**Administrative and Support Units
Assessment Report**

Director of Academic Programs | Fall 2008 – Fall 2009
Unit/Office/Program | **Assessment Period Covered**
( ) Formative Assessment | Sept. 22, 2009
(X) Summative Assessment | **Date Submitted**

Administrative Evaluation Question (Use a different form for each evaluation question):
1. Did all programs submit assessment reports and program evaluations that meet IAP requirements and provide for continuous improvement at all campuses?

First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

1a. Means of Unit Assessment & Criteria for Success:
Collection of assessment reports and program evaluations for all programs. (24 degree and certificate programs offered during this assessment period.)
1a. Summary of Assessment Data Collected:
21 of 26 program assessment and evaluation reports were collected by DAP. Recommendations from these reports were reviewed by curriculum committee on Sept. 23, 2009. Yap campus submitted assessment reports for all programs offered at their campus. These assessment plans were not implemented at any other site even though the same program might be offered at another site and therefore reflect what happened at Yap campus only. Kosrae and Pohnpei campus both submitted program evaluations and assessment for their vocational programs although the assessment projects were not coordinated across all campuses offering the same programs. Chuuk submitted some course level assessment for EN120a Expository Writing I. Actual reports are available in a binder located in DAP office. Objective was not written as SMARTer objective.
1a: Use of Results to Improve Unit Services: • Rewrite objective. • Establish clear communication on submission deadlines and procedures. • Provide training on assessment strategies and assessment plan and report writing as requested by campuses. • Establish specific days in the College calendar for assessment plan and report writing. • Coordinate assessment of same programs offered at different sites. • Provide financial support for training, coordination of assessment, and analysis of assessment data.

Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

1b. Means of Unit Assessment & Criteria for Success:
1b. Summary of Assessment Data Collected:
1b: Use of Results to Improve Unit Services:

Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

1c. Means of Unit Assessment & Criteria for Success:
1c. Summary of Assessment Data Collected:

1c: Use of Results to Improve Unit Services:

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Administrative Evaluation Question (Use a different form for each evaluation question):
2. Was a new developmental program approved and implemented at all campuses?

First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

1a. Means of Unit Assessment & Criteria for Success:
Check curriculum, admission and finance committee minutes for actions taken.   Check for approval by cabinet, Board of Regents and WASC substantive change approval. Implementation would be indicated on campus schedules for fall 2009.
1a. Summary of Assessment Data Collected:
Curriculum minutes from April 6, 2009, state the newly designed program was approved by curriculum committee and the admission committee. The Finance committee chose not to endorse the program since the proposal suggested a lower end score for entrance into the college at a much higher standard than is currently used. This would have impacted overall admissions to the college by a 60% decrease in new freshmen. Cabinet and the Resource and Planning committee continue to look at new data generated by IRPO from the SIS on the effectiveness of the General Studies certificate program. The cabinet also has requested a program that would assist those who weren't able to be admitted to a college certificate program if the proposed developmental program were approved. The Board of Regents has heard a presentation on the proposed developmental program, but an official request for approval has not been forwarded from cabinet. A substantive change proposal cannot be submitted to WASC without endorsement from the board of regents. Objective did not contain criteria for success and implementation of the program is beyond the authority of the DAP.
1a: Use of Results to Improve Unit Services:
• Rewrite the objective as SMARTer and determine what is within the authority of the DAP.   • Obtain program evaluations for the current general studies program   • Request data on graduation rates; retention rates; and persistence rates for the general studies program to support the proposed developmental program.   • Prepare a new presentation on the current status of the general studies program for cabinet with updated and more accurate data.   • Collect updated research in support of proposed developmental education design.

Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

1b. Means of Unit Assessment & Criteria for Success:
1b. Summary of Assessment Data Collected:
1b: Use of Results to Improve Unit Services:

Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

1c. Means of Unit Assessment & Criteria for Success:

1c. Summary of Assessment Data Collected:
1c: Use of Results to Improve Unit Services:

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Administrative Evaluation Question (Use a different form for each evaluation question):

3. Has a distance learning program been designed and implemented.

First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

1a. Means of Unit Assessment & Criteria for Success:
Working group minutes; quarterly reports and curriculum committee minutes. Criteria - one distance education course offered in spring 2009. Criteria not met.

1a. Summary of Assessment Data Collected:
No data was collected. This task was to begin with the hiring of a distance learning coordinator in Jan. 2009, and the position was never filled. A first attempt was made on April 15, 2008, to hire for this position. A recommendation was made to the President who decided not to approve the recommendation. The position was re-advertised, a second recommendation made and this time a job offered. At the last minute, the person turned down the job offer. After that two attempts were made to recruit from within the college, even on a part-time basis without success. Next, all new positions were placed on hold due to budget constraints. However, Pacific Open Learning Health Net has scheduled an online course for fall 2009 that teaches faculty how to develop online courses. 10 participants from COM-FSM are expected. Mariana Ben Dereas along with SDSU faculty developed an online version of SS 170 World History and that course is being offered in fall 2009. Objective did not contain criteria for success and implementation is beyond the authority of the DAP.

1a: Use of Results to Improve Unit Services:
   • Rewrite objective in SMARTer terms and to remain within the authority of the DAP.
   • Re-advertise the position when budget constraints allow hiring.
   • Continue to promote distance learning one or two courses at a time.
   • Continue to provide support and incentives for faculty agreeing to develop and offer online courses.

Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

1b. Means of Unit Assessment & Criteria for Success:
1b. Summary of Assessment Data Collected:
1b: Use of Results to Improve Unit Services:

Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):

1c. Means of Unit Assessment & Criteria for Success:
1c. Summary of Assessment Data Collected:
1c: Use of Results to Improve Unit Services: