Assessment: Administrative Unit Four Column

C - studentServices - Counseling Services

Mission Statement: The Counseling division's mission is to encourage, support, and assist students in their pursuit of higher education by providing counseling and educational services to deal with personal, interpersonal, professional, and academic issues.

Administrative Unit Outcomes	*Assessment Strategies*	*Results*	*Improvements*
2014-2015 Counseling Services **Outcome 1 -** Students who utilize tutoring services will pass the course tutored by the end of the semester. **AUO Status:** Inactive **PSLO Assessment Cycle:** 2014 - 2015	**Descriptive Statistics -** 1)Train all tutors to ensure quality and effective tutoring services provided. 2)Coordinate with faculty and staff to provide adequate tutoring services to students. 3)Track the progress of students seeking tutoring services to provide additional tutoring and/or counseling services to those who are at risk. 4)Provide routine advertisements and other similar forms of announcements about the tutoring services by posting either electronic or print forms of media for increased awareness of the stakeholders. **Target:** 30% of students who utilize tutoring services will pass the courses tutored.	**Reporting Period:** 2014-2015 **Target Met:** Yes A total of 120 students availed themselves to the tutoring services. Of these 120 students 74% passed their courses tutored with A,B, or C grades. 26% of these students received D,F,I, or W for their courses tutored. In collaboration with faculty and other student services staff, the tutors conducted two Test Taking Tip Workshops to help students to pass course final exams. These workshops provided participants techniques and skills to improve study habits that will therefore help them to do well on their final exams. During the first workshop there were 12 participants. Of the 12 participants 11 students took the pre/post test, and the results are as follows: 60% passed the pretest and 90% passed the post-test, SLO is 30%. There were 14 students that participated in the second workshop. Of the 14 participants 13 students took the pre/post test and the results are as follows: Pretest- 13 students took test, 4 passed with at least 4 correct out of 5 items= 31%	**Improvement:** Continue to improve tutorial services with more collaboration with faculty to increase the number of students that utilize the tutorial services. A manual for tutorial services will be completed and provided to all tutors to ensure consistency and quality of services. (10/06/2015)

Administrative Unit Outcomes	*Assessment Strategies*	*Results*	*Improvements*
		Postest-13 students took test, 13 passed with at least 4 correct out of 5 items= 100%. Student Learning Outcome- 9 students passed equates to 69% (SLO) (08/31/2015)	
2014-2015 Counseling Services Outcome 2 - Students who receive transfer advising through the counseling office and Education USA advising center will exhibit increased knowledge about schools abroad. **AUO Status:** Inactive **PSLO Assessment Cycle:** 2014 - 2015	**Survey -** 1)Provide two informational sessions on transfer admission to other higher education institutions (HEIs) in the US. 2)Coordinate and host college fair to provide students information of the broad selections of colleges available. 3)Distribute students with informational brochures, flyers, and other similar forms of printed campaign materials on transferring to other HEIs. **Target:** 30% of COM-FSM students who receive transfer advising will be able to demonstrate and apply the process of successfully transferring to the students' choice of institute of higher education beyond COM-FSM. 90% positive rating on the satisfaction survey administered to a randomly selected sample of participants of transfer advising workshops. **Notes:** Assessment type will include surveys.	**Reporting Period:** 2014-2015 **Target Met:** No There were no formal sessions/workshops conducted. Advisers attended EducationUSA Forum in DC June 23rd to 25th – The purpose of the forum is for selected advisers to market their countries to 500 U.S institute representatives. As a result of the forum 8 Universities shows interest to accept Micronesian students as transfer destination for COM-FSM students. This forum also provides opportunities for adviser to strengthen our networking so to share best practices of each center. (08/30/2015)	**Improvement:** Counselors and EducationUSA advisers will improve this service by becoming more proactive and visible to students, staff, and faculty. Counselors will outreach to students to provide the necessary tools and information for a smooth transition from College of Micronesia to the students' choice of institute of higher education beyond COM. A survey will be designed and developed for assessment. Workshops will be scheduled and conducted accordingly for next cycle. (10/06/2015)
2014-2015 Counseling Services Outcome 3 - Students will engage in workshops, lectures, and programs to enhance their academic and professional growth and development.	**Exam/Quiz - Pre-Post -** 1)Conduct Test Taking Skills Workshop 2)Provide one career informational activity per semester. 3)Distribute students with informational brochures, flyers, and	**Reporting Period:** 2014-2015 **Target Met:** Yes In May 2014 a test taking skills workshop was conducted, whereas only 12 students participated. The workshop provided participants techniques and skills to improve study habits that will therefore help them to do well on their final	**Improvement:** Counselors will design, develop, and coordinate workshops catered to both the students' academic and professional growth. (10/06/2015)

Administrative Unit Outcomes	*Assessment Strategies*	*Results*	*Improvements*
AUO Status: Inactive **PSLO Assessment Cycle:** 2014 - 2015	other similar forms of printed campaign materials on prospective careers and jobs. 4)Conduct resume/interview workshops. **Target:** 30% of students participating in workshops, lectures, and programs facilitated by the Counseling Office will exhibit increased awareness and understanding about the topics or subject areas specific to these activities. 90% positive rating on the satisfaction survey administered to a randomly selected sample of participants of workshops, lectures, and programs. **Notes:** Assessment type will also include survey Pre/Post test	exams. Eleven students took the pre/post test and the results are as follows: 60% passed the pretest and 90% passed the post-test, SLO is 30%. In November 2014, another test taking skills workshop was conducted. Fourteen students participated in the workshop. A pre/post test was administered, and results showed the following: Pretest- 13 students took test, 4 passed with at least 4 correct out of 5 items= 31% Postest-13 students took test, 13 passed with at least 4 correct out of 5 items= 100% Student Learning Outcome- 9 students passed equates to 69% (SLO) (08/30/2015)	