

Subject: Fwd: [Thank You]

Date: Wednesday, October 24, 2012 9:23:59 PM Ponape Time

From: Ringlen Ringlen

To: Oducado Joey, Haleyalig Eddie, Penselynn, Nena Lore, Benina, , Walliby Ermine, Arnold Jeffrey, tuala maika, Dibay Cecilia F., ajonas@comfsm.fm, Loyola Bastora

Dear Colleagues:

Just got this from Jim Mulik. We will be discussing these recommendations next week during our management meeting.

Ringlen

Sent from my iPad

Begin forwarded message:

From: James Mulik <jmulik@gmail.com>

Date: October 24, 2012, 9:04:54 AM GMT+11:00

To: Ringlen Ringlen <rringlen@comfsm.fm>

Subject: Re: [Thank You]

Ringlen,

Thank you for your email and for the nice photo! I wish we could have spent more time together when I was in Pohnpei.

As for recommendations, most of them were included in a report that I submitted to President Daisy last week. As I recall, on the student services front, there were 5 main recommendations that your team and I discussed when I was at COM-FSM. These are below:

1. having all past years' worksheets 1, 2, and 3 on the wiki by the end of November 2012 - and naming the files according to a naming standard that Gordon and Jimmy were working to create.
2. determining a structure outlining how the service areas at the state campus will work with and/or communicate with the service areas and directors at the national campus - particularly in setting goals in worksheets 1 and 2.
3. ensuring that student services is clearly identified in the integrated educational master plan (IEMP). Currently all of the goals are under instruction.
4. ensuring that all student service goals on worksheets 1 and 2 reflect goals in the IEMP.
5. ensure that student services and all other non-instructional have student learning outcomes (SLOs) in place and including in their worksheets 1, 2, and 3. Below are some links to student learning outcomes for administrative units and some associated handbooks. Some other colleges in the ACCJC are referring to these as administrative unit outcomes (AUOs).

I hope these recommendations are helpful for your and your team members.

Jim

[Links to student learning outcomes for administrative units and some associated handbooks:](http://www.chaffey.edu/slo/resources/slo_handbook.pdf)

http://www.chaffey.edu/slo/resources/slo_handbook.pdf

<http://www.deanza.edu/slo/auoinfo.html>

http://oeas.ucf.edu/doc/adm_assess_handbook.pdf

<http://www.mtsac.edu/administration/senates/academic/documents/SLOAUOGUIDEBOOK090808FINAL.pdf>

Examples of Administrative Unit Outcomes (AUOs): (from Chaffey College,
http://www.chaffey.edu/slo/resources/slo_handbook.pdf)

ESL: The Student Data Team (ESL) will improve the percentage of complete data sets (intake, test, and update forms) required to report benchmark gains to CASAS (Federal Grant).

Library: Patrons will be satisfied with the library facilities.

Food Services: Dining Services will increase student usage of the Dining Services card.

Academic Technology Support Group: The AUTOTECH department will invest in [their] employees through education and training leading to technical certification.

Admissions and Records: The successful application, registration, fee payment and record maintenance of students are all critical elements of a student's success while attending Chaffey. Students will demonstrate an increased usage of technology through the provision of information and services to students regarding these functions showcasing the importance and ease of using current technology related to the services and programs we provide.

Bridge Program: Students enrolled in two additional English clusters added to Summer Bridge 2008 will have an increase retention rate of 30% above a standalone English 67 and 68 courses.

Career/Transfer Services: Increase student, faculty and staff awareness of Career Placement and Transfer activities, events and services.

Center of Excellence: Regional administrators and faculty members will be satisfied with the quality of information provided to them by the center.

College Information Services: The CIS department will provide education and training for our employees.