

## **Policy on Continuous Improvement Cycle College of Micronesia - FSM**

### **Policy**

It is the policy of the College of Micronesia – FSM to continuously improve its programs and services through a systematic process that links planning, evaluation, feedback, and resource allocation to meet its mission and increase its effectiveness.

| The continuous improvement cycle itself is to be periodically reviewed.

### **Purpose**

The College of Micronesia – FSM is committed to continuously improving its programs and services through a systematic process that links planning, evaluation, feedback and resource allocation and to continuously improving its processes and procedures for planning, evaluation, reporting, and resource allocation.

A policy is needed to express that commitment to ensure the college is effectively meeting its mission, and clearly written processes and procedures established to improve the understanding of the framework in which the continuous improvement cycle occurs.

### **Application**

This policy applies to all programs and services of the college and to college policies, processes, and procedures regarding continuous improvement.

### **Procedure**

The college is to establish processes and procedures that link planning, evaluation and resource allocation at the college through its strategic planning and reporting; program assessment and program review; and allocation of resources through its budget development and resource management. The governance structure of the college allows for collective review and decision making on planning; assessment and evaluation; and resource allocation.

The college's continuous improvement cycle is implemented through a) the overall guidance of the college's strategic plan, b) Institutional Assessment Plan (IAP), c) line item and performance budgeting (including annual improvement plans), d) annual President's Retreat, and the e) the governance structure of the college's standing committees.

- The college's Strategic Plan 2006 – 2011 and tactical plans set out the college's strategic goals and objectives and the overall approach to linking planning, evaluation and resource allocation and provides the framework for reporting accomplishments against strategic goals.
- The college's Institutional Assessment Plan (IAP) process requires systematic program assessment and program review of degree and certificate programs; student services; administrative services; and other sponsored programs, policies and activities of the college. The IAP coupled with data generated from the Student Information System

(SIS) provides the college the necessary information, data and evidence to provide a sound basis for planning, setting institutional priorities and resource allocation across the college. The IAP is supported by the IAP Handbook that provides the processes and procedures for assessment and best practices in instruction and assessment. The IAP is overseen by the Assessment Committee.

- The annual President's Retreat provides a mechanism for the college community together with key stakeholders to reflect on accomplishments of the past year; review of critical data and environmental trends affecting the college including program assessment and program review reports, determination of institutional effectiveness, and recommendations for institutional priorities.
- The college's budgeting process requires resource allocation based on institutional priorities at program, office/unit, department, campus levels.
- The college's governance policy and standing committee structure provides pathways for participatory decision making regarding the effectiveness of the college in meeting its mission and a formal oversight and decision making processes for the planning, assessment & evaluation, and resource allocation processes at the college.

The President will assign to appropriate staff, offices and committees responsibilities for implementation of the continuous improvement cycle of the college.

### **Responsibilities**

The President is in overall charge of the continuous improvement cycle with implementation of the policy by appropriate staff, offices and committees as assigned by the President. The President will report periodically to the Board of Regents and stakeholders on continuous improvement at the college.

### **Definitions**

#### **Source Documents**

College of Micronesia – FSM Strategic Plan 2006 – 2011 Approved BOR September 2006

College of Micronesia – FSM Institutional Assessment Plan (IAP) Handbook

College of Micronesia – FSM Governance Policy

College of Micronesia – FSM Assessment Committee Review and Endorsement January 14, 2009

College of Micronesia – FSM Planning and Resources Committee Endorsement February 3, 2009

(Approved by Cabinet 2/09)