

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>FY 2017: Accreditation Requirements - The Accreditation Liaison Officer will promote an understanding of accreditation requirements, quality assurance, and institutional effectiveness among constituencies at the college during FY2017.</p> <p>AUO Status: Active AUO Assessment Cycle: 2016 - 2017 Start Date: 10/01/2016 Inactive Date: 10/01/2017</p> | <p>Survey - ALO designs and provides training sessions with outcomes on the COM-FSM Quality Focus Essay and new Midterm Report format and requirements, to all campuses, by the end of FY2017.</p> <p>Target: Participants, through a participant survey, will evaluate training sessions, and successful delivery of outcomes. Target: 90% of participants will indicate the outcomes were met. 90% of the participants will indicate the information provided in the training was useful.</p> | <p>Reporting Period: FY2017</p> | <p>Target Met: Yes</p> <p>The ALO has reminded all supervisors across the college to ensure that new hires have completed the course within the first month on the job. The college has continued to maintain 100% completion by all English proficient employees as well as nearly 100% efficiency through translations for those who are not English proficient.</p> |
| <p>Project-Group - ALO encourages all new college employees with English proficiency to take the ACCJC Online Accreditation Basics Course, successfully complete the course, and present the ALO with a certificate of completion as issued by ACCJC.</p> | | | |

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(09/28/2017)

Target: 100% of English proficient college-wide employees are issued a course completion certificate.

FY 2017: Accreditation

Communications & Depository - The Accreditation Liaison Officer will communicate information about accreditation and institutional quality that is available from the ACCJC, including letters sent to the institution and materials posted to the ACCJC's website during FY2017.

AUO Status: Active

AUO Assessment Cycle: 2016 - 2017

Start Date: 10/01/2016

Inactive Date: 10/01/2017

Project-Individual - The ALO uses the college newsfeed, the college-wide email alias, and relevant meeting venues to communicate information about accreditation and institutional quality, and to share letters and memos from ACCJC to the college community.

Target: All non-confidential communications the ALO receives from ACCJC will be widely shared with the college community on the newsfeed within 48 hours of receipt.

Related Documents:

[Commission Actions on Institutions](#)

[Commission Actions Policies and Bylaws](#)

[BOR December 2016 Agenda](#)

[BOR March 2017 e-Agenda](#)

[BOR_Agenda_05_2017.pdf](#)

[BOR_Agenda_SEP2017.pdf](#)

Project-Individual - The ALO will build upon the existing electronic depository, the accreditation Reports Archive, to improve upon the institution's electronic accreditation archive and ensure continuity of records for future ALOs.

Target: All documents the current ALO possesses will be electronically archived by July 2017.

Reporting Period: FY2017

Target Met: Yes

The ALO did communicate all information received from ACCJC by college newsfeed and/or the college email alias within less than 48 hours of receipt. The ALO presented accreditation information to the Board of Regents at each of their quarterly meetings and also presented accreditation information in both Cabinet and Executive Committee meetings during the FY2017. (09/28/2017)

Reporting Period: FY2017

Target Met: Yes

The ALO has archived, to the accreditation reports archive on the college website, all major accreditation documents in her possession and added those generated and/or received during FY2017. (09/28/2017)

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Related Documents:

[Accreditation Reports Archive](#)

FY 2017: AUO 3: Accreditation ALO Knowledgeable, Trained, Serving -

The ALO will stay knowledgeable about accreditation, including the Eligibility Requirements, Accreditation Standards and Commission policies; and attend ALO training during FY2017.

AUO Status: Active

AUO Assessment Cycle: 2016 - 2017

Start Date: 10/01/2016

Inactive Date: 10/01/2017

Project-Individual - As per the ACCJC Policy for Accreditation Liaison Officers, the ALO will attend ALO training as scheduled by ACCJC during FY2017

Target: Successfully complete ACCJC ALO training in FY2017.

Notes: This is provided ACCJC schedules a training. ACCJC did not conduct its annual ALO training during the FY 2016 cycle.

Related Documents:

[ACCJC_New_ALO_Workshop.pdf](#)

Project-Individual - The ALO will read 100% of ACCJC communications, paying particular attention to any changes in ERs, Standards, and Commission policies in FY2017.

Target: The ALO will inform the college community of any changes in ERs, Standards, and Commission policies within 48 hours or receipt of information from ACCJC.

Project-Group - The ALO will volunteer to serve on one visiting team in FY2017.

Target: The ALO volunteers to serve on one visiting team in FY2017.

Target 2: The ALO completes service on one visiting team in FY2017.

Reporting Period: FY2017

Target Met: Yes

ACCJC held an annual conference in April 2017 in California and the ALO participated in the training and remained in compliance with the ACCJC policy for Accreditation Liaison Officers. (09/28/2017)

Reporting Period: FY2017

Target Met: Yes

The ALO read 100% of ACCJC communications and has kept the college community informed of changes standards and Commission policies during FY2017. The ALO used the newsfeed, the college email alias, and meetings (BOR, EC, and Cabinet) was the primary means for sharing this information. (09/28/2017)

Reporting Period: FY2017

Target Met: Yes

The ALO volunteered to serve on a spring 2017 accreditation visiting team and was informed in an email from ACCJC VP, Jack Pond, that she was being assigned to a visiting team. She received a follow up email and had a verbal conversation affirming the same. However, a formal assignment was never made and thus the ALO did not serve. So, the ALO volunteered and that target was met. Service itself was not completed. The ALO was informed that assignments generally limited the number of Pacific participants because they were expensive for California

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colleges (additional cost of airfare, travel days, and lodging).
(09/28/2017)

FY 2017: AUO 3: Accreditation - The ALO will maintain regular communication with the CEO, BOR, and the college on accreditation matters during FY2017.
AUO Status: Active
AUO Assessment Cycle: 2016 - 2017
Start Date: 10/01/2016
Inactive Date: 10/01/2017

Presentation/Performance - Each IEQA section of the President's Report to the BOR will contain an accreditation update.
Target: All four quarterly reports to the BOR will have an accreditation update and this will be evidenced in the electronic board agenda/notebook.

Reporting Period: FY2017
Target Met: Yes
The IEQA section of the President's Report to the BOR for each of the four quarterly meetings in FY2017 contained information on accreditation in order to ensure the BOR is in compliance with Standard IV.C Governing Board.
(09/28/2017)

Related Documents:
[BOR December 2016 Agenda](#)
[BOR March 2017 e-Agenda](#)
[BOR_Agenda_SEP2017.pdf](#)
[BOR_Agenda_05_2017.pdf](#)

Presentation/Performance - IEQA information and data to the BOR will be presented in a manner that supports BOR compliance with Standard IV.C Governing Board.
Target: VPIEQA will do a brief data presentation each BOR meeting to keep the BOR in well informed and in compliance with Standards IV.A.8 and IV.A.13.

Reporting Period: FY2017
Target Met: Yes
The ALO ensured the BOR was presented with necessary information during each quarterly meeting in FY2017 to ensure ongoing compliance with Standards IV.A.8 and IV.A.13. (09/28/2017)

Target: VPIEQA does a brief presentation at all four quarterly BOR meetings and this will be evidenced in the electronic board agenda/notebook.

Related Documents:
[BOR December 2016 Agenda](#)
[BOR March 2017 e-Agenda](#)
[BOR_Agenda_05_2017.pdf](#)
[BOR_Agenda_SEP2017.pdf](#)

| <i>Administrative Unit Outcomes</i> | <i>Assessment Strategies</i> | <i>Results</i> | <i>Improvements</i> |
|---|--|--|---------------------|
| <p>FY 2017: Accreditation Reports to ACCJC - The ALO will facilitate timely reports to the Commission, including Annual Reports (AR) and Substantive Change Proposals in FY2017.</p> <p>AUO Status: Active</p> <p>AUO Assessment Cycle: 2016 - 2017</p> <p>Start Date: 10/01/2016</p> <p>Inactive Date: 10/01/2017</p> | <p>Project-Group - The ALO will receive the directions from ACCJC on the AR and Annual Financial Report (AFR) and ensure collaboration between Comptroller, EMSS, IA, and IRPO towards completing those two reports in advance of the March 2017 deadline. The ALO will communicate any college questions on those reports to ACCJC and inform those collaborating.</p> <p>Target: The reports will be ready for CEO review and certification at least two days in advance of the March 2017 deadline.</p> <p>Related Documents: ACCJC Annual Fiscal Report_AY2016_2017.pdf ACCJC Annual Report_AY2016_2017.pdf</p> | <p>Reporting Period: FY2017</p> <p>Target Met: Yes</p> <p>Both the AR and AFR were submitted in advance of the March 2017 deadline and were completed in collaboration with Comptroller, EMSS, IA, and OIE (previous IRPO). (09/28/2017)</p> | |
| | <p>Project-Group - The ALO will collaborate with college constituents, especially IA, for submission of Substantive Change Proposals.</p> <p>Target: If Substantive Change is needed, the ALO will ensure Commission staff are contacted to complete the required first step in the process, “establish the need for Substantive Change”.</p> <p>Target 2: For any necessary Substantive Change Proposal, the ALO will inform colleagues of deadlines, ensure adherence to the latest version of the ACCJC Substantive Change Manual, and transmit the report prior to the deadline.</p> | <p>Reporting Period: FY2017</p> <p>Target Met: Yes</p> <p>There were no substantive changes submitted during this FY; however, plans are underway in collaboration with IA and the education division to begin working on a substantive change submission for a four year program in education with a target to be implemented in fall 2019. Thus, a substantive change will be necessary for submission in FY2018. (09/28/2017)</p> | |

| Administrative Unit Outcomes | Assessment Strategies | Results | Improvements |
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| | <p>Project-Group - The ALO will facilitate timely submission any other reports such as Follow-Up and/or Special Commission Reports required by ACCJC during FY2017.</p> <p>Target: Any other required accreditation reports (Follow-Up/Special) will be submitted on time during FY 2017.</p> <p>Related Documents: ACCJC Annual Fiscal Report_AY2016_2017.pdf ACCJC Annual Report_AY2016_2017.pdf PPEC Report to ACCJC Jan_June 2017 PPEC Report to ACCJC July_December 2016</p> | <p>Reporting Period: FY2017</p> <p>Target Met: Yes</p> <p>The ALO ensured that the AR and AFR were submitted in advance of the deadline. Additionally, the biannual PPEC reports were generated by the ALO, and provided to PPEC for incorporation into their reports to the Commission (though these reports are not required by ACCJC). There were no other reports required by ACCJC for submission. (09/28/2017)</p> | |
| <p>FY 2017: Visioning Process - IEQA will lead a visioning process to determine the college's position, develop strategies, build a three/five-year strategic plan, and determine measures of success by May 30, 2017 (Final date contingent upon BOR quarterly meeting date).</p> <p>AUO Status: Active</p> <p>AUO Assessment Cycle: 2016 - 2017</p> <p>Start Date: 10/01/2016</p> <p>Inactive Date: 10/01/2017</p> | <p>Project-Group - VPIEQA will collaborate with the president's office to form a strategic plan working group (SPWG).</p> <p>Target: The SPWG will be formed by August 2016.</p> <p>Target 2: SPWG members can articulate their roles and responsibilities by November 2016.</p> <p>Target 3: Strategies for purposeful dialogue are developed as part of a communications plan and included in the planning schedule by 30 October 2016.</p> <p>Target 4: A planning schedule is established and endorsed by SPWG by November 2016.</p> <p>Related Documents: Core Values Review Newsfeed Core Values Report Mission Review</p> | | |

[Mission Review Report](#)

Project-Group - IEQA will conduct a Visioning Summit August 2016. The August 2016 Visioning Summit will be repeated in the states of Chuuk, Kosrae, and Yap by October 2016.

Target: There will be at least 150 internal and external stakeholders present for a two-day summit.

Target 2: The Strategic Plan Evaluation Report for SP 2013-2017 will be presented.

Target 3: Aggregated data from all summits will be used to generate a Visioning Summit Report and that Report will be communicated to stakeholders and the SPWG by October 2016.

Target 4: For the SPWG: Primary and secondary data will be provided (including FY2017 budget priorities) and presented to participants to support a SWOTC; A SWOTC analysis will be conducted by participants and results will be aggregated; A TOWS Matrix will be used by participants to identify strategic alternatives.

Related Documents:

[Assessment Visioning Summit Day 1.docx](#)

[Assessment Visioning Summit Day 2.docx](#)

[Summit 2017 Agenda.pdf](#)

[Visioning Summit 2016 Report_29SEP2016.docx](#)

[Visioning Summit 2016 Agenda.pdf](#)

[Mini Visioning Summit 2016 Chuuk](#)

[Mini Visioning Summit 2016 Yap](#)

[Strategic Plan \(2013-2017\)](#)

[Evaluation Report](#)

Project-Group - IEQA, through the SPWG, Executive Committee (EC), and the president, will complete the mission review process (including explicit mission differentiation of the six COM-FSM campuses as per the BOR's strategic imperatives in the Board of Regents Two-Year Action Agenda 2015-2017) and propose resulting mission statements to the BOR by their March 2017 meeting.

Target: The SPWG will propose resulting mission statements to the BOR, through a report to the EC, by the BOR's March 2017 meeting.

Related Documents:

[Core Values Report](#)

[Core Values Review Newsfeed](#)

[Mission Review Report](#)

[Mission Review](#)

[BOR March 2017 e-Agenda](#)

[COM_FSM_Strategic_Plan_2018_2023.pdf](#)

[BOR Actions & Directives.pdf](#)

Project-Group - IEQA, through the SPWG, Executive Committee (EC), and the president, will complete the development of the vision, strategic directions, strategic goals, and measures of success.

Target: The SPWG will submit a report to the EC with the proposed strategic plan.

Target 2: The Strategic Plan 2018-21/23 will be endorsed by the EC

Reporting Period: FY2017

Target Met: Yes

The mission review process was completed through the SPWG, Cabinet, and Executive Committee. The SPWG submitted a report to the Executive Committee that was endorsed and presented to the BOR. The mission was slightly revised, but was not substantively changed. The change was approved by the BOR during their March 2017 meeting. (09/28/2017)

Reporting Period: FY2017

Target Met: Yes

The SPWG presented a draft Strategic Plan for Cabinet and EC endorsement in August-September 2017. The endorsed draft Strategic Plan 2018-2023 was presented to the BOR during their September 14, 2017, meeting in Kosrae and was approved. The SPWG had also previously submitted reports on the Core Values Review, Mission Statement Review, and Vision Statement. (09/28/2017)

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prior to the BOR March 2017 meeting.

Target 3: The EC endorsed Strategic Plan will be presentation to the BOR during their March 2017 meeting for endorsement.

Related Documents:

[BOR_Agenda_SEP2017.pdf](#)

[COM_FSM_Strategic_Plan_2018_2023.pdf](#)

[Core Values Report](#)

[Mission Review Report](#)

[Actions_Directives_14SEP17.pdf](#)