ASCC Program Review: HRO

Please indicate your status.

	Faculty	Staff	Administrator	Standard Deviation	Responses
All Data	0 (0%)	**6** **(85.71%)**	1 (14.29%)	2.62	7

Faculty　　Staff　　Administrator
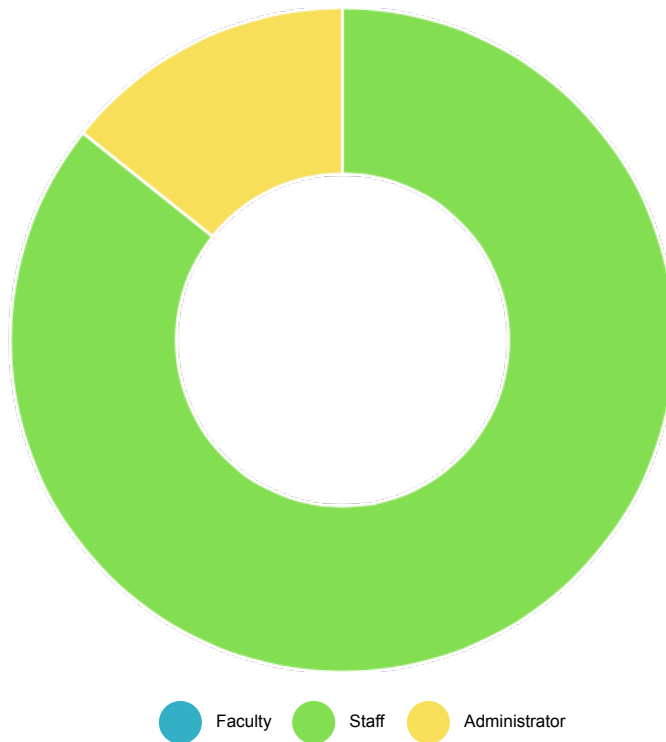
2. Name and Title of your immediate supervisor: (Igoa ma le tulaga o lou pule)

Text Responses

Mikaele Etuale, Vice President of Administrative Services

Sereima Asifoa, Director of Human Resources

Sereima Asifoa-Human Resources Director

Sereima Asifoa.

Sereima Asifoa.

3. List the outcomes for your Dept/Prog/Div: (Lisi mai Matāti'a Ausia (Vaega poo Tikeri) mo lau matagaluega/polokalama/Vaega:)

Text Responses

1. HR has in place SOP which clearly defines HR roles and procedures which foster HR's commitment to service excellence.

2. Administration will have the ability to recruit and hire qualified applicants

3. HR supports a healthy and safe working environment at the College.

4. College employees clearly understands the role of EEO/AA which is to promote the effective employee relations, and develop employee capacities in the workforce.

5. ASCC employees enjoys timely and accurate processing of personnel transactions, documentation and internal records.

1.) HRO has in place SOPs which clearly defines Human Resources roles and procedures which foster HR's commitment to service excellence.
2.) Administration will have the ability to recruit and hire highly qualified applicants.
3.) HRO supports a healthy and safe working environment at the College.
4.) College employees clearly understand the role of EEO/AA which is to promote effective employee relations, and develop employees capacities in the workforce.
5.) ASCC employees enjoy timely and accurate processing of personnel transactions, documentation, and internal records.

-Processed and completed new personnel files for all ASCC employees.
- Hired and recruited employees
-

Recruitment and Hiring
Administration benefits
classification and salary administration
staff development
employee relations

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

The support services provided in the area of recruitment and employment, salary and benefit administration , employee training and employee relation and processing of personnel transactions in records management ensures that the institution has qualified, adequate and sufficient employee with appropriate skills, knowledge and abilities to provide quality educational programs and services.

By providing comprehensive and timely human resource services with respect to recruitment and employment, benefits administration, classification and salary administration, staff development and training and employee relations for all staff employees subject to the ASCA and SCC Personnel Governance.

Our mission here at the Human Resources office is to assure that the wellbeing of our employees are being met in terms with the services that we provide.The confidentiality,equal rights of opportunity and the

We are in support of the institution's mission by providing services for its employees and in compliance with ASCC personnel governance

Our mission wholeheartedly supports the purpose of the mission of the college.

1a. Does the prog/dept/div 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)	don't know (leiloa)	Standard Deviation	Responses
All Data	**5** **(71.43%)**	2 (28.57%)	0 (0%)	2.05	7

Yes (Ioe)   No (leai)   don't know (leiloa)

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

Text Responses

Quarterly Summary of personnel requests and transactions as per divisional and employee needs.

IPEDs reporting, bi-weekly reporting, monthly reporting as required, quarterly reporting.

By conducting divisional meetings/discussions/reviews to improve process to provide better service. Feedbacks from other divisions on suggestions to our process.

Yes,our office issues out blank peformance evaluation forms to the Deans/Directors of various departments for the evaluation process.The evaluation forms are then fowarded back to our office for final reiview and approval of rating scores.If,ratings are at "2" or below,then an action plan request is issued to the immediate supervisor or Director of the employee.

instructional division should have this type of evaluation

Exac

2. How does your dept/prog/divsupport student learning and achievement? (E faapefea ona lagolago e le tou matagaluega/polokalama/vaega aoaoga ma tulaga ausia a tagata aooga?)

Text Responses

Recruiting, hiring and retaining qualified employees to support support student learning outcomes and achievements, in direct or in-direct related services.

By providing support in recruitment of qualified faculty and conduct awareness training.

The usage of faculty peformance evaluation forms is a significant confirmation that will help to justify the level of performance by a faculty member within the classroom.The outcome within a students transcript is partially determined upon the overall performance of the faculty member,which includes the following: Teaching materials,instructional preparation,accurate grading system,classroom presentation & teaching methods,academic advising,personal advising,availability to students and so forth.In order for the students to achieve academically we must ensure that our faculty members are doing their job by providing the students with the best quality education.

by hiring and recruiting qualified instructors to provide quality instructions.

We assist in recruiting / hiring professional and qualified instructors to provide quality instructions for students.

3. Check the following used for evaluating the effectiveness of the dept/prog/div: 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	No	Please explain:	Standard Deviation	Responses	Weighted Average
Annual Reports (Ripoti faaletausaga: Ioe pe Leai, Faamolemole faamatala.)	**3 (50%)**	3 (50%)	0 (0%)	1.41	6	1.5 / 2
Quarterly Reports (Ripoti faalekuata. Ioe pe Leai, Faamolemole faamatala)	**5 (83.33%)**	1 (16.67%)	0 (0%)	2.16	6	1.17 / 2
Bi-weekly Reports (Ripoti tai lua vaiaso. Ioe pe Leai, Faamolemole faamatala).	**5 (83.33%)**	1 (16.67%)	0 (0%)	2.16	6	1.17 / 2
Student Learning Outcomes (Agavaa Ausia Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	**3 (50%)**	3 (50%)	0 (0%)	1.41	6	1.5 / 2
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)	**4 (80%)**	1 (20%)	0 (0%)	1.7	5	1.2 / 2
Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)	**6 (100%)**	0 (0%)	0 (0%)	2.83	6	1 / 2
Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)	1 (20%)	**4 (80%)**	0 (0%)	1.7	5	1.8 / 2
Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)	0 (0%)	**4 (100%)**	0 (0%)	1.89	4	2 / 2
Student Satisfaction Survey (Suesuega Lotomalie Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	0 (0%)	**4 (100%)**	0 (0%)	1.89	4	2 / 2
Fact Sheets (Pepa o Faamatalaga Moni. Ioe pe Leai, Faamolemole faamatala)	2 (40%)	**3 (60%)**	0 (0%)	1.25	5	1.6 / 2
Other Evidence (Nisi faamaumauga. Ioe pe Leai, Faamolemole faamatala)	0 (0%)	**4 (100%)**	0 (0%)	1.89	4	2 / 2
						1.49 / 2

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6** **(100%)**	0 (0%)	0 (0%)	2.83	6

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

Text Responses

Consistency of disseminating information, bi-weekly, monthly and quarterly that employees and division requires to make improvements.

Evaluation processes helped our division to identify areas that needed improvement so we could address it and continue to carry out our mission.

Evaluation forms have proven the improvement of relationships between employees and their supervisors and also the fellow employees.Working habits/productivity and interactive skills have improved over the course based on the rating scores and comments by the Supervisors of each department.The negative and positive responses by the supervisor will help the employee to maitain a positive working profile and improve in areas that are weak.

Based on the action plans provided by employees' supervisors.

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

Text Responses

Performance Evaluation submission have improved and decreased number of overdue evaluations.

Position updates by way of Positon Review are more frequent and updated to reflect changes in duties and responsibilities of concerned employees, thereby improving divisional services.

Payroll submitted on time thereby satisfying all employees. Improved communication in addressing hourly employees in record management of working hours.

Updating SOP's for HR daily operations (divisional/institutional).

-Employee/Supervisor relationship
- Positive Attitude towards the job
- Working skills and habits have improved
- Completed given tasks on time
-Excellent attendance

action plans to improve performance and contribute effectively to the institution

Action plans have been implemented to improve performance and contribute effectively to the division.

3a. Where there any recommendations from the previous Divisional Assessment (2014) that were not completed/acted on in the past year? (Na iai ni fautuga mai le Suesuega a le Vaega e le'i mafai ona faia i le tausaga talu ai?)

	yes (joe)	no (leai)	don't know (le iloa)	Standard Deviation	Responses
All Data	2 (33.33%)	0 (0%)	**4 (66.67%)**	1.63	6

yes (joe)   no (leai)   don't know (le iloa)

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

Text Responses

Annual Report for 2013, 2014

We needed to work on how to link our divisional SOP to the institution.

4. List significant achievements made to this Dept/Prog/Div over this past year: (Lisi mai ni matātiʻa na ausia e le polokalama/matagaluega/vaega i le tausaga talu ai?)

Text Responses

Improvement in developing working relationships with Divisions and Employees,

Revision of SOP from current existing SOPs

Consistent dissemination of advices for leave, performance evaluation and less average days for processing recruitment and hiring.

1.) Addressed issues presented by the local office of Department of Labor to ensure the institution is in compliance with federal regulations pertaining to FLSA, Minimum Wage, Work Hours, etc.
2.)Conducted awareness trainings for all employees in regards to specific HR topics like Performance Evaluation, Employment Law, etc.
3.) Staff development: hosted employee appreciation day and employee wellness program.

Recruitment and hiring
employee relations
administration relations
staff development

Recruitment and Hiring

1a. Does your dept/prog/div 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 faʻaauau o le faaleleia o le Kolisi?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6** **(100%)**	0 (0%)	0 (0%)	2.83	6

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

Text Responses

Improvement of Performance Evaluation Instrument to reflect SLO component thereby aligning job description and performance evaluation.

We do consider feedbacks from other divisions in regards to our process.

Yes thru staff meetings.

We always welcome recommendations and advices from faculty & staff in improving our services.

2a. Are Dept/Prog/Div 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 (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	3 (50%)	3 (50%)	0 (0%)	1.41	6

yes (joe)   no (leai)   don't know (leiloa)

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

Text Responses

Need to disseminate more and provide appropriate training to clarify process and role of responsibilty.

We have conducted presentations within the lecture hall briefly describing the hiring and recruitment process and all other aspects that deal with the service our office has to offer.

SOPs needed to be approved by the President before we communicate it to the staff/faculty.

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	6 (100%)	0 (0%)	0 (0%)	2.83	6

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

Text Responses

Records Management is a key component of decision making at our Division and must be kept in strict adherence to ensure confidentiality and security of information.

We archive hard copies of presentations and conducted survey.

1a. Is the Number of personnel adequate to support your Dept/Prog/Div? (O fetaui le fuainumera o tagata faigaluega mo le lagolagoina o lau matagaluega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**3** **(50%)**	3 (50%)	0 (0%)	1.41	6

yes (joe)   no (leai)   don't know (leiloa)

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

Text Responses

We still have one more vacant position that is in the process of hiring. Responsibilities of this position is shared amongst other staff.

Yes.We have a small amount of staff members,whom are both flexible with the services being provided.

need one more staff to share the load

Our department is short staff and we need one or two more employees to take some of the work load.

2a. Do personnel possess all specialized skills or credentials required to support the Dept/Prog/Div? (Ua iai i tagata faigaluega agavaa poo tomai tau aoga o loo manaomia i le lagolagoina o le polokalama? Ioe pe Leai pe Ou te le iloa.)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6** **(100%)**	0 (0%)	0 (0%)	2.83	6

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

Text Responses

All credentials

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

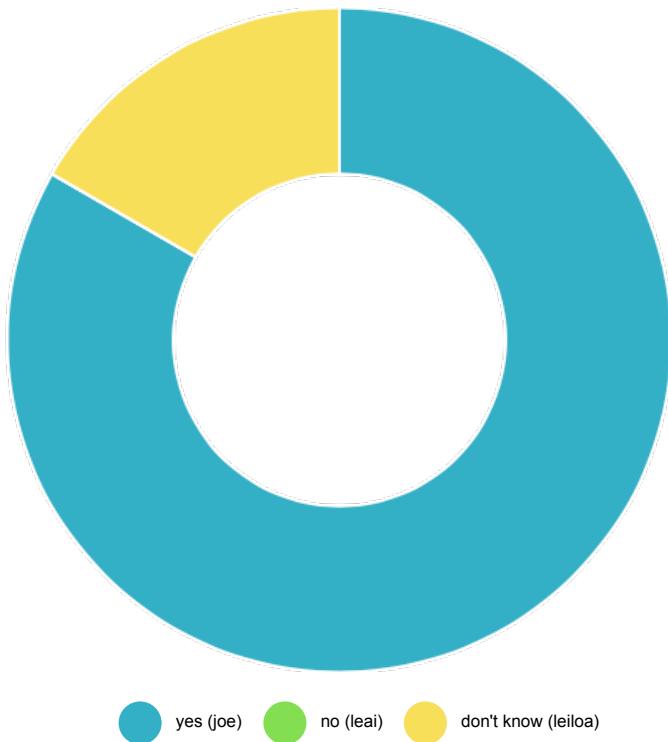|	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6** **(100%)**	0 (0%)	0 (0%)	2.83	6

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

Text Responses

Upon hiring,every employee of the college has to go thru a screening process.This screening process verfiric

4a. Are all personnel in this Dept/Prog/Div 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 (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**5** **(83.33%)**	0 (0%)	1 (16.67%)	2.16	6

yes (joe)   no (leai)   don't know (leiloa)

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

5. Does your dept/prog/div effectively use its personnel to achieve its mission? (O faaaoga tatau e lau matagaluega/polokalama/vaega au tagata faigaluega ina ia ʻausia ai lana manulautī?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6** **(100%)**	0 (0%)	0 (0%)	2.83	6

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

Text Responses

Facility must provide more space to ensure security of information and confidentiality of issues.

Location must be ADA compliant.

Yes.Thru HRO services.Refer to question

If we can improve on the process, create SOPs for all process.

Are you a full time or Part Time employee?

	Full Time	Part Time	Standard Deviation	Responses
All Data	6 (100%)	0 (0%)	3	6

Number of Courses you teach:

Text Responses

Not a faculty member

N/A

Degrees, Coursework, and or Publications

Text Responses

Pursuing Master's of Public Administration

MBA, BSBA,AS

AS Degree

AS - Associate Science Degree

BPA - Bachelor of Public Administration

Other Qualifications not listed in previous question:

Text Responses

N/A

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

Text Responses

PAC, Staffing Sub-Committee, Academic Excellence Sub-Committee, Total Cost of Ownership Sub-Committee, Data Committee, Special Project Committee (as per President's call), Wellness Program Initiative

(3) Self Study Committees, Staffing Review Committee, Staffing Subcommittee, Academic Excellence Subcommittee.

None

Staffing review committee
Staffing sub committee
TCO committee

Staffing Review COmmittee
Staffing Sub Committee
TCO committee

1a. Have faculty/staff in the dept/prog/div 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 (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	6 (100%)	0 (0%)	0 (0%)	2.83	6

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

Text Responses

CUPA-HR Trainings, Workshops, Symposium and On-line resources
ASG HR Training on FMLA. Harrassment, ASG Employee Development Appreciation Day,
Payroll Training
Performance Evaluation Training
US DOL Records Management

DOL training, ASG Trainings, ASCC Trainings (Performance Evaluation, Employment Law)

Staff meetings,trainings both in and out of the college campus have been attended by our employees.

APA Payroll Workshop
DOL workshop

APA payroll seminar that was held in San Antonio
DOL leave workshop

2a. Are there any unmet needs for professional development among personnel in this Dept/Prog/Div? (O iai ni manaoga tau aoaoga e le'i faia mo le aufaigaluega a lau matagaluega/polokalama/vaega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**5** **(83.33%)**	1 (16.67%)	0 (0%)	2.16	6

yes (joe)   no (leai)   don't know (leiloa)
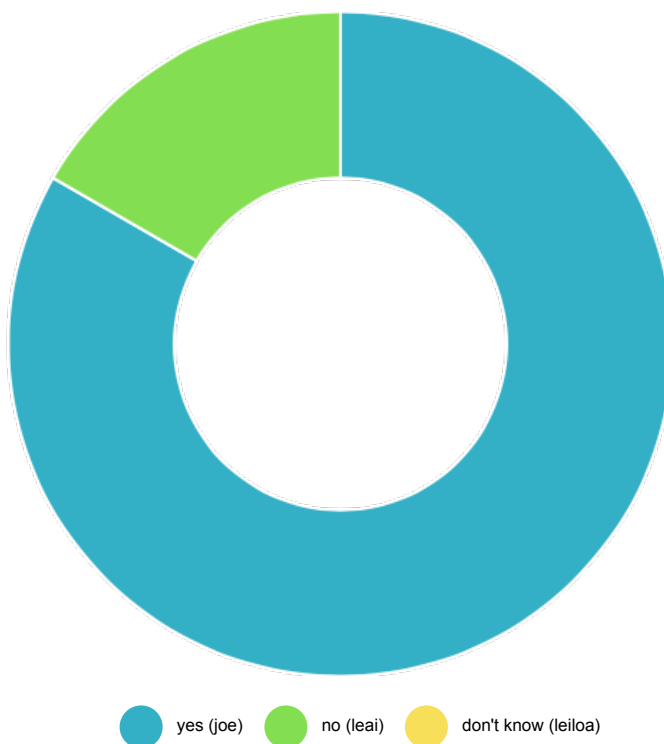
2b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Certified Trainers in Harassment and EEO issues.

Our employees are all Career Service employees,therefore,we are all beneficially entitled.

need more professional development for staff on different HR services

Need to be exposed to off island trainings, conferences, seminars to familiarized with their operations in the different fields of employment, recruitment and so forth.

3a. Are faculty/staff evaluated on an annual basis by the immediate Supervisor (i.e.Director, Dean, Vice-President, Chairperson)? (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 (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6** **(100%)**	0 (0%)	0 (0%)	2.83	6

3b. Please explain:

Text Responses

Yes.An evaluation is conducted by the Supervisor and employee during the peformance period.

annual performance evaluation

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 (joe)	no (leai)	don't know (leiloa)	Responses
All Data	0 (0%)	**6** **(100%)**	0 (0%)	6

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

Text Responses

Majority of Performance Evaluation are not conducted on time and therefore delays the processing affecting timeliness.

Some evaluations are not submitted on-time and this results in retroactive payments that can affect our financial side.

Late submissions of performance evaluations by varioius departments.Agreement check box for both employee and supervisor is sometimes left blank.

Most performance evaluations are late

We tried our best to make sure that evaluations are provided in a timely manner. Even if we provided them ahead of time but still have problems with receiving the evaluations on time.

1. Briefly describe the facilities occupied by your Dept/Prog/Div (ie. classrooms, offices, labs, etc.,)? (Otooto 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

TED and Administration Building Second Floor

director's office, manager's office, main office for staff, archive room, storage room, and file room.

-File storage room
-Archives room
-Storage room
-Office

2nd floor on the main administration building

offices: 2nd floor of the main administration building

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	1 (16.67%)	**5 (83.33%)**	0 (0%)	2.16	6

yes (joe) • no (leai) • don't know (leiloa)
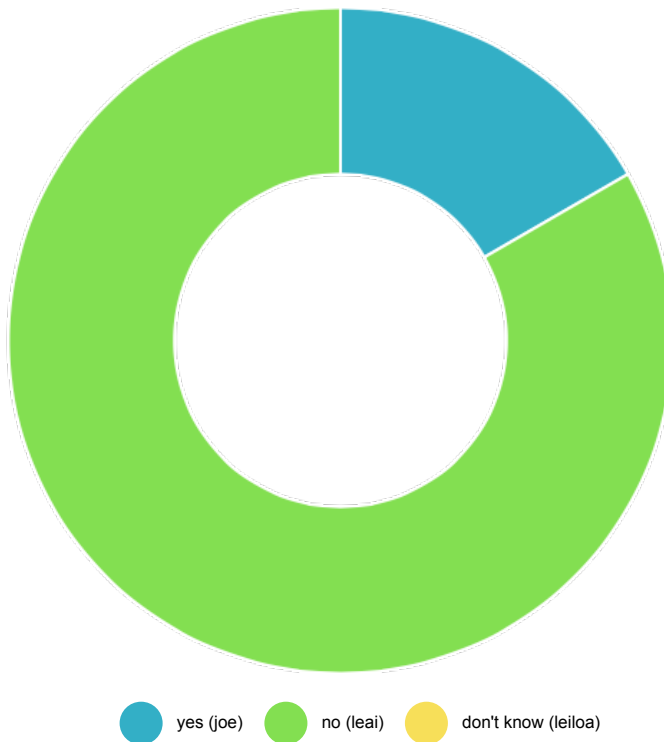
2b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Not ADA compliant

Archive, Storage, and File room needs A/C to avoid bad odor of old files and rat infestation.

HR Office not accessible to everyone due to its location.

Yes,all rooms mentioned above are adequate in keeping personnel files confidential and safe.

not accessible by all employees

not accessible to all employees

3a. Does the institution operate and maintain physical facilities that are adequate to serve the needs of this dept/prog/div? (O faaaoga ma tausi e le aoga ni fale/potu e talafeagai e tautuaina le mana'oga o le matagaluega/polokalama/vaega. Ioe pe Leai poo le Ou te lē iloa)

	yes (joe)	no (leai)	don't know (leiloa)	Responses
All Data	3 (50%)	2 (33.33%)	1 (16.67%)	6

yes (joe)   no (leai)   don't know (leiloa)

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

Text Responses

Maintenance, Security and Custodial Services are excellent in serving divisional needs

not accessible to all employees

our office cannot accommodate people with special needs and disable people.

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

|	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6** **(100%)**	0 (0%)	0 (0%)	2.83	6

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

Text Responses

Providing maintenance and wellness program for all employees. Limited resources are available if needed.

- Yes.We make job order requests to the PFM for any needed fixtures to our office.

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	1 (16.67%)	**5** **(83.33%)**	0 (0%)	2.16	6

● yes (joe)   ● no (leai)   ● don't know (leiloa)
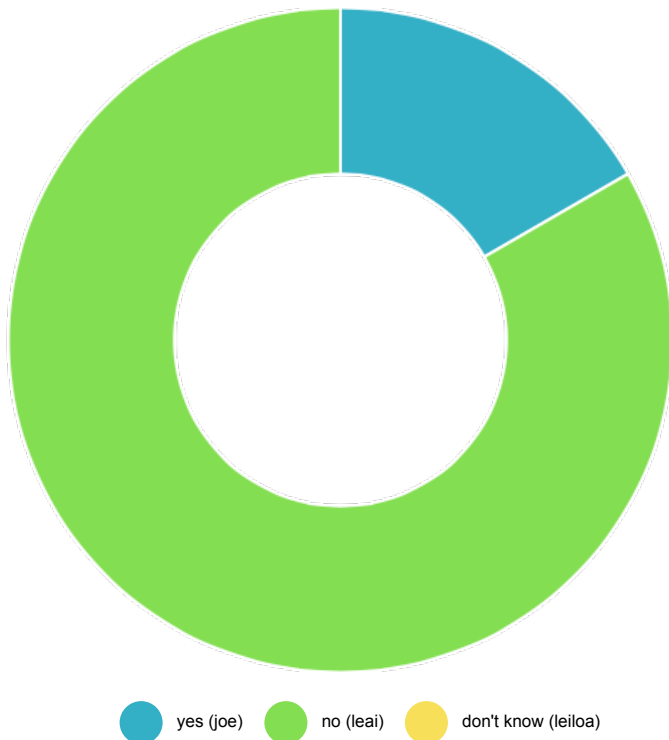
5b. If no, please describe below what is needed to make your area accessible: (faamolemole faamatala mai i lalo atu mea e moomia e faafaigofie ai ona faaaoga)

Text Responses

Located on Second Floor of TED and Administration Building. No elevator for accessibility for those with wheelchair need or other disability which limits their mobility.

HR Office needs to be located on ground floor to be accessible for everyone instead of its current location on 2nd floor with no elevators except stairs.

-Extra shredder
-Extra Space
- Extra computer

need elevator or ramp to accommodate 2nd floor

need a ramp or elevator to accommodate the second floor

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**5** **(83.33%)**	1 (16.67%)	0 (0%)	2.16	6

yes (joe)   no (leai)   don't know (leiloa)
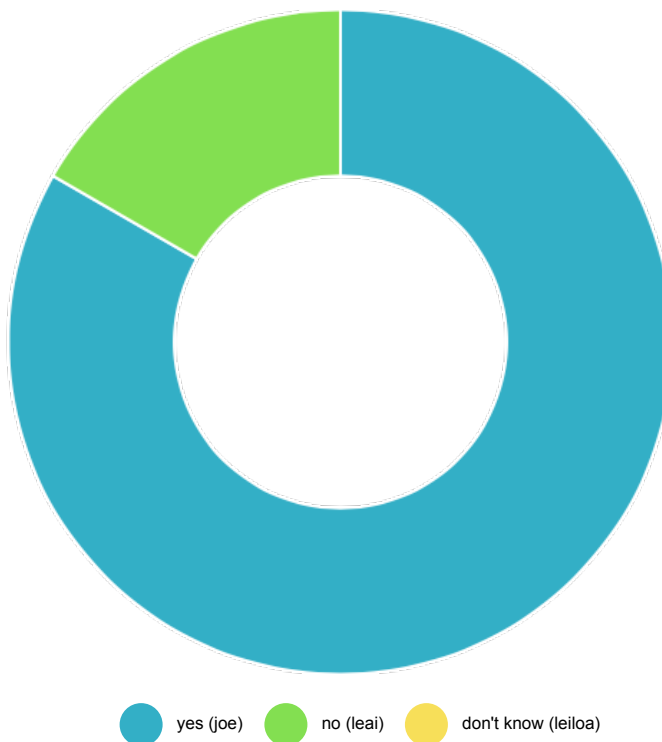
6b. If so, please list and explain: (Afai o lea, faamolemole lisi i lalo ma faamalamalama mai)

Text Responses

Filing and space for personnel to secure information and privacy of employees with their confidential information.

Extra office

conference room for HR for interview purposes and other institution related functions.

conference room can be utilize for interviews and other purposes.

We need to place all offices in one area and classrooms in the same area in that way it can be easily accessible to everyone.

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

Text Responses

Computers, Lab-top for training, Photo-copier with Scanner, Telephones, Desks, Chairs, Mini kitchen facility, Break Room located with confidential files. Air-conditions equipments, Fans, Cleaning equipments, Filing cabinets etc

all-in-one printer/scanner/copier, computer/software, facsimile, heavy duty shredder, paper cutter, telephone, laptop, calculator, label maker, electrical pencil sharpener, office furniture (chairs, desks, file cabinets, etc.).

-Fax machine
-Printer/Scanner
-Computer
-Shredder
-Fan

it is adequate.

computer (A)
fax (A)
Copier (A)
shredder (A)
lab top (I)

Computers, shredders, copier, fax machine, scanner,

2a. Are additional equipment required to support the dept/prog/div? (O moomia nisi meafaigaluega e lagolago ai le matagaluega/polokalama/vaega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6** **(100%)**	0 (0%)	0 (0%)	2.83	6

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

Text Responses

Maintenance or replacement of current air con so space could be utilized by staff to have more space for operations.

Upgrade computer software to maintain the effectiveness of database for records.

yes,additional printers,extra shredder.

need lap top for training purposes

another heavy duty copier

3a. Does the div/dept/prog 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 (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**5** **(83.33%)**	1 (16.67%)	0 (0%)	2.16	6

yes (joe)   no (leai)   don't know (leiloa)

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

Text Responses

yes an inventory is held every 4 months to check for any needed supplies.

4a. Does the div/dept/prog account for preventive maintenance of its equipment? (O nofo tapena le matagaluega/polokalama/vaega aua le puipuiga ma le faaleleia o ana meafaigaluega. Ioe pe Leai pe Ou te lē Iloa. Faamolemole faamalamalama mai.)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	4 (66.67%)	1 (16.67%)	1 (16.67%)	1.41	6

yes (joe)   no (leai)   don't know (leiloa)
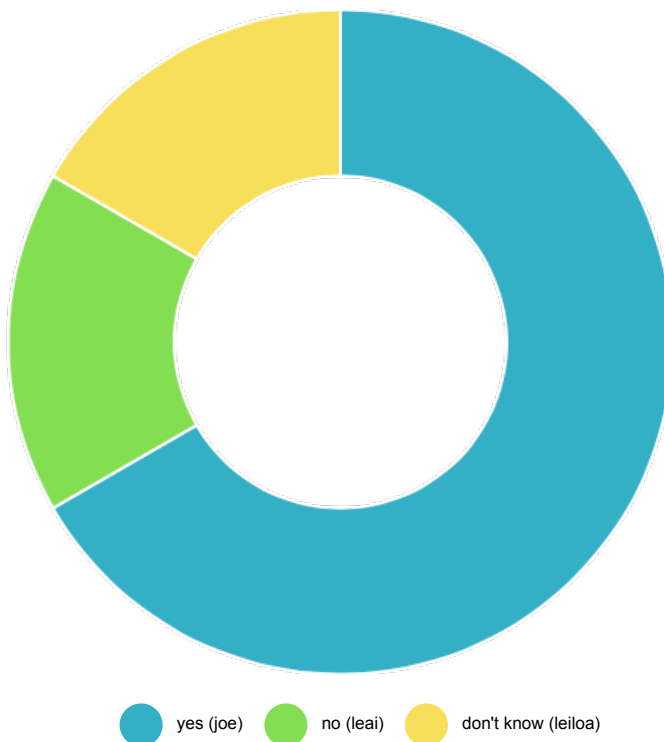
4b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Records and logs as per work requested and signed off for maintenance or repairs.

5a. Is the equipment used by this dept/prog/div 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 faaaoga i falefaigaluega poo isi kolisi ma iunivesite?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	6 (100%)	0 (0%)	0 (0%)	2.83	6

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

Text Responses

yes such a faxmachine,large printer/scanner.

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 (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6** **(100%)**	0 (0%)	0 (0%)	2.83	6

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

Text Responses

Update server and ensure security of information. Regular maintenance of anti-virus.

Upgrade for computer software.

Our printer/scanner needs to be replaced.

update softwares used

upgrade the microsoft software

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**5** **(83.33%)**	0 (0%)	1 (16.67%)	2.16	6
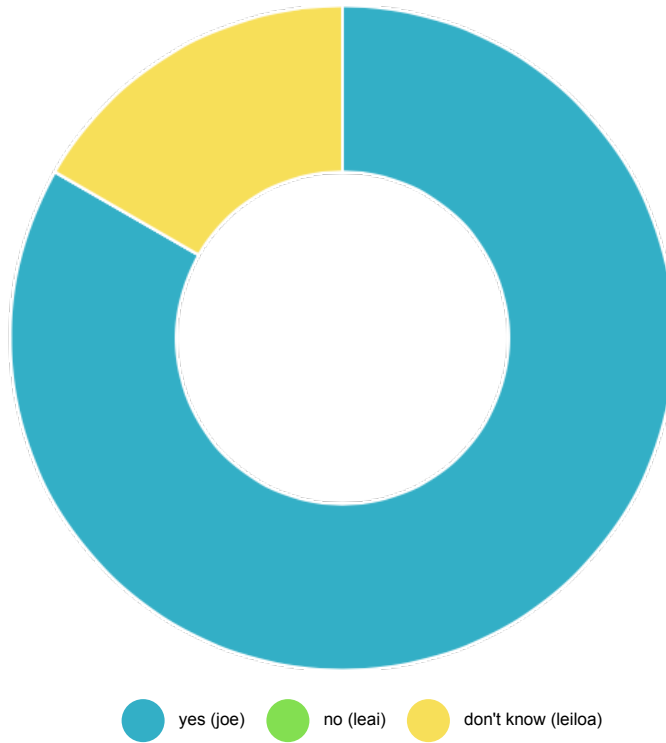
1b. Please explain: (Fa'amolemole fa'amatala)

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	3 (50%)	2 (33.33%)	1 (16.67%)	0.82	6

yes (joe)　no (leai)　don't know (leiloa)

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

Text Responses

Manager and Director with line item input from employee as their role involves monitoring divisional employee only (salary) budget.

*Compiling personnel data for deans/directors budget planning.
* Discuss/plan budget with staff on what the office needs for the next fiscal year.

yes thru meetings.

3a. Does the dept/prog/div 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 (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**4** **(66.67%)**	2 (33.33%)	0 (0%)	1.63	6

● yes (joe)   ● no (leai)   ● don't know (leiloa)

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

Text Responses

In-office training and briefing in how to conduct review and adjustment required to reflect actual records.

We provide personnel data (actual salary) for deans/directors budget planning.

Yes.Informing other departments of the status of a requested budget amount,to indicate if the requested salary exceeds the budget on hold.

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

	yes (ioe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	2 (33.33%)	**4 (66.67%)**	0 (0%)	1.63	6

yes (ioe)   no (leai)   don't know (leiloa)

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

Text Responses

Need more financial support for unexpected activities to avoid transfers from other accounts.

Yes.We have a steady budget.

5a. Does the dept/prog/div 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 manulautī?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6 (100%)**	0 (0%)	0 (0%)	2.83	6

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

Text Responses

We put money aside for ceritfication ceremonies and recognition of employees of the college.

6a. Does the dept/prog/div 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 (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**2** **(40%)**	1 (20%)	2 (40%)	0.47	5

yes (joe)　　no (leai)　　don't know (leiloa)

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

Text Responses

In-house training and ensuring update from any pertinent regulations concerning personnel governance.

Continue funding for staff development (in-service trainings, off-island trainings, etc.).

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**5** **(100%)**	0 (0%)	0 (0%)	2.36	5

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

Text Responses

yes,thru the usage of computers students will be able to expand their knowledge in Microsoft office.Also,learning how to create Power point presentations and working with Excel.

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)	**5** **(83.33%)**	0 (0%)	1 (16.67%)	2.16	6	1.33 / 3
Software (Microsoft Office, SPSS, CAD, Autodesk, etc..) (Poloklama tau komepiuta)	**5** **(83.33%)**	0 (0%)	1 (16.67%)	2.16	6	1.33 / 3
Internet Connectivity (speed, etc.) (Fesootaiga tau initaneti)	**4** **(66.67%)**	1 (16.67%)	1 (16.67%)	1.41	6	1.5 / 3
						1.39 / 3

Other technologies used:(Ma isi tekonolosi faaaoga)

Text Responses

Ipad, VTC etc

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 aooga pe a mana'omia?)

	Computer Labs (Potu Komepiuta)	Counseling (All types of Counseling) (Faufautua (Soo se Ituaiga)	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)	Library (Faletusi)	Academic Tutoring (Fesoasoani i meaaoga)	Academic Advising (ex. Online Information, Faculty Availability) (Faufautua i mataupu tau'ave (ftg. Faamatalaga i le Upega, avanoa of aiaoga)	Campus Life (ex. Security, Extra Curricular, etc.) (Olaga Faakolisi: (ftg. Malu o le Kolisi, Mataupu/faatinoga faaopoopo ma isi)	Admissions and Records (Application, Transcripts, etc.) (Ofisa Faaulufale ma Faamaumauga (Tusi talosaga, Faamaumauga aloaia o togi maua ma isi)	Responses
All Data	4 (100%)	4 (100%)	4 (100%)	4 (100%)	4 (100%)	4 (100%)	4 (100%)	4 (100%)	4

● Computer Labs (Potu Komepiuta)   ● Counseling (All types of Counseling) (Faufautua (Soo se Ituaiga)

● 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)

● Library (Faletusi)   ● Academic Tutoring (Fesoasoani i meaaoga)

● Academic Advising (ex. Online Information, Faculty Availability) (Faufautua i mataupu tau'ave (ftg. Faamatalaga i le Upega, avanoa of aiaoga)

● Campus Life (ex. Security, Extra Curricular, etc.) (Olaga Faakolisi: (ftg. Malu o le Kolisi, Mataupu/faatinoga faaopoopo ma isi)

● Admissions and Records (Application, Transcripts, etc.) (Ofisa Faaulufale ma Faamaumauga (Tusi talosaga, Faamaumauga aloaia o togi maua ma isi)

1a. Does your dept/prog/div help to ensure safety awareness and emergency procedures for its personnel, students and community? (ex. 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? (ftg. Fagu tineimu, fuafuaga faataatia mo le tuua o le nofoaga, Fesoasoani Muamua, ma isi)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**5** (83.33%)	1 (16.67%)	0 (0%)	2.16	6

yes (joe)　　no (leai)　　don't know (leiloa)
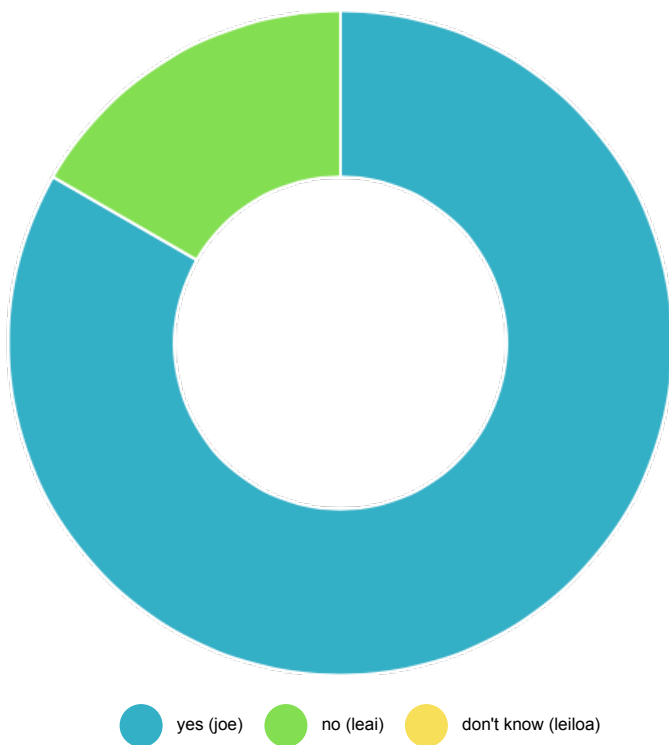
1b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

When an earthquake or fire strikes,all our employees report downstairs immediateley.