



COLLEGE OF MICRONESIA - FSM

P.O.Box 159, Kolonia, Pohnpei
Federated States of Micronesia 96941

Phone: (691)320-2480 / 481 / 482

Fax: (691)320-2479

Office of the President

February 1, 2008

MEMORANDUM

To : All Concerned

From : President, COM-FSM *[Signature]*

Subject: Program Review

The College of Micronesia-FSM will have its comprehensive visit from the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC) for reaffirmation of accreditation in March 2010. During the visit, the members of the visiting team will be reviewing the Self-Study Report and interviewing faculty and staff regarding the components of the Self-Study Report. They will also be asking questions on assessment/evaluation and program review being conducted at the College. If the College will not show any information on program review being done at the College in the Self-Study Report, it could cause the visiting team to either place the College on warning or probation.

In light of the above, I am asking all departments, divisions, units, and campuses to include the program review process in your assessment plan. Institutional Research and Planning Office has been collecting data on the following indicators that can be used in your program review: student seat cost, student faculty ratio, course completion rates, retention rate, graduation rate, etc. These indicators can be tracked by each department, division, office, and unit at the College. The matter we need to address is how to use the data on these indicators to improve our programs and services. It is imperative that we use these data to make recommendations on improving our programs and services.

Please see your Vice President, Jimmy Hicks, or me if you have questions. Remember to see us or call our offices and not sent out negative e-mails.

Thank you for your cooperation and understanding.