

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

Counseling <hr/> Unit/Office/Program <input type="checkbox"/> Formative <input checked="" type="checkbox"/> Summative	FY07-08 <hr/> Assessment Period Covered <hr/> Date Submitted
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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: 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.

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: <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
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Administrative Unit/Program Objectives:
Objective 1: Counseling office will provide substance abuse education through awareness activities, disciplinary counseling sessions, and distribution of educational pamphlets/brochures.
Objective 2: Counseling office will provide college survival skills to the students through orientation, workshops, academic advising, and personal counseling.
Objective 3: Counseling office will provide career counseling and education through career awareness activities, and resume/interview workshops.

Assessment Plan

FY07-08

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.**

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Evaluation questions	Data sources	Sampling	Analysis
Did the counselors provide college survival skills to the students?	Monthly reports (Fall 2007-Spring 2008) Workshop surveys Early warning intervention (monthly report)	Student visits Number of activity participants.	Descriptive
Did the counselors provide career counseling and education?	Career Day activity 2007 Work preparedness workshops Monthly reports (fall 07-spring 08)	All visits Activity participants	Descriptive
Did the counselors provide substance abuse education?	Monthly reports (Fall 2007-Spring 2008)	Student visits Activity participants	Descriptive

Timeline

Activity	Who is Responsible?	Date
New Student Orientation	Counselors	August 2007, January 2008
Monthly reports	Counselors	August 2007 to May 2008
Career Day	Counselors	September 2007
Work Preparedness Workshops	Counselors	February 2008
Transfer, Resume/Interview Workshops and Alcohol awareness	Counselors	November 2007 February – May 2008

Comments:

**Administrative and Support Units
Assessment Report**

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

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

Did the counselors provide college survival skills to the students?

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

Ia. Means of Unit Assessment & Criteria for Success:

Monthly reports (Fall 07 to Spring 08)

Ia. Summary of Assessment Data Collected:

The monthly reports showed the number of students utilizing the counseling services in areas to assist them with retention and graduation. The following are the numbers:

97 students attended academic advising sessions, where the counselors assisted them with course selection, and making academic decisions.

53 students came to see the counselors for personal reasons affecting their studies.

76 students came to see the counselors for assistance with transferring procedures and information.

172 financial aid appeals written for students placed on financial aid suspension.

A total of 398 students were provided college survival skills in forms of academic advising, personal counseling, financial aid appeals and transfer assistance.

Ia: Use of Results to Improve Unit Services:

Counseling office will need to find the reason(s) for so many financial aid suspensions, and to help decrease the number of students in this situation by early intervention.

**Reasons behind so many financial aid appeals were due to excessive absences as a result of personal problems, distractions, and change of major, students were placed on financial aid suspension.*

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

Ib. Means of Unit Assessment & Criteria for Success:

Test anxiety workshops Surveys (October 30-31, 2007, November 29, 2007)

Ib. Summary of Assessment Data Collected:

Three anxiety workshops were conducted for students throughout the fall semester. Two were done before mid-term examinations, and one before final examinations.

67 students attended workshop on conquering test anxiety.

55 students strongly agreed that the workshop was well organized and informative.

10 students agreed that the workshop was well organized and informative.

2 students disagreed that the workshop was well organized and informative.

Other workshop topics students were interested in includes: Time and money management, stress, peer pressure anger management, family planning, & self-esteem.

Ib: Use of Results to Improve Unit Services:

The counseling office will need to work with other offices to get more student participation in workshops. Although the feedback from those few that attended the workshops, the counseling office will need to come up with ways to see if the workshops have any impact on students' performance.

**Increase number of student participation in workshops.*

**Impact of workshops will need to be explored.*

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

Ic. Means of Unit Assessment & Criteria for Success:

Ic. Summary of Assessment Data Collected:

Ic. Use of Results to Improve Unit Services: