

Assessment Plan Worksheet # 2

Academic Programs

Associate of Science Degree in
Business Administration

Academic Program
 Formative Assessment
 Summative Assessment

Fall 2009 - Spring 2010

Assessment Period Covered

February 27, 2009

Date Submitted

Institutional Mission/Strategic Goal:

Mission: Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

Strategic Goal (which strategic goal(s) most support the services being provided):

Promote learning and teaching for knowledge, skills creativity, intellect and the abilities to seek and analyze information and to communicate effectively.

Academic Program Mission Statement :

Development of the private sector as key to promoting national economic self-sufficiency/self-reliance is one of the goals of the College of Micronesia-FSM. The A.S. in Business Administration Program offers courses designed to address this goal, by equipping those entering the business world with entry-level skills, upgrading skills for those already in businesses, and providing a stepping stone for those wanting to pursue a higher degree in the field.

Academic Program Goals (General Statements about knowledge, skills, attitudes, and values expected in graduates).

1. To equip those entering the business world with basic knowledge and entry-level skills appropriate for future employment or entrepreneurial pursuits.
2. To upgrade skills for those already employed or engaged in business; and
3. To provide a firm foundation in terms of basic knowledge and skills as stepping stone for those wanting to pursue a higher degree in the field.

Academic Program Outcomes:

Upon completion of the degree program, the student will be able to:

1. Demonstrate basic knowledge and/or skills in the different functional areas of business – accounting, management, marketing, economics, and finance – by emphasizing their importance in an organization and describing their interrelationship in the organization’s attempt to achieve its objectives.
2. Demonstrate basic knowledge and skill in business mathematics and elementary statistics by accurately performing common business computations, statistical data presentation and analysis.
3. Demonstrate basic knowledge and skill in intercultural writing and speaking appropriate for business.
4. Demonstrate a basic understanding of the legal environment and ethical challenges confronting business in general and in the FSM, from both local and global perspectives.

Evaluation questions	Data sources	Sampling	Analysis
Do graduates of the program have workforce readiness skills?	Employer Satisfaction Survey data	Sample size as determined by IRPO.	Tables, charts, and written narrative of findings
Do students with employment or business experience become more productive or perform better at work?	Employer Satisfaction Survey data	Sample size as determined by IRPO.	Tables, charts, and written narrative of findings
Were students who transferred to other IHEs able to function at the expected level?	Student feedback thru email, other means of communication; Updates from alumni office	All feedback received	Tables, charts, and written narrative of findings

Timeline

Activity	Who is Responsible?	Date
Coordinate with IRPO in administering	Business	November, bi-

Coordinate with IRPO in administering Employer Satisfaction Survey.	Business Division Chair, in coordination with IRPO	November, bi-yearly (even years) – Next survey will be in 2010
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Establish a system for documenting all available feedback, oral or written, from students who pursue higher degree in Business Administration and from other sources, including the Office of Admissions and Records (OAR), Alumni	Division Chair, with support from CIS program faculty	System completion - June 30, 2009 Documentation of feedback -

Comments:

This assessment plan is consistent with the thrust of the College of Micronesia-FSM to continuously develop a culture of evidence to support improvement at the course, program, and institutional levels.

The IRPO has the primary responsibility in gathering and publishing relevant data as raw material for a well-prepared assessment plan. As of this writing some data needed for program evaluation and assessment are not available from the IRPO website.

It is easy (convenient and tempting!) to lay the blame on someone else as reason for not coming up with a program review or an assessment report. Fortunately, this tedious (at times even frustrating) task of completing the worksheets provided an excellent opportunity to *force* the Business Division to see its role within a wider context (courses, programs, division, college, FSM community), examine and quantify its achievements (or lack thereof) as a measure of how effectively it is managing and implementing its programs and resources, and start rethinking what or where it wants to be in next 5-10 or 50 years.

It is hoped that this particular assessment plan and the related reports will be the beginning and not the end of efforts to address these needs and turn the Business Division as a more proactive contributor to the overall mission, vision and strategic goals of the College.