

Assessment: Administrative Unit Four Column

C - administrative - VPIEQA Office

Mission Statement: Institutional Effectiveness & Quality Assurance assesses and supports the capacity and extent to which the college fulfills and maintains its mission; while fostering and embedding a college culture of sustainable continuous quality improvement and collaboration at all institutional levels. Leadership and guidance are provided to the college community to ensure accountability as accreditation and regulatory standards are understood and met, and/or exceeded at all times. At the core of effectiveness and ongoing quality improvement is a focus on student learning and student success.

<i>Administrative Unit Outcomes</i>	<i>Assessment Strategies</i>	<i>Results</i>	<i>Improvements</i>
<p>FY2016 Training - FY2016 Training: The VPIEQA, ALO will conduct site visits and college wide training</p> <p>AUO Status: Active</p> <p>PSLO Assessment Cycle: 2015 - 2016</p> <p>Start Date: 10/01/2015</p> <p>Inactive Date: 10/01/2016</p>	<p>Survey - Based on identified training needs from FY2015 and evolving accreditation standards of best practices, VPIEQA, ALO will design and conduct college wide training.</p> <p>Target: Target: 95% of participants will “strongly agree” or “agree” training outcomes were met.</p> <p>Related Documents:</p> <p>Writing Team Training #1</p> <p>Roles Responsibilities</p> <p>Descriptive Summary Self-Evaluation and Actionable Plans-A Tutorial_3-8-15.pdf</p> <p>Self Evaluation Timeline</p> <p>Status Report_08-08-15_DA.docx</p>	<p>Reporting Period: 2015 - 2016</p> <p>Target Met: Yes</p> <p>This work had already been completed in advance of schedule during FY 2015 and is reflected in the FY 2015 report. Additional training and support was instead provided by Technical Writer David Adams to work with individual Institutional Self Evaluation Report (ISER) writing teams throughout spring, summer, and fall of 2015. (08/23/2016)</p>	<p>Improvement: During the next scheduled Institutional Self Evaluation Report (ISER), it would be ideal to once again provide additional training and support for writing teams beginning at least one year in advance of the due date. This approach was very successful for this ISER where both the visiting team and the ACCJC Commission commented that the report was well done. (08/23/2016)</p>
	<p>Survey - VPIEQA, ALO will design and conduct standing committee (participatory governance) training.</p> <p>Target: Based on committee training evaluation survey responses from FY 2015, the ALO will design and conduct standing committee training with learning outcomes. 95% of</p>	<p>Reporting Period: 2015 - 2016</p> <p>Target Met: No</p> <p>Committees did not have all of their officers selected and in place so that training could be scheduled during the time prior to classes beginning (faculty workshop week Aug 2015). At that time, all but one new officer had participated in the previous year's training. VPIEQA, ALO did conduct a</p>	<p>Improvement: It is ideal for committees to have officer elections in the spring so that a committee officer meeting and training could occur prior to the start of classes each fall. Committees often commit to this</p>

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	<p>participants will “strongly agree” or “agree” training outcomes were met.</p> <p>Related Documents: CSE_SSC_2015-16.pdf Data_Committee_Gov_Survey_2015.pdf Committee Governance Survey 2015 Committee Officer Meeting 14 Aug 2015_reduced.pdf CSE_EC_2015-16.pdf CSE_FC_2015-16.pdf CSE_FCEC_2015-16.pdf CSE_HRC_2015-16.pdf CSE_ITCC_2015-16.pdf CSE_RARC_2015-16.pdf Governance Survey Word Cloud</p> <p>Previously Directly Related - Results that were Directly Related to PSLO</p>	<p>committee officer meeting to ensure committee evaluations were completed and results discussed for improvements on 14 AUG 2015. Rather than just committee training for officers, a college-wide committee training was conducted during the Governance Summit January 2016. The Governance Summit report shows outcomes relevant to participatory governance training were not all achieved whereby 95% of participants "strongly agreeing" or "agreeing". http://www.comfsm.fm/irp/Reports/Summits/2016/Governance_Summit/2016_Governance_Summit_Report.pdf</p>	<p>target, but despite the best intentions, various circumstances each year have led to several committees still needing to elect officers during the outset of the fall semester. (10/03/2016)</p>

<p>FY2016 Accreditation Reporting - The VPIEQA, ALO will facilitate completion and timely submission of the ACCJC Self Evaluation Report, Annual Reports, and any Supplemental, Follow-Up, or Special Reports as a result of the spring 2016 team visit. AUO Status: Active PSLO Assessment Cycle: 2015 - 2016 Start Date: 10/01/2015 Inactive Date: 10/01/2016</p>	<p>Internal Audit/Report - The ALO will coordinate, facilitate, edit, and transmit institutional reports required by ACCJC prior to established deadlines. Reports will involve broad-based input and dialogue. Target: Target: Reports will fully address Standards, contain accurate details, electronic evidence, and be edited for brevity. Reports will be transmitted in advance of articulated deadlines and in compliance with ACCJC Standards and Policies.</p> <p>Related Documents: AFR 2015.pdf ANNUAL_REPORT_2016.pdf</p>	<p>Reporting Period: 2015 - 2016 Target Met: Yes All reports were submitted with accurate details, electronic evidence, edited for brevity, and transmitted to ACCJC in advance of the Deadlines. The reports are provided here as related evidence and include the: Institutional Self Evaluation Report, Annual Report, Annual Fiscal Report, and Supplemental Report. They are all on the Accreditation Reports Archive page: http://www.comfsm.fm/?q=reports-archive Institutional Self Evaluation Report DEC 2015: : http://www.comfsm.fm/accreditation/2016/Self_Evaluation/COMFSM_SELFEVAL_15DEC2015.pdf Annual Report March 2016: http://www.comfsm.fm/accreditation/archive/2016%20Annual%20Report.pdf Annual Fiscal Report March 2016: http://www.comfsm.fm/accreditation/archive/AFR%20201</p>	<p>Improvement: With college personnel having participated in 4 years of accreditation training and having received additional technical writing training during 2015-2016, improvements have occurred where the ALO had far less editing burden, and where nearly all submissions from other college units were received on time. The next time the college must submit an Institutional Self Evaluation Report, it would be highly recommended to once again engage writing teams with a technical writer to continue to build reporting skills and to ensure support for a successful outcome.</p>
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	<p>COMFSM_SELFEVAL_15DEC2015_FINAL.pdf Supplemental-Report-May-2016.pdf</p>	<p>Supplemental Report May 2016: http://www.comfsm.fm/accreditation/2016/Supplemental/Supplemental-Report-May-2016.pdf President's presentation to the Commission: http://www.comfsm.fm/accreditation/2016/presentation/presentation_to_ACCJC.pdf and http://www.comfsm.fm/accreditation/2016/presentation/Presentation_to_Commission_2016.pdf (08/23/2016)</p> <p>Related Documents: Supplemental-Report-May-2016.pdf Status Report_08-08-15_DA.docx Self Evaluation Timeline Roles Responsibilities AFR 2015.pdf ANNUAL_REPORT_2016.pdf PPEC Jan-June 2016 PPEC July-Dec 2015 Summary Table of Evidence Presentation to ACCJC Commission</p>	<p>(08/23/2016)</p>
<p>FY 2016 Participatory Governance - VP IEQA, ALO will facilitate assessment of the participatory governance system. AUO Status: Active PSLO Assessment Cycle: 2015 - 2016 Start Date: 10/01/2015 Inactive Date: 10/01/2016</p>	<p>Project-Group - VP IEQ, ALO will work with the participatory governance committees to evaluate the institution's governance and decision-making policies, procedures, and processes to assure integrity and effectiveness. Groundwork will be laid for the evaluation at the fall 2015 Governance Summit. Target: An evaluation tool will be designed and administered. Committees will validate trustworthiness of results, endorse, and implement recommendations for improvement. Related Documents:</p>	<p>Reporting Period: 2015 - 2016 Target Met: Yes The fall 2015 Governance Summit was rescheduled and was instead held during January 2016. Mini-summits followed January-February 2016. College personnel participated in governance training, and actively participating committee members were flown in from Yap, Chuuk, and Kosrae to participate, as a committee, fully face-to-face for the first time. During the Summit Board Policy (BP) 2200 Participatory Governance and associated Administrative Procedure (AP) 2200 were reviewed for input for improvements. Additionally, committees have used an evaluation survey tool provided by the Executive Committee. Committees were also encouraged to dialogue about survey results and areas for improvement to implement during AY 2016-2017. (08/23/2016) Related Documents:</p>	<p>Improvement: VP IA has been working with faculty to create additional pathways of service and to revise Instructional Affairs (IA) Board Policies that require faculty to serve on at least one committee. This change will offer faculty a variety of ways to serve their college community and will serve to also reduce overall committee size. The committees are too large (25-30+) for effective dialogue and participation from all members during a 50 minute meeting time frame. Once the proposed, revised IA policies are presented to the Board of Regents</p>

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	Governance Summit Report_Jan 2016	Governance Summit Report_Jan 2016 AP 2200 Participatory Governance BP 2200 Participatory Governance Committee Governance Survey 2015 CSE_EC_2015-16.pdf CSE_FC_2015-16.pdf CSE_FCEC_2015-16.pdf CSE_HRC_2015-16.pdf CSE_ITCC_2015-16.pdf CSE_RARC_2015-16.pdf CSE_SSC_2015-16.pdf	<p>for approval during their December 2016 meeting, VPIEQA will then work to modify AP 2200 to reflect the changes made for faculty and to incorporate the recommended changes for improvement to AP 2200 received from the college-wide Governance Summit 2016. The revised AP 2200 will be presented to the college community spring 2017 for cabinet approval prior to the end of spring 2017. (08/23/2016)</p>
<p>FY 2016 Visioning Summit - FY 2016: The VPIEQA, ALO will design and lead the fall 2017 visioning summit for mission, vision, and strategic plan review</p> <p>AUO Status: Active</p> <p>PSLO Assessment Cycle: 2015 - 2016</p> <p>Start Date: 10/01/2015</p> <p>Inactive Date: 10/01/2016</p>	<p>Survey - The VPIEQA, ALO will design sessions for broad stakeholder review of the college’s mission, vision, and strategic plan.</p> <p>Target: 95% of participants will “strongly agree” or “agree” training outcomes were met.</p>	<p>Reporting Period: 2015 - 2016</p> <p>Target Met: No</p> <p>On day 1 of the summit, a case study was designed by a consultant to focus dialogue on student success and to give college personnel the opportunity to practice using data to inform decisions. This case study was designed to incorporate the COM-FSM core values and principals of best practice, and to deliver on accreditation Actionable Improvement Plan (AI) 1: (I.B.1): Improve dialogue through training around information literacy (i.e., how to better understand data and use it to inform decision making and improve college documentation by making it more robust (i.e., accurately captures the essence of conversations). VPIEQA designed the sessions for core values and mission review. Director of IRPO designed and delivered sessions on the Institution-set Standards and Strategic Planning. An assessment on outcomes was conducted for each day of the summit. Results are presented in the Visioning Summit 2016 Report. (08/23/2016)</p> <p>Related Documents:</p> <p>Visioning Summit 2016 Agenda.pdf</p> <p>Assessment Visioning Summit Day 1.docx</p> <p>Assessment Visioning Summit Day 2.docx</p> <p>Kawan Islands Community College_Final.docx</p> <p>Sample Action Plan Worksheet.docx</p>	

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[Core Values Worksheet.docx](#)
[CoreValues.pdf](#)
[Team Chair Tally Sheet Core Values_only copy for chairs.docx](#)
[Mission Fulfillment Worksheet.docx](#)
[Mission Statement Review Worksheet.docx](#)
[Instituion Set Standards Worksheet Revised_1.docx](#)
[Strategic Planning Worksheet Revised_!.docx](#)

Project-Group - Each state campus will successfully conduct a mini-summit.
Target: Each state campus will successfully conduct a mini-summit.

Reporting Period: 2015 - 2016
Target Met: Yes
 The Mini-Summits were held by Chuuk Campus on 19-20 Aug 2016; Kosrae Campus on 26-27 Aug 2016; and Yap Campus 15-16 Sep 2016. (08/23/2016)
Related Documents:
[Chuuk Campus Summit Report.doc](#)
[Visioning Summit 2016 Report_29SEP2016.docx](#)

Project-Group - A communication plan for the strategic plan will be developed
Target: A communication plan will be completed and implemented.

Reporting Period: 2015 - 2016
Target Met: No
 The Strategic Planning Working Group (SPWG) will not be meeting to develop this communication plan until October 2016, which is past this reporting cycle. The SPWG is meeting after all the Mini-Summits are conducted. And, rather than meet several times by conference phone, the SPWG will have a 3-day retreat. Thus, the work of developing a communication plan is delayed. This strategy and target are represented in AUO 6: Visioning Process FY 17 on the next assessment cycle. So, this result and target are not yet achieved, but have been incorporated into the next assessment to ensure completion occurs. (08/23/2016)

Improvement: This strategy and target are represented in AUO 6: Visioning Process FY 17 on the next assessment cycle. So, this result and target are not yet achieved, but have been incorporated into the next assessment to ensure completion occurs during fall 2016. (08/23/2016)

Survey - Identified summit participants will be trained to conduct mini-summits at state campuses.
Target: 95% of mini-summit facilitators will “strongly agree” or “agree” training outcomes were met.

Reporting Period: 2015 - 2016
Target Met: No
 Organization of summit team co-chairs was delegated to IRPO. Chairs were not completely identified early enough to ensure they could be brought in prior to the summit for training. This target was not met, because training did not occur, thus a survey of training was not completed. (08/23/2016)
Related Documents:

Improvement: When relying on co-chairs to facilitate team dialogue and work, those chairs need training. Earlier planning and chair commitment was necessary to ensure that training could be scheduled and conducted. The failure to do this led to both technical glitches and many

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[Working Groups and Co.docx](#)

unnecessary questions in addition to some confusion around the tasks and work expected of the teams. These things were able to be sorted by overall facilitators, but did lead to team and chair frustration which should be minimized through training next time. These needed improvements are reflected on the summit assessment results. Further, some chairs were late on Day 1, which added to time necessary to sort technical difficulties and to get organized. For future summits, chairs need to fully understand the necessity of being on time to their team's success. To minimize such issues, co-chairs were assigned, rather than just one chair. Some groups even had three co-chairs. However, despite this precaution, there will still some groups who had no chair present at the 0830 start time. (08/23/2016)

Project-Group - Results will be compiled and shared to inform Executive Committee and subcommittees for mission and 2018-2022 strategic plan development.

Target: A report will be generated to inform the Strategic Planning Working Group (SPWG).

Reporting Period: 2015 - 2016

Target Met: Yes

The Visioning Summit 2016 Report was generated to inform the Executive Committee (EC) and the Strategic Planning Working Group (SPWG) who reports recommendations to the EC. (08/23/2016)

Related Documents:

[Visioning Summit 2016 Report_29SEP2016.docx](#)

Previously Directly Related - Results that were Directly Related to PSLO

Reporting Period: 2015 - 2016

Target Met: Yes

In collaboration with IRPO, VPIEQ/ALO designed and facilitated the fall 2016 visioning summit where the mission

Improvement: There were some technology issues that had not been worked through in advance. Though surmountable, they did

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and strategic plan were reviewed. Not much time was spent specifically reviewing the vision. The state campuses conducted the mini-summits during August-September 2016. (08/23/2016)

Related Documents:

[Visioning Summit 2016 Agenda.pdf](#)

[SP_EVAL_2014_2015.pdf](#)

pose frustration for the working teams on Day 1. Thus, when relying heavily on technology, that needs to be tested in advance and individuals need trained in advance to minimize delays and frustrations towards completing team work. Also, some items that should have been prepared for the summit were not ready on the morning of Day 1. Thus, a detailed checklist must be generated and provided to all support personnel to ensure all items requested by VPIEQA are prepared and present for use.

Evaluations noted the volume of paperwork was overwhelming. The folders with color-coded packets were not provided as requested, which added to the confusion. Evaluations also requested to received documents in advance, but all college personnel had received the documents in advance. Thus, these requests may have come from our external stakeholders. As an improvement, documents can also be provided in advance to external stakeholders for the next scheduled visioning summit.

During the Governance Summit, folks had asked for the facilitator/presenters to spend less time talking so that the groups had more time to work. However, the abbreviated verbal

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directions (which left participants to spend more time reading written directions) led to comments that individuals were confused. Consequently, more time does have to be dedicated to the facilitator/presenter carefully going through directions. That requires more talking time for the facilitator/presenter, but ensures less confusion and frustration for participants.

Another challenge posed as comments over several summits and trainings has been around the furniture available. The college has obtained new chairs, however the tables we have are not ideal for group/team work and dialogue. Ideally, during the next fiscal year, tables are purchased to improve the participant experience and to facilitate improved dialogue/communications.
(08/23/2016)