

American Samoa Community College

Spring | **16**

Divisional Assessment

Human Resources Office



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Human Resources

4. 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

We hire qualified teachers and employees to provide better service for our students. And to ensure that we, do evaluations to follow up on their works. We try to hire the best people to do out reaches and programs to reach out to high school students and our current students to further their education off island.
By providing human resources services (recruitment and employment, benefits administration, classification and salary administration, staff development and training, and employment relations).
To make sure that high quality educational programs and services are cater to ensure the needs of the students are met, HR mission's is to make sure that its services with respect to recruitment and employment, staff development and training are administered in a legal, fair and effective way. For example, hiring qualified instructors, counselors, administrators and staff who are dedicated and committed in fulfilling the college mission to foster successful student learning by providing high quality educational programs and services.
To support ASCC providing comprehensive and timely human resources services with respect to recruitment and employment, benefits administrations, classification and salary administration, staff development and training, and employee relations for all staff employees subject to ASCA and ASCC Personnel Governance. This mission ensures that the human resources capacity required to deliver educational programs and service at ASCC are hired, administered and governed effectively with established policies and federal regulations. This will foster positive mutual relationships that support and enhance effective learning for students.

5. 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):

	Yes (Ioe)	No (Leai)	Please explain and provide evidence (Faamatala):	Standard Deviation	Responses	Weighted Average
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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):	3 (75%)	1 (25%)	0 (0%)	1.25	4	1.25 / 2
Successful entry into the workforce (Faamanuiaina i galuega):	4 (100%)	0 (0%)	0 (0%)	1.89	4	1 / 2
Research and extension in human and natural resources; (Saililiga ma le faalautega I mataupu tau tagata ma punaoa faalenatura):	4 (100%)	0 (0%)	0 (0%)	1.89	4	1 / 2
Awareness of Samoa and the Pacific (Silafia o Samoa ma le Pasefika):	4 (100%)	0 (0%)	0 (0%)	1.89	4	1 / 2
						1.06 / 2

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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

Evaluation of training sessions by employees on ways to improve upcoming sessions with specific topics pertaining to benefits and employee relations.
Performance Evaluation are sent out 90 days ahead of employees' performance evaluation due date to evaluate employees performances.
Divisional Meetings Bi-Weekly Reporting Quarterly Reporting Annual Reports

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 hiring and recruiting highly qualified faculty and support staff.
With the services that HR provide in respect to recruitment and employment, evaluations sent out before employees performance evaluation date as well as other services needed by instructors, counselors, administrators and staff that cater to the needs of the students.
HRO supports student learning by ensuring that the employee are regularly evaluated to ensure that their continually developed and monitored for effective performance in consistent with requirement of the job.

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 faaaoga ia ripoti taitasi.):

	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
Annual Reports (Ripoti faaletausaga: Ioe pe Leai,	4 (100%)	0 (0%)	0 (0%)	1.89	4	1 / 1

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	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
Faamolemole faamatala.)						
Quarterly Reports (Ripoti faalekuata. Ioe pe Leai, Faamolemole faamatala)	4 (100%)	0 (0%)	0 (0%)	1.89	4	1 / 1
Bi-weekly Reports (Ripoti tai lua vaiaso. Ioe pe Leai, Faamolemole faamatala).	4 (100%)	0 (0%)	0 (0%)	1.89	4	1 / 1
Student Learning Outcomes (Agavaa Ausia Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	2 (100%)	0 (0%)	0 (0%)	0.94	2	1 / 1
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)	4 (100%)	0 (0%)	0 (0%)	1.89	4	1 / 1
Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)	4 (100%)	0 (0%)	0 (0%)	1.89	4	1 / 1
Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)	4 (100%)	0 (0%)	0 (0%)	1.89	4	1 / 1
Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)	1 (100%)	0 (0%)	0 (0%)	0.47	1	1 / 1
Student Satisfaction Survey (Suesuega Lotomalie Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	1 (100%)	0 (0%)	0 (0%)	0.47	1	1 / 1
Fact Sheets (Pepa o Faamatalaga)	4	0	0	1.89	4	1 / 1

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	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
Moni. Ioe pe Leai, Faamolemole faamatala)	(100%)	(0%)	(0%)			
Other Evidence (Nisi faamaumauga. Ioe pe Leai, Faamolemole faamatala)	2 (100%)	0 (0%)	0 (0%)	0.94	2	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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

Feedbacks from HR trainings helped us improve our sessions by providing the exact topics and information that employees need the most (leave benefits and forms).

Evaluations have been sent ahead of evaluation period and evaluations received by HR on time.

Development and revision of Standard of Operating Procedures. Clarifying and revising policies and internal controls to ensure fairness and equity among treatment of employees.

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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

Outcome 1 - employees have a better understanding of SOP's for leave requests. Outcome 5 - employees personnel transactions are processed in a timely manner.
Evaluations received by HR on time.
Requirements and criteria for a specific process including review of job description and explaining roles and responsibilities. Clarifying authority of scope of service.

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	2 (67%)	1 (33%)	0 (0%)	0.82	3

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

Text Responses

We needed to submit/update our SOP's for personnel matters.
Process time of the performance evaluation.

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

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The most significant achievement this year for our department was our participation in all self-study groups and committees for the Accreditation.

* Develop SOP for Performance Evaluation * Revised Policies to make sure fairness and equal employment opportunities are administered * Classification is in process to make sure classification is fair and standardized for all employees * Performance evaluation is being revised

Relocation of the HR Office to the ground floor thereby meeting equal access to all, ADA compliant. Able to recruit and trained new staff. Develop SOP to clarify process and delineate responsibilities. Evaluation time frame has improvement by continually updating division as to their due dates. Conducted position review for new and current positions to reflect duties and responsibilities. Updated files. Develop forms to align with processes to standardize processes and authority of approval as per policies.

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 faaaoga e tou matagaluega/polokalama/vaega manatu tuuina mai e faiaoga ma tagata faigaluega i faaiuga fai mo le fa'aauau o le faaleleia o le Kolisi?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

We do consider feedbacks from all aspects of the college to help us improve our service.

Whenever HR are given advices or get complaints regarding services provided by HR, HR used the complaints as well as advices to better improve our services.

Through institutional committees and leadership feedback, the HR Office has been modifying and adjusting processes that were not clearly communicated and updated relevant forms and processes to improve services.

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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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

HR have trainings scheduled monthly for employees.

Through reporting and as per request.

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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

Decisions are systematically documented and archived electronically and hard copies are filed in binders or file folders.

Documented in their files and recorded in HR records as to approved actions. Forms also provide a standardized method of

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documentation approval process of personnel actions.

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

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

All our vacant positions have been filled this year so we have a great team to share the workload.

All HR vacant positions are filled.

Fully staffed.

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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

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Text Responses

Employment application are submitted with documents that are required for vacant positions. These required documents included resume, letter of references, credentials and other required documents to complete the employment application.

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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

It is a must for employees to submit required documents, otherwise, they won't be able to be considered for vacant positions.

Documentation of performance evaluations for both part time and full time employees are stored in official personnel file. Accomplishment in educational pursuits both in academia and support services are supported by the College by offering reward for attainment.

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 puiquia 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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

5. Does your Department/Program/Division effectively use its personnel to achieve its mission? (O faaoga tatau 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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

Each HR personnel are responsible for completing paperworks for the different divisions within the college.

Schedule continuous training or refresher workshops for information purposes in EEO matters, human resources service and all matters pertaining to the administration of personnel files and eligible benefits.

Are you a full time or Part Time employee?

	Full Time:	Part Time:	Responses
All Data	4 (100%)	0 (0%)	4

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Number of Courses you teach:

Text Responses

N/A

None

Degrees, Coursework, and or Publications:

Text Responses

MBA,BSBA,AS

Other Qualifications not listed in previous question:

Text Responses

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

Text Responses

Accreditation Committees (HR, Academic Excellence, Technology)

Adhoc Policy Review Committee Accreditation Steering Committee Leadership Team Resources Management Committee

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

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	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

Attended CUPA-HR and NERAOC (CNR)conferences off-island and DOL training (local).
Off Island attending CUPA conference. In service training within HR Attended staffing committee and learned a lot from it .
CUPA-HR Higher Education Symposium CUPA-HR Webinars Divisional Training In-house workshops on benefits administration and other matters.

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 aufaigaluega a lau matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

Need professional development/certification for specific topics (sexual harassment) before we can conduct awareness trainings for employees.
Need to expose to off island trainings twice a year by attending CUPA conferences and trainings.

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Assessment Tools and Methods for program review

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 faaletausagea 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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

Two-Way Performance Evaluation is an instrument used to evaluate staff annually by supervisor.

All Staff are Career Service and are evaluated annually.

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	3 (75%)	1 (25%)	0 (0%)	1.25	4

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

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Text Responses

This has been one of our challenges stated in our bi-weekly reports which is the late submission of performance evaluations from divisions that will result in an increase of retroactive pay which can affect regular payroll.

Evaluations are sent out 90 days before evaluation due dates.

Advice notices are sent out 90 days prior to due date. Leave Reports are providing on a monthly basis to Administration.

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 faaaoga e lau matagaluega/polokalama/vaega e iai potu aoga, ofisa, potu su'esu'e, ma isi):

Text Responses

Two offices in the quad area. HR Officer and HR Generalist are housed in Office 1. Office 2 is the HR main office that has 3 rooms (HR Manager's office, storage, File Room) and 3 workstations for Employment Specialist and 2 HR Technicians.

First it was a classroom then it became an office for the VP and then Research Foundation and now it's the HR Office.

Two Room houses the HR Office. Rm 21 and 22. 2 private rooms within for staff supervisor 2 filing rooms

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	1 (25%)	3 (75%)	0 (0%)	1.25	4

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

Text Responses

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We still have moved our archive file room to our new location. New location is much better now since our office is accessible.

Need more space in rooms for files as well as other equipment needed to assist us with completing our daily work.

Copier machine is not reliable. Fax machine is not operable all the time. Space is a little tight for all staff in the Room 21. No room available for Nursing Mothers as required by federal regulations. Air con in one room leaks. Ceiling in both room requires renovation and carpet in Room 22 needs to be removed.

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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

Yes but encounter challenges in their reliability.

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 malupuipuia mo lenei matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

Wellness Program and Energy Saving Hours of the week. Maintenance Plan identifies priority areas to promote safety on campus.

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

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (100%)	0 (0%)	0 (0%)	1.89	4

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 faaaoga):

Text Responses

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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

More space so office space can be expanded to ensure privacy of employees when discussing personnel matters.

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

Text Responses

(1) All-in-one copier/scanner/printer, (1) facsimile, (7) desktop computers, (1) laptop, (1) projector, (1) label writer. All equipment are adequate except for Copier/Scanner/Printer. We need a heavy duty machine due to high volume of printing for interviews, monthly/quarterly leave reports, ATR/OTR Class Contracts, etc.

Fax, Copier Machine, Computers, Lab Tops

Adequate but still require update and regular maintenance.

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
All Data	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

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We need a Copier/Scanner/Printer (heavy duty machine) due to high volume of printing for interviews, monthly/quarterly leave reports, ATR/OTR Class Contracts, etc.

HR needed heavy duty copier and a fax machine that works.

copier machine and scanner to scan hard copy files of all employees and personnel records. New electronic system to document performance evaluation and effectively manage records and development of employee.

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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

Asset Management conducted by Finance and Procurement Office.

Load All Text Responses

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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

As outlines in planned purchases when budget approves on an annual basis.

Load All Text Responses

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	3 (75%)	1 (25%)	0 (0%)	1.25	4

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

Text Responses

Load All Text Responses

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 auunaga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	3 (100%)	0 (0%)	0 (0%)	1.41	3

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

Text Responses

Electronic equipment must be updated and continually maintained to ensure security and accessibility for active use and record management.

Load All Text Responses

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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

Load All Text Responses

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	3	1	0	1.25	4

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	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
	(75%)	(25%)	(0%)		

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

Text Responses

Only the Manager and the HR Officer are involved in the annual budget planning.
Divisional and Planned Purchases items for office supply and office maintenance.
Load All Text Responses

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	3 (75%)	1 (25%)	0 (0%)	1.25	4

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

Text Responses

Load All Text Responses

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?):

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	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	3 (75%)	1 (25%)	0 (0%)	1.25	4

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

Text Responses

Need more funds for staff development and to purchase heavy duty equipment needed.

Load All Text Responses

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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

As per planned purchases.

Load All Text Responses

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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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

Yes, professional development is included for staff development and ensuring alignment to any new changes with respect to federal regulations and internal policies.

Load All Text Responses

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

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

Lap tops and Ipads

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Load All Text Responses

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))	2 (67%)	0 (0%)	1 (33%)	0.82	3	1.67 / 3
Software (Microsoft Office, SPSS, CAD, Autodesk, etc.) (Poloklama tau komepiuta)	2 (67%)	1 (33%)	0 (0%)	0.82	3	1.33 / 3
Internet Connectivity (speed, etc.) (Fesootaiga tau initaneti)	3 (100%)	0 (0%)	0 (0%)	1.41	3	1 / 3
						1.33 / 3

Other technologies used (Ma isi tekonolosi faaaoga):

Text Responses

Laptops and Ipad which is offered but require maintenance

Load All Text Responses

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

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses	Weighted Average
Computer Labs (Potu Komepiuta)	3 (100%)	0 (0%)	0 (0%)	1.41	3	1 / 3
Counseling (All types of Counseling) (Faufautua (Soo se Ituaiga):	3 (100%)	0 (0%)	0 (0%)	1.41	3	1 / 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):	3 (100%)	0 (0%)	0 (0%)	1.41	3	1 / 3
Library (Faletusi):	3 (100%)	0 (0%)	0 (0%)	1.41	3	1 / 3
Academic Tutoring (Fesoasoani i meaaoga):	3 (100%)	0 (0%)	0 (0%)	1.41	3	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):	3 (100%)	0 (0%)	0 (0%)	1.41	3	1 / 3
Campus Life (i.e., Security,	3	0	0	1.41	3	1 / 3

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	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses	Weighted Average
Extra Curricular, Co-Curricular, etc.) (Olaga Faakolisi: (fa'ata'ita'iga, Malu o le Kolisi, Mataupu/faatinoga faaopoopo ma isi):	(100%)	(0%)	(0%)			
Admissions and Records (Application, Transcripts, etc.) (Ofisa Faaulufale ma Faamaumauga (Tusi talosaga, Faamaumauga aloaia o togi maua, ma isi):	3 (100%)	0 (0%)	0 (0%)	1.41	3	1 / 3
						1 / 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 gaoioiga 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
All Data	3 (75%)	1 (25%)	0 (0%)	1.25	4

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

Text Responses

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First-Aid Kit

Posted on the bulletin board.

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