

## Administrative and Support Units Assessment Plan

Academic Affairs

Fall 2012-Fall 2013

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**Unit/Office/Program**


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**Assessment Period Covered**
 **Formative Assessment**
 **Summative Assessment**


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**Date Submitted**
**Institutional Mission/Strategic Goal:**

**Mission:** Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

**Strategic Goal (which strategic goal(s) most support the services being provided):**

SPG 1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively.

- a. **Promote quality teaching and learning-centered behaviors and environments for the six campuses.**
- b. **Make developmental courses and institutional priority**
- c. **Enhance faculty involvement in the college**

SPG 2. Provide institutional support to foster student success and satisfaction.

- a. Promote strategic enrollment management for the College of Micronesia-FSM
- b. **Become more student-centered in the development of specific college system policies and procedures**
- c. **Promote timely college tenure and graduation of students with master of array of core learning objectives, including civic-mindedness and self-value**
- d. Develop a student-friendly campus environment that encourages and enables students to be health conscious

SPG 7. Build a partnering and service network for community, workforce and economic development.

- a. Increase involvement of the community in college affairs
- b. Enhance and promote employment opportunities
- c. **Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities**

SPG 9. Provide for continuous improvement of programs, services and college environment.

- a. **Improve institutional assessment and evaluation.**
- b. **Integrate planning, evaluation and resource allocation for continuous improvement.**
- c. Increase research and data driven decision making.

Develop an integrated data system.

**Administrative Unit/Program Mission Statement :**

The office of the Director of Academic Programs assists in the development, planning, and implementing of academic programs and serves as the advisor to the VPIA regarding academic faculty and activities.

The office is responsible for:

- Planning, developing, and administering academic programs and policies to provide educational opportunities for students
- Facilitating the collection of student learning outcome data to assess and evaluate the effectiveness and relevance of programs, instruction and support services
- Directing and coordinating activities of Instructional Coordinators and Chairpersons of academic divisions at the National Campus
- Evaluating the performance of each division chairperson at the national campus and facilitating the evaluation of each member of the instructional staff by the division chairperson
- Acting as chair of the Curriculum Committee
- Preparing the academic calendar in cooperation with the Division chairpersons and instructional coordinators
- Determining the scheduling of courses and preparing the semester schedule in cooperation with the division chairpersons
- Conducting meetings of division chairpersons

- Coordinating activities of academic student advisors
- Coordinating activities of his/her office with interrelated activities of other offices
- Interviewing directly, or through supervisory personnel, and recommending applicants for vacancies within the academic divisions
- Preparing, with the assistance of the division chairpersons, office operation budget drafts, and submitting estimates for compilation of the overall department budget
- Preparing required reports and ensuring division chairpersons to prepare their reports in a timely manner

<b>Administrative Unite/Program Objectives:</b>
<b>Objective 1:</b> DAP will facilitate improvement in monitoring and collection of program assessment and evaluation for all instructional programs across all campuses.
<b>Objective 2:</b> DAP will coordinate improvement of the developmental education program at all campuses.
<b>Objective 3:</b> DAP will coordinate the design of the first year experience course in collaboration with student services staff.
<b>Objective 4:</b> Develop new faculty orientation program/toolkit

Evaluation questions	Data sources	Sampling	Analysis
1. Did all programs submit assessment reports and program evaluations that meet IAP requirements and provide for continuous improvement at all campuses?	Assessment reports Program evaluations	All campuses	Descriptive Statistics
2. Was a position for the ACE coordinator included in the 2014 budget?	2014 Budget		Descriptive Statistics
3. Were at least two training opportunities provided for ACE instructors?	Training brochures/agendas	All campuses	Descriptive Statistics
4. Was the first year experience course approved?	CAC minutes		
5. Was a new faculty orientation implemented at all campuses?	Copies of meeting schedules	All campuses	

**Timeline**

Activity	Who is Responsible?	Date
1.1 Schedule assessment plan writing workshop	DAP	Aug. 2012
1.2 Collect assessment reports/post on wiki page	DAP	May 2013
2.1 Link ACE assessment results and slos to 2014 budget for coordinator position	DAP	Nov. 2012
2.2 Prepare first training for ACE instructors on strategies to help students transfer skills.	DAP	Dec. 2012
2.3 Inform ACE instructors of opportunity to attend NADE conference in Feb. & make sure membership is renewed.	DAP	Dec. 2012
3.1 Meet with Cindy Edwin, SS to draft College 101 course	DAP	Nov. 2012
3.2 Share draft of College 101 with college community	DAP, Stud. Serv.	Jan. 2013
3.3 Submit outline for College 101 to CAC	DAP, Stud. Serv.	Feb. 2013
4.1 Research faculty orientation programs	DAP	Nov. 2012

4.2 Draft faculty orientation program	DAP	Dec. 2012
4.3 Collect feedback on draft faculty orientation	DAP	Jan. 2013
4.4 Finalize faculty orientation program	DAP	March 2013
4.5 Implement faculty orientation program	DAP	Aug. 2013

**Comments:**