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*Assessment Coordinator and Assistant
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23 September 2013

MEMORANDUM

TO: Curriculum and Assessment Committee

FROM: Christopher Ross Perkins, Assessment Coordinator and Assistant ALO

SUBJECT: Program review

Dear Curriculum and Assessment Committee Chair,

It is time to begin to think about and discuss the upcoming program review process. Program reviews will need to undergo an evolution in order to be in compliance with standards and effective planning and resource allocations.

The CAC needs to be familiar with the existing manual (which we shall need to modify). Academic program reviews need to include a strategic assessment of the number of students the program can serve, as per published catalog course schedules and against the realities of the number of faculty and courses offered per semester (strategic plan focus on quality and student success).

There should be program, student achievement, and faculty performance data included in the review. Student achievement data **must** include: course retention, course completion, persistence term to term, progression to next course/level, program completion, degree/certificate completion, transfer to four-year institutions, scores on licensure exams, and job placement/post training.

CAC, FSS, and HR committees need to play a role in the evolution of the faculty handbook and evaluations to ensure compliance with the evolving standard regarding faculty responsibility to evidence current, best practices, in addition to assessing student learning. We need a new evaluation and faculty handbook by the end of the academic year.

There should be a strategic examination of the schedule of courses (when courses are offered) in the program and changes that might be made to increase student success and program quality. Programs must demonstrate data are analyzed and used for improvements and actions taken are on the basis of analyses, with a **clear** connection to planning and budget decisions (accreditation standards).

The reviews should make program prioritization a more simplified process, so forge those tangible connections. The review should include a serious examination of how the program delivers on the college mission, strategic plan, and IEMP and cost to run the program.

A deadline of **November 25**, will allow time for revisions to the manual and completion of the reviews at the end of the academic year. During the spring semester, CAC will then need to play a critical role in evolving review criteria and process. Ideally rubrics are used to guide authors in developing quality program reviews and facilitating timely, consistent feedback.

Thank you for your support,



Christopher Ross Perkins, Assessment Coordinator and Assistant ALO

Cc: VPIEQA
VPIA
DAP