

Mission and Outcomes/Objectives Development Worksheet #1

FSM-FMI Student Services	Fall 2012 to Summer 2013
Unit/Office/Program (1-1)	Assessment Period Covered (1-2)
	November 2012
Submitted by (1-3)	Date Submitted (1-4)

<p>Institutional Mission:</p> <p>Institutional 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.</p> <p>Strategic Goal (which strategic goal(s) most support the services being provided):</p> <p>Goal #2: Provide institutional support to foster student success and satisfaction.</p> <p>Goal #9: Provide for continuous improvement of programs, services and college environment.</p>

<p>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)</p> <p>To provide, quality, cost effective, further and higher education and training in fisheries and maritime sectors, while being responsive to the needs and requirements of the individual, island communities and the nation, together with an international perspective and overview. The Institute shall offer programs that will meet the changing needs of students for academic occupational preparation, citizenship and cultural understanding.</p> <p>FSM-FMI/Student Services</p> <p>Mission: To foster student success and satisfaction at FSM-FMI by providing learning centered student services and support through:</p> <ul style="list-style-type: none"> • Maintain and manage student records • Provide personal, academic, and financial aid advisement to cadets • Providing tutoring services to cadets who need by coordinating with instructional • Promote college programs through recruitment efforts at the high schools, communities, agencies, organizations, groups, and other stakeholders at all FSM States. • Promote college programs through placement of graduates within and outside the FSM. • Coordinate with National Government-TC&I and MSC (Micronesian Shipping Companies) placement of graduates on shipping lines. • Plan, coordinate, and hold registration at the beginning of each semester. • 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 health care and increase understanding/awareness and practice of healthy lifestyles. • Plan and coordinate with instructional Award Day/Graduation for regular semester (Fall & Spring). • Hold student orientation at the start of Summer and Fall semesters to increase cadets' awareness of college's policies, regulations, and procedures. • Provide a healthy living condition for all cadets in the dormitory. • Safeguard and protect the welfare of all cadets. • And other duties as assigned.

<p>Administrative Unit/Program Objectives:</p> <p>Objective 1: Increase by 2% to maintain the 60 cadets, full capacity enrollment.</p> <p>Strategies: (Recruitment, admission & Placement)</p> <ol style="list-style-type: none"> 1. Develop a testing tool that's fit for the FMI programs to assist in the selection of cadets who are prepared. 2. Develop (through admission committee) new criteria of admission to fit the selection of potential applicants by using high scores and other admission criteria.

3. Continue to work closely with high school counselors in all FSM States in coordination with all state campuses in recruitment of potential cadets.
4. Increase dialogue of placement between FSM-FMI and other shipping companies in coordination with TC&I by placing at least 50% of graduates.

[Note: graduates only get certificate of competency (class 5) then 1 year of sea-time training will enable them to take final examination for licenses with TC&I. When they pass the final examination they can operate base on their capacity as class 5 graduates.]

Baseline:

Number of Shipping Companies: 10
Based on 12 approved seats, 4 (33%) are placed.

Objective 2:

To increase and to maintain 100% the success rate of all cadets to remain in school until they successfully complete their programs through enhancement of counseling, tutoring, student life including health awareness.

Strategies:

(Counseling, advising, Student Life including health, tutoring and dormitory)

- Have at least 4 counseling sessions with cadets each semester (Fall & Spring)
- Have all advisors meet with all their advisees at least 2 times a semester (Fall & Spring) in coordination with instructional
 - Conduct 2 advisement workshops with all advisors each semester
- Have all cadets in need of help academically receive tutorial services in coordination with instructional divisions and keep records of all tutorial sessions.
- Provide at least 2 health care/awareness activity each semester (Fall & Spring).
- At least provide 3 extracurricular activities each semester (Fall & Spring) [one sport activity and two field trip activities]
- Daily inspection to monitor cleanliness of the dormitory & cafeteria.

Assessment Plan Worksheet #2

FSM-FMI Student Services

- Unit/Office/Program (2-1)**
 Formative Assessment (2-3)
 Summative Assessment (2-4)

Fall 2012 to Summer 2013

- Assessment Period Covered (2-2)**
November 2012
Submitted by & Date Submitted (2-5)

Endorsed by (2-5a)

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 Supported (which strategic goals(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 FSM-FMI by providing learning centered student services and support through:

Administrative Unit/Program Objectives:

Objective 1: Increase by 2% to maintain the 60 cadets, full capacity enrollment.

Strategies:

(Recruitment, admission & Placement)

1. Develop a testing tool that's fit for the FMI programs to assist in the selection of cadets who are prepared.

2. Develop (through admission committee) new criteria of admission to fit the selection of potential applicants by using high scores and other admission criteria.
3. Continue to work closely with high school counselors in all FSM States in coordination with all state campuses in recruitment of potential cadets.
4. Increase dialogue of placement between FSM-FMI and other shipping companies in coordination with TC&I by placing at least 50% of graduates.

[Note: graduates only get certificate of achievement (class 5) then 1 year of sea-time training will enable them to take final examination for licenses (certificate of competency) from TC&I. When they pass the final examination they can operate base on their capacity as class 5 graduates.]

Based on 12 approved seats, 4 (33%) are placed.

Baseline:

High Schools FSM-FMI Deals With

Name of School	State	Yes or No
Weno High School	Chuuk	Yes
Berea	Chuuk	Yes
Sareman Chuuk	Chuuk	Yes
Chuuk High School	Chuuk	Yes
Pentecostal	Chuuk	Yes
Mizpa	Chuuk	Yes
SDA Chuuk	Chuuk	Yes
Fefan High School	Chuuk	Yes
Dublan High School	Chuuk	Yes
Patiw High School	Chuuk	No (no ship)
Mortlocks High School	Chuuk	No (no ship)
Xavier High School	Chuuk	No
Ohwa High School	Pohnpei	Yes
PICS	Pohnpei	Yes
Madolenim High School	Pohnpei	Yes
NMHS (Kitti)	Pohnpei	Yes
Calvary High School	Pohnpei	Yes
SDA Pohnpei	Pohnpei	Yes
Yap SDA	Yap	No
Outer Island High School	Yap	Yes
Neighboring Island Central High School	Yap	Yes
Yap High School	Yap	Yes
Yap Catholic High School	Yap	No
Kosrae High School	Kosrae	Yes

Placement of graduates:

Sem	Graduates	placement	Waiting list	Remarks
Spring 2011	21	14 (67%)		
Spring 2012	21	6 (29%)	10	

* most positions of the shipping companies are already filled up

Shipping Companies

Company Name	Location (Head Quarter)	# of placement who are in training (1 year)	# of approved seats
1. Kyowa Line	Japan w/agent in Pohnpei	0	2
2. Matson	Guam	2	2
3. MEL Shipping	Guam (new)		No agreement yet
4. Voyager	Pohnpei (TC&I)	2	2
5. Hapilmohol	Yap (Sea Trans.)	0 (All previous placement became permanent)	2
6. June T Vessel	Guam	(2 completed already)	No agreement yet
7. Chief Mailo	Chuuk	0 (4 completed and became permanent)	2
8. Other Fishing Purse Seiners	Through NORMA	12	Open; no agreement but once cadets pass the NORMA then they're on waiting
9. Other Fishing Purse Seiners	Japan (Daishin Fisheries)	6	Depends on available seats
10. 2 Fishing Purse Seiners	Yap (Diving Seagull)	0 (4 completed and became permanent)	2 (need to renew agreement)
Total # of Shipping Companies:	10		

Total # of Shipping Companies w/agreement	6		
Total # of Approved Seats based on agreement	12 w/agreement		
Total # of seats filled (placement)	4 (33%) w/agreement		

** Baseline:

Number of Shipping companies: 10

Based on 12 approved positions, 4 (33%) are placed.

Objective 2:

To increase and to maintain 100% the success rate of all cadets to remain in school until they successfully complete their programs through enhancement of counseling, tutoring, student life including health.

Strategies:

(Counseling)

1. Have at least 4 counseling sessions with cadets each semester (Fall & Spring)
2. Have all advisors meet with all their advisees 2 times a semester (Fall & Spring) in coordination with instructional
 - o Conduct 2 advisement workshops with all advisors each semester

(Tutoring):

3. Have all cadets in need of help academically receive tutorial services in coordination with instructional divisions and keep records of all tutorial sessions.

(Student Life including health):

4. Provide at least 2 health care/awareness activity each semester (Fall & Spring).
5. At least provide 3 extracurricular activities each semester (Fall & Spring) [one sport activity and two field trip activities]

(Dorm):

6. Daily inspection to monitor cleanliness of the dormitory & cafeteria.
 - 6a. keep inventories of all dormitory properties

Unit/Program Outcomes/Objectives (1-9):
Outcome/Objective 1:
Outcome/Objective 2:
Outcome/Objective 3:

Evaluation questions	Data sources	Sampling	Analysis
<p>Objective 1:</p> <p>1. Is there an increase of enrollment by 2% to meet the full capacity of 60?</p> <p>2. Is there a testing tool that's fit for FMI programs to assist in the selection of cadets who are prepared?</p> <p>2. Does the new criteria of admission to fit the selection of potential applicants been developed using high scores and other admission criteria?</p> <p>3. Did we continue to working closely with the high school counselors in all FSM States and coordinating with all state campuses?</p> <p>4. Did the dialogue of placement of graduates between FSM-FMI and other shipping companies in coordination with TC&I increased by 50%?</p>	<p>Admission/placement TOR</p> <p>Testing tool</p> <p>Monthly report</p> <p>Log sheet, monthly report</p> <p>Log sheet, monthly report</p>	<p>All</p>	<p>Descriptive Analysis</p>
<p>Objective 2:</p> <p>1. Did we increase the success rate of all (100%) cadets to remain in school until they complete their programs?</p> <p>2. Did the 4 counseling sessions with cadets each semester (Fall & Spring) take place?</p> <p>3. Did the advisors meet with their advisees 2 times a semester, Fall & Spring?</p> <p>4. Is there any follow up on health issues taken place and are there any records kept on the sessions?</p> <p>5. Did we working closely with the instructional (advisors) on proper advisement of cadets to avoid mid-term deficiencies?</p> <p>1. Are all cadets in need of help academically receive tutorial services and are the records being?</p> <p>2. Are the cadets being provided 2 health care/awareness activity each semester, Fall & Spring?</p> <p>3. Did the curricular activities each semester (Fall & Spring) one sport and two field trips activities take place?</p> <p>4. Is the cleanliness of the dormitory being monitored</p>	<p>Monthly report, enrollment list</p> <p>Monthly report, attendance sheet</p> <p>Attendance sheet, monthly report</p> <p>Log sheet</p> <p>Attendance sheet, schedule</p>		

		All	Descriptive
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Timeline (2-15)

Activity (2-16)	Who is Responsible? (2-17)	Date (2-18)
<p>Objective 1: Increase by 2% to maintain the 60 cadets, full capacity enrollment.</p> <p>Strategies: (<i>Recruitment, admission & Placement</i>)</p>	SSC	December 2012
<p>1. Develop a testing tool that's fit for the FMI programs to assist in the selection of cadets who are prepared.</p>	SSC & RPO	
<p>2. Develop (through admission committee) new criteria of admission to fit the selection of potential applicants by using high scores and other admission criteria.</p>	SSC & RPO SSC & RPO	
<p>3. Continue to work closely with high school counselors in all FSM States in coordination with all state campuses in recruitment of potential cadets.</p>	SSC & RPO	
<p>4. Increase dialogue of placement between FSM-FMI and other shipping companies in coordination with TC&I by placing at least 50% of graduates.</p>		
<p>Objective 2: To increase and to maintain 100% the success rate of all cadets to remain in school until they successfully complete their programs through enhancement of counseling, tutoring, student life including health awareness.</p> <p>Strategies: (<i>Counseling, advising, Student Life including health, tutoring and dormitory</i>)</p> <ul style="list-style-type: none"> • Have at least 4 counseling sessions with cadets each semester (Fall & Spring) • Have all advisors meet with all their advisees at least 2 times a semester (Fall & Spring) in coordination with instructional <ul style="list-style-type: none"> ○ Conduct 2 advisement workshops with all advisors each semester • Have all cadets in need of help academically receive tutorial services in coordination with instructional divisions and keep records of all tutorial sessions. • Provide at least 2 health care/awareness activity each semester (Fall & Spring). • At least provide 3 extracurricular activities each semester (Fall & Spring) [one sport activity and two field trip activities] • Daily inspection to monitor cleanliness of the dormitory & cafeteria. 	SSC	
	SSC & RPO	
	SSC & RPO	
	SSC & RPO	
	SSC & SS	
	SSC & SS	
	SSC & QM	

Comments (2-19):

Assessment Report Worksheet #3

Administrative and Support Units

Student Services		Fall 2012 - Summer 2013
Unit/Office/Program		Assessment Period Covered
() Formative Assessment		November 2012
(X) Summative Assessment		Date Submitted

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

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

<i>1a. Means of Unit Assessment & Criteria for Success:</i>
<i>1a. Summary of Assessment Data Collected:</i>
<i>1a: Use of Results to Improve Unit Services:</i>

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

<i>1b. Means of Unit Assessment & Criteria for Success:</i>

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

<i>1c. Means of Unit Assessment & Criteria for Success:</i>
<i>1c. Summary of Assessment Data Collected:</i>
<i>1c: Use of Results to Improve Unit Services:</i>