

# Unit Assessment Report - Four Column

## College of Micronesia - FSM

### C - administrative - VPSS Office

**Mission Statement:** The Department of Student Services' mission is to promote student development and leadership by providing quality programs and services that fulfill the diverse educational, recreational, social, and multi-cultural needs of the student population and the college community.

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
<p>C - administrative - VPSS Office - 2012-2013 VPSS Outcome 1 - Students will conduct business of their clubs or associations demonstrating proper and ethical practices</p> <p><b>AUO Assessment Cycle:</b> 2012 - 2013</p> <p><b>AUO Status:</b> Inactive</p>	<p><b>Assessment Strategy:</b></p> <ol style="list-style-type: none"> <li>1. Provide workshops or sessions on leadership and best practices to officers of recognized student clubs, organizations or associations.</li> <li>2. Conduct workshop or session on leadership and personnel skills, time management, effective written and oral communication, conflict resolution, teamwork, peer education and others for students.</li> <li>3. Offer and facilitate on-campus activities aimed at building community and culture including promoting social change.</li> <li>4. Provide leadership development, training especially geared at cultivating the student's leadership ability and providing an array of opportunities to fully discover their leadership potentials.</li> </ol> <p><b>Assessment Type:</b> Descriptive Statistics</p> <p><b>Target:</b> At least two workshops or sessions on leadership and best practices to officers of recognized student clubs or associations.</p>	<p>09/03/2013 - The Office of the Vice President for Student Services coordinated through its counselors from the Counseling Office and the Peer Counseling Center (PCC) the holding of training sessions for Peer Advisors during Fall 2012 and 2013 semesters. Specifically, trainings for Peer Advisors during Fall 2012 and 2013 semesters were held on July 23-25, 2012 and July 22-25, 2013, respectively. The trainings basically covered the following areas: leadership, communication skills, time-management, and guidelines, processes and procedures specific to various academic and administrative units, such as admissions and records, business and financial aid offices, instructional affairs, physical maintenance and security, and others.</p> <p>In the Fall 2013 training for Peer Advisors, the 24 participants were submitted to pre- and posttests to determine to measure the knowledge gained about the subject areas presented in the training specifically as results of participating in the training facilitated.</p> <p>Results of the assessment showed that:</p> <p>(a) Minimum and maximum scores were 0 and 7, respectively. A mean score of 3. Nevertheless, 8% of the participants scored <math>\geq</math> the median, and (b) 92% &lt; the median in the administered pre-test.</p> <p>(b) Minimum and maximum scores were 8 and 15, respectively. A mean score of 14. Nevertheless, 100% of the participants score <math>\geq</math> the median in</p>	<p>09/16/2013 - Based on the results of the assessment, the Office of the Vice President for Student Services shall undertake the following:</p> <ol style="list-style-type: none"> <li>1. Coordinate the design and development of syllabi for all co- and extra-curricular activities. This is critically important especially to ascertain the consistency in terms of the content, and the delivery of these activities including assessments of these activities.</li> <li>2. Increase the frequency of co- and extra-curricular activities available for students. More so, update the Office of the Vice for Student Services' webpage to include a calendar of these activities principally providing information, such as a succinct description of the activity, date and venue, intended outcomes, and others.</li> <li>3. Provide trainings to officers of the Student Body Association (SBA) and other clubs or associations on leadership, administration and governance including budget and assessment.</li> <li>4. Coordinate with the unit directors and office coordinators/supervisors</li> </ol>

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	<p>the administered posttest.</p> <p>(c) The percent difference is statistically significant.</p> <p>An orientation survey was administered to a nonprobability sample of 222 students during Fall 2012 semester. 98% of the nonprobability sample (N=222) were new students, and</p> <p>Summarized below are the results of the survey that are specific to the Office of the Vice President for Student Services:</p> <p>(a) 73% of the sample (N=222) strongly agreed and agreed that they understood and are aware of the student services policies, student conduct and disciplinary matters as presented in the orientation. 5% signified disagreement, and 22%, neutrality.</p> <p>(b) 75% of the sample (N=222) expressed agreement that they are aware of the college's policy on the use of alcohol and drugs, while 17% signified disagreement, and 8%, neutrality.</p> <p>(c) 64% of the sample (N=222) indicated that they understood and are aware of the policies dealing with student grievance, the student government, and due process with only 10% in disagreement, and 26%, neutrality.</p> <p>The VPSS Office's log showed 20% increase in the number of registered student clubs, associations, and organizations in 2012 as compared to the prior academic year.</p> <p><b>Target Met:</b> Yes <b>Reporting Period:</b> 2012 - 2013</p>	<p>primarily in revisiting and assessing the current organizational structure of the Student Body Association (SBA), and other student clubs or associations to identify and prioritize needs, concerns, and interests crucial to further strengthening the college's student leadership and development program, and to effectively foster student engagements and involvements.</p> <p>5. Coordinate the revisiting the existing policies and procedures pertaining to student conduct and discipline to ensure their currencies and relevancies, clarify ambiguities, and resolve inconsistencies.</p> <p>6. Provide trainings to staff on policies related to student conduct and discipline including routine procedures.</p> <p>7. Coordinate with the department's directors and unit supervisors to develop common core leadership training for all registered student organizations, clubs and associations including annual awards or recognition to recognize student leadership</p> <p>8. Conduct routine surveys and similar forms of measuring approaches to identify the types of programs and activities that students want to engage in and/or learn.</p>	

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<p>C - administrative - VPSS Office - 2012-2013 VPSS Outcome 2 - Student will demonstrate strong interpersonal skills and respectful relationships with others</p> <p><b>AUO Assessment Cycle:</b> 2012 - 2013</p> <p><b>AUO Status:</b> Inactive</p>	<p><b>Assessment Strategy:</b> Design, develop, and implement a comprehensive student life plan.</p> <p><b>Assessment Type:</b> Descriptive Statistics</p> <p><b>Target:</b> A comprehensive student life program outlining priorities, activities, and a master calendar for all activities.</p>	<p>09/16/2013 - The Office of the Vice President for Student Services coordinated the development of a comprehensive student life program that outline priorities, activities, and a master calendar for all student services-facilitated and/or sponsored activities.</p> <p>This plan is published in the 2012-2013 Student Handbook, an copy of which is accessible in downloadable portable document format (pdf) from this URL: <a href="http://www.comfsm.fm/publications/handbook/Student-hand-book-2012-2013.pdf">http://www.comfsm.fm/publications/handbook/Student-hand-book-2012-2013.pdf</a>. Additionally, a student life's calendar for 2012-2013 chronologically outlining the various activities by units or offices is also included in this handbook.</p> <p><b>Target Met:</b> Yes</p> <p><b>Reporting Period:</b> 2012 - 2013</p> <p><b>Related Documents:</b> <a href="#">2012-2013 Student Handbook</a> <a href="#">2013-2014 Student Handbook</a></p>	<p>09/16/2013 - Based on the results of the assessment, the Office of the Vice President for Student Services shall undertake the following:</p> <ol style="list-style-type: none"> <li>1. Coordinate with unit directors and office coordinators of the department including students representatives to assess the current comprehensive Student Life's plan primarily to identify some areas that require further improvements especially to effectively meet the needs of the students, and to ensure their direct linkages to pertinent accreditation standards and eligibility requirements, college's strategic institutional directions and goals, the objectives in the college's integrated educational master plan, and others.</li> <li>2. Coordinate with unit directors and office supervisors of the departments to updating the student life's calendar to include succinct description of activities and their intended outcomes, and others. Collaborate with the Webmaster of the college's Information Technology division especially in making this student life's calendar accessible through the Office of the Vice President for Student Service's webpage; also further allowing routine updates to the calendar, such as but by any means not limited to changes in the schedule of</li> </ol>

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			<p>certain activities, posting new and additional activities, and others.</p>
	<p><b>Assessment Strategy:</b> Collaborate and coordinate with instructional affairs in designing, developing, and implementing the first-year experience seminar program.</p> <p><b>Assessment Type:</b> Descriptive Statistics</p> <p><b>Target:</b> First Year Experience course implement by Fall 2014 (see IEMP, AP1, 1.8)</p>	<p>09/16/2013 - Specifically addressing a goal in the college's Integrated Educational Master Plan (IEMP) geared to increasing the success of first-year students, the Office of the Vice President for Student Services collaborated with the college's Department of Instructional Affairs to designing and developing a first-year experience program including a College 101 course required for all new students.</p> <p>As such, working group was formally organized and tasked to draft, design and develop the college 101 and the first-year experience courses. Chaired by the Vice President for Instructional Affairs, the working group's membership included: the Vice President for Student Services, the acting Director of Student Life, the lead Counselor, Student Services Coordinators, Counselors, and selected faculty members from the State Campuses.</p> <p><b>Target Met:</b> No</p> <p><b>Reporting Period:</b> 2012 - 2013</p>	<p>09/16/2013 - The task of developing a College 101 and/or a first-year experience course is a work in progress. The College's IEMP (see AP1, 1.8) specifically provides Fall 2014 semester as the timeline for the implementation of this course geared to increasing the success of first-year students.</p> <p>Nevertheless, the Office of the Vice President for Student Services shall continue to work collaboratively with the Instructional Affairs department and other units or support services in drafting this course.</p>