

College of Micronesia – FSM
Department of Enrollment Management & Student Services

Department’s Mission Statement

The Department of Enrollment Management & Student Services’ mission is to support student development by providing learner-centered programs and services that fulfill the diverse educational, recreational, social, and cultural needs of student population and the College’s community.

Minutes Reporting Form

Committee or Working Group:	Management of Enrollment Management & Student Services		
Date	Time	Location	
September 15, 2021	11am – 12pm	Red Snapper Conference Room	

Members Present:				
Titles/Representative	Name	Present	Absent	Remarks
Vice President for Enrollment Management & Student Services	Joey Oducado	✓		
Lead Counselor	Penselynn E. Sam	✓		
Director, Financial Aid Office	Faustino Yarofaisug	✓		
Director/Registrar, Admissions, Records and Retention Office	Doman Daoas	✓		
Coordinator, Sports & Recreation	Loatis Seneres		✓	Attended a funeral services
Executive Director, Center for Entrepreneurship	Timothy Mamangon	✓		
College Nurse	Benina Ilon	✓		
Residence Halls Manager	Marlou Gorospe	✓		
Security & Safety Supervisor	Terry Marcus		✓	Was sick
Secretary	Bastora Loyola	✓		

Discussion of Agenda/Information Sharing:
<p>Call to Order <i>A quorum having been established, the presiding chair called the meeting to order.</i></p> <p>On 2020-2022 Assessment Plan <i>A meeting was called to review each office’s progress report in terms of their assessment plan for cycles 2020-2022 in the TracDat, and working to complete (close-the-loop) assessments for cycle 2020-2021. The results of the 2020-2021 assessment plan will guide or inform development of each office’s assessment plan for 2021-2022, which will be used to inform FY2023 Budget preparation and development. The presiding chair then shared the following recommendations from the cabinet to ensure that all follow a conventional approach for conducting annual assessments.</i></p>

- 1) *Annual Assessment is done every cycle. According to the college's planning cycle under its IEMP, a cycle for an annual assessment is one year.*
- 2) *Results of the annual assessment inform development of assessment plan (outcomes, assessment strategies and targets) for ensuing or subsequent cycle. As such, your 2020-2021 assessment report will inform or guide how you will be developing your assessment plan for 2021-2022. You can refer to your improvement plans that were informed by your assessment data for each of your assessment data for each of your assessment strategies under each outcome.*
- 3) *In addition to 2, your 2020-2021 assessment report should include improvement plan and improvement(s) for each of the reported assessment strategies under each outcome. These improvement plan (or your actionable improvement plan, or what you intend to do, next and moving forward) and your improvement(s), or what improvements have been realized or achievement are NOW MANDATORY FIELDS in your assessment reports.*
- 4) *BP No. 1110 requires all to conduct annual assessments of their programs and services, and results (or through their annual assessment plan as informed by prior assessment) inform or guide budget development. Thus, in your assessment plan, and now MANDATORY FIELD, provide the start and inactive dates, these fields are immediately under AOU Assessment Cycle field. For example, an outcome for 2021-2022 cycle will have a start date October 1, 2021, and an inactive date, September 30, 2021 (or dates similar to a fiscal year).*
- 5) *Outcomes for your assessment plan must be linked to the program (or department) goal. In the TracDat and under assessment plan form, you can deactivate your old program goal, and insert the department's goal (as program goal) for 2021-2022, as follow: "Provide improved and accessible student support programs and services that complement and reinforce student learning, and enhance the accomplishment of the college's mission." We can later do the mapping of your outcomes to the ACCJC Standards, Strategic Directions, IEMP, ILOs.*
- 6) *Conventionally naming the administrative outcome name, using this format:*

Assessment Cycle + Department's Acronym + Unit's Acronym + Outcome + Number - + Two or three word phrase that capture succinctly the outcome's description.

2021-2022 EMSS VPEMSS Outcome 1 – Continuous Quality Improvement

This will be the example for how the outcome will be named conventionally, and starting cycle 2021-2022, moving forward. The description for this outcome may be then described:

"All EMSS administrative units shall regularly evaluate the effectiveness of their programs and services in accordance with BP 1110, and guided by the college's planning cycle under the 2018-2023 Integrated Education Master Plan..."

- 7) *Finally, alike what we approached the ISER, we tell our stories and in the process, we provide evidences to support our stories. Therefore, support assessment data and later your findings with evidences that are assigned with apt file names and in portable document formats (pdf).*

The presiding chair reminded everyone that 2020-2022 assessment, improvement plans and improvements are mandatory. All units to ensure that each result under each assessment strategy should be improvement plans and improvements. All assessment plans should be completed and submitted to the cabinet as clearance for all offices to receive their budget worksheets to commence works on their

FY2023 budget.

Adjournment

The meeting adjourned at 11:30am.

Prepared by	Submitted to
<p data-bbox="396 436 591 464">Bastora Loyola</p> <p data-bbox="233 470 753 531">Secretary to the office of Vice President for Enrollment Management & Student Services</p>	<p data-bbox="1019 436 1235 464">Joey A. Oducado</p> <p data-bbox="857 470 1398 531">Vice President for Enrollment Management & Student Services</p>