

Mission and Objectives Development Worksheet #1

Administrative and Support Units

Student Services- Yap Campus

Unit/Office/Program

Fall 2008 – Summer 2009

Assessment Period Covered

June 24, 2008

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):

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

#9. Provide for continuous improvement of programs, services and college environment.

Administrative Unit/Program Mission Statement (First present a philosophical statement related to your units/program/office followed by a listing of the services you provide)

Mission: To foster student success and satisfaction at Yap Campus by providing learning centered student services:

- Maintain and manage student records
- Provide personal, academic, and financial aid advisement
- Workshops to students
- Provide tutoring services to all students
- Promote college programs through recruitment efforts at the high schools, communities, agencies, organizations, groups, and other stakeholders.
- Plan and conduct testing of students (e.g., COMET, Placement Test)
- Plan, coordinate, and hold registration at the beginning of each semester.
- Conduct advisement and financial aid workshops to advisors (faculty & staff).
- Promote personal growth and enrichment through extracurricular activities, such as cultural trips, sport events, seminars on study skills, time management, setting priorities, Job Fair, etc.
- Provide basic health care and increase understanding and practice of healthy lifestyles.
- Plan and coordinate each semester an Award Day for students, faculty, and staff.

- Hold a graduation ceremony at the end of each summer.
- Assist students to actively participate in decision making affecting the college and full participation in college life.
- Hold student orientation at the start of each semester to increase students' awareness of college's policies, regulations, and procedures.

Administrative Unit/Program Objectives:

Objective 1: Increase enrollment through development and implementation of enrollment management plan.

Strategy 1: Improve and implement recruitment plan (schools, communities, youth clubs, agencies and organizations).

- i) High schools, grades 9 – 12
 - ii) Communities
 - iii) Youth clubs / groups
 - iv) Government agencies
 - v) Other organizations
- Campus brochure, posters, Island Chat, public announcements, newsletter, Yap Campus web page.
- 2: Establish linkages with relevant agencies, such as DOE, Youth Services, R&D, DHS, Admin. Services.
- i) Work closely with high school counselors to assist seniors in completing all documents for admissions
 - ii) Work closely with R & D, Scholarship Office
 - iii) Work closely with Youth Services to disseminate information about COM-FSM programs and services to all youth groups in Yap State.
 - iv) Work closely with Admin Services - government agencies capacity building

Objective 2: Increase retention rate through enhanced counseling, tutoring program and campus life activities.

Strategy 1: Improve and provide, at least 2 x per semester, academic advisement trainings to all advisors

- 2: Provide training in counseling skills to all student services staff and advisors
- 3: Work with Instructional to have training in active and cooperative learning techniques provided to all tutors
- 4: Make improvements to the tutorial program to ensure increased participation by

<p>students. 5: Develop and implement a campus life plan (sports, culture, fun & educational activities.)</p>

Administrative Objectives Should be Constructed Based on *Currently* Existing Services:

<u>Name of Unit</u> will	Provide Improve Decrease Increase Provide quality etc. (see Bloom's taxonomy)	Name of Current Service
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<u>Client</u>	... will be satisfied with	Name of Current Service
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<u>Students attending</u>	<u>AES Services</u> Tutoring Academic Advising Workshops Counseling Services Etc.	will 	<u>Verb+ objective</u> Improve Increase Understand Etc.
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Assessment Plan Worksheet #2

Administrative and Support Units

Student Services- Yap Campus

Unit/Office/Program

Formative Assessment

Summative Assessment

Fall 2008 – Summer 2009

Assessment Period Covered

June 24, 2008

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*):

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

#9. Provide for continuous improvement of programs, services and college environment.

Administrative Unit/Program Mission Statement :

Mission: To foster student success and satisfaction at Yap Campus by providing learning centered student services:

Administrative Unite/Program Objectives:

1. increase enrollment through development and implementation of enrollment management plan

2. increase retention rate through enhanced counseling, tutoring program and campus life activities.

Evaluation questions	Data sources	Sampling	Analysis
Objective 1: 1. Is the recruitment plan improved and implemented?	Schedule, attendance sheets, copy of newsletter, copy of announcement, OEL	All	Descriptive statistics

Evaluation questions	Data sources	Sampling	Analysis
2: Are the linkages with the relevant agencies established?	Meeting schedule, attendance sheet, meeting minute.	All	Descriptive statistics
Objective 2: 1. Are academic advisement trainings provided twice to all advisors each semester?	Training schedule, attendance log	All	Descriptive statistics
2. Are trainings in counseling skills provided to student services staff and advisors?	Training schedule, attendance log	All	Descriptive Statistics
3. Is training in active and cooperative techniques provided to all tutors?	Training schedule, attendance log.	All	Descriptive Statistics
4. Is there an increased student participation in the tutoring program?	Contact sheet, program list	All	Descriptive Statistics
5. Is the campus life plan developed and implemented?	Calendar of activities, event attendance sheet	All	Descriptive Statistics

Timeline

Activity	Who is Responsible?	Date
1. Improve and implement recruitment plan (schools, communities, youth clubs, agencies and organizations). i) High schools, grades 9 – 12 ii) Communities iii) Youth clubs / groups iv) Government agencies	SSC, SCD, recruitment team, High School principal & counselors, group leaders.	Fall 2008

<p>v) Other organizations</p> <ul style="list-style-type: none"> - Campus brochure, posters, Island Chat, public announcements, newsletter, Yap campus web page <p>2: Establish linkages with relevant agencies, such as DOE, Youth Services, R&D, DHS, Admin. Services.</p> <ul style="list-style-type: none"> i) Work closely with high school counselors to assist seniors in completing all documents for admissions ii) Work closely with R & D, Scholarship Office iii) Work closely with Youth Services to disseminate information about COM-FSM programs and services to all youth groups in Yap State. iv) Work closely with Admin Services - government agencies capacity building 	<p>SSC, SCD, IC, High School principal & counselors, R&D Director/Scholarship coordinator, Youth Service, DHS, Admin. Serv.</p>	<p>Fall 2008</p>
<p>1: Improve and provide, at least 2 x per semester, academic advisement trainings to all advisors</p> <p>2: Provide training in counseling skills to all student services staff and advisors</p> <p>3: Work with Instructional to have training in active and cooperative learning techniques provided to all tutors</p> <p>4: Make improvements to the tutorial program to ensure increased participation by students.</p> <p>5: Develop and implement a campus life plan (sports, culture, fun & educational act.)</p>	<p>SSC</p> <p>SSC, Peer Manager</p> <p>SSC & IC</p> <p>SSC, Tutors & Faculty</p> <p>SSC, IC, SCD, & Maintenance Supervisor</p>	<p>Fall 2008</p> <p>Fall 2008</p> <p>Fall 2008</p> <p>Fall 2008</p> <p>Fall 2008</p>

Comments:

Assessment Report Worksheet #3

Administrative and Support Units

Student Services _____

Unit/Office/Program

Formative Assessment

Summative Assessment

Oct. 2008 –Sept. 2009 _____

Assessment Period Covered

October 2009 _____

Date Submitted

Administrative Evaluation Question (Use a different form for each evaluation question):

Objective 1: Increase enrollment through development and implementation of enrollment management plan

1. Is the recruitment plan improved and implemented?
2. Are linkages with the relevant agencies established?

Objective 2: Increase retention rate through enhanced counseling, tutoring program, and campus life activities.

- 1 Are academic advisement trainings provided twice to all advisors each semester?
- 2 Are trainings in counseling skills provided to student services staff and advisors?
- 3 Is training in active and cooperative techniques provided to all tutors?
- 4 Is there an increased student participation in the tutoring program?
- 5 Is the campus life plan developed and implemented?

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

Ia. Means of Unit Assessment & Criteria for Success:

Objective 1:

- 1 Recruitment Plan & schedule, attendance sheets, posters, brochures, pamphlets, and enrollment data
- 2 Meeting schedule, attendance sheet, meeting minutes, meeting notes

Objective 2:

- 1: training schedule and attendance log
- 2: training schedule, attendance log
- 3: training schedule, attendance log
- 4: contact sheets, program list
- 5: calendar of activities, event attendance sheet

Ia. Summary of Assessment Data Collected:

1.1. Total # groups = 11 Total # participants = 223

6 island / municipally groups visited; there are a total of 13 island / municipalities.

Municipalities are Map, Gagil, Tomil, Fanif, Weloy, Rull, Dalipebinaw, Kanifay, Gilman, Rumung.

Island Groups are Satawal, Woleai, ulithi/Fais

This was the first year we went to the villages/groups to do recruitment. This is also the first year communities come in for campus visits.

1.2 Fall 2008 enrollment = 211 Fall 2009 enrollment = 228 (an increase of 7%)

There is an increased number of students in Fall 2009 (17 student) compared to Fall 2008.

1.3 Fall 2008, 31 (23%) out of 135 test takers at YHS enrolled

For Fall 2009, 45 (31%) out of 146 YHS test takers are enrolled.

SY 2009-2010 YHS seniors enrolled = 132

1.4 Fall 2009, 48 non-traditional students enrolled from Yap DOE (42) and Yap DHS (6).

1.2.1 Linkages with agencies:

Health Services – offering of Health Assistant courses in Fall 08, Spr 09, and Su 09

- Health education / clinics for students in Fall, Spring, and Summer

DOE - courses offered for DOE teachers in Fa 08, Spr 09, & Su 09

Fall 2008 Career Fair – agencies who participated included DOE, Hlth Serv., R & D, PW&T, AG, YVB, Yap State Court, Manta Ray Bay Hotel, and YCA.

Spring 2009 Career Fair – focus was on all career opportunities at the Department of Health Services.

2.1 Academic advisement trainings Fall 2008 = 2x (11+20=31 advisors attended); Spring 2009 = 1x(9 advisors attended)

2.2 counseling skills training – none was provided during FY 2009

2.3 active and cooperative learning techniques training for tutors – none was provided during FY 2009

2.4 Tutoring program - students for Fa 08 = 73, Spr 09= 49, Su 09= 42

Fall 08 = 53 (73%) passed all classes; Spring 09 = 36 (73%) passed all classes;

Summer 09 = 30 (71%) passed all classes

2.5 Campus Life Plan – not yet developed; # student activities, # participants / event; etc.

Events are:

Fall 08

Spring 09

Summer 09

1a: Use of Results to Improve Unit Services:

1.1 Objective 1 was not written in measurable terms, but this will be corrected in the FY 2010 assessment cycle. However, there was an increase in enrollment and recruitment activities. Recruitment Plan was implemented to 11 out of 13 groups, along with Woleai High School and Yap High School.

2.1 Objective 2 was not written in measurable terms, but this will be corrected in FY 2010 cycle. Academic advisement trainings were conducted twice each semester to all advisors and faculty members. Counseling skills training for Student Services staff and advisors was not done. No training in active and cooperative learning techniques was provided to tutors, but this will be provided Fall 09 and Spring 10. **Improvements to the tutoring program ??????????** A campus life plan was not developed and implemented although a series of student activities took place throughout each semester.

For FY 2010,

Objective 1: Continue to increase enrollment by 5% through development and implementation of enrollment management plan.

Strategies:

- To increase the number of YHS graduates / test takers who enroll in fall at Yap Campus by 5%. (Fall 2008, only 31 (23%) YHS graduates out of 135 enrolled; For Fall 2009, 45 (31%) out of 146 YHS test takers are enrolled.
 - 2 recruitment activities with YHS seniors
 - Work closely with YHS counselors to promote COM-FSM
 - Work closely with Yap UB
- To increase the number of non-traditional students enrolled by 5%. [Fall 2009 – 48 non-traditional students (DOE teachers & DHS Health Assistants enrolled)
 - Hold orientation sessions with government agencies and private organizations.
 - Radio talkshow “Island Chat” and announcements

Objective 2: Increase retention rate by 5% through enhanced counseling, tutoring program, and campus life activities. [Retention Rate: Fall 2008 = 55%; Fall 2009 = 53%]

Strategies:

- Provide better student services through counseling, tutoring, and extracurricular activities.
 - 25% of all certificate students who receive tutoring will end the semester with a GPA equal to or greater than 2.0

Baseline data:

Fall 2008 – 91 (78%) students in certificate programs ended the semester with a GPA of 2.0 or better.

Spring 2009 – 89 (72%) students ended the semester with GPA of 2.0 or better.

Summer 2009 – 65 (78%) students ended with a GPA of 2.0 or better.

- Require that all certificate level students to participate in the tutoring program.
- Improve academic counseling by faculty/advisors to encourage students to enroll in degree programs and graduate.
- Plan and schedule more student activities in sports, cultural, and clubs.

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:



