## Mission and Objectives Development Worksheet #1

**Administrative and Support Units**

|  |  |  |
| --- | --- | --- |
| Campus Director Office |  | October 2011-September 2012 |
| **Unit/Office/Program** |  | **Assessment Period Covered** |
|  |  | September 28, 2012 |
|  |  | **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**: 1. 1.0 Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively.
2. 2.0 Provide institutional support to foster student success and satisfaction.
3. 3.0 Create an adequate, healthy, and functional learning and working environment.
4. 4.0 Foster effective communication.
5. 5.0 Invest in sufficient, qualified, and effective human resources.
6. 6.0 Ensure sufficient and well-managed resources that maintain financial stability.
7. 7.0 Build partnering and service network for community, workforce, and economic development.
8. 9.0 Provide continuous improvement of programs, services, and college environment.
 |
|  |
|  |

|  |
| --- |
| **Administrative Unit/Program Mission Statement:**Office of the Campus Director provides leadership and oversight for the instructional programs, student services, administrative services, and cooperative research & extension programs. This office is responsible for: * Monitoring progress of activities conducted by organizational departments toward achievement of their stated objectives and goals.
* Creating a collaborative environment among departments and individuals to better serve students and clientele or stakeholders.
* Managing a fiscally sound operation to support objectives of each organizational department to achieve its goal.
 |

|  |
| --- |
| **Administrative Unit/Program Objectives:**  |
| **Objective 1**:Complaints by students, parents, and staff on campus environment and safety are reduced by 25%.1. Security officers keep the campus safe and orderly 24/7.
2. Campus Director conducts one awareness program on policies relating to drugs and alcohol abuse at the beginning of each semester.
3. Janitor provides hygienic supplies in the comfort rooms on a daily basis.
 |
| **Objective 2**:Maintenance activities and physical development needs will be based on the KC Preventive Maintenance and Facilities Plan.1. Following schedules on ground, building, vehicles, and equipment maintenance.
2. Based on institutional infrastructure development plan one student services one-stop center and one vocational education center will be constructed.
 |
| **Objective 3:**In the common time discuss and determine factors that impacts student learning. What are the factors that impact student learning? 1. What we think now?
2. Collect the factors/analyze and report on Actuality? (after one year)
 |
| **Objective 4:** Establish baseline data for learning against student learning outcomes.1. Review and analyze CAFT program outcomes and determine its relevancy and relationships with workplace.

  |
| **Objective 5:**Implement and evaluate the status of performance based budget at Kosrae Campus. |

## Assessment Plan Worksheet #2

**Administrative and Support Units**

|  |  |  |
| --- | --- | --- |
| Campus Director Office |  | October 2011 – September 2012 |
| **Unit/Office/Program** |  | **Assessment Period Covered** |
| **( ) Formative Assessment** |  | September 28, 2012 |
| **( X ) Summative Assessment** |  | **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*)**:1. Create an adequate, healthy, and functional learning and working environment.
2. Maintenance Plan will be based on the KC Preventive Maintenance Plan.
 |

|  |
| --- |
| **Administrative Unit/Program Mission Statement :**Office of the Campus Director provides leadership and oversight for the instructional programs, student services, administrative services, and cooperative research & extension programs. This office is responsible for:* Monitoring progress of activities conducted by organizational departments toward achievement of their stated objectives and goals.
* Creating a collaborative environment among departments and individuals to better serve students and clientele or stakeholders.
* Managing a fiscally sound operation to support objectives of each organizational department to achieve its goal.
 |

|  |
| --- |
| **Administrative Unit/Program Objectives:**  |
| 1. Complaints by students, parents, and staff on campus environment and safety are reduced by 25%.
2. Maintenance activities will be based on the KC Preventive Maintenance Plan.
3. In the common time discuss and determine factors that impacts student learning. What are the factors that impact student learning?

What we think now?Collect the factors/analyze and report on Actuality? (after one year)1. Establish baseline data for learning against student learning outcomes.
2. Implement and evaluate the status of performance based budget at Kosrae Campus.
 |

| **Evaluation questions** | **Data sources** | **Sampling** | **Analysis** |
| --- | --- | --- | --- |
| What kinds of complaints do students, parents, and staffs have about the campus environment and safety?  | Surveys, telephone calls, meeting minutes | Random  | Compilation of complaints from stakeholders. |
| How do we prioritize maintenance activities on campus grounds and buildings, vehicles, and equipment? | Checklists, logging of maintenance activities | Monthly and periodic reporting in all areas  | Completion and depreciation rate of vehicles |
| Is the campus environment conducive to student learning? | Observation | Random | Student congregate and doing class work in provided study areas |
| Is baseline for student learning at Kosrae Campus established?  | Minutes of meetings. Documentation. |  | Missing links between school and workplace |
| Has performance based budget the tool to gauge activities at Kosrae Campus?  | Reports for BOR, Quarterly reports | Periodic reporting in all areas. | Outputs of departments, divisions, and units are consistent with PBB.  |

**Timeline**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who is Responsible?** | **Date** |
| 1. Cleaning and providing amenities to comfort rooms, classrooms, grounds, and assembly areas.
 | Janitor | Daily  |
| 1. Cut grass and maintain potholes around campus
 | Maintenance Workers | Bi-weekly |
| 1. Punch in cash-power into cash-power meters
 | Maintenance Supr. | Bi-weekly |
| 1. Maintain and repair vehicles and air conditioning units in classrooms and labs.
 | Maintenance Supr. | Monthly |
| 1. In the common time discuss and determine factors that impacts student learning. What are the factors that impact student learning?

What we think now?Collect the factors/analyze and report on Actuality? (after one year) | Campus Director | Monthly |
| 1. Establish baseline data for learning against student learning outcomes.
 | Chair Committee | Monthly |
| Implement and evaluate the status of performance based budget at Kosrae Campus. | Campus Director | End of fiscal year |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Comments:**

1. Objective #4 was not attempted as a result of the restructuring activities in 2010 and 2011.

Assessment **Report Worksheet #3**

**Administrative and Support Units**

|  |  |  |
| --- | --- | --- |
| Campus Director’s Office |  | October 2011 – September 2012 |
| **Unit/Office/Program** |  | **Assessment Period Covered** |
| **( ) Formative Assessment** |  |  |
| **( X ) Summative Assessment** |  | **Date Submitted** |

|  |
| --- |
| **Administrative Evaluation Question (Use a different form for each evaluation question):** |
| What kinds of complaints do students, parents, and staffs have about the campus environment and safety?  |

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

|  |
| --- |
| *1a. Means of Unit Assessment & Criteria for Success*:Log of incoming communication regarding complaints from stakeholders and that less communication are received during the period. |
| *1a. Summary of Assessment Data Collected:*Slippery parking and walking areas in front of AES building; one faculty fell off the steps at Upper SBDC. Students and staff complaint about parking area in front of office during rainy season and flooding.  |
| *1a: Use of Results to Improve Unit Services:*Kosrae Campus submitted a request for improvement of parking areas around campus and as a result, the Maintenance and Security division has listed the request for $100K parking lot improvement for FY13. Plans for improvement of walking areas were given to carpentry class to work on pavement, but unfortunately low enrollment in Carpentry classes did not allow the project to go forward.  |

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

|  |
| --- |
| *1b. Means of Unit Assessment & Criteria for Success*: |
| *1b. Summary of Assessment Data Collected:* |
| *1b: Use of Results to Improve Unit Services:* |

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

|  |
| --- |
| *1c. Means of Unit Assessment & Criteria for Success*: |
| *1c. Summary of Assessment Data Collected:* |
| *1c: Use of Results to Improve Unit Services:* |

## Assessment Report Worksheet #3

**Administrative and Support Units**

|  |  |  |
| --- | --- | --- |
| Campus Director’s Office |  | October 2011 – September 2012 |
| **Unit/Office/Program** |  | **Assessment Period Covered** |
| **( ) Formative Assessment** |  |  |
| **( X ) Summative Assessment** |  | **Date Submitted** |

|  |
| --- |
| **Administrative Evaluation Question (Use a different form for each evaluation question):** |
| How do we prioritize maintenance activities on campus grounds and buildings, vehicles, and equipment? |

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

|  |
| --- |
| *1a. Means of Unit Assessment & Criteria for Success*:Tasks assignments are based on campus map. In a month time the allotted areas on the map should have been cleaned. |
| *1a. Summary of Assessment Data Collected:*As mapped and tasked most ground areas were cleaned as scheduled. Other areas still have tall grasses are not manageable within the scheduled time.  |
| *1a: Use of Results to Improve Unit Services:*A maintenance worker position has been approved by the BOR.  |

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

|  |
| --- |
| *1b. Means of Unit Assessment & Criteria for Success*:Checklists for vehicle maintenance are submitted periodically to the office of Director of Maintenance and Security. |
| *1b. Summary of Assessment Data Collected:*Kosrae Campus has submitted a list of vehicles that need to be surveyed. Out of the nine vehicles, five are classified as old and ready for disposal.  |
| *1b: Use of Results to Improve Unit Services:*A request was forwarded for replacement of vehicles at Kosrae Campus. |

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

|  |
| --- |
| *1c. Means of Unit Assessment & Criteria for Success*:Inventory of office and instructional equipment are conducted annually. Non operational and obsolete equipment are reported and replaced. |
| *1c. Summary of Assessment Data Collected:*All desktop computers for faculty and staff are outdated and need upgrade or replacement to be consistent with software used by the rest of the college community and students. Broken printers and copiers are reported. A report on the number of PC units needed by staff and faculty are available. |
| *1c: Use of Results to Improve Unit Services:*Plans are underway for replacement of obsolete units and software used by staff and faculty by justifying the issue with TAC for the use of technology fee to purchase computers student related functions. |

## Assessment Report Worksheet #3

**Administrative and Support Units**

|  |  |  |
| --- | --- | --- |
| Campus Director’s Office |  | October 2011 – September 2012 |
| **Unit/Office/Program** |  | **Assessment Period Covered** |
| **( ) Formative Assessment** |  |  |
| **( X ) Summative Assessment** |  | **Date Submitted** |

|  |
| --- |
| **Administrative Evaluation Question (Use a different form for each evaluation question):** |
| Is the campus environment conducive to student learning?  |

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

|  |
| --- |
| *1a. Means of Unit Assessment & Criteria for Success*:Observation of student behaviors regarding. Students study and work together during; reports on fighting on campus is minimal.  |
| *1a. Summary of Assessment Data Collected:*At peak time of the day, students congregate and found to do classwork together in the student’s lounge. No incidents of fighting or assaults reported during the period. Loud noises from cellphone music are advised to turn lower and use of headphones recommended. |
| *1a: Use of Results to Improve Unit Services:*Consistently securing the campus by providing security officers around the clock. Quietness is norm of the campus environment. |

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

|  |
| --- |
| *1b. Means of Unit Assessment & Criteria for Success*: |
| *1b. Summary of Assessment Data Collected:* |
| *1b: Use of Results to Improve Unit Services:* |

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

|  |
| --- |
| *1c. Means of Unit Assessment & Criteria for Success*: |
| *1c. Summary of Assessment Data Collected:* |
| *1c: Use of Results to Improve Unit Services:* |

## Assessment Report Worksheet #3

**Administrative and Support Units**

|  |  |  |
| --- | --- | --- |
| Campus Director’s Office |  | October 2011 – September 2012 |
| **Unit/Office/Program** |  | **Assessment Period Covered** |
| **( ) Formative Assessment** |  |  |
| **( X ) Summative Assessment** |  | **Date Submitted** |

|  |
| --- |
| **Administrative Evaluation Question (Use a different form for each evaluation question):** |
| Is baseline for student learning established? |

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

|  |
| --- |
| *1a. Means of Unit Assessment & Criteria for Success*:Data are collected and found valid and reliable. |
| *1a. Summary of Assessment Data Collected:*No data collected. |
| *1a: Use of Results to Improve Unit Services:*Must repeat objective in the following year to establish baseline data. |

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

|  |
| --- |
| *1b. Means of Unit Assessment & Criteria for Success*: |
| *1b. Summary of Assessment Data Collected:* |
| *1b: Use of Results to Improve Unit Services:* |

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

|  |
| --- |
| *1c. Means of Unit Assessment & Criteria for Success*: |
| *1c. Summary of Assessment Data Collected:* |
| *1c: Use of Results to Improve Unit Services:* |

## Assessment Report Worksheet #3

**Administrative and Support Units**

|  |  |  |
| --- | --- | --- |
| Campus Director’s Office |  | October 2011 – September 2012 |
| **Unit/Office/Program** |  | **Assessment Period Covered** |
| **( ) Formative Assessment** |  |  |
| **( X ) Summative Assessment** |  | **Date Submitted** |

|  |
| --- |
| **Administrative Evaluation Question (Use a different form for each evaluation question):** |
| Has performance based budget the tool to gauge activities at Kosrae Campus. |

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

|  |
| --- |
| *1a. Means of Unit Assessment & Criteria for Success*:Progress reports contain objectives stated in performance based budget. Activities for each objective are the basis for daily operations. Reporting of outputs for its department are evaluated against the activities and objectives in the budget. |
| *1a. Summary of Assessment Data Collected:* |
| *1a: Use of Results to Improve Unit Services:*Documentation of results are not reported on a regular basis, the objective will continue its implementation as the we enter the new fiscal year so that we can properly close the loop. |

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

|  |
| --- |
| *1b. Means of Unit Assessment & Criteria for Success*: |
| *1b. Summary of Assessment Data Collected:* |
| *1b: Use of Results to Improve Unit Services:* |

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

|  |
| --- |
| *1c. Means of Unit Assessment & Criteria for Success*: |
| *1c. Summary of Assessment Data Collected:* |
| *1c: Use of Results to Improve Unit Services:* |