

## Administrative and Support Units Assessment Plan

Counseling

Fall (Aug)2005 to Fall(Dec)  
2006

Unit/Office/Program

 Formative Assessment Summative Assessment

Assessment Period Covered

February 7, 2008

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):**

**SPG2: Provide institutional support to foster student success and retention.**

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.

**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:

- a. Personal counseling
- b. Career counseling
- c. Alcohol counseling
- d. Academic counseling/advising
- e. Providing transfer information
- f. Providing scholarship information
- g. Providing work-preparedness information
- h. Coordinating workshops & awareness activities

**Administrative Unit/Program Objectives:**

**Objective 1:** Provide counseling about alcohol use, career goals, and other issues impacting student studies.

**Objective 2:** Increase student awareness and knowledge through educational events and workshops.

**Objective 3:** Increase student use and contact rates of counseling services.

Evaluation questions	Data sources	Sampling	Analysis
Did the counselors provide career guidance to students?	Monthly reports	Student visits	Descriptive

<b>Evaluation questions</b>	<b>Data sources</b>	<b>Sampling</b>	<b>Analysis</b>
	(2005-2006)		
Did the counselors provide career exploration opportunities to students?	Monthly reports(2005-2006) Career Day activity2005-2006) Work preparedness workshops (2005-2006)	Student visits Number of activity participants.	Descriptive
What is the level of satisfaction of clients of Counseling Services?	Customer services survey	All visits	Descriptive

**Timeline**

<b>Activity</b>	<b>Who is Responsible?</b>	<b>Date</b>
Monthly reports	Counselors	January 2005 - December 2006
Career Day	Counselors	September 15, 2005 & September 20, 2006
Work Preparedness Workshops	Counselors	February 2005 & February 2006

**Comments:**