

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

VPIA Department

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 Unit/Office/Program

FY2013

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 Assessment Period Covered

September 30, 2012

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 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):**

SPG 1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively.

- a. Promote quality teaching and learning-centered behaviors and environments for the six campuses.
- b. Make developmental courses and institutional priority
- c. Enhance faculty involvement in the college

SPG 2. Provide institutional support to foster student success and satisfaction.

- a. Promote strategic enrollment management for the College of Micronesia-FSM
- b. Become more student-centered in the development of specific college system policies and procedures
- c. Promote timely college tenure and graduation of students with master of array of core learning objectives, including civic-mindedness and self-value
- d. Develop a student-friendly campus environment that encourages and enables students to be health conscious

SPG 7. Build a partnering and service network for community, workforce and economic development.

- a. Increase involvement of the community in college affairs
- b. Enhance and promote employment opportunities
- c. Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities
- d. Provide cooperative Extension Services to the community

**Administrative Unit/Program Mission Statement**

The office of Instructional Affairs is responsible for the development, implementation, direction, and evaluation of all credit and non-credit instructional programs including learning resources.

The office is responsible for:

- Curriculum development and review
- Academic Program development, assessment and review based on student centered learning outcomes
- Quality of instruction
- Scheduling
- Accreditation related to instructional affairs

- Economic and workforce development
- Faculty affairs
- Vocational & Technical Education
- Workforce development training & continuing education
- Distance Education
- Learning Resources
- Academic advising
- Articulation and MOU agreements

**Administrative Unit/Program Objectives:**

**Objective 1:** VPIA and the instructional affairs will assure quality and consistency of credit and non-credit courses and programs across sites.

Activities to support objective -

- Maintain the college at Sustainable Continuous Quality Improvement level in program review for ACCJC accreditation.
- Conduct academic program prioritization every 3 years, determine prioritizes of the college and resource allocation 1.2a Evaluate the process of academic program prioritization every cycle.
- Enhance delivery of technical, workforce and short term training through developing standardized procedures across all campuses, development of SLOs for each training, enhance stakeholder management for workforce and short term training.
- Collaborate with K-12 system to articulate expectations of “college ready” students and increase by 2% annually college ready students
- Update and develop articulation agreements with regional PPEC institutions and other partner institutions.
- Develop new articulation pathways/partnerships for specific programs with regional institutions including partnership BA programs

**Objective 2:** VPIA and the Instructional affairs will create and implement a work experience program through working with stakeholders in the public and private sectors for hands on training.

Activities to support objective -

- Create and implement a work experience program through working with stakeholders in the public and private sectors for hands on training
- Create and implement an annual job fair to increase visibility of students in the job market
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- Increase capacity and improve the current process to provide timely workforce training based on stakeholder needs.

**Objective 3:** VPIA with collaboration with HR and VPSS will recruit, retain and cultivate a qualified, teaching/learner-centered faculty, learning resource staff, and student services.

Activities to support objective -

- Revise and Implement a systematic faculty evaluation process.
- Revise and implement faculty orientation program with handbook/resource toolkit.
- Review the academic ranking system used by the college for modification recommendations
- Provide training to keep instructors updated in occupations of programs.
- Improve program performance by providing updated job description for division chairs and program coordinators and conduct training.

**Objective 4:** VPIA with collaboration of VPSS will provide adequate library and student services to support the students and college needs.

Activities to support objective -

- Establish a linkage between instruction and student services through developing a comprehensive student life program, tracking of referrals by faculty to tutoring and counseling, coordinated planning and delivery of student orientation between instruction and student services, master schedule of instructional and student services activities, regular seminars and training activities between instruction and student services, research on impact on student learning and success of coordinated efforts.

**Objective 5:** Provide timely communication and administrative support for instructional affairs across all sites.

Activities to support objective -

- Conduct quarterly face-to-face faculty meetings at all campuses to enhance quality and consistency of programs
- Review, implement and improve instructional affairs decision-making grids to enhance information sharing and shared governance.
- Review and improve the use of SIS for faculty use through training in capabilities and use of SIS and standardize reporting formats.
- Present updated articulation and transfer information on website and in college catalog to improve student awareness and participation.