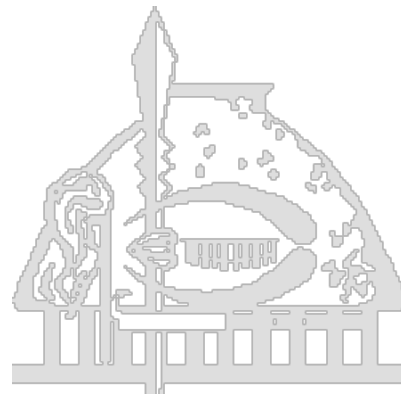


American Samoa Community College

Spring | 16

Divisional Assessment
ACADEMIC AFFAIRS



American Samoa Community College
FY 2016 Divisional Assessment
Academic Affairs

Academic Affairs

Explain how your mission and outcomes support the institution's mission (Faamatala le sootaga ma le lagolagoina o la tou manulauti ma matati'a ausia o le Manulauti a le Kolisi):

Text Responses

By providing high quality instructional activities in science programs such as lectures, labs, research projects, field trips, etc. to enhance student learning
By accommodating diverse students in all learning activities to enhance the quality of life
By working together with colleagues to provide up to date and quality education for all students
By adapting tradition and cultural heritage of local as well as international students to enhance meaningful learning
By providing guidance and advises along with professional learning experiences to the students so that they will become successful in their personal, ethical and professional life

The academic division mission and learning outcomes supports students to be able to transfer to other institutions of higher learning, successful entrance into the workforce, ability to upgrade research skills, and develop awareness of the Samoa and the Pacific Islands.

The mission statement of the criminal justice department and PLO supports the institution's mission is by providing quality education for students (CJ majors), develop knowledge and skills from the CJ program to become global citizens and become critical thinkers.

Our departmental mission and outcome: 1. continue studies in a specialized area in allied health or into a bachelor's degree program in health science, human services or related fields; 2. obtain local employment as a medical support staff or a public health educator or enter into employment as a paraprofessional in the human services agencies; 3. enhance occupational skills needed in professional growth and career development; and, 4. apply knowledge and skills in health and human relations into their daily lives with and awareness and understanding of Samoa and Pacific Island cultures. support the institution mission.

Graduates from Certificate and ADN program are equipped with the 5 ILO and, and after passing their licensure NCLEX - PN and RN are eligible to join the workforce or continue to a Bachelors degree in Nursing.

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Academic Affairs mission and Divisional outcomes are aligned to the Institutional Mission through the offering of high quality Academic Programs. ASCC offers A Bachelor degree in education, Associate degrees, certificate of proficiencies, and certificate of completion for students immediate placement in the workforce, upgrading technical skills, transferability to Higher Education and job placement.

Each DLO supports each aspect of the ASCC Mission. Divisional Outcome 1: Curriculum, Instruction, and Planning: Divisional Outcome 2: Highest level of academic services. Divisional Outcome 3: Internal and External Partnerships and Entities Divisional Outcome 4: Manage and allocate institutional resources effectively Divisional Outcome 5: Recruit, retain, and support faculty and staff in a culture of excellence and innovation

The mission of the Mathematics Department is to provide quality education in various areas of mathematics to support certificate and degree programs. The department offers courses that promote critical thinking and logical reasoning while developing and strengthening problem solving skills. The Math department is committed to prepare all students who lack basic math skills by offering developmental courses in arithmetic and introductory algebra. In addition, the department also offers courses in vocational technical math, college algebra and trigonometry, statistics and calculus to ensure that ASCC students acquire the necessary mathematical foundation for entry into the work force or for transferring to four-year institutions. The mission of the Mathematics department and outcomes fully support the 5 institutional core values and learning outcomes to better serve the community of American Samoa.

Aligns to ILO #1- Effective Communicators. Language and Literature students are effective speakers, readers, and writers and critical thinkers. These skills essential for success in any academic, professional, or personal field.

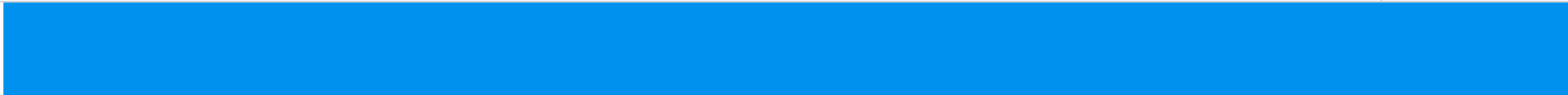
The math department support the institution's mission by providing quality education in various areas of math that support certificate and degree programs. The math department offers courses that promote critical thinking and logical reasoning, committed to prepare all students who lack math skills, and ensure that ASCC students acquire the necessary mathematical foundation for entry in to the work force or for transferring to the 4-year institutions.

Physical education provides programs for the students to achieve high educational and contributes to the their well being.

Please check/mark how your Department/Program/Division's Mission link to ASCC's Mission (Faamolemole faailoa mai pe faapefea ona fesootai le manulauti a lo outou matagaluega/polokalama/vaega ma le manulauti o le Kolisi):

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	Yes (Ioe)	No (Leai)	Please explain and provide evidence (Faamatala):	Standard Deviation	Responses	Weighted Average
Transfer to institutions of higher learning: (Faauauau atu i iunivesite ma aoaoga maualuluga atu):	12 (100%)	0 (0%)	0 (0%)	5.66	12	1 / 2
Successful entry into the workforce (Faamanuiaina i galuega):	10 (91%)	1 (9%)	0 (0%)	4.5	11	1.09 / 2
Research and extension in human and natural resources; (Saililiga ma le faalautelega I mataupu tau tagata ma punaoa faalenatura):	9 (75%)	3 (25%)	0 (0%)	3.74	12	1.25 / 2
Awareness of Samoa and the Pacific (Silafia o Samoa ma le Pasefika):	8 (80%)	2 (20%)	0 (0%)	3.4	10	1.2 / 2
						1.13 / 2



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 Academic Affairs

1a. Does the Department/Program/Division conduct/undergo a periodic evaluation on the effectiveness of instruction and services? (E faatino ni suesuega faavaitau a le matagaluega/polokalama/vaega e iloilo ai le aogā o aoaoga ma tautua?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	12 (100%)	0 (0%)	0 (0%)	5.66	12

1b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

periodic evaluation of instruction and services are done during each of the semester courses by representatives of institution of effectiveness and the students
Course Evaluation Form
Academic department requires data collection by cycle in the two year catalog. Department uses this data cycle to measure the effectiveness of the program and methods of instruction.
1. course assessment every semester 2. annual program assessment 3. biannual program assessment and catalog revision
Evaluation of individual courses are conducted at the end of every semester to determine necessary changes that are needed prior to the next semester when another set of courses are offered. Program evaluation are conducted at the end of every program to determine the number of students who had failed and why versus the number who had successfully completed, and if available, number who had passed their national exam.
Continuous assessment of courses and programs through assessment reports by Academic Program. Bi-annual review of curriculum and programs through the review of the Catalog. Annual evaluation of faculty and adjuncts/part-time faculty. Annual Academic Program review of all instructional programs.

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Evaluation of the effectiveness of instruction is done periodically over a two-year period via the Assessment report submitted to the Assessment Committee and the Curriculum Committee. Evaluation of program services is also done occasionally and discussed during department meetings. Any proposed changes will be submitted within the curriculum committee by the chairperson.

At the end of every semester, my department undergo evaluation of instruction and services.

Through assessment of all courses the department gets feedback from students

Show Less Responses

2. How does your Department/Program/Division support student learning and achievement? (E faapefea ona lagolago e le tou matagaluega/polokalama/vaega aoaoga ma tulaga ausia a tagata aooga?):

Text Responses

By providing high quality instructional activities in science programs such as lectures, labs, research projects, field trips, etc.to enhance student learning By accommodating diverse students in all learning activities to enhance the quality of life By working together with colleagues to provide up to date and quality education for all students

Assessment of Student Learning Outcomes

CJ recently established a club to support student learning through extra curricular activities that aligns to its curriculum standards.

By providing high quality instruction and assessment of course and program learning outcomes.

The department offers after-hour and weekend tutoring services free of charge to students who need additional help with theory or skills.

The continuous review and assessment of courses, programs, and Institutional learning outcomes allowed Academic programs to determine contributing factors to achieving SLOs and meeting Institutional Achievement Set Standards. Academic Affairs deals directly with assessment

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 Academic Affairs

of SLOs at all levels and are evaluated following a cycle of assessment review for all courses and programs.
We teach quality instructions
1. Semester assessment of all courses. 2. Collecting data regarding student achievement. 3. Ongoing discussion on curricular changes to improve learning. 4. involve student and faculty in authentic learning
The department as a whole supports student learning and achievement by carrying out our day-to-day jobs by effectively teaching the contents on the courses offered and this leads to students' achievements. Students are often recognized during award ceremonies held at the end of each semester prior to graduation ceremonies.
We provide tutorials for students as necessary; office hours are met; grades are periodically available so students can assess their progress.
By providing several assessment tools to assist through their courses



3. Check the following used for evaluating the effectiveness of the Department/Program/Division: Please explain how each is used. (Togi ripoti na faaaogā i le iloiloga o le aogā o la outou vaega. Faamolemole faamatala pe faapefea ona faaoga ia ripoti taitasi.):

	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
Annual Reports (Ripoti faaletausaga: Ioe pe Leai, Faamolemole faamatala.)	11 (85%)	2 (15%)	0 (0%)	4.78	13	1 / 1
Quarterly Reports (Ripoti faalekuata. Ioe pe Leai, Faamolemole faamatala)	9 (75%)	3 (25%)	0 (0%)	3.74	12	1 / 1
Bi-weekly Reports (Ripoti tai lua)	6	5	0	2.62	11	1 / 1

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	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
vaiaso. Ioe pe Leai, Faamolemole faamatala).	(55%)	(45%)	(0%)			
Student Learning Outcomes (Agavaa Ausia Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	13 (100%)	0 (0%)	0 (0%)	6.13	13	1 / 1
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)	13 (100%)	0 (0%)	0 (0%)	6.13	13	1 / 1
Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)	12 (92%)	1 (8%)	0 (0%)	5.44	13	1 / 1
Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)	13 (100%)	0 (0%)	0 (0%)	6.13	13	1 / 1
Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)	11 (85%)	2 (15%)	0 (0%)	4.78	13	1 / 1
Student Satisfaction Survey (Suesuega Lotomalie Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	10 (83%)	2 (17%)	0 (0%)	4.32	12	1 / 1
Fact Sheets (Pepa o Faamatalaga)	6	7	0	3.09	13	1 / 1

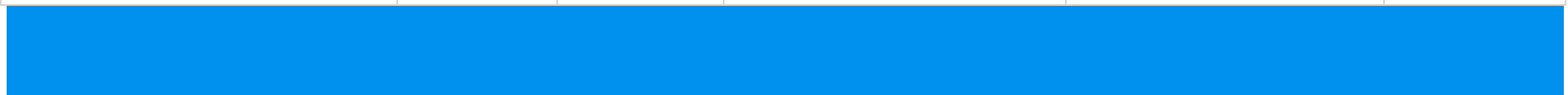
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	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
Moni. Ioe pe Leai, Faamolemole faamatala)	(46%)	(54%)	(0%)			
Other Evidence (Nisi faamaumauga. Ioe pe Leai, Faamolemole faamatala)	2 (20%)	8 (80%)	0 (0%)	3.4	10	1 / 1
						1 / 1



1a. Have evaluation processes resulted in recent/continuous improvements? Please explain (Na mafai ona fa'aauau faaleleiga ona o faaiuga mai iloiloga?)

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	11 (92%)	0 (0%)	1 (8%)	4.97	12



1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

the institutional effectiveness office provides data and report to all personnel, so that they can evaluate and make adjustments/improvements
Analyze department data to identify areas of improvement and create an action plan.
Recent evaluation has culminated the setting of institutional standard performance indicator and outcomes.

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Assessment of Student Learning Outcomes allowed programs to improve teaching pedagogy, assessment instruments, and program review in regards to requirements and credit load for students.
Assessment drives decisions
no comment
I believe it is through the evaluation processes that we are seeing a lot of improvements within the college in terms of facility upgrades and renovations. For example, the latest developments in the classroom with additional white boards in the CAPP M12 building.
We are continually modifying and updating teaching methods and assessment tools and aligning course instruction in order to ensure that all students are receiving the same instruction, regardless of instructor.
The percent students passing has improved, and more students are taking high level course in my department. Before the number was low, it has improved.
It assists the instructor to improve what is being taught and the method of instruction



2. What outcomes did these improvement help achieve? Please explain (O a ni matāti'a na mafai e nei faaleleiga ona 'ausia? Faamolemole faamatala):

Text Responses

Increased focus on student centeredness, increased team work more students were getting transferred to higher education institutes
As new chairperson for CJ in Spring 2015, this information has being analyzed now and action plan will be implemented in Fall 2016. Therefore, this question has no answer.
The institutional standard performance indicators set the baseline for future assessment and evaluation comparison of the results.

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Setting Institutional Student Achievement Set Standards. Consistent review of Programs through the Academic Program Review, which is now finalized to be implemented in the Fall to account for Previous Academic Year (Fall & Spring).
Rubrics Syllabus Instructions
no comment
As previously mentioned, the facility upgrades and also the student council activities to boost students' interests in college affairs as well as their recent play performances which received a lot of public attention.
All outcomes have been improved. Rubrics have been created, dimensions have been clarified or added.
Improvement in physical fitness and weight

3a. Where there any recommendations from the previous Divisional Assessment (2015) that were not completed/acted on in the past year? (Na iai ni fautuaga mai le Suesuega a le Vaega e le'i mafai ona faia i le tausaga talu ai?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	3 (27%)	4 (36%)	4 (36%)	0.47	11

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

recommendations were completed

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Incomplete (but completed by Mark Mageo before passing).
Lack of these institutional standard performance indicators.
Do not recall at the moment, but I know office space and professional trainings have been provided for faculty through the budget proposal.



4. List significant achievements made to this Department/Program/Division over this past year (Lisi mai ni matāti‘a na ausia e le polokalama/matagaluega/vaega i le tausaga talu ai?):

Text Responses

Science department faculty now meet regularly and update each other by sharing about what is happening around.
ASCC Catalog 2016 to 2018 completed ASCC Faculty afforded the opportunity to participate in serious assessment workshops in the USA Mainland and Hawaii.
The CJ restores the quality of education in its content areas.
1. Alignment to institutional standard performance indicators. 2. Alignment to Institutional Student Learning Outcomes.
Setting of Institutional Learning Outcomes with Course requirements and setting of Institutional Set Standards for Student Achievement.
more students pass their courses
The office supplies order arrived on time.
Lang. and Lit. always submits full and complete reports in a timely fashion. We successfully presented our literary night for Spring 2016.

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1a. Does your Department/Program/Division recognize and implement feedback from faculty and staff in decision making for continuous improvement to the institution? (E amanaia ma faaoga e tou matagaluega/polokalama/vaega manatu tuuina mai e faiaoga ma tagata faigaluega i faaiuga fai mo le fa'aaauau o le faaleleia o le Kolisi?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	12 (92%)	0 (0%)	1 (8%)	5.44	13

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

The department chair regularly conducts departmental meetings and receives feedback and requests from the faculty. He uses this information in further decision making processes.

Curriculum and Assessment committee provided resources to improve.

Monthly meetings are conducted to discuss issues and include faculty and student representatives from each program for feedback and decision making.

1. Revision of Teaching Load Policy for Faculty: 12-16 credits to account for any assesment or curricular responsibilities. 2. Need for Faculty Office Space: Relocation of Language and Literarture Department and the Social Science Department.

Absolutely! The Math Department works well in responding to faculty and staff feedback to improve the institution as a whole like the submission of data sheets on time as well as reporting student achievement data.

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Based on faculty recommendations, courses and curriculum have been improved, rubrics and assessment tools have been modified.

We converse daily about what our program should and has done

2a. Are Department/Program/Division SOPs and decisions regularly communicated to staff/faculty? (E masani ona logo atu i tagata faigaluega/faiaoga faaiuga ma faagasologa (SOP) a le Vaega/Matagaluega/polokalama?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	10 (77%)	3 (23%)	0 (0%)	4.19	13

2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

The chair shares information on events that are happening at various meetings he attends.

standing committee members from respective departments (academic) reports to chairperson during department monthly meetings.

Department/Program/Division SOPs and decisions regularly communicated to our adjunct instructors via e-mail since this department has only one full time faculty.

Communication is ongoing daily to prevent confusions.

All SOPs are shared with the Curriculum Committee through the Chairpersons and are also shared during Faculty Orientation.

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The ASCC webmail works efficiently in communicating information if any regarding the department or division.

I think this information could be disseminated in an easier manner. Some SOP's are not clear.

3a. Are the decisions systematically documented and archived? (E faasolosolo lelei le faamauina ma le teuina o faaiuga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	12 (100%)	0 (0%)	0 (0%)	5.66	12

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

The department chair maintains a personal record of all the meetings he attend. The secretary broadcasts and maintains the minutes of each meeting and reports.

Academic Affairs and department holds information.

Department Chair document and archived via e-mail or memo or printout of the these documents.

Recorded in minutes of monthly and emergency meetings.

Decisions are documented in Department minutes, Curriculum committee minutes, and Assessment reports.

Compliance Assist and ASCC Website (password protected)

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Any decision made is usually documented via attachments included in emails usually from the Academic Affairs office or the clerks from the various departmental office.

Constant justification of curriculum changes based on data. This is from assessment reports, department meetings, etc.

Reports are saved in the computer

1a. Is the Number of personnel adequate to support your Department/Program/Division? (O fetaui le fuainumera o tagata faigaluega mo le lagolagoina o lau matagaluega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	7 (58%)	5 (42%)	0 (0%)	2.94	12

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

One Marine science instructor resigned by the end of spring semester, 2016. Therefore, there is a vacant position in this area that has to be filled out before the fall 2016 semester begins.

We are actively recruiting for one more full time faculty for this department.

This department needs an Administrative Assistant or Lab Tech to compile report, filing of confidential folders and files, and assist in setting up supplies and assist with skills demonstration.

Need another Administrative assistant mainly for the Assessment data.

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Curriculum and Assessment needs a staff.

Definitely. I believe the Math department is solid considering the full faculty we have in placed. About 8 of us.

Because of enrollment the personnel is adequate

2a. Do personnel possess all specialized skills or credentials required to support the Department/Program/Division? (Ua iai i tagata faigaluega agavaa poo tomai tau aoga o loo manaomia i le lagolagoina o le polokalama?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	11 (92%)	1 (8%)	0 (0%)	4.97	12

2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Personnel have all credentials. However, need professional development / training in the latest lab s supported by software, hardware and related accessories

performed deficiencies areas in profession.

The faculty possess the necessary skills and credentials for the position of the department.

All faculty are Registered Nurses with years of experiences in their specialized areas.

Faculty are qualified for their particular discipline or area. Adminstrative assistants and technology adminisitrative assistant have the skills to perform in meeting Division's mission. Faculty and Staff are given opportunity for Professional development through off-island trainings or

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workshops in assessment.

I believe all personnel are specialized in their areas of expertise and are fully equipped with the credentials necessary to carry out the job.

Staff are all credentials members

3a. Are all proper documentation (degrees, certificates, etc.) on file and continuously updated? (O atoatoa faamaumauga (tikeri, tipiloma...) i faila ma faaauau faaopoopoga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	11 (92%)	0 (0%)	1 (8%)	4.97	12

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

by the HR

Update with HR

All documentation (degrees, certificates, etc) of the departmental faculty are kept at the college HR and updated continuously.

Faculty and Students' portfolios are on file.

All faculty documents were recently reviewed and updated to meet the Accreditation recommendations. It is very much recommended that

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these documents are updated and reviewed annually during the Performance Evaluation review period.

We usually receive the updated form for all files on records to give descriptions of latest achievements or recognitions if any in addition to the information on file.

As far as I know. . .

4a. Are all personnel in this Department/Program/Division careful in protecting the security, confidentiality and integrity of student information according to FERPA? (O faaeteete tagata faigaluega i lenei vaega i le malu puipuia o faamatalaga uma e tusa ma tulafono a le Kolisi, Faigamalo faalotoifale, feterale?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	11 (85%)	1 (8%)	1 (8%)	4.71	13

4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Keep students' information confidential

File cabinets with lock are given to each faculty for storing students' academic files.

All confidential files are locked in metal filing cabinets.

All faculty are aware of the FERPA policy as its a policy that is stated in the ASCC Catalog.

It is our responsibility as a faculty, and within the whole department to abide by the FERPA and of course we are all good law abiding citizens.

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All staff understand

5. Does your Department/Program/Division effectively use its personnel to achieve its mission? (O faaaoga tataau e lau matagaluega/polokalama/vaega au tagata faigaluega ina ia ‘ausia ai lana manulauti?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	13 (100%)	0 (0%)	0 (0%)	6.13	13

5b. Please explain how it can be improved: (Faamolemole faamalamalama mai i lalo pe faapefea ona faaleleia.)

Text Responses

faculty execute their responsibilities explained in the syllabi, which are sent to the supervisors
but in need of providing the resources to support
The role and responsibilities of each faculty is clearly define when we first get hired.
All faculty know their responsibilities according to their job description on file, with a thorough orientation that provides alignment to the program mission and institution's mission.
Without qualified faculty and staff, outcomes for the division would not have been met.
Continuous dialogue in department meeting
Personnel within the department is divided among committees so that each faculty better represent the Math department in all areas.

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By communicating daily on the aspects of the program and courses

Are you a full time or Part Time employee?

	Full Time:	Part Time:	Responses
All Data	13 (100%)	0 (0%)	13

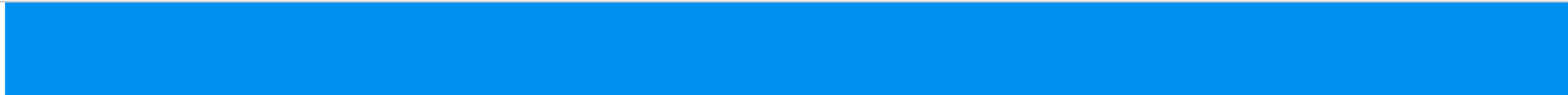
Number of Courses you teach:

Text Responses

3
4
4-5 courses per semester
about 5-6 course each semester (12-15 or 16 credits)
Number depends on the semester and the programs that are offered.
1 course when available
3 or 4
0
I teach 3 different courses: MATH 80, 90, and 151

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4-6 depending on semester
4 or 5 sometimes
4



Degrees, Coursework, and or Publications:

Text Responses

Master of Science Bachelor of Science
A.A.; B.A.; M.A. 2 Publications 1 Unpublished Master's Thesis
Doctor of Education in Curriculum and Instruction (present) Masters in Science Criminal Justice Bachelors of Arts in Administration of Justice, minor in Political Science and Communication Associate of Arts in Pre Law
Doctor of Podiatric Medicine
RN, BSN, Specialty in Fundamental skills, Medical-Surgical and Community Health Nursing, didactic and clinical. Co-author publication on researches of nursing students and obesity.
Currently working on Dissertation for PhD. Master of Arts in Mathematics Bachelor of Science in Mathematics
Is this suppose to be a question
M.Ed in Teacher Leadership emphasis in Technolgy
AA in Liberal Arts B.S. in Mathematics M. Ed. in Teaching and Learning
BA in English Single Subject CLAD Credential M.Ed in secondary education

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College Degree, and trying to finish the next one.

BA in Physical Education MeD in Curriculum and Instruction

Other Qualifications not listed in previous question:

Text Responses

n/a

American Heart Association Basic Life Support Instructor for Health Care Provider (March 2016-March 2018)

N/A

Qualifications of whom?

List involvement in college/instruction, community activities (i.e., club sponsorships, committees, boards, organizations, etc.)

Text Responses

Faculty senate Academic Curriculum Committee

PTK Advisor Member of ASCC Matai Alumni Association Member of A.L.O.F.A. Community Organization Glee Club Founder ICTM (International Council for Traditional Music) Liason Officer Member of the Study Group for the Music and Dance of Oceania

Curriculum Committee Academic Assessment Committee Law Justice Club Chairman Criminal Justice Department Chairperson

Curriculum Committee member Academic Assessment Committee member (AS) Area Health Education Center Board member Non-Pell Scholarship Selection Committee member BUILD EXITO Site Principle Investigator

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Full time instructor since 1993, chairperson for the nursing department since 1997. - Curriculum Committee since 1997 - Member American Samoa Health Services Board since 1998 - Member National Council State Boards of Nursing since 2004 - Member of the American Pacific Nursing Leaders Council (APNLC) since 2006 - Voted Vice President of the APNLC 2014 -Pacific Island Network of Nursing Education Directors since 2007 -Member AS Nurses Association since 1986
IPECC TASK FORCE Registration Committee (Ad Hoc) Ad Hoc Policy Committee for Board of Higher Ed Curriculum Committee Marketing Committee (Ad Hoc) Steering Committee
instructions committees
Curriculum Committee Academic Assessment Committee Data Committee PTK Honorary Advisor Leadership Team member ASCC Steering Committee
member of the Assessment Committee member of the Total Cost and Ownership Committee
Member of DOE Career and College Committee Member of the Teen Pregnancy Coalition Presenter at Teen Pregnancy Mentor training Judge for History Day Judge for Speech Festival Spelling Bee pronouncer
Academic Assessment Committee
Member of Executive of American Samoa National Olympic Committee

1a. Have faculty/staff in the Department/Program/Division involved themselves in in-service training and other professional development? (Na auai le aufaigaluega o le matagaluega/polokalama/vaega i ni aoaoga a’o galulue ma isi aoaoga auā le alualu i luma?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	11 (85%)	2 (15%)	0 (0%)	4.78	13

American Samoa Community College
FY 2016 Divisional Assessment
 Academic Affairs

1b. If "yes", please list evidence (Afai e "Ioe" faamatala mai pine faamau o iai.):

Text Responses

many professional development workshops are provided during each orientation programs in the beginning of each semester
Assessment Technology
Assessment workshop conducted by Director Fruean in Fall 2014.
Faculty orientation
Nursing Faculty are continuously involved in professional development to maintain and retain licensure/ credentials.
Off-Island professional Development on Assesment, Program Review, Curriculum review, and , ARC, ACCRO, and Accreditation conferences.
Assessment 101 Assessment 201
1. Assessment 101 2. Assessment 201 3. Moving Beyond Measuring: Integrating 4. Assessment and Evaluation with Planning and Improvement 4. Retreat on Student Success 5. Workshop on the Meaning, Quality, and Integrity of Degrees 6. Retreat on Core Cmopetencies: Written and Oral Communication
At the beginning of each semester, faculty undergo a whole week of professional development workshops.
All Orientations.
Orientation Assessment workshops Curriculum Committee

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 Academic Affairs

2a. Are there any unmet needs for professional development among personnel in this Department/Program/Division? (O iai ni manaoga tau aoaoga e le'i faia mo le afaigaluega a lau matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	8 (62%)	3 (23%)	2 (15%)	2.62	13

2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Need professional training on the latest Laboratory practices, both in traditional and virtual labs
increase professional developments for faculties.
Professional development to maintain and retain credentials important to position require off-island attendance to important conferences and training which require financial travel assistance.
Moodle Training and smartboard training.
Need remedial professional development
The department needs to attend future workshop on how to better assessed students within each course and collect effective data.
Our department has not had anyone go to a Physical Education Seminar since 2001

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3a. Are faculty/staff evaluated on an annual basis by the immediate Supervisor (i.e., Director, Dean, Vice-President, Chairperson, etc.)? (O iloilo galuega faatino faaletausaga mo faiaoga/tagata faigaluega e le Ta'ita'i (e pei o Taitaifono, Faatonu, Matua o le saofaiga, Sui-Peresitene.):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	13 (100%)	0 (0%)	0 (0%)	6.13	13

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

yes
faculty, evaluated annually by immediate supervisor. Chairperson is evaluated by Dean Moananu or Director Fruean Faculty is evaluated by Chairperson (department)
Annual Faculty Evaluation
It is a requirement that is completed annually.
All Academic Affairs faculty and staff are evaluated on an annual basis through faculty performance evaluation by the Respective Chairperson, Director, and Dean of Academic Affairs. Staff are evaluated using the two way performance instrument by respective directors.
explain what
We review every performance evaluation done annually by the supervisor. In my case, it is done by the math chairperson.
An evaluation is done yearly of the appropriate staff

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 Academic Affairs

4a. Are evaluations consistent and completed in a timely manner as documented in ASCC policies? (O mulimulita'i iloiloga o galuega faatino e tusa ma tulafono a le Kolisi Tuufaatasi?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	12 (92%)	1 (8%)	0 (0%)	5.44	13

4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

yes
annual evaluation of faculties.
Completed and submitted on time.
Due to the need to address the Show Cause sanction recommendation, all performance evaluations for all faculty and adjunct have been consistent and were completed. However, it is imperative that faculty are continually evaluated and given the opportunity to update files as they are constantly involved in professional growth through higher education/credentials or publication.
on time
Fairly. All evaluations are done in a timely manner.
They are done and documented with the Dean of Academic Affairs

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Academic Affairs

1. Briefly describe the facilities occupied by your Department/Program/Division (i.e., classrooms, offices, labs, etc.)? (Ootoo mai se faamatalaga o ituaiga fale/potu o faaoga e lau matagaluega/polokalama/vaega e iai potu aoga, ofisa, potu su'esu'e, ma isi):

Text Responses

classrooms, offices, labs

The Art Building Facility seriously needs attention. The dark room used for the photography class is in dire need of renovation. The basic photography course has not been offered due to the deterioration of the facility. The music program is in dire need of a storage room for musical instruments. There is need for better air condition system for both RM 29 and RM 30. It is extremely important to have better air circulation in those rooms. Rehearsals takes place in these rooms, and it is extremely difficult for students and faculty to work in there when the air condition system isn't working.

CJ has two offices location second floor of main administration building. Both offices are in good conditions. CJ courses are held at rooms 18 and 19, both rooms needs to be renovated because of vandalized and echos. Room 19, does not have a smart board. NEED!

The office for Health and Human Services Department is well kept and sufficient.

2 buildings M-9 and M-10 with adequate office space. M-9 consist of a small classroom, a medium size front room that is currently used as a computer and study room. M-10 has a large front room that fits 14 students comfortably and is alternatively used as classroom and lab, and consists of hospital beds and tables with limited space to move around freely. There is a medium size computer lab and a supply room to store medical supplies and training equipment, 1 office.

Classrooms are set except the CAPP courses. Need more space for computer labs and classrooms as some designated classrooms do not have space to accomodate 25 students. Need office space for the Business Department so the chairperson would have his/her own office space for individual consultation with faculty. Old space occupied by Language & Lit dept and Social science department could be transformed to a conference room mainly for Curriculum and assessment meetings to avoid having to use classrooms.

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facilities are always broken into
Academic Affairs office is located upstairs in the Admin building. The Academic Affairs lounge is not big enough for the faculty. Need to make it bigger so that it will be a space for instructors to enjoy conversations, eat their lunch and have department meetings. Railings need to be repainted and floors need to be whiten and waxed for a clean look. Need more janitors to maintain the cleanliness of all classrooms and academic departments/divisions offices. The Academic Affairs office is not handicap accessible. The Dean should be located on the first floor of the admin building to assist all students.
There are three separate rooms for math. One main door situated next to the marine science office leads to 4 individual offices and one for the math chairperson located next to room A14 which is also the lab room. The other office housed 3 other math instructors at A41.
Classrooms and offices.
Classrooms, Offices, labs, Bathrooms, and Library
Needs improvement

2a. Are all facilities adequate to support the mission of your Department/Program/Division? (O talafeagai fale/potu aua le lagolagoina o le manulauti a lau matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	6 (46%)	7 (54%)	0 (0%)	3.09	13

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 Academic Affairs

2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

yes
Classrooms need major upgrade - lights, air con units, whiteboards, smart board, etc. Students with disabilities have a hard time to enter some classrooms or some classrooms to which they have registered for classes cannot accomodate this population.
CJ courses are held at rooms 18 and 19, both rooms needs to be renovated because of vandalized and echos. Room 19, does not have a smart board. NEED!
most of the time
There is inadequate space to accommodate the increase number of interested students.
Need to expand the Lab for CAPP courses. Request to expand ELI/CAPP and Math/CAPP to accomodate a full class set of 25 students. More space for CAPP classrooms. Need space for Lang & Lit writing lab. Expand Business department lab. Expand Nursing department classrooms. Need more storage space for Fine Arts' to store equiment and musical instruments,
need more space for too many students wheel chair access
Its adequate but not all are handicap friendly.
Current facilities are in good condition and supports the mission of the department.
The classrooms air condition didn't work for the whole semester, so my lab and classroom didn't go well . The office doorknob is still not fixed, so have to come through a classroom to get in my office. It doesn't work well when there's a class. The bathrooms are dirty, unclean, and need to be done every morning before class.
Locker rooms need lockers and upgraded. A gym floor needs to be installed. Current bleachers needs to be removed and replaced by lighter and safer bleachers

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 Academic Affairs

3a. Does the Institution operate and maintain physical facilities that are adequate to serve the needs of this Department/Program/Division? (O faaaoga ma tausi e le aoga ni fale/potu e talafeagai e tautuaina le mana’oga o le matagaluega/polokalama/vaega.):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	3 (23%)	10 (77%)	0 (0%)	4.19	13

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

All okay except the air conditioners have to be maintained. (one needs replacement)
Most classrooms the next day is littered with trash! I have students picking up trash in the classroom.
Sometimes, the classrooms are too small for over-enrollment classes.
There is inadequate space to serve the needs of the department due to an increase number of interested students in the profession.
MIS through amsupport does an excellent job on tech request.
many times if the janitor is out, the rooms are unkept for the entire week or more, bathrooms are left without cleaning and toilet paper
Need more people to maintain the classrooms and office. We have a lot of people maintaining the grounds, but not enough people maintaining the classrooms, bathrooms and office space.

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 Academic Affairs

Yes, the classrooms for math classes are spread out. And recently there has been a request to separate the lab room A14 for lab only and not to be used for instructions to minimize time allotted for exchanging rooms since all 4 CAPP instructors used it for the lab.

Classrooms do not have trash cans. Desks and walls are vandalized. Offices are not regularly swept, vacuumed (unless by faculty). Trash is emptied sporadically.

The Lab is not always working. Math department needs a room obligated for the lab only.

Because of the enrollment numbers it is adequate

4a. Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this Department/Program/Division? (O faia e le kolisi ni gaoioiga mo se siosiomaga maloloina, saogalemu, ma malupuipua mo lenei matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	6 (46%)	7 (54%)	0 (0%)	3.09	13

4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

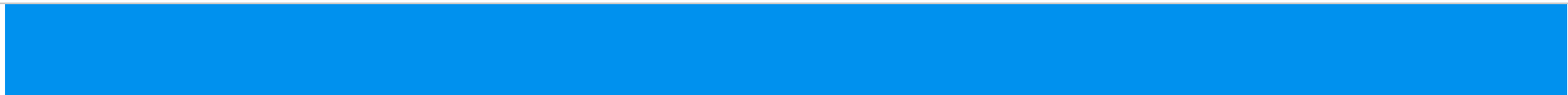
yes

Need to power wash the main entrance of ASCC very, very, very, slippery especially the steps! I slipped on the steps twice and many times at the hallways.

There has been numerous break ins in the past semester. Recommendation to either put up a fence for the whole campus or hire more security guards for a 24/7 patrolling of the campus especially the upper campus. Expensive electronics went missing from the CAPP department, we

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 Academic Affairs

need to resolve this issue now.
no lights outside attract burglars slippery cement from dripping AC can cause people to slip grass is always overgrown lots of trash lying around every day students take teacher parkings
Healthy- yes Safe - yes Secure - yes
The environment is secured for the department and the institution as a whole. Custodians also provide full service in maintaining and making it healthy and conducive for learning.
The bathroom is unclean, Entrance to office is in the way of classes, and Lab needs a new facelift.
The gym floor needs to be upgraded due to safety problems.



5a. Are the physical facilities accessible to persons with disabilities? (O faigofie ona faaoga potu/fale e tagata o iai manaoga faapitoa?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (38%)	8 (62%)	0 (0%)	3.3	13



5b. If no, please describe below what is needed to make your area accessible (faamolemole faamatala mai i lalo atu mea e moomia e faafaigofie ai ona faaoga):

Text Responses

As mentioned above.....

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Faculty offices located in the second floor of main building is not accessible for disability students.
Hallway with access to the toilet is too narrow to fit a wheelchair in M-10. The walls will have to be broken down and moved back which will decrease the space for other activities.
Offices in the 2nd floor of the Administration building. Request either put an elevator or escalator for students to access 2nd floor. In the mean time faculty and staff are required to be in the first floor to serve students.
M12 walkway is too narrow
Need a ramp to the second floor admin building.
Lang. and Lit. offices are on the second floor.
I don't know if that bathroom is good enough for disability students. Some doors to the classroom are too small for DS.



6a. Are additional facilities required to support the Department/Program/Division? (O iai ni fale /potu faaopoopo o moomia e lagolago ai le matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	10 (83%)	2 (17%)	0 (0%)	4.32	12

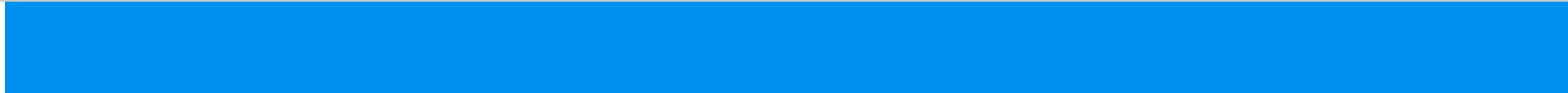


6b. If so, please list and explain (Afai o lea, faamolemole lisi i lalo ma faamalamalama mai):

Text Responses

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sufficient
A performance space (Auditorium) to be completed.
Somewhat support! Need writing centers to assist student learning!
A connection between the 2 buildings may provide space for more students and provide a larger classroom or skills room. The wall between the small classroom and front room in M-9 will need to be removed to enlarge the area to accommodate the increase number of students.
Nursing classrooms for nursing courses as the numbers have increased in the past years. Space for Business department and labs for all CAPP courses.
more classrooms
A private large bathroom for students that are paraplegic. Need a changing area for this student.
Yes. When additional classes are offered to accommodate the overcrowded number of students signed up for math courses, we normally request it with the Academic Affairs office to switch rooms with a less enrollment class. TED and science classrooms are usually available upon request.
We need a New Math Lab.
A swimming pool and a racquet ball court would be excellent



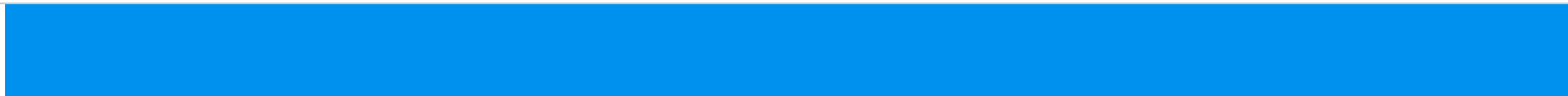
1. Briefly describe current equipment used by your Department/Program/Division and indicate whether it is adequate or inadequate (Ootoo mai meafaigaluega o loo faaoga i le taimi nei e lau matagaluega/polokalama/vaega ma faailoa mai poo talafeagai pe leai):

Text Responses

regular lab equipments
Smartboards Desktops Musical Instruments

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desktop (2) bookshelves (2) broken and old printer (2) desk (2) chairs (uncomfortable and old) shredder (1)
Equipments are good in general. Sometimes, bookstore ran out of cartridges or textbooks.
Vital sign machine, blood pressure cuffs, new digital scales that cannot be used with missing chargers or outlets for it to work. There are hospital beds that are somewhat uneven as they are raised or lowered. Computers for students to use for studying or research. Will need to increase the number of equipment to accommodate the growing number of students.
All equipment are okay for the time being: Need printers for all Academic departments, all smartboards need to be assessed on an annual basis for continuous improvement.
they're ok
All equipment is appropriate and adequate.
The math department has a desktop and printer accessed by each faculty and a xerox for everyone's use. It is sufficient to provide services necessary for the department. We also have a
Computers, printers, Smart Board.
Computer math laptops, Smart board, computer of smart board are inadequate. Need a new smart board with it's computer. Lab rooms are not clean, Laptops for student are not always working.
Currently the equipment is adequate but needs to be replaced due to weather.

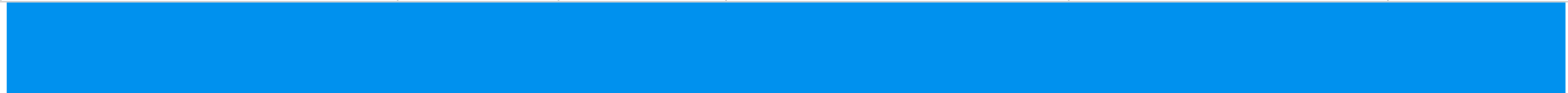


2a. Are additional equipment required to support the Department/Program/Division? (O moomia nisi meafaigaluega e lagolago ai le matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
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	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	10 (77%)	3 (23%)	0 (0%)	4.19	13



2b. If so, please list and explain (Afai o lea, faamolemole lisi mai ma faamalamalama.):

Text Responses

department chair is working on that currently. He places order every semester taking the requirements from the individual instructors
Copier Department Laptop Projector Printers
laptop and projectors for both instructors!
Just supplies not so much equipment.
Please see explanation in #58.
Laptops for all smartboards. Laptops for faculty preparations. Academic Departments must have its own printer for exams. All classrooms must have smartboards for faculty.
installation of good door locks to begin with
Need updated software for computers, and smartboards. Need more smartboards and laptops for instructors in each classroom. Need more classrooms Need more student tables and chairs Need more classroom instructional materials for student and teacher resources.
Yes. The department is awaiting new supplies of laptops for the CAPP program to accommodate the
Only one printer for a department of six faculty. Not enough laptops, speakers for faculty.

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 Academic Affairs

New Smart board need to have a working one. Laptops need to be cleaned and working all the time. Lap classroom need cleanliness, meaning there's mouse or rat mess, large flies, and need a trash can.

A smart board for the class rooms

3a. Does the Department/Program/Division account for its equipment through regular inventory? (O mataitū lelei e le matagaluega/polokalama/vaega ana meafaigaluega, e ala i ana suega oloa faavaitau?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	11 (85%)	2 (15%)	0 (0%)	4.78	13

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

by the procurement division

inventory submitted to academic affairs office

Many of the chairs and tables were broken and trashed.

Dean has required each department chairperson to submit a semester inventory of equipment. All labs are recommended to use breaks to upgrade labtops before beginning of new semester.

report already submitted

Yes, we do have an inventory person within the department who compiles the data for all the equipments.

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 Academic Affairs

There's a person assigned to keep inventory.

What ever is order during the semester is inventoried at the end of the semester.

4a. Does the Department/Program/Division account for preventive maintenance of its equipment? (O nofo tapena le matagaluega/polokalama/vaega aua le puipuiga ma le faaleleia o ana meafaigaluega):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	11 (85%)	1 (8%)	1 (8%)	4.71	13

4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

have to be more consistent

Air conditioning maintain regularly by cleaning the filter.

Maintenance department at ASCC are contacted for repairs. Sometimes requests cannot be fulfilled due inexperience of current personnel.

The equipments are usually taken down to the MIS department to update software and for maintenance care.

Yes, the college have a maintenance for the laptops. Need to have more people to maintain the bathroom and classrooms or lab room

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The department does provide for maintenance

5a. Is the equipment used by this Department/Program/Division similar to that used in the workplace or at a higher level institution? (O tai tutusa meafaigaluega a le matagaluega/polokalama/vaega ma mea e faaoga i falefaigaluega poo isi kolisi ma iunivesite?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	7 (54%)	4 (31%)	2 (15%)	2.05	13

5b. Please explain (Fa'amolemole fa'amatala):

Text Responses

yes
desktops need to upgrade to APPLE MAC!
Equipment must be identical or similar to provide training for a smooth transition to the hospital.
Smartboards Science equipment CAPP labtops Printer for Academic Affairs
we do not know equipment used by other higher institutions
see question 60 2.b
The equipments are similar to the ones used in other universities.
Insufficient equipment.

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 Academic Affairs

We have been using the same equipment for years and because of funding there is no improvement in this area

6a. Is there a need to update/upgrade equipment for improvement of services? (O moomia ona siitia le tulaga o meafaigaluega mo le faaleleia o auaunaga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	11 (85%)	2 (15%)	0 (0%)	4.78	13

6b. Please explain (Fa'amolemole fa'amatala):

Text Responses

currently okay
all of the equipments
implement technology into teaching
No need for upgrade, just more for training the increase number of students.
All labtops are requested to be upgraded by MIS. Need request to assess and upgrade all Smartboards.
all services at ASCC needs improvement
There is a need to upgrade and update equipments on a semi-annual basis to accommodate departmental needs.
Yes, after every session or semester, needs to clean the computer laptops.

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 Academic Affairs

More fitness equipment

1a. Is the budget information available to this Department/Program/Division? (O tatala le avanoa e maua ai ni faamaumauga o le Tala o le Tupe e ta'ita'i o matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	9 (69%)	3 (23%)	1 (8%)	3.4	13

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

during orientation

only Dean holds that information

Budget information always provided by immediate supervisor.

Chairpersons are given copies of lab fees for their information. Each department has been allocated \$500 for instructional supplies, but the rest is out of the Academic affairs account. Academic Affairs housed all budget for all departments including professional development, contracts, consultants, catalog, etc..

We never know anything about any budget, this is a good question to ask administrators

Yes, budget information is available within the department meetings when discussed and also available to the chairperson via curriculum meetings.

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 Academic Affairs

Haven't seen a report until previous semester, attended a workshop on assessment off-island.

Our budget is given to each department and what that department has during the duration of the semester

2a. Are faculty/staff involved in Department/Program/Division annual budget planning? (O 'auai faiaoga/'au faigaluega i le fuafuaina o le tala i le tupe faaletausaga a le matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (38%)	8 (62%)	0 (0%)	3.3	13

2b. Please explain Fa'amolemole fa'amatala):

Text Responses

are informed about budget during orientation

Through Program Review

have no idea.

The last involvement was during President Adele Galeai's term.

Through their input/feedback on program review as this will allow the Dean to propose and allocate funds and resources for the needs identified by departments.

Again, we don't know why

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 Academic Affairs

We play a minimal part in annual budgeting and planning. For instance, we put in purchase orders for department supplies per semester and also textbooks for instructors when new editions are available. In addition,

I guess there's a committee for that or office that handles that.

The budget is already set depending on the enrollement

3a. Does the Department/Program/Division provide guidance on budget processes, analysis, and preparation? (O ofo atu e le matagaluega/polokalama/vaega ni ta'iala o le faagaoioiga o tala o tupe, iloiloga ma sauniga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (38%)	7 (54%)	1 (8%)	2.49	13

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

It began in the last orientation

no comment

The Dean submits a budget for review to the VP of Academic and Student Affairs. The annual budge is submitted with Purchase request forms in which each budget is itemized based on the need identified by the Division, and must be aligned with goals identified in the Institutional strategic plan.

This is made available through the Academic Affairs division for each departments including us.

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 Academic Affairs

Sometimes. I guess only the title grant that is specific for the program I worked on.

Our budget is set when the students enroll.

4a. Is adequate financial support available to meet the needs of this Department/Program/Division? (O lava le lagolago tau tupe o faaavanoa atu mo matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	7 (54%)	2 (15%)	4 (31%)	2.05	13

4b. Please explain (Fa'molemole fa'amatala):

Text Responses

yes

Current budget meets the department's needs along with a DOI grant, CSBG/DOC awards if any.

Need administrative assistants for Assessment and Curriculum aside from daily operation of Academic Affairs to serve and meet the need of 14 Academic Departments. Also need to allocate funds for the Curriculum committee and assessment committee to review catalog and complete assessment templates.

can't answer if we don't know anything about the budget

There is adequate financial resources made available to address the needs of the department.

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 Academic Affairs

Well , I know there's finance available, but don't know how it's distributed unless it gets closer to the end of the grant.

A lot of improvements are needed

5a. Does the Department/Program/Division effectively use its current financial resources to achieve its mission? (O faaaogā tatau e le matagaluega/polokalama/vaega ana alaga'oa tau tupe e ausia ai lana manulauti?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	10 (77%)	0 (0%)	3 (23%)	4.19	13

5b. Please explain (Fa'amolemole fa'amatala):

Text Responses

department chair makes sure that the money available is utilized for the department before it gets lapsed.

Budget is used mainly for supplies and equipment and to support students' activities such as travel to Manu'a to conduct community outreach program.

Through the Purchase request form by the Finance department.

Please ask Dean or CFO

The department fulfilled its mission by effectively using the current financial resources to provide services necessary to carry out its day-to-day operations.

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 Academic Affairs

Yes, should be using it for the mission of department, unless I don't know about it, which I don't know some or where we can get more for the improvement of programs of the department.

We use what is available on island for our courses

Show Less Responses

6a. Does the Department/Program/Division have any budget priorities to implement for continuous improvement to achieve its mission? (O iai ni faamuamua tau tala o le tupe a le matagaluega/polokalama/vaega o fia faatino mo le alualu pea i luma, ina ia ausia ai lana manulauti?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	8 (62%)	2 (15%)	3 (23%)	2.62	13

6b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Not specifically at the moment, but may be in future

Planned Purchases

office supplies, medical supplies and equipment, travel for students to Manu'a, travel for faculty off-island to maintain credentials.

Professional development for faculty.

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Budget priorities in placed are for continuous improvement.

Like I said, only when it's the end of the year of the program , then we get the info that we will be send off to a workshop or something.

As reiterated earlier the gym floor, bleachers, weight room equipment, locker rooms

1a. Is technology used to improve student learning and services? (O faaoga le tekonolosi e faaleleia ai aoaoga ma tautua mo tagata aooga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	9 (75%)	2 (17%)	1 (8%)	3.56	12

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

laptops, logger pro, lab pro, projectors,

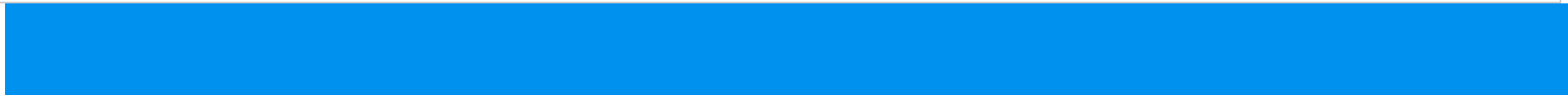
yes, but internet is slow and need more labs!

National exam requires the use of the computer, students must be competent with their computer skills to prevent incidents from occurring.

Use of smartboards and moodle. Need more trainings on the use of smartboard and moodle for new faculty.

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internet is out or too slow many times
The ASCC Online Systems is perfect in supporting student learning and services. Moreover, the lab software installed on the CAPP laptops and also the projector used for presentations are essential to improving student learning and services.
Lately we needed some help on cleaning virus of the laptops
Power point are used as well for research for presentations

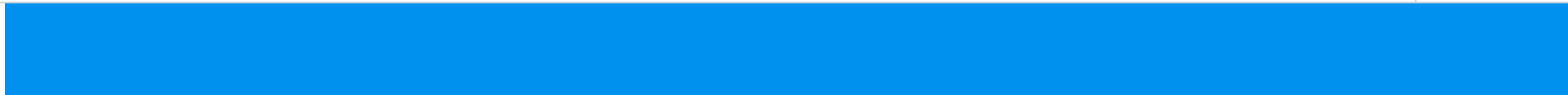


2. Check the following technologies sufficient to perform your duties:

	Available/Accessible (Avanoa/Faigofie ona maua)	Appropriate (Talafeagai)	Current (Tekonolosi o le taimi nei)	Standard Deviation	Responses	Weighted Average
ASCC Online Systems (Moodle, Compliance Assist, Colleague, Webmail, Website etc.) (Sisitema a le Kolisi Tuufaatasi (polokalama e fai ai vasega)	6 (50%)	3 (25%)	3 (25%)	1.41	12	1.75 / 3
Software (Microsoft Office, SPSS, CAD, Autodesk, etc.) (Poloklama tau komepiuta)	5 (45%)	5 (45%)	1 (9%)	1.89	11	1.64 / 3
Internet Connectivity (speed, etc.) (Fesootaiga tau	4 (36%)	5 (45%)	2 (18%)	1.25	11	1.82 / 3

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	Available/Accessible (Avanoa/Faigofie ona maua)	Appropriate (Talafeagai)	Current (Tekonolosi o le taimi nei)	Standard Deviation	Responses	Weighted Average
initaneti)						
						1.74 / 3



Other technologies used (Ma isi tekonolosi faaaoga):

Text Responses

big screen TV
none
PowerPoint Projector and Smart Board
Connection to the internet is very, very slow between 0800 to 1600. Most times it is impossible to get connected during this time and students cannot complete their online assignments.
softwares for our program need new ones.



1. Are the following student support services available and accessible to students when needed? (O tatala avanoa ma faigofie ona maua auaunaga nei e tagata aoga pe a mana'omia?):

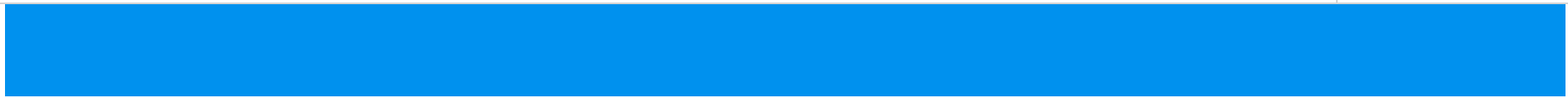
	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses	Weighted Average
Computer Labs (Potu	11	1	1	4.71	13	1.23 / 3

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	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses	Weighted Average
Komepiuta)	(85%)	(8%)	(8%)			
Counseling (All types of Counseling) (Faufautua (Soo se Ituaiga):	11 (85%)	0 (0%)	2 (15%)	4.78	13	1.31 / 3
Financial Assistance (ex. Financial Aid, Work-Study, Scholarship, Deferred Payment Plans) (Fesoasoani Tau Tupe (ftg Fesoasoani Tau Tupe mai le Malo Tele, Polokalama Galue ma Aoga, Sikolasipi, Fuafuaga tau Pili Totogi Tolopō):	13 (100%)	0 (0%)	0 (0%)	6.13	13	1 / 3
Library (Faletusi):	13 (100%)	0 (0%)	0 (0%)	6.13	13	1 / 3
Academic Tutoring (Fesoasoani i meaaoga):	13 (100%)	0 (0%)	0 (0%)	6.13	13	1 / 3
Academic Advising (i.e., Online Information, Faculty Availability) (Faufautua i mataupu tau'ave (fa'ata'ita'iga, Faamatalaga i le Upega, avanoa o faiaoga):	12 (100%)	0 (0%)	0 (0%)	5.66	12	1 / 3

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	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses	Weighted Average
Campus Life (i.e., Security, Extra Curricular, Co-Curricular, etc.) (Olaga Faakolisi: (fa'ata'ita'iga, Malu o le Kolisi, Mataupu/faatinoga faaopoopo ma isi):	11 (85%)	0 (0%)	2 (15%)	4.78	13	1.31 / 3
Admissions and Records (Application, Transcripts, etc.) (Ofisa Faaulufale ma Faamaumauga (Tusi talosaga, Faamaumauga aloaia o togi maua, ma isi):	12 (92%)	0 (0%)	1 (8%)	5.44	13	1.15 / 3
						1.13 / 3



1a. Does your Department/Program/Division help to ensure safety awareness and emergency procedures for its personnel, students and community? (i.e., Fire extinguishers, evacuation plans, First-Aid, etc.) (O fesoasoani lau matagaluega/polokalama/vaega e faamautinoa le silafia o puipuiga ma faatinoga o gaioiga aua faalavelave faafuase'i mo au tagata faigaluega, tagata aooga ma tagata lautele? (fa'ata'ita'iga, Fagu tineimu, fuafuaga faataatia mo le tuua o le nofoaga, Fesoasoani Muamua, ma isi):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
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	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	9 (69%)	4 (31%)	0 (0%)	3.68	13

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Discuss such issues during faculty meetings. Have fire extinguishers in each classrooms
1. There is a need for an emergency drill on campus. 2. Tight security is needed. 3. Campus officers are not all reliable. 4. There needs to be a Health Center with a certified care provider for emergencies on campus. 5. There isn't any fire extinguisher. 6. Each classroom must be equipped with an AED (Automated External Defibrillator). 7. There is a need for CPR training for faculty and staff.
Classrooms and offices need to be equipped with fire extinguishers; Evacuation plans need to be advertised and explained in detailed to ALL ASCC stakeholders - classrooms need posters outlining procedures for evacuation during natural disasters or fire; THERE ARE NO FIRST AID KITS WHERE AND WHEN YOU NEED THEM. ASCC NEEDS A NURSES OFFICE TO ACCOMODATE EMERGENCIES....
Available are emergency supplies to use in case of emergencies, there are extinguishers to use in case of fire, and students and faculty are knowledgeable of an evacuation plan behind the ELI building. All students and faculty are knowledgeable in first aide and CPR.
Need at least one training per academic year.
too busy teaching
Evacuation plans are posted on front doors of department offices and classrooms and also fire extinguishers are available. The department is fully aware of any emergencies for the safety of its stakeholders.

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We do have.
First aid but no fire extinguishers