PALAU COMMUNITY COLLEGE







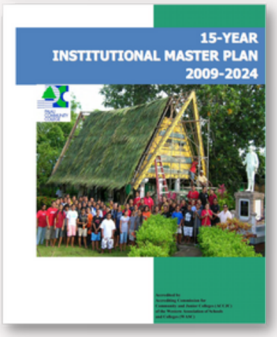
2009-2024

15 YEAR MASTER PLAN REPORT CARD

This report details all initiatives and achievements undertaken by the College from 2009 to 2024, showcasing our journey toward excellence and growth

Prepared by
Institutional Research and Evaluation Office

August 2024



15 YEAR INSTITUTIONAL MASTER PLAN
REPORT CARD 2023

STRATEGIC DIRECTIONS

1 STUDENT SUCCESS

2 INSTITUTIONAL CULTURE

3 RESOURCES

4 CULTURE OF EVIDENCE

22 GOALS

125 OBJECTIVES

OBJECTIVE STATUS

17 OBJECTIVES COMPLETED

- 1.1.1, 16.1 SLOs are developed and implemented
- 1.4.1 Established Learning Resource Center
- 1.7.1, 1.7.3, 1.7.4, 1.7.6, 1.7.7, 1.7.8, 1.7.9, 1.7.10, 1.7.13 under PCC Library
- 3.1.1a, 3.1.1b Outstanding balances have been written off from the 2005 Mini-Games and MOE
- 3.2.6 Wall of Honor
- 4.1.1, 4.1.5 Established Institutional Research Office and Fact Book published annually

100 OBJECTIVES ONGOING (CONTINUING PROCESS)

There are 100 objectives that are a continuing process

3 OBJECTIVES OFF TRACK (IN PROGRESS BEHIND SCHEDULE)

- 3.3.7.1 Establish an online payment system so that the online registration system is possible
- 3.3.7.2 Pilot online registration, providing training as needed
- 3.4.6 Develop a succesion plan

2 OBJECTIVES DISCONTINUED

- 1.3.3 Increase success rate of students enrolled in developmental courses
- 1.7.11 Establish a Learning Resources advisory committee

3 OBJECTIVES NEEDS REVISIT

- 1.1.8 Establish a Summer Conferencing Center and Intensive Program
- 1.4.2 Establish English as a Second Language (ESL) Program.
- 1.5.2 PCC will work in collaboration with NDBP and WIOA to have a Business Incubation Plan



STRATEGIC DIRECTION 1

STUDENT SUCCESS

PCC will intensify its effort to enhance existing programs and services, as well as develop new ones, all in an effort to improve student success.

GOALS

OBJECTIVES: 71
Completed - 12
Ongoing - 54
Needs Revisit -3
Discontinued- 2

1.1 The College will maintain a vibrant and diverse range of education and training programs/offerings that reflects the changing learning environment to meet the needs of students and community, through exploring new possibilities for program development, enhancing current programs and discontinuing those no longer meeting the viable needs of students.

1.2 By the year 2024, the College will increase enrollment by 10%.

1.3 The College will increase its student retention rate by 10% (term to term; year to year)

1.4 The College will ensure that Learning Support Services are sufficient to support instructional programs.

1.5 The College will increase effort for job placement and transfer of graduates.

1.6 The College will strengthen programs and services in the area of student support services.

1.7 By the year 2024, the PCC Library will have met the standards for community, junior, and technical colleges learning resources programs spelled out in the Association of College and Research Libraries.

1.8 The College will ensure all non-credit programs will have Student Learning Outcomes (SLO) for all its offerings.

1.9 The College will ensure that all other Community-Based Programs are accessible and offered throughout Palau.

1.10 The College will strengthen and diversify its partnership with external agencies to help with the achievement of its mission and goals.

1.11 The Cooperative Research and Extension Division will collaborate with partners and clients to generate, develop, and disseminate practical, relevant and sustainable technologies and knowledge in agriculture, environment, food and human sciences to benefit the people of Palau.

DIRECTION 1: STUDENT SUCCESS GOAL AND OBJECTIVE STATUS

GOALS: 11
OBJECTIVES: 71
Completed - 12
Ongoing - 54
Needs Revisit -3
Discontinued- 2

GOAL 1.1	Completed - Objective 1.1.1 Ongoing - Objective 1.1.2, 1.1.3, 1.1.4, 1.1.5, 1.1.6, 1.1.7, 1.1.9, 1.1,10, 1.1.11 Needs Revisit - Objective 1.1.8
GOAL 1.2	Ongoing - Objective 1.2.1, 1.2.2a, 1.2.2b 1.2.2c,, 1.2.3, 1.2.4
GOAL 1.3	Ongoing - Objective 1.3.1, 1.3.2, 1.3.4, 1.3.5 Discontinued - Objective 1.3.3*
GOAL 1.4	Completed - Objective 1.4.1 Needs Revisit - Objective 1.4.2
GOAL 1.5	Ongoing - Objective 1.5.1, 1.5.3 Needs Revisit - Objective 1.5.2
GOAL 1.6	Completed - Objective 1.6.1 Ongoing - Objective 1.6.2, 1.6.3
GOAL 1.7	Completed - Objective 1.7.1, 1.7.3, 1.7.4, 1.7.6, 1.7.7, 1.7.8, 1.7.9, 1.7.10, 1.7.13 Ongoing - Objective 1.7.2, 1.7.5, 1.7.12 Discontinued - Objective 1.7.11*
GOAL 1.8	Ongoing - Objective 1.8.1, 1.8.2, 1.8.3, 1.8.3, 1.8.4, 1.8.4, 1.8.5, 1.8.6, 1.8.7, 1.8.8
GOAL 1.9	Ongoing - Objective 1.9.1
GOAL 1.10	Ongoing - Objective 1.10.1, 1.10.2, 1.10.3, 1.10.4, 1.10.5
GOAL 1.11	Ongoing - Objective 1.11.1, 1.11.1.1, 1.11.1.2, 1.11.2, 1.11.3, 1.11.4.1, 1.11.4.2, 1.11.5, 1.11.5.1, 1.11.6, 1.11.7, 1.11.8,

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*1.3.3 Increase success rate of students enrolled in developmental courses
*1.7.11 Establish a Learning Resources advisory committee

DIRECTION 1: STUDENT SUCCESS HIGHLIGHTS

COMPLETED

(OBJECTIVE FULLY MET)

- **Achievement of SLOs** (Objective 1.1.1, 1.8.1):
  - Student Learning Outcomes (SLOs) for credit courses and programs have been successfully developed and implemented. These outcomes are consistent and predictable, ensuring that students are informed about them through course syllabi at the beginning of each semester for credit courses.
  - Student Support Services' SLO has been identified and implemented.
- The **Learning Resource Center** was established in 2011 to support student needs and ensure success. Additionally, the **Academic Tutoring Center** was added to provide further assistance to students. (Objective 1.4.1)
- **Library Development and Standards Met** (Objectives 1.7.1, 1.7.3 1.7.4, 1.7.6, 1.7.7, 1.7.8, 1.7.9, 1.7.13): Most of the Library objectives were met. This includes the completion of the Library Procedures Manual, enhancement of services and programs, attainment of appropriate educational qualifications by library staff, and the successful development of a technology replacement cycle.

ONGOING

(CONTINUING PROCESS)

- **Program and Department Reviews**: Reviews are conducted every three years per the 10-Year Program Review Calendar, involving all degree programs, certificates, academic departments, and service areas.
- **Academic Program/Course Offered:** Offered new programs, including Public Health (CPH), STEM, and Palauan Studies, as well as the development of EN 100 and MA 103 as prerequisites after discontinuing developmental English and Math courses. The College is also working on its first four-year degree program in Science, which is expected to be ready for accreditation approval by spring 2025. Additionally, PCC will continue to seek partnerships with other institutions of higher learning to expand opportunities as needed.

ONGOING

(CONTINUING PROCESS)

- **Align and Articulate Courses with High Schools:** Ongoing collaboration with MOE and PHS has successfully aligned high school and college curricula for English, Math, Business, Automotive Technology, and Construction Technology. In Summer 2024, the Agriculture program also began aligning with the high school agricultural academy.
- **Job Placement and Career Counseling:** The Learning Resource Center's Career & Transfer Counselor continues to play a crucial role in job placement and transfer opportunities, with the Internship Program under Academic Affairs providing additional support.
- **Technology Training and Support:** PCC staff and faculty benefit from technology training and support initiatives by Computer Services and Center for Teaching Excellence. College staff continually enhance their technology skills through online webinars and college-hosted sessions. Established in Spring 2018, the Center for Teaching Excellence provided comprehensive support to faculty, including training on using online resources, educational videos, virtual simulations, and assistance with distance education (online and hybrid) and virtual learning platforms like Zoom and Google Classroom.
- **MOUs with Ministries:** Memorandums of Understanding (MOUs) with the Ministry of Education (MOE), Ministry of Health (MOH), Palau Head Start program, and Ministry of Justice have been maintained. These agreements facilitate ongoing collaboration to meet the educational needs of these agencies. Notably, a Criminal Justice (CJ) cohort has been established, with several students completing the CJ program degree.
- **Micronesian-Pacific Collection Expansion**: The Micro-P Collection at the PCC Library continues to grow, with new materials being added through donations and purchases.
- **CE Addressing Community Training Needs:** The Continuing Education (CE) division has effectively partnered with various government and non-government organizations, including the Ministry of State- Domestic Affairs, HRCTD, and WIOA, to assess and address community training needs. These collaborations have resulted in targeted training programs, such as Customer Service, PPE, First Aid & CPR, and more. Over the past 15 years, CE has also worked with agencies like MOJ/MHHS and PCAA on specialized training, fulfilling diverse educational and training needs across the community.

NEEDS REVISIT

- **English as a Second Language (ESL) Program (1.4.2) and Business Incubation Plan (1.5.2):** The College has to revisit this plan and decide whether it is still a need to support student learning.

DISCONTINUED

- **Developmental Courses** have discontinued
- **Establishment of a Learning Resources Advisory Committee** (Objective 1.7.11): Although a formal Learning Resources Advisory Committee was never established, the library has maintained active participation in relevant committees and associations, ensuring it stays informed and responsive to the needs of the college community.



STRATEGIC DIRECTION 2

INSTITUTIONAL CULTURE

The institutional culture of PCC will be one that embraces planned changes to continually improve and links the mission and vision in guaranteeing quality and excellence.

GOALS

OBJECTIVES: 8

Ongoing - 8



2.1 The leadership & governance of PCC will continue to be transparent and collaborative in order to foster a positive institutional culture that instills confidence and trust.

2.2 The College will strengthen its effort to instill a sense of common purpose among its employees of diverse backgrounds, values, and experiences.

2.3 The College will enhance and build upon the positive image of Palau Community College in Palau, the region and the world.

DIRECTION 2: INSTITUTIONAL CULTURE GOAL AND OBJECTIVE STATUS

GOAL 2.1	Ongoing - Objective 2.1.1, 2.1.2, 2.1.3, 2.1.4
GOAL 2.2	Ongoing - Objective 2.2.1, 2.2.1
GOAL 2.3	Ongoing - Objective 2.3.1, 2.3.1





DIRECTION 2: INSTITUTIONAL CULTURE HIGHLIGHTS

GOAL 2.1 The leadership & governance of PCC will continue to be transparent and collaborative in order to foster a positive institutional culture that instills confidence and trust.

- **Board Effectiveness**
  - The Board has established several policies to support financial management, college planning, and educational programs.
  - To enhance effectiveness, the Board conducts annual evaluations and retreats and regularly attends APAFS and Association of Community College Trustees (ACCT) meetings. s, a comprehensive orientation program for new members has been developed.

- **Updated Governance Structures**
  - Regular updates to the Organizational Chart to reflect the current administrative structure.
- **Effective Communication Channels**
  - Regular updates and communication through the Executive Committee, organizational meetings, management meetings, committees, and general assemblies.
  - Dissemination of college information to the community via public and social media, college website, and Mesekiu newsletter.

- **Values and Expectations Communication**
  - The Human Resources Division provides new employee orientation. However, all employees, regardless of contract type, must adhere to their responsibilities and submission deadlines to ensure compliance with US Department of Education and ACCJC-WASC policies, regulations, and standards.
  - The college continues to effectively communicate its values and expectations regarding ethics, equity, social responsibility, and community involvement through various means, including the college website, newsletter, different levels of meetings, general assemblies, and training sessions.

GOAL 2.2 The College will strengthen its effort to instill a sense of common purpose among its employees of diverse backgrounds, values, and experiences.

- **Comprehensive Dissemination:** The College continues to regularly communicate its mission, vision, values, ILOs, ISSAs, and strategic directions through major publications, the college website, the college newsletter, and discussions during the general assembly held each fall semester. Developed and distributed posters, flyers, and wallet-size cards across departments and offices.
- **Regular Review:** The Mission and Vision are reviewed every five years to ensure they remain relevant and aligned with the College's goals, evolving needs of the institution, and changing external environments with the previous review in 2014, and 2019, and the ongoing review in 2024.

2.2.2 By 2011, develop and implement activities among the college family and community to protect gains and promote school spirit to instill pride.

- Faculty and staff are recognized based on their length of service, and an Identification (ID) system has been implemented.
- The college continues to foster pride and integrity through events such as the annual Charter Day celebration, Thanksgiving Luncheon, and Christmas Luncheon. The Mesekiu Gym facility promotes health and recreation activities for staff and students.
- Various college organizations, including the Faculty Senate Association, Classified Staff Organization, and Association of Students at PCC conduct regular outings to promote school spirit and instill pride among employees and students.

GOAL 2.3 The College will enhance and build upon the positive image of Palau Community College in Palau, the region, and the world.

2.3.1 Foster a positive image and perception in the community:

- The College Development Office continue to enhance and build the College's positive image locally, regionally, and globally through weekly newsletters, regular talk shows on public radio stations, newspapers, annual reports, bi-annual reports to PPEC, and various reports to the accreditation commission and the US Department of Education.
- The College also promotes its image through the annual Endowment fundraiser held every November.

2.3.2 Strengthen the MOC/PCC Alumni Association:

- Alumni recognition are announced through Mesekiu news distribution, and contacts have been established in each state and territory to support the association's growth and engagement.







STRATEGIC DIRECTION 3

RESOURCES

The College will diversify and increase resources to provide quality programs and services, facilities, technology, and human resources to support its vision, mission and goals. The College will be prudent in the allocation of its resources.

GOALS

OBJECTIVES: 32
Completed- 3
Ongoing - 26
Off-track- 3

3.1 The College will secure and allocate financial resources to support operations and activities.

3.2 Facilities and Equipment. The College will improve a system of acquisition and management of property, facilities, and depreciable assets such as vehicles, information technology, accessories and major equipment.

3.3 Technology Plan

3.4 Human Resources. The college will recruit, hire, promote and retain a diverse and qualified workforce needed to achieve institutional priorities.

3.5 Emergency Preparedness. The College is committed to protect its human resources and safeguard its physical resources. It will develop a systematic approach of emergency preparedness to facilitate current responsive and recovery measures to address health, safety, and emerging environmental threats including but not limited to terrorism, natural disasters, and pandemic situations in order to ensure a safe and secure learning environment for college faculty, staff, students, and community members and depreciable assets such as vehicles, information technology, accessories and major equipment.

STRATEGIC DIRECTION 3: RESOURCES
GOAL AND OBJECTIVE STATUS

OBJECTIVES: 32
Completed- 3
Ongoing - 26
Off-track- 3

GOAL 3.1	Completed - Objective 3.1.1b, 3.1.1c Ongoing - 3.1.1a, 3.1.1d, 3.1.2
GOAL 3.2	Completed - Objective 3.2.6 Ongoing - Objective 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5a, 3.2.5b, 3.2.5c
GOAL 3.3	Ongoing - Except for tasks 3.3.7.1 and 3.3.7.2, all tasks under Goals 3.3.1 to 3.3.10 are ongoing. Ongoing Behind Schedule - 3.3.7.1, 3.3.7.2 *
GOAL 3.4	Ongoing - Objectives 3.4.1, 3.4.2, 3.4.3, 3.4.4a, 3.4.4b Ongoing Behind Schedule - 3.4.5 *
GOAL 3.5	Ongoing - Objectives 3.5.1, 3.5.2, 3.5.3

3.3.7.1 Establish an online payment system so that the online registration system is possible
3.3.7.2 Pilot online registration, providing training as needed
3.4.6 Develop a succesion plan

STRATEGIC DIRECTION 3: RESOURCES HIGHLIGHTS

GOAL 3.1 The College will secure and allocate financial resources to support operations and activities.

KEY HIGHLIGHTS

3.1.1 Secure Funding for Annual Operations

- Revenue Generation: The College continues to explore various revenue streams, including outside work orders for food services and construction, space and equipment rentals, public training registrations, kid's summer programs, and daily sales from the bookstore.
- Annual Funding: The College receives yearly funding from ROP appropriations, Title IV aid through USDE student awards, USDA Land Grant Institutions funding, and various other grants.
- Resolution of Outstanding Balances
  - 2005 Mini-Games Balance: The $60K+ outstanding balance has been written off due to the statute of limitations.
  - MOE Balance: The $32K+ outstanding balance has also been written off due to the statute of limitations.
- Active Grant Applications for Financial Stability
  - Ongoing Grant Applications: The College actively applies for grants from US Grants, JICA, AUSAID, NZAID, CANFUND, and KOICA, among others. Key grants include Upward Bound, Talent Search, Upward Bound Math & Science, AANAPISI, HEERF, DE, RIIA, and AGFEI. Continuous monitoring ensures compliance with grant requirements.

3.1.2 Endowment Growth Towards $10 Million Goal by 2024

- Steady Contributions: Biweekly donations are received from ROP staff, other governmental and non-governmental agencies, PCC staff, individual donors, and local businesses.
- Cafeteria and Bookstore Contributions: 10% of monthly market sales from the Cafeteria and Bookstore marketers, along with 10% of daily cash sales from the Bookstore, are directed to the endowment.
- Aggressive Fundraising: The College's annual Thanksgiving Endowment Fundraiser is a key effort in reaching the $10 million goal by 2024.

GOAL 3.2 Facilities and Equipment. The College will improve a system of acquisition and management of property, facilities, and depreciable assets such as vehicles, information technology, accessories, and major equipment.

Key Accomplishments in Facility Development

The Physical Plant Division is responsible for maintaining and improving the college's facilities, which include grounds, buildings, maintenance areas, boats, floating dock, dormitories, and storage. The division oversees the upkeep of 44 classrooms, laboratories, and restrooms, ensuring they meet the institution's needs.
Significant capital improvement projects, such as the Mesekiu Gymnasium, PTHSE, dormitory renovations, and various repairs, have been undertaken to enhance the campus facilities. Below are some key accomplishments:

- **New Academic Building (Science/IT & General Classrooms**): Construction is ongoing, with expected completion by Spring 2025.
- **Mesekiu Gym:** Serves as a multi-purpose facility completed in 2021
- **Palau Tourism School of Excellence**: Completed in 2012.
- Renovated Dorms: The last major renovation occurred in 2019, with recent roof replacements and the installation of a new 6,000-liter water tank in 2023-2024.
- Dort Building Repairs: The building was renovated and reroofed in 2020.
- Sailing and Canoeing Vessels (Sailing 101): Completed; the latest repair and maintenance of the canoes was in March 2022.
- Housing for Married Personnel: Completed; current housing is sufficient to accommodate married personnel.
- Building Labels: All buildings are labeled with Palauan names except the PCC Library.
- PCC Wharf with Floating Dock and Bigger Ramp: Extension ramp completed in 2018.
- PCC Vehicle Plates: Stamped and pressed.
- Fenced Campus for Security: Completed.
- Road Below Shop Area: Completed.
- Office and Classroom Space for PCC Adult High School Program: Completed.
- Baseball/Softball Field (Coral Reef Highway): Ongoing; backfilling the area behind the Urur and Rriu Buildings.
- Roof Guard Application: Ongoing; most building roofs have been changed to aluminum rib-type roofing.
- Building Meters Installation: Progressing, only the staff housing is completed at this time.
- As-Built Drawings for PCC Buildings: New buildings have drawings (Library and Tourism); older buildings do not.
- Two-Story Building (Sebus and Smuuch): College is still committed to this project, which will be addressed in the next 15-Year Institutional Master Plan (YIMP)
- Mangrove Trail for Tourism and Hospitality Program: This plan will be implemented when the need arises.
- Campus Power Plant for College Needs and PPA Training: This plan may need to be revisited in the next 15-YIMP.
- PCC Rock Island (Metukerikull) - Work in progress. The college has been given the opportunity to utilize one of the Rock Islands for educational purposes.

GOAL 3.2 Facilities and Equipment. The College will improve a system of acquisition and management of property, facilities, and depreciable assets such as vehicles, information technology, accessories, and major equipment.

Key Accomplishments

Maintenance Plan and Safety:

- Bi-weekly inspections and monthly updates to the maintenance working plan matrix continue to uphold safety and quality across the campus.

Inventory Management:

- The Business Office keeps the college's fixed asset schedule current, applying the straight-line method for depreciation. Physical inventory counts and inspections of facilities and equipment are conducted every other year with assistance from maintenance and computer services staff.

Program Funding:

- The college ensures funding for its 21-degree programs and is committed to securing funds for any new certified programs as they arise.

Endowment Donors Wall of Honor

- The Wall of Honor has been successfully established by the Administration office to recognize past and present high achievers and major donors. It displays donors' names and the amounts contributed to the college Endowment fund.

GOAL 3.3 Technology Plan

Continue to Monitor Funding and Process for Purchasing of College Technology

- Technology Needs: Integrated into the Administrative Procedures Manual (APM).
- Annual Reviews: Ongoing evaluations of Technology and Online fee statements conducted at the end of each fiscal year.

Continue to Acquire and Assess Needed Software for College Use

- Key Acquisitions:
  - Bitdefender Licenses: Purchased for various departments, including Talent Search, HR, Business, and Upward Bound.
  - MsOffice Licenses:
    - Regular purchases for faculty, staff, and specific programs.
    - 58 licenses for faculty, Talent Search, AG, and academic purposes.
    - Additional licenses for Student Services, HRD, Business Office, Library, ANAPISI, Upward Bound, and computer lab classrooms.
- Other Software and Infrastructure:
  - Upgrades and implementations, including Union Catalog, Moodle, DNS server migration, cloud hosting, Unifi Controller on Ubuntu, website hosting on Dreamhost, and domain registration.

GOAL 3.3 Technology Plan

Continue to Upgrade College Local Area Network (LAN)

- Network Device Upgrades:
  - Regular replacements, including L3 Ubiquiti switches and WiFi access points, with expanded LAN coverage to all shops, Cafeteria, Tourism, and Dorm office via PtP connection.
- Firewall Updates:
  - Main Firewall subscription updated in May 2019 (expires May 2022).
  - Tourism Firewall subscription updated in September 2020 (expires September 2023) and moved to Ngermeskang in August 2022.
  - New Ubiquiti switches, access points, and a firewall were purchased.
- Internet Speed Increases:
  - Main campus: Increased from 50 to 100 Mbps in February 2019 with a 3-year agreement signed with PNCC.
  - Tourism: Increased from 5 to 10 Mbps in September 2020.

Continue Established Replacement of Hardware on a Systematic Cycle

Systematic Replacement Schedule:

- Servers and computers are systematically upgraded, with servers every 5 years and computers every 3 years.
- Recent updates
  - New servers for financial aid, online, tracdat, and Network Access Storage (NAS)
  - Computer replacements
    - A total of 158 computers were recently updated, including 30 online lab computers, 60 library computers, 22 computers for Room 61, and 27 computers for Room 63.
    - 75 laptops were updated, including 10 student service laptops, 40 faculty laptops, 6 for Talent Search, 4 for ANAPISI, 10 for Upward, and 5 for IT.
    - Computers from Rooms 61, 63, and the Library have been upgraded and are being redistributed to various campus offices.

Continue to Increase Technology Support

- Transitioned from a PCC Zoom account to Google Meet; currently using academic Zoom accounts. Two new Zoom accounts were purchased for the College.
- Various training on PosterMyWall, Canva, Google Drive, Docs, Forms, Sheets, and basic troubleshooting.
- Cybersecurity Awareness and Internet Safety Tips training.
- Training on Artificial Intelligence (AI).
- Backup Procedures: Daily and weekly backups are performed between servers. Monthly backups are made to cloud storage.

Distance Education Support:

- All efforts to support distance education activities are ongoing, including assisting the Distance Education Committee (DEC) with policy development, ensuring compliance with accreditation standards through the ALO, maintaining and upgrading necessary equipment for online and hybrid courses, and providing continuous training for faculty and support staff in distance education course management.

Goal 3.4 Human Resources – The college will recruit, hire, promote, and retain a diverse and qualified workforce needed to achieve institutional priorities.

Personnel Management Highlights

Review of Personnel Rules and Regulations (PRR) Manual

- The Policy Review Committee completed its review of the PRR Manual in June 2023, with approved amendments to be incorporated and disseminated to ensure fairness and consistency in policies and procedures.

Staff and Faculty Development Programs

- The College continues to provide appropriate professional development trainings to its personnel including Technology support trainings, Institutional Effectiveness training, and content-specific trainings. College professional developments are scheduled according to division and department needs to support the College mission.

Performance Appraisal and Evaluation Process

- The College conducts annual merit evaluations for all employees, regardless of title or position, with contract durations ranging from six months to four years. Evaluations assess effectiveness, encourage improvements, and involve supervisors in discussing results and conditions with employees. All evaluations are documented and filed in the Human Resources Division.

Benefits for Faculty and Staff

- Retirement Package: Monetary recognition for years of service.
- Salary Increment: Reviewed by the Policy Review Committee, with adjustments incorporated into the PRRM as needed.
- Career Development: Includes professional development training in institutional effectiveness, accreditation, technology, and content-specific areas.

Succession Plan 3.4.6 (Off-Track, Ongoing Behind Schedule)

- The succession plan, last reviewed in August 2011, remains a work in progress; HRD is collaborating with other offices to develop and implement it.

Goal 3.5 – Emergency Preparedness.

- Emergency Operational Plan (EOP): Revised in 2018, the EOP was disseminated college-wide and is available on the college website. It outlines the communication process during crises.
- Emergency Drills: Annual drills are conducted to ensure preparedness, familiarizing employees with the communication process.
- Campus Emergency and Safety Committee: This committee became a standing body to oversee the planning and management of the EOP, Campus Safety/Emergency Preparedness Drills Policy, and the Emergency Management Policy.

STRATEGIC DIRECTION 4

CULTURE OF EVIDENCE

The college will provide data driven assessment which generates accurate and reliable information, identify specific evidence of its efforts in strategic areas, analyze that evidence, and use its findings to make planning and resources allocation decisions as the basis for continuous improvement.



GOALS

OBJECTIVES: 14
Completed- 2
Ongoing - 12

4.1 The College will establish an Institutional Research Office (IRO). The primary mission of the office is to collect, analyze, interpret and disseminate information; preserve comprehensive and longitudinal data; conduct surveys and ad hoc studies; develop an institutional fact-book; and function as a central repository of data information to support management operations, planning, and decision-making processes.

4.2 The Institutional Research Office will provide information about the FAMED assessment cycle, generate an assessment plan and continue to coordinate institutional research and assessment practices at PCC.

4.3 The Institutional Research Office will serve as a repository of program review and student services data and will be the center point where all factual information about student learning outcomes and institutional learning outcomes can be obtained.(this goal will be linked to the website).

OBJECTIVES: 14
Completed- 2
Ongoing - 12

DIRECTION 4: CULTURE OF EVIDENCE GOAL AND OBJECTIVE STATUS

GOAL 4.1

Completed - Objective 4.1.1, 4.1.5
Ongoing - 4.1.2, 4.1.2, 4.1.3, 4.1.6

GOAL 4.2

Ongoing - 4.2.1, 4.2.2, 4.2.3

GOAL 4.5

Ongoing - 4.3.1, 4.3.2, 4.3.3, 4.3.4, 4.3.5

STRATEGIC DIRECTION 4 : CULTURE OF EVIDENCE HIGHLIGHTS

KEY HIGHLIGHTS

- Establishment of Institutional Research Office: Institutional Research and Evaluation Office was established in 2014, following the appointment of an Institutional Researcher in 2009. The office supports decision-making by collecting and interpreting quantitative and qualitative data, designing and administering surveys including the Institutional Effectiveness Survey conducted every semester and evaluating the effectiveness of academic and administrative programs. It prepares comprehensive reports for various divisions, the College President, and the Executive Committee, ensuring that institutional decisions are data-driven and aligned with strategic goals.

- Data Management and Reporting: Through comprehensive data collection, management, and analysis on students, staffing, finances, and student learning outcomes, the college ensures timely and accurate reporting to federal and state governments, accreditation agencies, and other external bodies, maintaining compliance with regulatory requirements. Additionally, the college publishes the annual Institutional Fact Book to provide transparency and detailed institutional data.

- Central Repository and Longitudinal Data Preservation: The college currently utilizes the assessment platform Nuventive's Improve (formerly "TracDat") to effectively manage and monitor assessment processes, supporting continuous improvement. This platform also serves as a repository for assessment information. However, with Nuventive Improve now retired and support ended as of September 30, 2023, the college is planning to migrate to the Nuventive Improvement Platform to drive planning and progress for strategic, assessment, and improvement initiatives.

- FAMED Assessment Cycle: FAMED assessment cycle supports planning and decision-making across all academic and non-academic areas. It ensures that decisions are based on data, analysis, and action plans, integrating these with institutional planning and budgeting.

- Institutional Reports: Program reviews are compiled and reviewed by the Institutional Assessment Committee (IAC), which provides recommendations to the College President through Executive Committee meetings. Institutional reports, including ISSA, IES Reports, and course assessment reports, are generated regularly and shared with college stakeholders to keep them informed.

PALAU COMMUNITY COLLEGE



2009-2024

15 YEAR MASTER PLAN REPORT CARD