

**Administrative and Support Units
Mission and Objectives Development Worksheet**

<p>Counseling</p> <hr/> <p>Unit/Office/Program</p> <p>() Formative</p> <p>() Summative</p>	<p>FY09</p> <hr/> <p>Assessment Period Covered</p> <hr/> <p>Date Submitted</p>
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<p>Institutional Mission/Strategic Goal:</p> <p>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.</p> <hr/> <p>Strategic Goal:</p> <p>SPG2: Provide institutional support to foster student success and retention.</p> <ol style="list-style-type: none"> 1. Promote strategic enrollment management plan for the college. 2. Become more student centered in the development of specific college system policies, and procedures. 3. Promote timely college tenure and graduation of students with mastery of array of core learning objectives, including civic mindedness and self-value. 4. Develop a student-friendly campus environment that encourages and enables students to be health conscious.

<p>Administrative Unit/Program 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. The counseling division’s services include:</p> <ul style="list-style-type: none"> • Personal counseling • Career counseling • Alcohol counseling • Academic counseling/advising • Providing transfer information • Providing scholarship information • Providing work-preparedness information • Coordinating workshops & awareness activities

<p>Administrative Unit/Program Objectives:</p> <p>Objective 1: Enhance alcohol education through alcohol counseling and awareness activities.</p> <hr/> <p>Objective 2: At least 35% of the student population will attend educational workshops coordinated by the counseling office.</p> <hr/> <p>Objective 3: Students will be satisfied with counseling services.</p>

Assessment Plan

Unit/Office/Program	Assessment Period Covered
() Formative Assessment	
() Summative Assessment	Date Submitted

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Strategic Goal:
SPG2: Provide institutional support to foster student success and retention.
<ol style="list-style-type: none"> 1. Promote strategic enrollment management plan for the college. 2. Become more student centered in the development of specific college system policies, and procedures. 3. Promote timely college tenure and graduation of students with mastery of array of core learning objectives, including civic mindedness and self-value. 4. Develop a student-friendly campus environment that encourages and enables students to be health conscious.

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Administrative Unit/Program Objectives:
Objective 1: Enhance alcohol education and awareness through alcohol counseling and awareness activities.
Objective 2: At least 35% of the student population will attend educational workshops coordinated by the counseling office.
Objective 3: Students will be satisfied with counseling services.

Evaluation questions	Data sources	Sampling	Analysis
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Evaluation questions	Data sources	Sampling	Analysis
Was alcohol education and awareness enhanced through alcohol counseling and awareness activities?	Monthly reports Log book Awareness activities	Student visits # of Activity participants	Descriptive
Did at least 35% of the student population attend educational workshops?	Workshop surveys	Workshop participants	Descriptive
Were students satisfied with counseling services?	Satisfaction survey	All student visits	Descriptive

Timeline

Activity	Who is Responsible?	Date
Alcohol Awareness Activities	Counselors	October 2008, March 2009, May 2009
Test Taking Workshops	Counselors	September 2008, November 2008, February 2009, April 2009
Transfer Workshop	Counselors	February 2009
Resume/Interview Workshops	Counselors	November 2008, April 2009
Satisfaction surveys	Counselors	October 2008- October 2009

Comments:

Administrative and Support Units Assessment Report

Unit/Office/Program <input type="checkbox"/> Formative Assessment <input type="checkbox"/> Summative Assessment	Assessment Period Covered Date Submitted
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Administrative Evaluation Question (Use a different form for each evaluation question):
Was alcohol education and awareness enhanced through alcohol counseling and awareness activities?

First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):
<i>Ia. Means of Unit Assessment & Criteria for Success:</i> Alcohol counseling (log book) Awareness activity (alcohol awareness activity)
<i>Ia. Summary of Assessment Data Collected:</i> 26 students were recorded to have seen the counselors for alcohol counseling. Alcohol awareness activity recorded 50+ participants. There were no surveys given out to see the impact result of awareness activity.
<i>Ia. Use of Results to Improve Unit Services:</i> The counselors will need to improve the data collection and keeping in order to see impact of alcohol counseling and activities.

Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):
<i>Ib. Means of Unit Assessment & Criteria for Success:</i> Did at least 35% of the student population attend educational workshops?
<i>Ib. Summary of Assessment Data Collected:</i> Workshop surveys and head counts or participants.
<i>Ib. Use of Results to Improve Unit Services:</i>

Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):
<i>Ic. Means of Unit Assessment & Criteria for Success:</i> Were students satisfied with counseling services?
<i>Ic. Summary of Assessment Data Collected:</i> Satisfaction survey.
<i>Ic. Use of Results to Improve Unit Services:</i> Data and results with IRPO.

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