning.
- Generate comprehensive reports and communicates results of ongoing institutional assessments to inspire self-reflective constituent dialogue and ongoing quality improvement across the college.
- Develop and promote frameworks for research at all levels of the college.
- Communicates documented assessment results with quality assurance issues to relevant constituents to assure quality is maintained.
- Support institutional decision-making by providing timely quantitative and qualitative data to inform planning processes.
- Promote development of an evidence-based decision making culture for the college.

- Promote and enhance a college culture of collaboration.
- Ensure, through planning processes, institutional resources are allocated to support student learning.
- Lead and guide the college community to ensure accreditation eligibility requirements and standards are met and/or exceeded.
- Support student learning by providing quality IT services to students and the college community.
- Support institutional data through development and maintenance of a secure Student Information System (SIS) and integration of institutional support software.
- Establish and maintain effective communication and partnerships with community organizations, government agencies, state departments of education, and other entities involved with COM-FSM programs and services, as it relates to accreditation and quality assurance.
- Promote an informed community.

Administrative Unit Outcomes (AUO):

AUO 1: Training

The VPIEQA, ALO will conduct site visits and college wide training.

- Based on identified training needs from FY2015 and evolving accreditation standards of best practices, VPIEQA, ALO will design and conduct college wide training. Target: 95% of participants will “strongly agree” or “agree” training outcomes were met.
- VPIEQA, ALO will design and conduct standing committee (participatory governance) training. Target: Based on committee training evaluation survey responses from FY 2015, the ALO will design and conduct standing committee training with learning outcomes. Target: 95% of participants will “strongly agree” or “agree” training outcomes were met.
- I, II, III, and IV, I.B.7, IV.A, SDs 4 & 6

AUO 2: Accreditation Reporting

The VPIEQA, ALO will facilitate completion and timely submission of the ACCJC Self Evaluation Report, Annual Reports, and any Supplemental, Follow-Up, or Special Reports as a result of the spring 2016 team visit.

- The ALO will coordinate, facilitate, edit, and transmit institutional reports required by ACCJC prior to established deadlines. Reports will involve broad-based input and dialogue. Target: Reports will fully address Standards, contain accurate details, electronic evidence, and be edited for brevity. Reports will be transmitted in advance of articulated deadlines and in compliance with ACCJC Standards and Policies.
- ER 20 & 21, I.C, & Policy on Role of ALOs; SD 6

AUO 3: Participatory Governance

VPIEQA, ALO will facilitate assessment of the participatory governance system.

- VPIEQ, ALO will work with the participatory governance committees to evaluate the institution’s governance and decision-making policies, procedures, and processes to assure integrity and effectiveness. Groundwork will be laid for the evaluation at the fall 2015 Governance Summit. Target: An evaluation tool will be designed and administered. Committees will validate trustworthiness of results, endorse, and implement recommendations for improvement.
- I.B.7, IV.A.7; SD 5

AUO 4: Visioning Summit

The VPIEQA, ALO will design and lead the fall 2017 visioning summit for mission, vision, and strategic plan review.

- The VPIEQA, ALO will design sessions for broad stakeholder review of the college’s mission, vision, and strategic plan. Identified summit participants will be trained to conduct mini-summits at state campuses. Results will be compiled and shared to inform Executive Committee and subcommittees for mission and 2018-2022 strategic plan development. A communication plan for the strategic plan will be developed. Target: 95% of participants will “strongly agree” or “agree” training outcomes were met. Target: 95% of mini-summit facilitators will “strongly agree” or “agree” training outcomes were met. Target: Each state campus will successfully conduct a mini-summit. A report will be generated to inform the Strategic Planning Working Group (SPWG). Target: A communication plan will be completed and implemented.
- I.A, I.B, IV.A; SD 1-6