

Assessment Plan – IAP Worksheet #2

Institutional Planning and Research
Office

FY 2012

Unit/Office/Program (2-1)
() Formative Assessment (2-3)
(x) Summative Assessment (2-4)

Assessment Period Covered (2-2)

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Submitted by & Date Submitted (2-5)
2012.09.25

Endorsed by (2-5a)

Institutional Mission/Strategic Goal (2-6):

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*) (2-7):

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SPG1. 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
- d. Develop an integrated data system
- e. Enhance decision making and communications at the college through implementation, monitoring and evaluation of the new governance policy and revised standing committee structure.

Unit/Program Mission Statement (2-8):

The Institutional Research and Planning Office (IRPO) supports and assists with creating a culture of evidence driven decision making at the college by:

- Developing, organizing and directing the institutional strategic planning and monitoring process
- Coordinating development of annual performance based budget and institutional priorities
- Overseeing development and implementation of the Institutional Assessment Plan and determination of institutional effectiveness
- Overseeing development and coordination of information and data collection
- Providing data, information and analysis to internal and external agencies
- Providing support to the Accreditation Liaison Officer including the collection and reporting of all documentation for accreditation requirements for the institution
- Coordinating linkage of planning, evaluation and resource allocation for the college
- Creating reports that support the college's mission and goals including IPEDS, quarterly reports, annual reports, etc.
- Working with the VPA and other personnel to review achievement and discuss required changes in goals and objectives
- Overseeing and facilitating the grant process and supervising the performance reporting of sponsored programs

- Providing technical assistance for grant requests and proposals
- Organizing the research capacity of the college
- Assisting as a resource, technical assistance and training agency to departments and divisions for assessment and planning activities
- Modeling values of the college by being student and learning centered in office decisions and operations; exhibiting professional behavior; being innovative, honest, and ethical; being committed and hardworking; exhibiting teamwork; being accountable for the work as individuals and as an office; and working for continuous improvement of IRPO's services

Unit/Program Goals (2-9):

Unit/Program Outcomes/Objectives (2-10):

1. Planning
 - a. College Performance Budget for 2014 (preparation in FY 12 for preparation of budget in FY 2013)
 - i. Provide training in use of budget templates and performance budgeting to departments, campuses, divisions and offices.
 - ii. Provide framework for review and development of revenue projections for FY 2014
 - b. Strategic Plan Development (2013 – 2017) NOTE: Initial stages only in FY 2012 – Integrated Educational Master Plan was priority in FY 2012 due to accreditation concerns)
 - i. Review of Strategic Plan (2006 – 2011)
 - ii. Initial Development of Mission Statement for new plan
 - c. Coordinate President's Retreat/Visioning Summit 2012 (NOTE: A Visioning Summit replaced the President's Retreat in 2012) – Focus on Review of Strategic Plan (2006 – 2011) and Communications)
 - d. Assist with coordination and development of the college's Integrated Educational Master Plan
 - e. Provide background (including showing of Dickenson webinar) and assistance with planning for prioritization of nonacademic programs to occur in FY 2013
2. Research
 - a. Conduct and distribute research into important areas for the college
 - b. Gather and distribute information on student and faculty views of the college
 - c. Increase IRPO capacity for research
 - d. Assist with identification of Institutional level Assessment Software
 - e. Planning for ILO assessment
3. Data and Reporting
 - a. Data Reports
 - i. Prepare and distribute data reports for each semester
 - ii. Respond to data requests
 - iii. Provide data and summaries on college web site
 - b. IPEDS

- i. Complete Fall, Winter and Spring IPEDS reports
 - c. Quarterly Reports
 - i. Coordination compilation of quarterly reports, post on college website and distribute to FSM
- 4. Sponsored programs
 - a. Assist with development and submission of grant application and obtaining grant awards
 - b. Provide review of sponsored programs documentation for meeting grantor requirements

Evaluation questions (2-11)	Data sources (2-12)	Sampling (2-13)	Analysis (2-14)
1. Did IRPO meet its planning objectives for 1) college budgeting 2014, 2) Strategic plan development (2013 – 2017), Visioning Summit, Integrated Educational Master Plan, and background on Prioritization of nonacademic programs?	Budget 2014 development minutes, Accreditation reports 2012, Summit report	All	Descriptive statistics
2. Did IRPO conduct and publish research in line with objectives?	Research finding and reports, Trip reports, Quarterly reports, Survey reports	All	Descriptive statistics
3. Did IRPO provide data and reporting in line with objectives?	IRPO website, Quarterly reports, IPEDS	All	Descriptive statistics
4. Did IPRO meet its objectives for sponsored programs?	Grant applications, Quarterly reports	All	Descriptive statistics

Timeline (2-15)

Activity (2-16)	Who is Responsible? (2-17)	Date (2-18)

Comments (2-19):