

## Administrative and Support Units Assessment Report

Development and Community Relations

FY 2009 (10/1/08 – 9/30/2009)

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**Unit/Office/Program**


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


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

1. Was a comprehensive plan for the endowment fund developed and implemented?

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

*1a. Means of Unit Assessment & Criteria for Success:*

Development of the Endowment Strategic Plan

*1a. Summary of Assessment Data Collected:*

The timeline for the development of the Endowment Strategic Plan is December 2009. Information was collected for use with the development of the plan.

*1a: Use of Results to Improve Unit Services:*

Ensure the development of the Endowment Strategic Plan by December 2009

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

*1b. Means of Unit Assessment & Criteria for Success:*

Committee minutes indicate fundraising is taking place.

*1b. Summary of Assessment Data Collected:*

Fundraising is taking place at all campuses but at different levels. Requests are often made to the DCR office for recommendation on fundraising strategies. Regular updates are received from Chuuk campus.

*1b: Use of Results to Improve Unit Services:*

Develop a fundraising strategies handbook for use by the college.

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

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

Financial statements show increase of funds generated through fundraising

*1c. Summary of Assessment Data Collected:*

Funds are being generated through fundraising. However, contribution to the fund through fundraising has declined. The college currently does not have any workable fundraising strategy and no set guidelines are currently available. Regular contribution to the fund comes from employee contribution and interests earned from the college's investments.

*1c: Use of Results to Improve Unit Services:*

Improve communication with the local fundraising committees or each campus and develop a fundraising strategies handbook for use by the college in fundraising efforts.

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

*Id. Means of Unit Assessment & Criteria for Success:*

Log of endowment fundraising efforts

*Id. Summary of Assessment Data Collected:*

Only the steering committee and the Chuuk campus committee send regular updates regarding its fundraising effort to the chair of the Endowment Fundraising Steering Committee. For detailed information regarding the amount of money generated from fundraising efforts, please refer to Business Office reports to the Board of Regents.

*Id. Use of Results to Improve Unit Services:*

Improve communication with the local fundraising committees on each campus and develop a fundraising strategies handbook for use by the college in fundraising efforts.

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

2. Are local, international, government and alumni subcommittees established?

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

*1a. Means of Unit Assessment & Criteria for Success:*

Governance policy implementation evaluation to determine if the committee structure is efficient.

*1a. Summary of Assessment Data Collected:*

Only the steering committee and the Chuuk campus committee send regular updates regarding its fundraising effort to the chair of the Endowment Fundraising Steering Committee. All subcommittees of the Endowment Fundraising Steering Committee have not been fully functional in order to generate baseline data that will be used to determine the effectiveness of the committee structure.

*1a: Use of Results to Improve Unit Services:*

Fully implement the committee structure.

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

*1b. Means of Unit Assessment & Criteria for Success:*

Minutes of committees and subcommittees to determine if the committees are transacting business.

*1b. Summary of Assessment Data Collected:*

Committee minutes are received from steering committee, Chuuk Campus committee and once from the National campus committee. No minutes were received from the other campuses and from the other subcommittees.

*1b: Use of Results to Improve Unit Services:*

Work with the governance structure of the college to ensure that committees meet as scheduled and minutes are sent to the steering committee.

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

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

Monthly and quarterly reports to determine accomplishments and developments.

*1c. Summary of Assessment Data Collected:*

The only monthly and quarterly data available are those that were reported as part of the report generated by the Director of Development and Community Relations. These reports include whatever information that comes to the office from the Endowment Fundraising Steering

Committee and the Chuuk campus committee.

*1c: Use of Results to Improve Unit Services:*

Work with the governance structure of the college to ensure that committees meet as scheduled and minutes are sent to the steering committee.

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

*1d. Means of Unit Assessment & Criteria for Success:*

*1d. Summary of Assessment Data Collected:*

*1d: Use of Results to Improve Unit Services:*

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

3. Are information publications for the college established, coordinated and distributed?

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

*1a. Means of Unit Assessment & Criteria for Success:*

Governance policy implementation evaluation to determine if the committee structure is efficient.

*1a. Summary of Assessment Data Collected:*

There is currently no baseline data available to assess this criterion.

*1a: Use of Results to Improve Unit Services:*

Fully implement the committee structure.

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

*1b. Means of Unit Assessment & Criteria for Success:*

Administrative satisfaction survey to determine if college community feels that it is informed.

*1b. Summary of Assessment Data Collected:*

Data still being collected

*1b: Use of Results to Improve Unit Services:*

Pending availability of data generated.

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

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

Log of publications development and delivery to determine quantity and distribution of information.

*1c. Summary of Assessment Data Collected:*

Only information about publications generated or reviewed by the Development and Community Relations office is available. A list of these publications is available online at [www.comfsm.fm/publications/index.html](http://www.comfsm.fm/publications/index.html). Other publications are in circulation but no data available to determine their quantity and distributions.

*1c: Use of Results to Improve Unit Services:*

Implement a scheme to track the quantity and distribution of college publications

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

*1d. Means of Unit Assessment & Criteria for Success:*

*1d. Summary of Assessment Data Collected:*

*1d. Use of Results to Improve Unit Services:*