

Self Study Report 2010

INSTITUTIONAL SELF EVALUATION

SAMPLE EVIDENCE IN TEAM ROOM

College of Micronesia – FSM

SAMPLE EVIDENCE LIST**Standard I**

- COM-FSM Vision, Mission, Values and Goals
- PL- 40 of FSM Code, COM-FSM Enabling Law
- FSM 2006-2011 Strategic Development Plan Part II
- COM-FSM Fact book
- Land Grant Program Brochure
- IPEDS Data Report
- Annual President's Retreat Program
- Annual President's Retreat post retreat report
- Minutes of Assessment Committee
- IAP Handbook
- Sponsored Programs Committee Terms of Reference
- Sponsored Programs Terms of Reference
- 10 Year Plan to FSM President Ursuemal
- Report to President Mori on College as 4 year institution
- Revised Governance Policy
- Policy on Continuous Improvement
- COMET 2008 Statistical Summaries Report
- Strategic Plan 2006-2011
- IAP Handbook
- Revised Governance Policy
- Terms of Reference for all Standing Committees
- Presidential Retreat Agendas and Reports
- Policy on Continuous Improvement
- Minutes of Assessment Committee
- Assessment Worksheets 1, 2, and 3
- Assessment Committee Checklists
- Minutes of Planning and Resources Committee
- Sample of Performance Based Budget worksheet
- Enrollment Management Indicators
- Institutional Scorecard
- IRPO website www.comfsm.fm/irpo

Standard II

- Policies
 - Policy on Continuous Improvement Cycle
 - Governance Policy
- Catalogues and materials
 - College catalog
 - Program information materials
 - General college informational brochures
- Standing Committee Minutes
 - Curriculum committee
 - Student services committee
 - Assessment committee
 - Planning and resources committee
- Performance budgeting materials
 - FY 2011 Performance budget
 - Training materials
- Reports and other materials
 - Strategic plan 2006 -2011

- Annual reports
- Quarterly reports
- College Fact Book
- PPEC Fact Book
- Handbooks
 - Institutional Assessment Plan (IAP) Handbook & worksheets
 - Curriculum Handbook
 - Revised course outline format with standardized assessment component
 - Faculty Handbook
 - Advisement Handbook
 - Student Handbook
- Data
 - Institutional Data Reports
 - Institutional Data Summaries
 - College Fact Book
 - COMET data
 - Board of Regents & Committee Data Updates
 - IPEDS
- Program review and assessment
 - Programs reviews
 - Course SLOs assessment
 - Program assessments
 - General education assessment
 - Institutional level assessments
 - Organizational structure
 - FMI
 - Student services program rubrics
 - COMET essay scoring rubric
 - Communications Surveys
 - Faculty staff satisfaction survey
 - Student satisfaction survey
 - Employer survey
 - LRC surveys
- President's Retreats materials and summaries

Standard III

- Human Resources
 - Trip reports to state campuses
 - Summary of supervisors' training
 - HR Unit's Assessment Report
 - Institutional key indicators document
 - Sample hiring package and guidelines
 - Relevant Personnel Committee minutes
 - Personnel Committee appointment memorandum
 - Personnel Committee Terms of Reference
 - Personnel Committee - Policy Development Plan
 - Relevant Staff Development Committee minutes
 - Staff Development committee-sample activity evaluation summary
 - Listing of employees completing degrees
 - Job audit information document
 - Relevant Planning and Resources minutes
 - Relevant Board reports
 - Sample monthly reports
 - 2011 budget planning documents
 - 2009-2011 College Catalogue