

## Assessment Plan Worksheet # 2

### Academic Programs

Associate of Science Degree in  
Business Administration

**Academic Program**  
 Formative Assessment  
 Summative Assessment

Fall 2010 - Spring 2011

**Assessment Period Covered**

August 5, 2010

**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 Goals (*which strategic goal(s) most support the services being provided*):**

1. Promote learning and teaching for knowledge, skills creativity, intellect and the abilities to seek and analyze information and to communicate effectively.
7. Build a partnering and service network for community, workforce and economic development.
9. Provide for continuous improvement of programs, services and college environment.

#### **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 the use of cost and managerial accounting concepts and techniques as management tools for planning, controlling, evaluating performance and making decisions.
3. Demonstrate basic knowledge and skill in business mathematics and elementary statistics by accurately performing common business computations, statistical data presentation and analysis.
4. Demonstrate basic knowledge and skill in intercultural writing and speaking appropriate for business.
5. 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.

| <b>Evaluation questions</b>   | <b>Data sources</b>  | <b>Analysis</b>   |
|---|--|---|
| Has there been at least a 5% increase in enrolment in the A.S. in Business Administration in Fall 2011 enrolment, using Fall 2009 actual enrolment data as benchmark?   | Fall 2009 and Fall 2011 enrolment data from the IRPO   | Tables with comparative data (absolute figures and percentages) |
| Has there been at least a 10% improvement in student completion rate in all 100-level Business courses in FY2011 compared to FY2009 actual completion data?   | Fall 2009 and Fall 2011 completion data from the IRPO  | Tables with comparative data (absolute figures and percentages) |
| Has the Business Advisory Council been revived, with at least five (5) major business establishments or their representatives as regular members, and with at least four (5) organizational and consultative meetings conducted in FY 2011? | Memorandum of Agreement or related document approved and signed by council members; minutes of meetings and official | Comparison with actual and target                               |

|   |   |                                   |
|---|---|-----------------------------------|
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| Have program modification and course outline modification   | Approved program  | Continuing assessment of          |

**Timeline**

| <b>Activity</b>   | <b>Who is Responsible?</b>                    | <b>Date</b>   |
|---|---|---|
| Develop and implement program-specific recruitment strategies in close coordination with the OAR, Recruitment, Admission and Retention Committee, and Office of Community Relations | Business Division Chair                       | FY 2011 recruitment periods and during freshmen orientation workshops |
| Incorporate multimedia and use a variety of teaching and learning strategies to meet a variety of learning outcomes   | All program faculty                           | FY 2011 – Spring, Summer & Fall                                       |
| Prepare and submit program modification and course modification requests  | Business Division Chair, with faculty support | End of Spring 2011  |

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