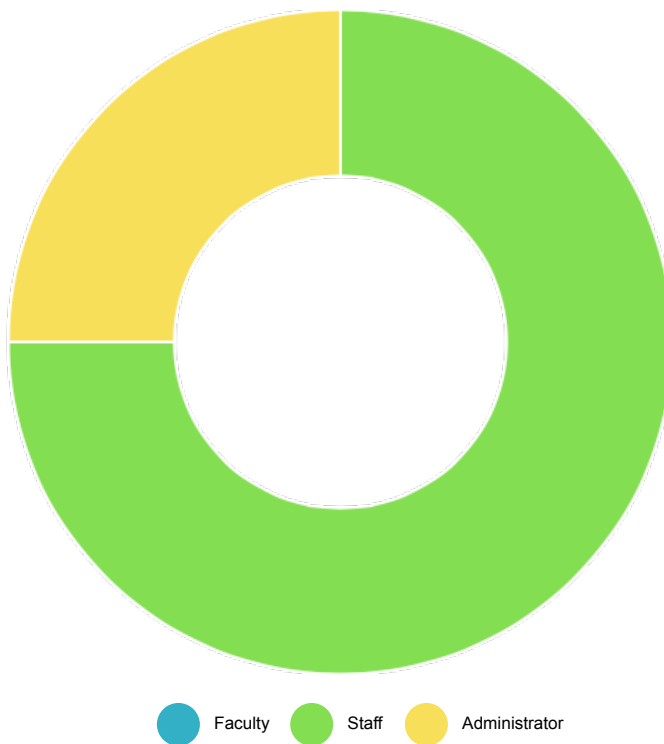


ASCC Program Review: Institutional Effectiveness

Please indicate your status.

	Faculty	Staff	Administrator	Standard Deviation	Responses
All Data	0 (0%)	3 (75%)	1 (25%)	1.25	4



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

Text Responses

To collect, disseminate, compile and report on accurate data in a timely manner for the institution's decision making process and to improve services for the students as well as ASCC stakeholders and employees.

Outcome 1: Administrators, Faculty, and staff have access to accurate and timely institutional data collected by IE and reported in annual, quarterly, and semester publications.

Outcome 2: Students and stakeholders voice their opinions through surveys distributed by IE which are collected, compiled, and disseminated in a Student Opinion Report and program review surveys disseminated to students and staff.

Outcome 3: Administrators, faculty, and staff have access to a data management system to share, collaborate, and record evidence of institutional processes, reviews, and planning.

Outcome 4: The public is better informed of ASCC activities and accomplishments through ads, articles, and various publications prepared by IE.

Outcome 5: Students, staff and faculty have access to reports on Student Achievement and learning through reports and publication disseminated by IE.

Administrators, Faculty, and staff have access to accurate and timely institutional data collected by IE and reported in annual, quarterly, and semester publications.

The public is better informed of ASCC activities and accomplishments through ads, articles, and various publications prepared by IE.

students, staff and faculty have access to reports on student achievement and learning through reports and publication disseminated by IE.

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

IE provides necessary information for improving academic programs and services, by collecting, analyzing and present data for decision making.

IE's mission and outcomes are to support ASCC's mission by providing access to qualitative and quantitative data to all internal and external stakeholders based on research and evaluation of institutional processes and policies and its impact on decision making for institutional effectiveness.

As a division that collects data for research evaluation, we are supporting the college by providing necessary information to improve academic programs and the provision of administration services. This is line with our institutions mission as it as whole we are providing high quality services so students are able to achieve their educational goals.

to support the college by providing information necessary for improvement of academic programs and provision of administration services.

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 (loe)	No (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	2 (50%)	1 (25%)	1 (25%)	0.47	4



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

Text Responses

One way that the institution evaluates their services are through surveys: Course Evaluation Survey and Student Satisfaction Survey that is being conducted every semester. The Course Evaluation Survey evaluates the Courses and the Student Satisfaction Survey evaluates the services.

IE participated in all institutional program review practices however, there is no specific mechanism that IE has for a systematic review of its mission and outcomes.

IE foresees that the institution will provide more guidance towards the monitoring of institutional effectiveness for all academic programs and the provision of administrative services.

Just been employed with ASCC, unsure of any periodic evaluation.

surveys and evaluation

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

Text Responses

By providing data for the institution to help make decisions on improving our services.

IE provides access and compiles data accordingly to the need of all programs. SOPs are defined by IE for access to Compliance Assist (Data Archive), public releases, and data requests aside from the compiling and review of institutional reports that include: Biweekly Reports, Quarterly Reports, Annual Reports, Fact Sheets, etc.

By providing information necessary for improvement of academic programs.

our department is responsible for analyzing and presenting results for program planning.

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

	Yes	No	Please explain:	Standard Deviation	Responses	Weighted Average
Annual Reports (Ripoti faaletausaga: Ioe pe Leai, Faamolemole faamatala.)	2 (66.67%)	1 (33.33%)	0 (0%)	0.82	3	1.33 / 2
Quarterly Reports (Ripoti faalekuata. Ioe pe Leai, Faamolemole faamatala)	3 (100%)	0 (0%)	0 (0%)	1.41	3	1 / 2
Bi-weekly Reports (Ripoti tai lua vaiaso. Ioe pe Leai, Faamolemole faamatala).	3 (100%)	0 (0%)	0 (0%)	1.41	3	1 / 2
Student Learning Outcomes (Agavaa Ausia Tagata Aoga. Ioe pe Leai, Faamolemole faamatala)	1 (25%)	3 (75%)	0 (0%)	1.25	4	1.75 / 2
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)	3 (100%)	0 (0%)	0 (0%)	1.41	3	1 / 2
Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)	2 (66.67%)	1 (33.33%)	0 (0%)	0.82	3	1.33 / 2
Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)	4 (100%)	0 (0%)	0 (0%)	1.89	4	1 / 2
Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)	2 (50%)	2 (50%)	0 (0%)	0.94	4	1.5 / 2
Student Satisfaction Survey (Suesuega Lotomalie Tagata Aoga. Ioe pe Leai, Faamolemole faamatala)	2 (50%)	2 (50%)	0 (0%)	0.94	4	1.5 / 2
Fact Sheets (Pepa o Faamatalaga Moni. Ioe pe Leai, Faamolemole faamatala)	2 (66.67%)	1 (33.33%)	0 (0%)	0.82	3	1.33 / 2
Other Evidence (Nisi faamaumauga. Ioe pe Leai, Faamolemole faamatala)	2 (100%)	0 (0%)	0 (0%)	0.94	2	1 / 2
						1.28 / 2

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	3 (75%)	0 (0%)	1 (25%)	1.25	4



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

Text Responses

Evaluation processes do result to continuous improvements. This allows IE to set is quarterly/annual priorities based on the needs of the institution.
 New employee, unsure of any results in evaluation processes.
 more improvement for our responsibilities

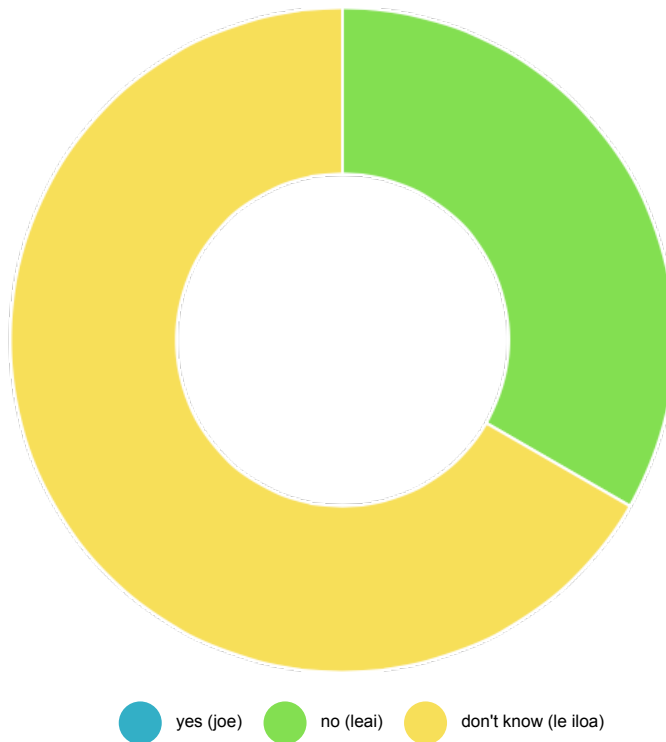
2. What outcomes did these improvement help achieve? Please explain: (O a ni matāti'a na mafai e nei faaleleiga ona 'ausia? Faamolemole faamatala)

Text Responses

Examples of outcomes that have been improved via evaluation include access to institutional data for internal and external stakeholders, distribution of surveys, access to institutional systems, and services provided to publicizing institutional information.
 Not sure of any outcomes or improvements.
 data collected and reported in annual, quarterly, and semester publications.

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	0 (0%)	1 (33.33%)	2 (66.67%)	0.82	3



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

Text Responses

IE has incorporated its needs from the 2014 Divisional Assessment in its annual planning and allocation of resources.
New employee, have not reviewed Divisional Assessment (2014)

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

Text Responses

One achievement mainly on an institutional perspective is the transfer of IE directly under the President. The transition allowed IE to revert its divisional focus to an institutional focus on monitoring efficacy institutionally. IE's mission before the transfer was more divisional- meaning that IE reviewed its own outcomes without soliciting institutional feedback on the qualities of effectiveness that pertain to degrees/certificates, student support services, administrative services, and the needs of grant programs.
Have not been with the division this past year.
providing reports for decision making and program review

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 fa'aauau o le faaleleia o le Kolisi?)

	yes (joe)	no (leai)	don't 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

Yes, IE uses any and all feedback from staff and faculty however we also evaluate these feedback according to the type of data that we provide.

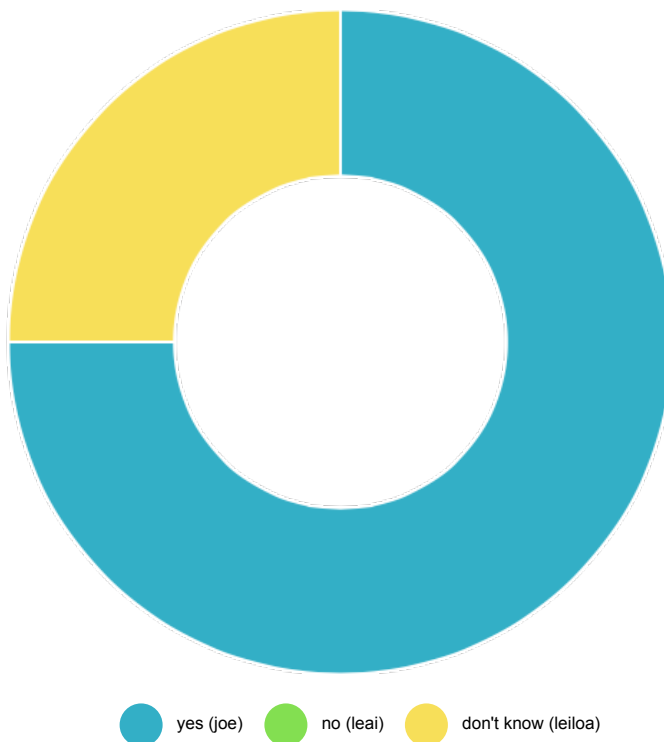
Definitely, IE uses feedback from faculty, staff, and administrators to improve mechanisms used to solicit information on academic and service needs. IE spearheads many of the institutional dialogue that centers on planning, participates in curriculum and assessment, and leads the dialogue on program review.

Per data collected and compiled by our division, improvements are made in particular areas that is needed.

recommendations and feedback from faculty and staff is useful for institution improvement

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



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

Text Responses

IE SOP is available in the Gallery on Compliance Assist and was also emailed out to staff and faculty.
 Yes, IE staff are the initiators of SOPs. SOPs are then reviewed as a division and then routed accordingly to the nature of the SOP. Depending on the nature of an SOP (divisional or institutional) SOPs are then disseminated accordingly.
 Unsure of SOPs as I'm a new employee.
 every department should have a standard operation procedures

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

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

Text Responses

Minutes for divisional meetings are available on Compliance Assist.

IE is fully accountable for all/any decisions made that are formalized via planning committees and institutional dialogue that it participates in.

Documents have been archived for future reference by the division.

for decision making and future review

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

	yes (joe)	no (leai)	don't 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

Yes, the number of personnel is adequate to serve the mission of our division.

Number of personnel is adequate enough to support our division and its mission.

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



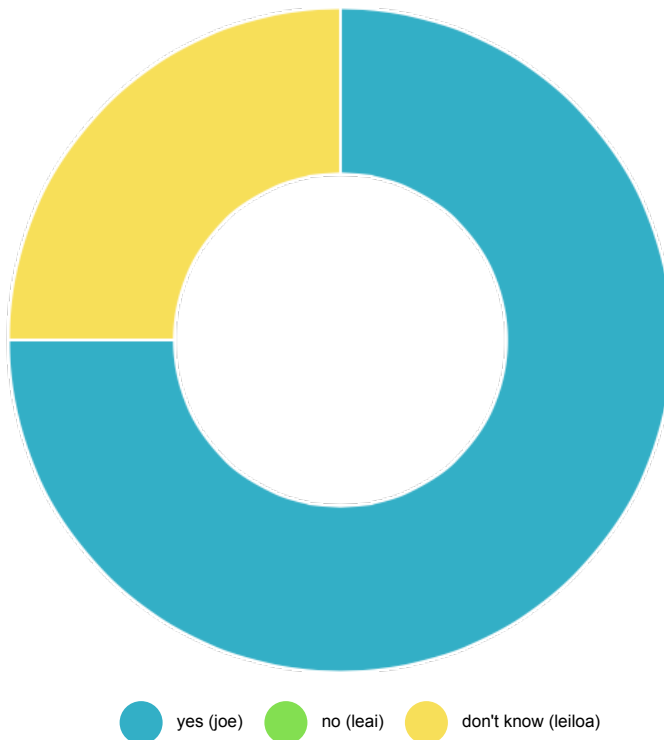
2b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

At this time 'yes'. As IE continues to solicit institutional input on institutional focus and effectiveness, the need/expertise may increase.

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



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

Text Responses

Yes, as an administrator, I make sure that all documents reach include degrees and certificates are updated during the evaluation of IE staff.
 Unsure of the filing system as I'm a new employee

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 pui puia 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	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

Confidentiality, Security and Integrity is part of IE.

All IE staff are held accountable for information confidentiality that concerns data collected from the institution.

All personnel apply by all these main work ethics.

5. Does your dept/prog/div 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 (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

Each personnel in IE has an outcome that ties to the mission.

All IE staff are fully responsible via divisional SOPs.

Each personnel utilizes their special skills to achieve our division's mission.

team work

Are you a full time or Part Time employee?

	Full Time	Part Time	Standard Deviation	Responses
All Data	4 (100%)	0 (0%)	2	4

Number of Courses you teach:

Text Responses

None

The IE Director at this time only serves as adjunct faculty.

None

Degrees, Coursework, and or Publications

Text Responses

Bachelors in Business Administration
Associates of Science in Business Management
AA: ASCC
B.Ed. Elementary Education
MA. Ed. Teaching and Learning/Simulation Technologies
Doctoral Student

Other Qualifications not listed in previous question:

Text Responses

Alpha Epsilon Xi Chapter Member (Education)
Golden Key International Member

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

Text Responses

Chairman, Institutional Planning Core Committee
Curriculum Committee Member
Member of the President's Advisory Council
Assessment Committee Member

1a. Have faculty/staff in the dept/prog/div 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?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	3 (75%)	0 (0%)	1 (25%)	1.25	4



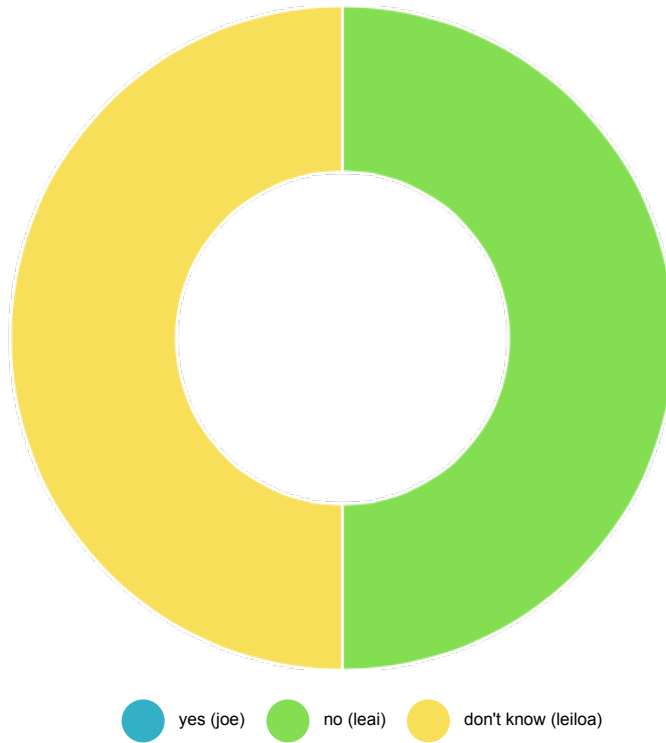
1b. If "yes", please list evidence: (Afai e "loe" faamatala mai pine faamau o iai.)

Text Responses

- SOP presentations by the Finance
- Sexual Harassment training annually
- Institutional Researcher- IPEDS Professional Development off-island (Refer to Planned Purchases)
- IE Director: Participated in off-island workshop on Accreditation (ALO)
- Staff Assessment Development: (Refer to Meeting Minutes and Presentations)
- Staff Presentations to the Institution: (Refer to Institutional Planning Presentation on Student Achievement Institutional Standards)
- Not aware as I'm a new employee
- continuing professional development in education

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 afaigaluega a lau matagaluega/polokalama/vaega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	0 (0%)	2 (50%)	2 (50%)	0.94	4



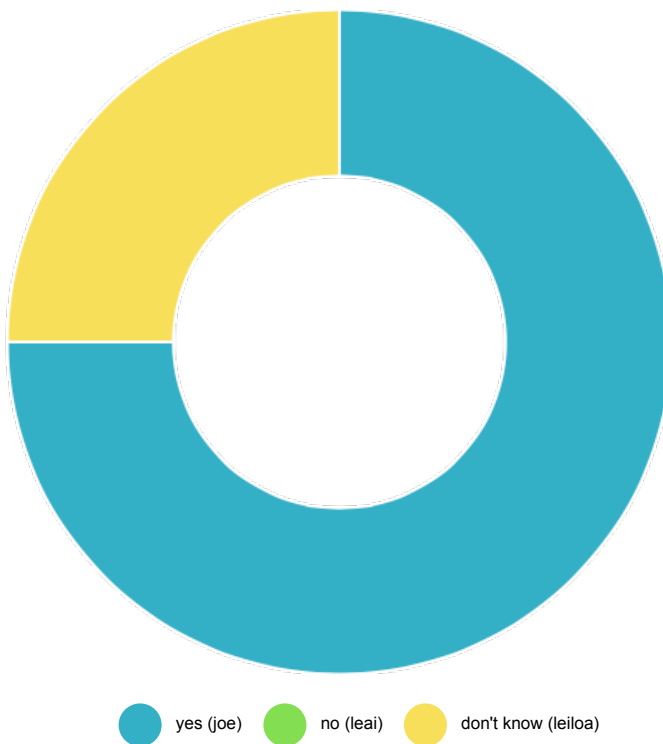
2b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

At this time, it is critical that we continue to see needs of the institution via program review. This will also serve as a formal indicator for the needs of IE staff.

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



3b. Please explain:

Text Responses

- This is part of the annual performance evaluation.
- Yes, all staff are evaluated annually.
- Have not been working with the division for a year
- staff evaluation for increments or not depends on performance report

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	1 (25%)	1 (25%)	2 (50%)	4



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

Text Responses

HR emails the evaluation before the increment due date, but does not follow up on the timeline as indicated in the policies. Information pertaining to the policies on evaluation should be emphasized and disseminated to the institution on a semester basis.

always 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

IE occupies M-11 with the VP of Administrative Services and Academic Affairs; it has 7 offices, 3 bathrooms, 1 conference room and a kitchen.

IE has four offices. Three offices are occupied by the Director of IE, Press Officer, and the Institutional Researcher. One office is shared by three staff which includes two Data Specialists, and the Administrative Assistant. All offices are in good condition. IE also has a Training Room and Conference Room for institutional training and meetings. IE also has a kitchen.

Occupying IE (M-11 building).

our offices is in good conditions

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

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

Text Responses

Currently our facilities are accurate however, IE will need space for institutional archiving.

Facilities help support and achieve the mission of our division

we have a training and conference room

- 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. loe pe Leai poo le Ou te lē iloa)

	yes (joe)	no (leai)	don't know (leiloa)	Responses
All Data	4 (100%)	0 (0%)	0 (0%)	4

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

Text Responses

IE has a budget (\$5,000) to maintain its facilities and is accountable in its planned purchases for FY 2015.

The institution does operate and maintain physical facilities.

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 malupuipua mo lenei matagaluega/polokalama/vaega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	4 (100%)	0 (0%)	0 (0%)	1.89	4

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

Text Responses

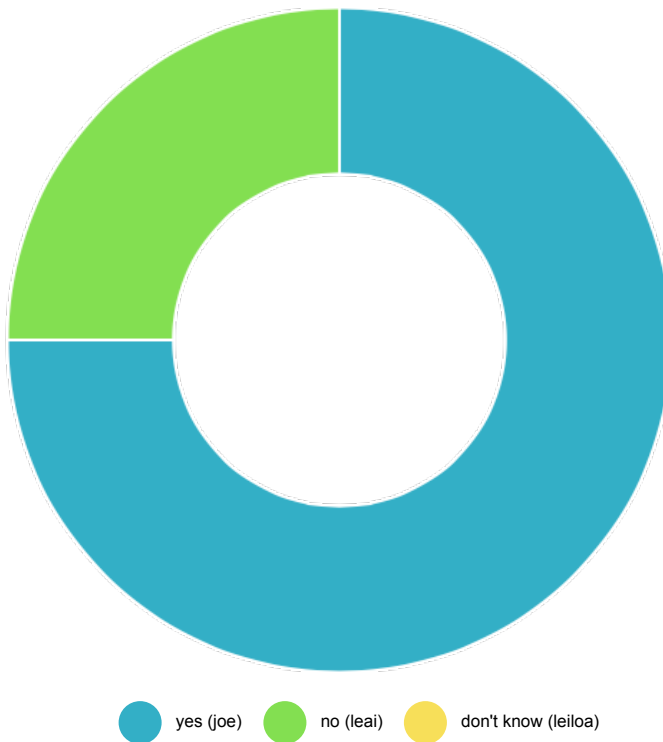
Yes. The facility is well maintained by its Supervisor and staff.

Constant rounds from securities to check the building.

safe and a secure environment to work

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

Hollow hallways and no ramp for any disable individual using a wheel chair.

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	1 (25%)	1 (25%)	2 (50%)	0.47	4



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

Text Responses

Space for archiving institutional documents is needed. IE which now serves as the institutional data bank will need to archive many/all institutional documents.

1. Briefly describe current equipment used by your dept/prog/div 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

6 desktop computers

5 laptops

1 projector

1 smartboard

1 VTC

2 binding machines

1 teleconference

1 fax

2 printers

etc....

Desktop Computers (5 PCs) and (2 Apple): Use for data input

Xerox Machines: Copies

Fax Machine (1): Sending Documents

Printers (4): Printing

Teleconference System (1): Communication

Binder Machines (2): Binding Documents

Scanner (1): Scan Documents for Archiving

Telephones (5 extensions) and (1 private line)

TV (1): (Teleconferencing)

Laptops (4 PC) and (2 Apple)

Scantron (1)

Smartboard (1)

Vacuum (1)

Digital Camera (1)

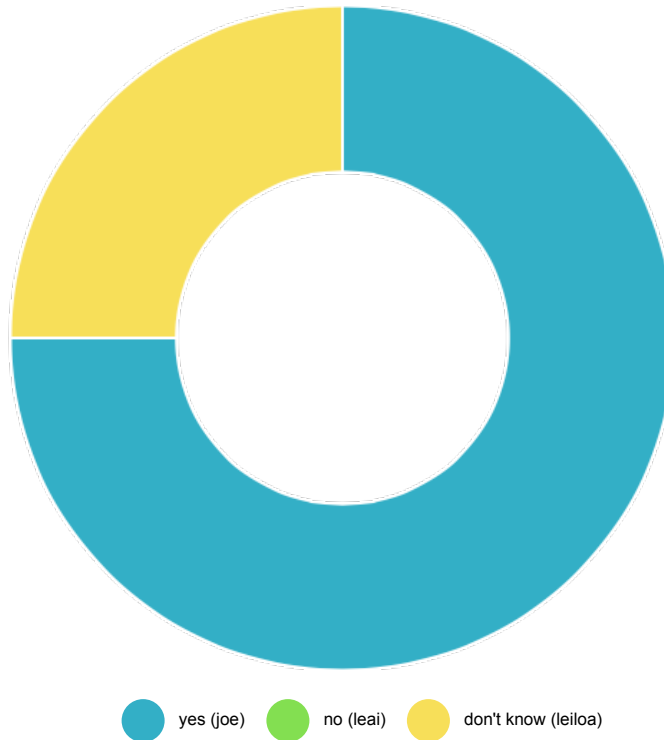
Multimedia Projector (1)

Computers, laptops (PC), printers, Xerox machine.

computers, smart board, binding machines(wire and plastic), xerox machines, and laminating machine.

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



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

Text Responses

- scantron machine with software
- SPSS
- Laptops, for institutional training on Compliance Assist (Data Dissemination, Access, inputting information)
- new RICOH printer

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



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

Text Responses

We have a log that keeps the log of outgoing equipments like our Outgoing Log.

Yes, IE has a check out list that all staff are accountable for. What is needed at this time is an account for all IE inventory.

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



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

Text Responses

We try to update our equipment as technology updates. Like, replacing our lenovo laptops with Mac laptops.
 We have a service plan in 2015 Planned Purchases for equipment maintenance for the (Xerox Machine, Printer, and Smartboard) All other maintenance is done by MIS.
 we do quarterly services for our printers

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



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

Text Responses

Regarding IE's scope of work, I am unsure.

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 (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	4 (100%)	0 (0%)	0 (0%)	1.89	4

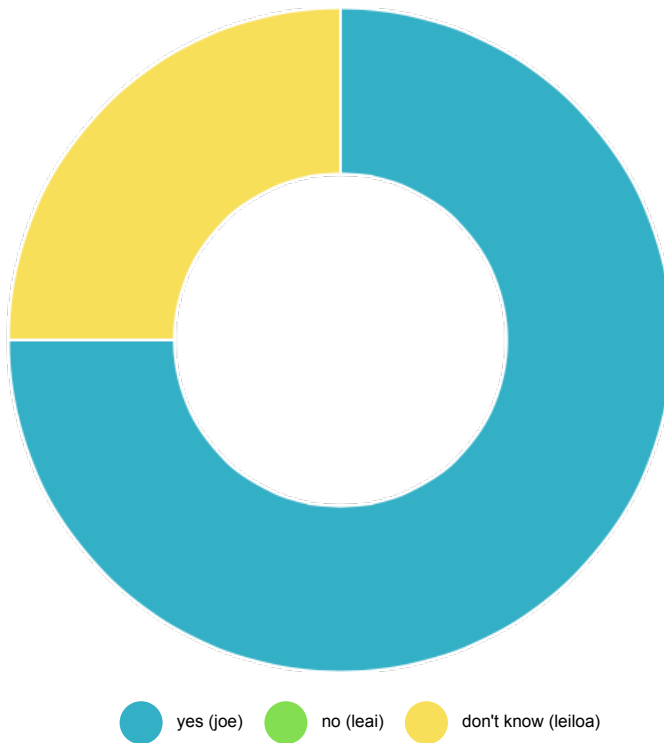
6b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Our Ricoh Xerox Machine has passed its 10 year mark. We have been experiencing a lot of issues this semester and may need to replace. The Ricoh is used widely by the institution not limited to the compiling of documents for external purposes.
we need update version for computers

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



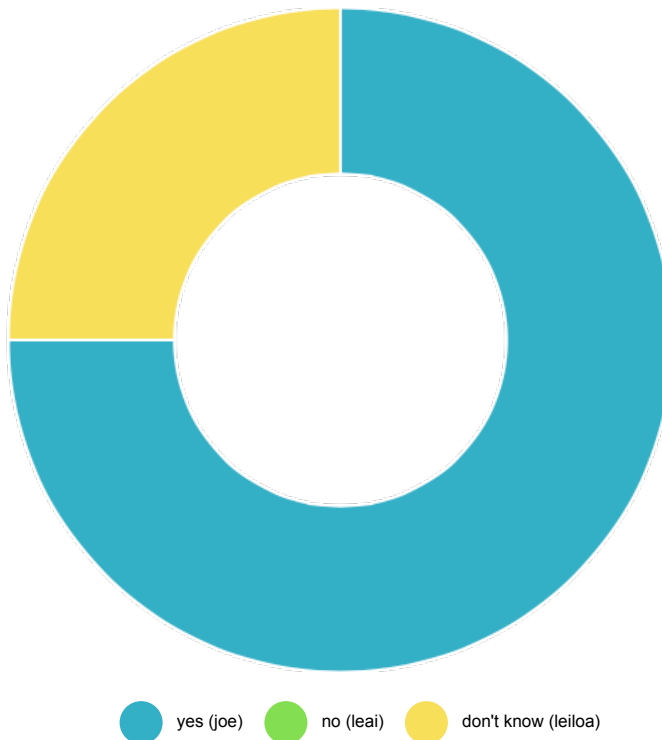
1b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

All IE staff are included in our budget planning and are given full access to IE's annual budget.
we need to balance our budget so that our budget will not over spent

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



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

Text Responses

IE has a meeting to discuss the budget.

IE's planning priorities impact resource allocation. Based on its priorities the IE division collectively plan its budget which includes the shifting of funds to different accounts based on the priorities.

i'm handling our department budget through out the fiscal year

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



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

Text Responses

IE Director works with the staff with the budget preparation, analysis and process for fiscal year.

Yes, our model is identified priorities - review of previous budget - shuffling of funds based on planned priorities - submission of budget for approval.

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	1 (25%)	1 (25%)	2 (50%)	0.47	4



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

Text Responses

There are areas that include institutional planning, program review, and assessment that will need more funding based on participation, scope and load.

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 manulauti?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	3 (75%)	0 (0%)	1 (25%)	1.25	4



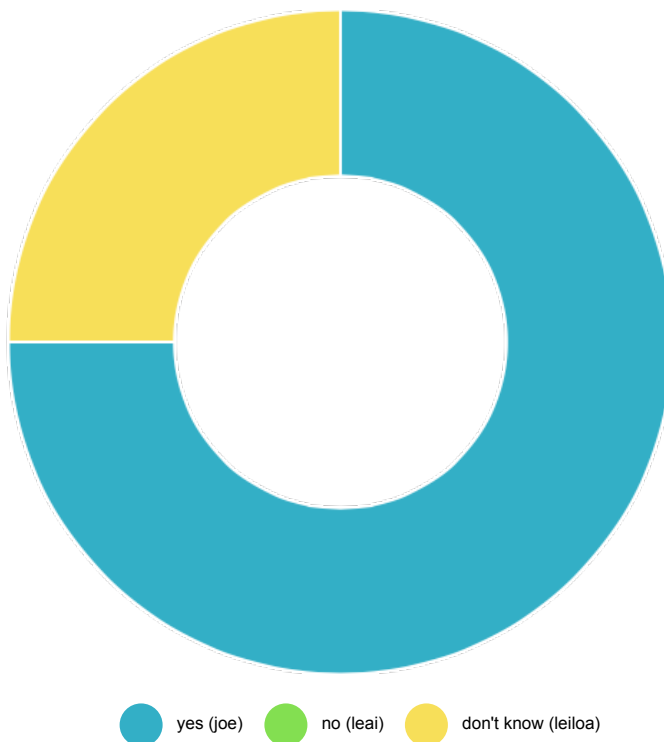
5b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Through its outcomes and SOPs, all financial resources are accounted for. (Referencing Planned Purchases 2015)

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



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

Text Responses

Institutional Planning, Program Review, and Assessment. (Publication)

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

	yes (joe)	no (leai)	don't 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

Internet Access: Access to Institutional Planning, Program Review, Accreditation, Planning via Compliance Assist
 Computers: Data Input
 Smartboard: Committee Presentations and meetings for institutional dialogue
 Email: Dissemination of Information
 Printers & Xerox: Publications/Info. Dissemination
 Long Distance Phone Line: Teleconferencing
 Website: Institutional Transparency of Information
 Laptops: Training

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.) (Sistema a le Kolisi Tuufaatasi (polokalama e fai ai vasega)	1 (25%)	0 (0%)	3 (75%)	1.25	4	2.5 / 3
Software (Microsoft Office, SPSS, CAD, Autodesk, etc..) (Poloklama tau komepiuta)	1 (25%)	2 (50%)	1 (25%)	0.47	4	2 / 3
Internet Connectivity (speed, etc.) (Fesootaiga tau initaneti)	2 (50%)	1 (25%)	1 (25%)	0.47	4	1.75 / 3
						2.08 / 3

Other technologies used:(Ma isi tekonolosi faaoga)

Text Responses

Statistical Package for the Social Science (SPSS)

1. Are the following student support services available and accessible to students when needed?
 (O tatala avanoa ma faigofie ona maua auauunaga 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%)	3 (75%)	3 (75%)	4 (100%)	4 (100%)	3 (75%)	2 (50%)	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	1 (25%)	2 (50%)	1 (25%)	0.47	4



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

Text Responses

- IE does not have a fire extinguisher and first-aid, but it has an evacuation plan on both front and back doors.
- IE does not have any fire extinguishers or first aid kits. Access to ASCC's evacuation plan should be available to all ASCC personnel.