

Unit Assessment Report - Four Column

College of Micronesia - FSM

C - studentServices - Counseling Services

Mission Statement: The Counseling division's mission is to encourage, support, and assist students in their pursuit of higher education by providing counseling and educational services to deal with personal, interpersonal, professional, and academic issues.

Administrative Unit Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
<p>C - studentServices - Counseling Services - 2013-2014 Counseling Services Outcome 1 - Students who utilized the tutoring service will pass the course tutored by the end of the semester.</p> <p>AUO Assessment Cycle: 2013 - 2014</p> <p>AUO Status: Inactive</p>	<p>Assessment Strategy:</p> <ol style="list-style-type: none"> 1) Provide one training per semester on effective tutoring services to all tutors to ensure efficient and quality services. 2) Coordinate and collaborate with faculty and other support services staff by conducting at least one meeting per year in order to develop, improve and implement effective tutoring services including timely referrals of academically at-risk students for appropriate interventions. 3) Provide routine advertisements and other similar forms of announcements about the tutoring services by posting either electronic or print forms of media for increased awareness of the stakeholders. <p>Assessment Type: Descriptive Statistics</p> <p>Target: 25% Of students who utilize tutoring services will pass the course tutored.</p>	<p>07/15/2014 - A total of 173 students availed themselves to the tutoring services. Of these 173 students 63% passed their courses tutored with A,B, or C grades. 37% of these students received D,F, or W for their courses tutored.</p> <p>In collaboration with faculty and other student services staff, the tutors conducted a Test Taking Tip Workshop to help students to pass course final exams. This workshop provided participants techniques and skills to improve study habits that will therefore help them to do well on their final exams. Of the 12 student participants in the workshop 11 students took the pre/post test and the results are as follows: 60% passed the pretest and 90% passed the post-test, which shows an increase in knowledge of 30%.</p> <p>Target Met: Yes</p> <p>Reporting Period: 2013 - 2014</p>	<p>07/28/2014 - Improving the logging system of students seeking tutoring services is needed in order to avoid duplication of students that will lead to inaccurate data.</p>
<p>C - studentServices - Counseling Services - 2013-2014 Counseling Services Outcome 2 - Students who received transfer advising will exhibit increased knowledge about schools abroad.</p> <p>AUO Assessment Cycle: 2013 - 2014</p> <p>AUO Status: Inactive</p>	<p>Assessment Strategy:</p> <ol style="list-style-type: none"> 1) Provide two informational sessions on transfer admission to other higher education institutions (HEIs) in the US. 2) Distribute students with informational brochures, flyers, and other similar forms of printed campaign materials on transferring to other HEIs. <p>Assessment Type: Survey</p>	<p>07/28/2014 - Through outreach and recruiting visits, over 700 students were able to learn the five steps that can be utilized in order to transfer to US colleges and universities. These students also exhibited an increase knowledge of the admission procedures and fees for a specific colleges.</p> <p>Target Met: Yes</p> <p>Reporting Period: 2013 - 2014</p> <p>Related Documents:</p>	<p>07/28/2014 - Because Education USA caters to high school and college students in the FSM, the Counselors and/or advisers will need to improve in record keeping of COM-FSM college students who utilize and benefit from the service.</p>

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	<p>Target: 25% of students who receive transfer advising through the counseling office and Education USA will exhibit increased knowledge about schools abroad. 80% positive rating on the satisfaction survey administered to a randomly selected sample of participants to transfer advising workshop.</p>	<p>Recruitment Transfer Visit 07/15/2014 - Two College Fairs were coordinated by the Counseling Office and Education USA for over 900 students. Outreach to other state campuses were done in order to provide information of transfer opportunities for students. 97% positive rating on the satisfaction survey administered to a randomly selected sample of participants. Target Met: Yes Reporting Period: 2013 - 2014</p>	
<p>C - studentServices - Counseling Services - 2013-2014 Counseling Services Outcome 3 - Students will engage in career development workshops, lectures, and programs to enhance their professional growth and development. AUO Assessment Cycle: 2013 - 2014 AUO Status: Inactive</p>	<p>Assessment Strategy: 1) Provide one career informational activity per semester. 2) Distribute students with informational brochures and other similar forms of printed campaign materials on prospective careers and jobs. 3) Conduct resume/interview workshop. Assessment Type: Exam/Quiz - Pre-Post Target: At least 25% of students participating in workshops, lectures, and programs facilitated by the Counseling Office will exhibit increased knowledge about the topics or subject areas specific to these activities.</p>	<p>07/18/2014 - From October 28th to November 1st, 2013 the counselors coordinated and hosted a Career Week for the National Campus students. The activities provided included resume writing, interview skills, and job fair. Pre-post tests were given during each activity. Resume workshop pre/post test results showed that 13% passed the pre test, and after the workshop 80% of the participants passed the post-test. This result showed a 67% increase in knowledge. During job interview workshop, the pre test showed that 54% of the participants passed the pre-test, and after th workshop the post test showed that 97% passed. The result showed a 43% increase in knowledge. A satisfactory survey was given after the job fair and showed 94% of the participants were satisfied with the activity. A total of 242 students participated in the career week activities. Target Met: Yes Reporting Period: 2013 - 2014</p>	<p>07/28/2014 - Collaborate with other staff to provide a better venue for Career Week activities. The venue for the Career Week activities were not suitable for the number of participants present.</p>