## Mission and Objectives Development Worksheet #1

**Administrative and Support Units**

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| Maintenance & Security, Yap Campus |  | Fall 2008 – Spring 2010 |
| **Unit/Office/Program** |  | **Assessment Period Covered** |
|  |  | June 24, 2008 |
|  |  | **Date Submitted** |

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| **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*)**:#3 Create and maintain an adequate, healthy, and functional learning and working environment#9 provide for continuous improvements of programs, services, and college environment  |

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| **Administrative Unit/Program Mission Statement (*First present a philosophical statement related to your units/program/office followed by a listing of the services you provide*):**Mission: To provide for a learning centered environment at Yap Campus* Inspect buildings, structures, equipment, and grounds to locate conditions needing maintenance and develops a Preventive Maintenance Program.
* Plans, lays, and inspects the work of maintenance workers and/or other relevant workers engaged in the maintenance and repair of the campus buildings, grounds, and other structures.
* Inspect work in progress for proper workmanship and compliance with practices.
* Evaluates work of co-workers (facilities, grounds, security) and conducts on the job training as needed.
* Receives work order for needed repairs and maintenance.
* Estimates labor, materials, and equipment required for maintenance and repair jobs.
* Requisitions of equipment and materials.
* Prepares operational reports on maintenance activities.
* Participates in planned and in progress capital improvement projects.
* Continue to develop the campus master plan with regards to facilities and landscaping that are conducive to student learning.
* Reads, interprets, and implements blueprint and technical specifications.
* Supervises security staffs to ensure safety of students, faculty, staff, and visitors.
* Perform other related duties as assigned.
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| **Administrative Unit/Program Objectives:**  |
| **Objective 1**: to ensure all facilities meet accreditation standards through development and implementation of a preventive maintenance plan for Yap Campus. Strategy 1: to develop and implement a preventive maintenance plan 2: provide trainings to upgrade skills and knowledge |
| **Objective 2**: to ensure campus safety by developing and implementing a campus safety planStrategy 1: develop and implement a campus safety plan 2: Develop a Disaster Preparedness Plan, and conduct emergency drills for all each  semester 3: Perform regular checks/inspections to meet all safety requirements  |
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| **Administrative Objectives Should be Constructed Based on *Currently* Existing Services:** |
| Name of Unit will | ProvideImproveDecreaseIncreaseProvide quality etc. (see Bloom’s taxonomy) | Name of Current Service |
| Client | … will be satisfied with | Name of Current Service |
| Students attending | AES ServicesTutoring Academic AdvisingWorkshops willCounseling ServicesEtc. | Verb+ objective ImproveIncreaseUnderstandEtc. |

## Assessment Plan Worksheet #2

**Administrative and Support Units**

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| Maintenance & Security, Yap Campus  |  | Fall 2008 – Spring 2010 |
| **Unit/Office/Program** |  | **Assessment Period Covered** |
| **( x ) Formative Assessment** |  | June 24, 2008 |
| **( x ) Summative Assessment** |  | **Date Submitted** |

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| **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*)**:#3 Create and maintain an adequate, healthy, and functional learning and working environment#9 provide for continuous improvements of programs, services, and college environment  |

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| **Administrative Unit/Program Mission Statement :**To provide for a learning centered environment at Yap Campus |

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| **Administrative Unite/Program Objectives:**  |
| **1**: to ensure all facilities meet accreditation standards through development and implementation of a preventive maintenance plan for Yap Campus. |
| 2. to ensure campus safety by developing and implementing a campus safety plan |
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| **Evaluation questions** | **Data sources** | **Sampling** | **Analysis** |
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| 1. Was a preventive maintenance plan developed and implemented?

2. Are trainings provided to all maintenance & security staff? | Facility Inspection Worksheet,Weekly Task Schedule, Monthly reports, preventive maintenance planTraining schedules, Attendance Sheets |  All | Descriptive statistics |
| Objective 21. Was a campus safety plan developed and implemented?2. Is a disaster preparedness plan developed? Are emergency drills conducted for all each semester? | Campus Safety Plan, Clery Act Report, Security Logbook, Weekly Task Schedule Disaster preparedness plan, Disaster Preparedness Team, schedule of drills |  All | Descriptive statistics |
| 3. Are regular checks/inspections being conducted to meet safety requirements? | Schedules, checklists |  |  |

**Timeline**

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| **Activity** | **Who is Responsible?** | **Date** |
| 1. Develop the preventive maintenance plan
2. provide trainings to upgrade skills and knowledge
 | Maintenance Supervisor, Disaster Prep.Team | Fall 2008 |
| 1. Develop and implement a campus safety plan2. Develop a Disaster Preparedness Plan, and conduct emergency drills for all each  Semester3. Perform regular checks/inspections to meet all safety requirements | Maintenance Supervisor, Disaster Prep. TeamMaintenance & Security staff | Fall 2008 |

**(note: the implementation plan are the strategies.)**