

From: Ringlen Ringlen <ringlenringlen@gmail.com>
Date: Fri, 18 May 2012 17:55:36 +1000
To: Joey Oducado <joducado@comfsm.fm>
Cc: Bastora Loyola <bloyola@comfsm.fm>, Eddie Haleyalig <eddieh@comfsm.fm>
Subject: Re: [Student Services] On Assessment

Joey,

This is excellent! Thank you.

Look forward to the second session.

Ringlen

Sent from my iPad

On May 18, 2012, at 3:19 PM, Joey Oducado <joducado@comfsm.fm> wrote:

Dear Ringlen,

I would like to provide you an update in terms of the results of the initial session with division heads and key staff about assessment of student services. Our session ran from 9:00 AM to 3:30 PM, and the following were the areas covered:

Discussions

1. February 2012 memo from Dr. Beno specifically stating that: *"Colleges are expected at the sustainable continuous quality improvement level in all areas of program review and planning ... Beginning in Fall 2012, colleges are expected to be at the proficiency level with student learning outcomes."* Reference was also made to Standard IIB of the WASC especially the portion that clearly states: *"The institution systematically assess student support services using student learning outcomes, faculty and staff input, and other appropriate measures in order to improve the effectiveness of these services."*
2. The five COM-FSM institutional learning outcomes
3. Change of plan: Moving away from evaluating our services by the numbers to measuring the learning that has occurred as result of the student's involvement in the programs and services that we facilitate or provide. However, because of the nature of the activities we are charged of, not all our outcomes are learning outcomes — many pertain to the timely, efficient and effective delivery of services (process or operational outcomes). As such, we retain these outcomes especially those already reported in our FY 2013 performance items, but amend those reported outcomes by inserting at least one learning outcomes.
4. Division's template that will be used to document (a) work and activity plans, (b) linkages to other plans and resource allocation, (c) expected output, outcomes, criteria of success, and evaluation questions, (d) data sources, (e) persons responsible, and (f) timeline. Manager and key staff were brief on how to use the template — however, this

template is not designed to replace or disregard the institutional assessment plan template.

5. Timeframe and timeline.

Plans and action steps

1. Of the divisions that participated in the session, counseling completed articulating its FY 2013 outcomes (process and learning) linked to the college's mission, department's mission and the institutional learning outcome using the division template (see item 4 above). This work is in progress in the case of other division — however, we have established **May 22, 2012 as the deadline for them to submit this.**

2. **Closing the loop of assessment cycle 2.** This has to be completed by June. OARR, FAO, Counseling and Dispensary including Peer Counseling had submitted me their Assessment plans for FY 2010-2011 (done in August 2010) worksheets 1 and 2, and I returned these to them with my comments, feedbacks, and recommendations. Other divisions are yet to submit these plans for feedback and comments. We have agreed that those who haven't submitted theirs to submit them to me by **May 31** —Bastora mentioned that some divisions submitted directly their worksheets 1 and 2 to the Director of Student Life, cc your office. I asked her to forward me those so I can review and make recommendations or feedback.

Draft of the worksheet 3 (results of the assessment and recommendations) for FY 2010-2011 is going to be due **June 22** to be submitted to me for review, feedback and further recommendation. This is to close the loop (after the two-year cycle), consolidate all the reports and the recommendations to inform the next set of outcomes that will be articulated for the next cycle that will begin October 2012 in conjunction with preparation of budget requests.

3. Our plan is to put all of these division reports into one document, then maybe call a department-wide meeting to present overview of the assessment, the outcomes, the results and findings, and the recommendations.

While the meeting was attended by division managers and key staff including key staff from Pohnpei Campus — we need to include our other state campuses in the loop.

Thank you,

Joey

From: Joey Oducado <joducado@comfsm.fm>

Date: Fri, 18 May 2012 08:36:13 +1100

To: Reedson Abraham <nosdeer@comfsm.fm>, Benina <beninai@comfsm.fm>, Joab <castro@comfsm.fm>, "loatis@comfsm.fm" <loatis@comfsm.fm>, Ermine Walliby <peertopeer@comfsm.fm>, Jeffrey Arnold <jeffarnold@comfsm.fm>, Yoneko Kanichy <yoneko@comfsm.fm>, Penselynn <petse@comfsm.fm>, Bastora Loyola <bloyola@comfsm.fm>

Cc: Ringlen Ringlen <rringlen@comfsm.fm>, Eddie Haleyalig <eddieh@comfsm.fm>

Subject: Re: [Assessment and Institutional Effectiveness Rubrics on SLO Meeting]

All,

Reminding you of our preliminary session today at 9AM, MITC. Please find attached ...
A working template. Our agenda

1. SLOs for Student Services with reference to the 2/2012 memo of Dr. Beno to all colleges' CEOs and ALOs, Standard IIB.
2. COM-FSM Institutional Learning Outcomes
3. Articulation of at least one SLO per Division linked to the college's institutional mission, department mission, and others. Using the division template (draft). Further reference, articulated outcomes and activities under FY 2013. This will be completed by the end of the session.
4. Timeframe and timeline
6. Reports by Division: FY 2010-2011 Assessment Plan, report soon due after the two-year cycle.
7. Others

Thanks,

Joey

From: Joey Oducado <joducado@comfsm.fm>

Date: Tue, 15 May 2012 15:11:07 +1100

To: Reedson Abraham <nosdeer@comfsm.fm>, Benina <beninai@comfsm.fm>, Joab <castro@comfsm.fm>, "loatis@comfsm.fm" <loatis@comfsm.fm>, Ermine Walliby <peertopeer@comfsm.fm>, Jeffrey Arnold <jeffarnold@comfsm.fm>, Yoneko Kanichy <yoneko@comfsm.fm>, Penselynn <petse@comfsm.fm>, Bastora Loyola <bloyola@comfsm.fm>

Cc: Ringlen Ringlen <rringlen@comfsm.fm>, Eddie Haleyalig <eddieh@comfsm.fm>, Bastora Loyola <bloyola@comfsm.fm>

Subject: Re: [Assessment and Institutional Effectiveness Rubrics on SLO Meeting]

Dear all,

My apologies for the absolutely short notice. For and in behalf of our VP Ringlen and the Acting VP Eddie Haleyalig, I am respectfully requesting that you attend a preliminary session on Student Services Assessment this Friday, May 18, 2012 beginning at 9AM, MITC.

Please bring along of your office staff (if applicable). Also bring your laptops, and e-copies of your assessment plans (in process and completed).

Thanks,

Joey