ASCC Program Review: Samoan Studies Institute
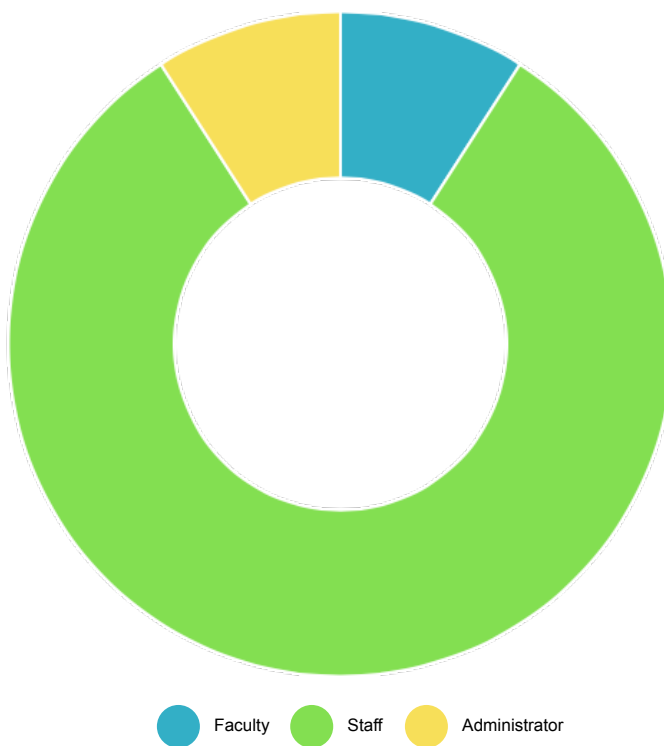
Please indicate your status.

	Faculty	Staff	Administrator	Standard Deviation	Responses
All Data	1 (9.09%)	**9 (81.82%)**	1 (9.09%)	3.77	11

Faculty   Staff   Administrator

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

Text Responses

Divisional Outcome #1:
Students enrolled in Samoa Studies courses receive effective instructions and updated curriculum that are aligned to the College Mission
Divisional Outcome #2:
The community is aware of Samoa and the Pacific through SSI community and cultural extension programs
Division's Outcomes #3:
The community is aware of Samoa and the Pacific through the development and production of research projects, translation projects and publications produced by SSI

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Division's Outcomes #3:
The community is aware of Samoa and the Pacific through the development and production of research projects, translation projects and publications produced by SSI

1. Develop and apply skills in the area of speaking (during contemporary and cultural settings), writing, reading and listening.
2. Develop and apply skills of understanding and interpretation of Samoan Literature.
3. Demonstrate skills in executing activities that are endemic to the performance of Samoan material and non-material culture.
4. Demonstrate competence and ease delivering English translation and interpretation of Samoan.

Divisional Outcome #1:
Students enrolled in Samoa Studies courses receive effective instructions and updated curriculum that are aligned to College mission
Divisional Outcome #2:
The community is aware of Samoa and the Pacific through SSI community and cultural extension programs
Divisional Outcome #3
The community is aware of Samoa and the Pacific through the development and production of research projects, translation projects and publications produced by SSI

I. Students enrolled in Samoan Studies courses receive effective instruction and updated curriculum, that are aligned with to the College Mission.

II. The Community is aware of Samoa and the Pacific through Community and Cultural extension programs.

III. The community is aware of Samoa and the Pacific through the development and production of research projects, translation and publications produced by SSI.

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

Fits all 4 since SSI has 4 areas: Academic, COmmunity Outreach, Research and Publication, Translation
SSI AA degree courses are transferable to universities such as UH and prepares the students to become Samoan teachers, journalists, broadcast announcers, orators
SSI offers research and translation services and publishes -even right now more publications are in the pipeline

Supported by all SSI Outcomes
Divisional Outcome #1:
Students enrolled in Samoa Studies courses receive effective instructions and updated curriculum that are aligned to the College Mission of being "transferrable to outside institutions -such as UH", sucesssful entry into the workforce as there is a need for Samoan teachers, translators, oratorical & leadership speaking skills, journalists as reflected by the SSI graduates tracking system

Divisional Outcome #2:
The community is aware of Samoa and the Pacific through SSI community and cultural extension programs -This supports "Awareness of Samoa and the Pacific bullet 4)- eg. We have MOUs with various organisations, institutions and were involved with 1. TAOA – SSI utilizes 6 members of the TAOA program as resources for its Samoan Cultural courses, as well as weaving and making handcrafts for the institute's purposes, in terms of appropriately adorning the Samoan fale for auspicious events, such as when the College welcomes visitors like the WASC.
2.   Marine and Wildlife Resources Department – through a contract, Samoan Studies Institute is to document the oral traditions of Rose Atoll or Muliava.
3.   Office of Samoan Affairs – SSI is a serving member of the Office of Samoa Affairs Project "Toe Timata le Upega" which is the building of the Government's Fale Samoa at Utulei Beach. This project's goal is to educate the people about the functions of a Samoan fale talimalo.
4.   Western Pacific Fisheries Management Council – SSI continues to conduct Amerika Samoa's lunar calendar. While the council's purpose is to protect and preserve US marine resources, SSI uses this opportunity to research and gather information about traditional fishing and management of Samoan society's resources.
5.   Amerika Samoa National Parks Services – Through a CESU, SSI archeologist and ASCC archeology students conducts specific projects such as mapping sites on Tutuila.
 etc etc

Division's Outcomes #3:
The community is aware of Samoa and the Pacific through the development and production of research projects, translation projects and publications produced by SSI THis supports Bullet 3 "Research and extension in human and natural resources"

 SSI supports the Institution's mission in all areas as stated on the mission and outcomes on:
1. Successfully entry into the workforce
2. Research and Community Outreach
3. Awarenes of Samoa and the Pacific.

SSI's mission and outcomes support ASCC's mission by offering an Associates of Arts degree program in Samoan Studies and bringing awareness of Samoa and the Pacific through their publications and community outreach programs.

It supports the Institution's mission by assisting student's through the offering of high quality courses and community extension programs geared towards helping students achieve their educational goals.
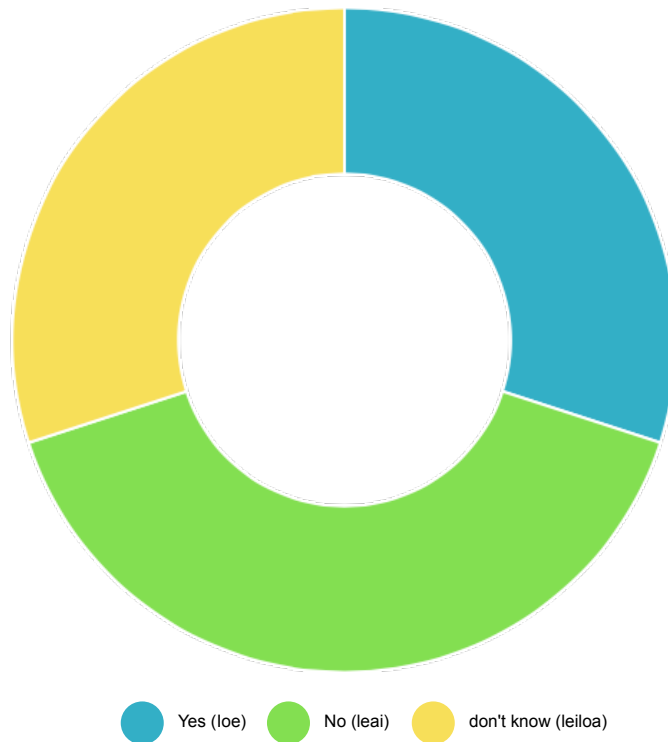
As well as fulfilling the mission to:
1. Have students transfer to institutions of higher learning
2. Have awareness of Samoa and the Pacific

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 (Ieai)	don't know (leiloa)	Standard Deviation	Responses
All Data	3 (30%)	**4** **(40%)**	3 (30%)	0.47	10

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

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

Text Responses

Instruction yes could be more consistent in this area but after retreat -our office we looked at being more consistent in semester assessments other than theCo and Core Assessment Data Sheets being sent to the Assistant Dean

not as consistent as we should

Don't know why.

SSI meets periodically. But to my recollection, there is rarely, if any, dialogue on the effectiveness of instruction inclusive of the entire division (staff and faculty). Perhaps meetings occur with the director and faculty alone, but I have not witnessed that as of recently.
SSI services are sometimes discussed among staff members, but there is very minimal assessment on the effectiveness of a project. SSI director does not withhold criticism and perceives it to be constructive. In contrast, SSI director does provide some feedback on how to better improve a project.

There are periodic meetings where projects, current issues and changes are discussed. However, evaluations of instruction and services have not been conducted.

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

we offer an AA degree with emphasis in Samoan studies, offer SAFF as a way of promoting faasamoa, offer a Lab that needs to be fixed -hand me downs but its better than nothing, and space for SAFF to do peer tutoring and work
Out media collection has been utlised by students

1. we offer an AA degree with an emphasis in Samoan Studies -offer students the SAFF student Club as a way of promoting Faasamoa in dancing and traditional presentations as well as support system where SAFF students can come in and use the SSI Lab for homework, peer tutoring, counseling etc 2. We offer Publications and media collection for students and teacher incl community use

Have no idea.

SSI supports student learning and achievement by providing access to a computer lab that includes an area for tutoring/studying, access to a media library, assisting in advising program participants and members of SSI's student association on transferability, and assisting students with video services.
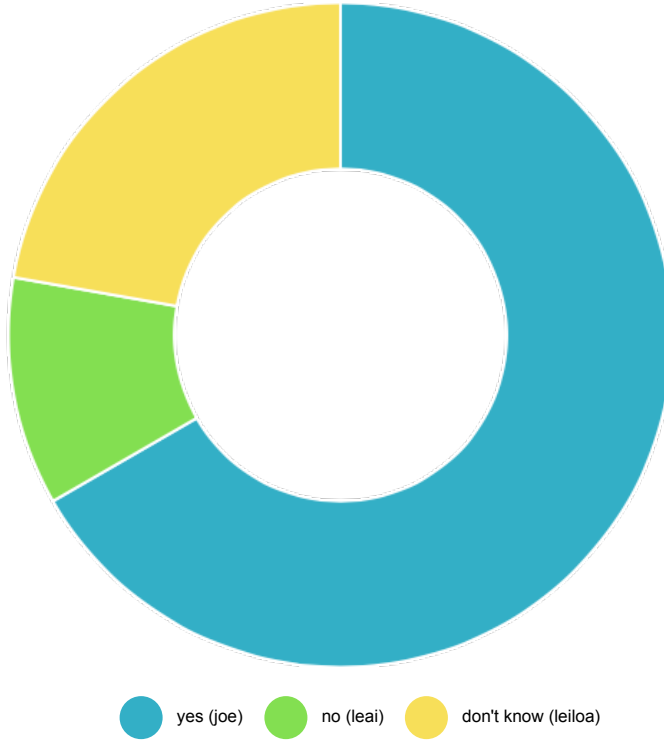
Through the courses we offer, cultural extension programs and assistance provided by SSI Faculty and Staff.

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.)	6 (60%)	4 (40%)	0 (0%)	2.49	10	1.4 / 2
Quarterly Reports (Ripoti faalekuata. Ioe pe Leai, Faamolemole faamatala)	9 (90%)	1 (10%)	0 (0%)	4.03	10	1.1 / 2
Bi-weekly Reports (Ripoti tai lua vaiaso. Ioe pe Leai, Faamolemole faamatala).	9 (90%)	1 (10%)	0 (0%)	4.03	10	1.1 / 2
Student Learning Outcomes (Agavaa Ausia Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	9 (90%)	1 (10%)	0 (0%)	4.03	10	1.1 / 2
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)	7 (70%)	3 (30%)	0 (0%)	2.87	10	1.3 / 2
Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)	9 (90%)	1 (10%)	0 (0%)	4.03	10	1.1 / 2
Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)	9 (90%)	1 (10%)	0 (0%)	4.03	10	1.1 / 2
Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)	8 (80%)	2 (20%)	0 (0%)	3.4	10	1.2 / 2
Student Satisfaction Survey (Suesuega Lotomalie Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	6 (60%)	4 (40%)	0 (0%)	2.49	10	1.4 / 2
Fact Sheets (Pepa o Faamatalaga Moni. Ioe pe Leai, Faamolemole faamatala)	2 (20%)	8 (80%)	0 (0%)	3.4	10	1.8 / 2
Other Evidence (Nisi faamaumauga. Ioe pe Leai, Faamolemole faamatala)	3 (33.33%)	6 (66.67%)	0 (0%)	2.45	9	1.67 / 2
						1.29 / 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 (66.67%)	1 (11.11%)	2 (22.22%)	2.16	9

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

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

Text Responses

when we had our retreat, we each had to present our work and what we were assigned to do we had CFO, IE Director etc to come and share effect was we noticed areas we needed to work on although we are still work in progress noticed by Faatonu in the weekly reports

at times but not consistent

When SSI meets to evaluate a plan, project, or anything else, the dialogue is mostly one-sided where the director mostly voices their opinion about the improvement of that particular plan/project. Opportunities are often provided for staff/faculty to speak, but their opinions are mostly only heard and rarely processed.

SSI has improved the effectiveness of its Standard Operating Procedures through evaluations of its services, courses and individual duties of each employee.

don't understand the Question

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

Revamping of our personal jobs -eg.reminded of the need for more publications in our office -now the transition for 2 of us to Research etc and the need for translator or assistant
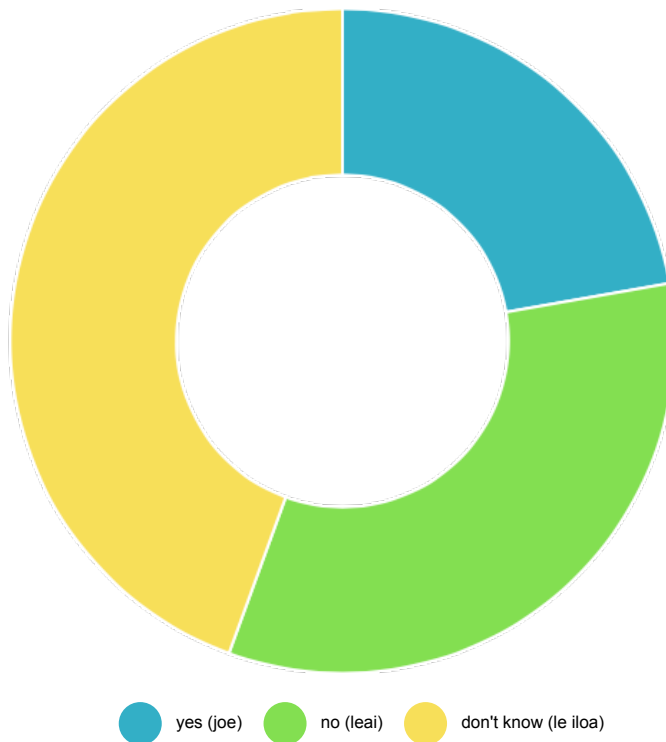
not sure right now

n/a

It helped the Institute steam line the processes and procedures for the performance of various tasks and responsibilities within the division.

I Don't know if theres any....To me this seems remains the same.....

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 leʻi mafai ona faia i le tausaga talu ai?)

	yes (joe)	no (leai)	don't know (le iloa)	Standard Deviation	Responses
All Data	2 (22.22%)	3 (33.33%)	**4 (44.44%)**	0.82	9

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

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

Text Responses

so sorry cant remember that far

cant remember right now-

Typo: Where
I don't recall SSI meeting this year to assess its recommendations from 2014. I don't recall meeting in 2014 for 2013 neither.

I do not recall any recommendations from the previous Divisional Assessment (2014).

I forgot about last year Divisional Assesment cause I don't have a copy.

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

* graduated more students in the SSI program
Samoan Award given out each semester because of consistency in graduating SSI majors
*draft of glossary

so sorry cant remember right now-

-Initiated Divisional SOP manual
-On-Campus Lecture (based on cultural practice which ties to divisional mission)
-Strongly supported the ASCC marketing team (promotional efforts: booth at Flag Day, KHJ/KSBS radio ads)
-Extracurricular activities: (Samoan Day, Fa'asamoa Pea Awareness sign waving, Teuila Festival Student Learning Excursion)
-Produced/Distributed a documentary on the 2009 tsunami's impact on Leone
-Continued community programs with TAOA and Fa'asamoa Pea radio programs
-Initiated SSI Graduate Tracking Program

- Completion of the Leone Healing Garden Video project.
- Execution of the first ever Samoan Day by SSI
- Successful participation of students at the First on campus lecture on the Tatau by SSI Instructor Teleiai Ausage
- Began graduate tracking

Leone Healing Garden
Samoan Day !st
Tatau Lecture from One SSI Faculty...

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	**5** **(50%)**	5 (50%)	0 (0%)	2.36	10

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

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

Text Responses

*feedback from office meetings and biweekly reports enable our director to make decisions in issues raised during meetings

*As a member of the faculty Senate as well -we are required to evaluate eg. faculty Evaluation Form where faculty recomendation for change to include SLOs in the

that's why we have meetings

If they are, we are unaware. We are unaware if any of our ideas are brought to an institutional level. The director does not inform us.

Feedback is acknowledged not recognized.

Director calls the shot and thats what we do....

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	7 (70%)	3 (30%)	0 (0%)	2.87	10

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

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

Text Responses

recently -are you talking about SOPs done for our individual jobs. we recently worked and edited this

now we do

Divisional decisions are sometimes communicated. More often than not. We are currently drafting the SSI SOP manual.

Because we are creating our SOPs. However decisions are not always communicated.

because now we are creating one for ourselves as we go along. Which we should 've have long time ago

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** **(40%)**	3 (30%)	3 (30%)	0.47	10

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

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

Text Responses

not sure -Admin Assist and Director would probably know best

I am new at writing SOP

In the form of minutes. no. I'm unsure of whether the admin assistant documents changes.

I do not know if the decisions systematically documented and archived.

I don't know where they documented at.

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	**5** **(50%)**	4 (40%)	1 (10%)	1.7	10

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

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

Text Responses

we are missing another faculty since our former chair and myself have moved over to the Research and Publication side although teaching a couple of courses==we dont have a fulltime translator as part of our org chart -faculty and director incl myself do it meanwhile sometimes after hours

we need a fulltime translator or assistant -dont mind doubling up to cover for now though
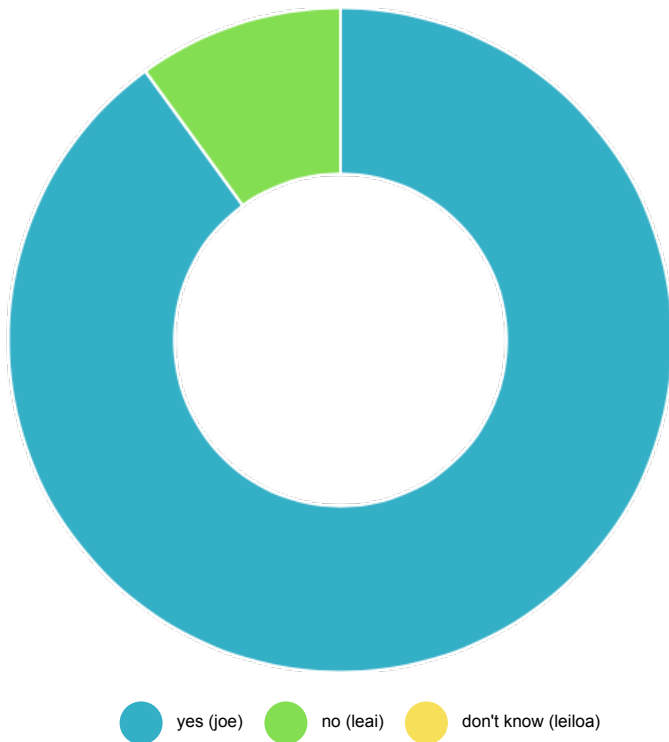
Based on the services SSI provides constrained by the budget we receive, my answer is yes. More budget = more services = more personnel.

Based on the current level and quality of services offered

Every one does fit their position in our office they all specialized in their own field.

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	**9** **(90%)**	1 (10%)	0 (0%)	4.03	10

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

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

Text Responses

Academic" Former and current chairpersons and faculty all have Masters in the content area or Education and experience
not sure about other areas of SSI divisions
Admin Asst has files

Masters all Academic and all employees have degrees to fit or similar

The division is comprised of very specialized people.

everyone in our division are special skills in what they do.

All SSI personnel have completed college

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	5 (50%)	0 (0%)	5 (50%)	2.36	10

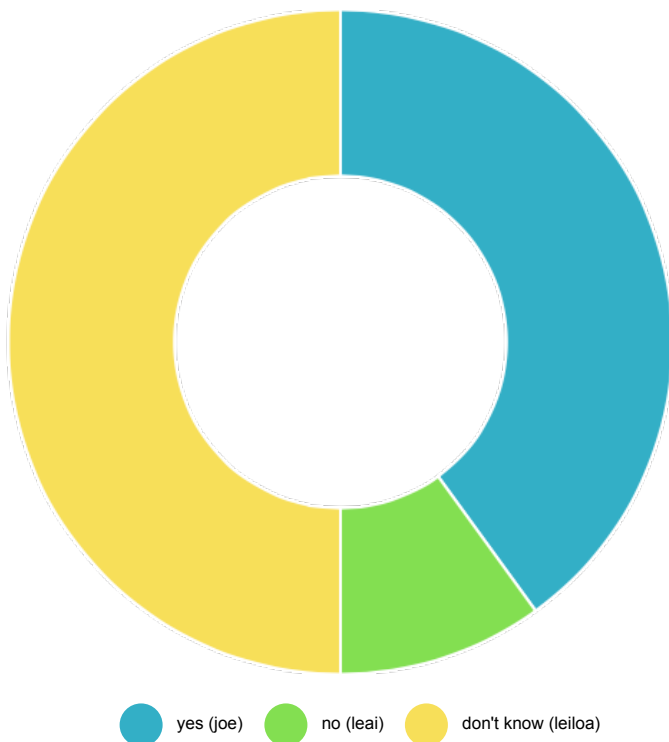yes (joe)　　no (leai)　　don't know (leiloa)

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

Text Responses

not sure about ALL but SSI has a bookshelf of binders for all sorts of files:
Admin assist would know better than me

Adm Asst has them

I don't know if all proper documentation (degrees, certificates, etc.,) are on file and continuously updated.

I can't access my files only the director and Assitant Admin does.......

I don't know if all proper documentation (degrees, certificates, etc.,) are on file and continuously updated.

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	4 (40%)	1 (10%)	5 (50%)	1.7	10

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

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

Text Responses

cant speak for all personnel but for faculty this is what we are given to abide by

I was unaware of this until now.

I don't know if ALL personnel in this Dept/Prog/Div are careful in protecting the security, confidentiality and integrity of student information according to FERPA. Nor did I know what FERPA was until reading this question.

I don't know

I don't know if ALL personnel in this Dept/Prog/Div are careful in protecting the security, confidentiality and integrity of student information according to FERPA. Nor did I know what FERPA was until reading this question.

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 'ausia ai lana manulautī?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6** **(60%)**	4 (40%)	0 (0%)	2.49	10

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

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

Text Responses

In the absence of fulltime translators Director and faculty translate, back translate/edit and do research, and edit it together with Community Outreach Coordinator/Admin assistant even after hours. Community Outreach also involves all SSI such as the Wave for Faasamoa, Outreach to TAOA next week incl

The division can do MORE to achieve its mission conducive to individual staff job descriptions. Staff members sometimes give ideas to the director on developing new projects, but they are always left to the discretion of the director and rarely gets processed.

Personnel could be used more effectively and projects to utilize them should be sought after.

I don't know

Personnel could be used more effectively and projects to utilize them should be sought after.

Are you a full time or Part Time employee?

	Full Time	Part Time	Standard Deviation	Responses
All Data	**11** **(100%)**	0 (0%)	5.5	11

Number of Courses you teach:

Text Responses

2

2 as of now in new position

None

NONE

don't teach I'm a Staff

Degrees, Coursework, and or Publications

Text Responses

Masters in Samoan Studies;Postgraduate Diploma in Samoan Studies, BA English Lit minor in Edu, Certificates in Journalism, Moodle 2

Masters in samoan Studies, Dipl same as last year

BA

AS Criminal Justice
AA Pre-Law

- AA Degree in Arts
- Wood work , Elei and Siapo making, Sculptures
- Story books: - Mumua Laau
             - Loimata o Apaula
             - Samoa Anamua (Ancient Samoa)
             - Tala Le Taui 2

Other Qualifications not listed in previous question:

Text Responses

None

I'm a Jack of all trades.......

Completed WASC 101...

Samoan and English Translator

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

Text Responses

ASCC Faculty Senate, TCO subcommittee, Word of Life Leadership, Women's fellowship new Beginnings; Leadership Word of Life, WOL and Mission Intercessory Group, Sunday School teacher, Secretary AS.YFC Board, Board, Gospel for Asia Mission sponsor

Faculty Senate TCO committee

Staffing Subcommittee
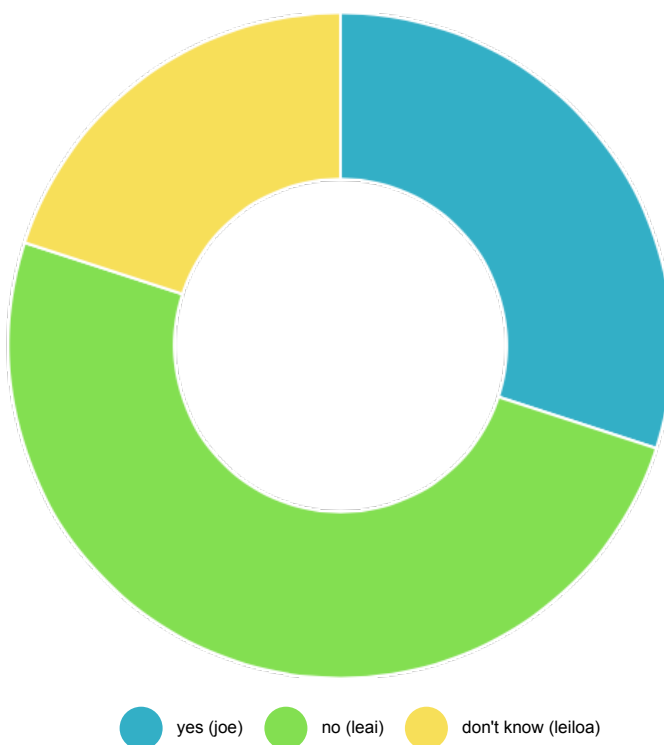Students Association For Faasamoa instructor

Student Association For Fa'asamoa (SAFF)

Active Marketing Committee member

Saff and other Community outreach......

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	3 (30%)	**5 (50%)**	2 (20%)	1.25	10

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

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

Text Responses

does this count faculty orientation we've had for Fall 2014 and Spring 2015.

*Unfortunately I wasnt able to attend a free "Shifting district culture to deepen student learning." webinar online despite the fact MIS staff came and tried to establish my Flash video

Other free webinars have met with the same due to probably the bandwidth like the above one.
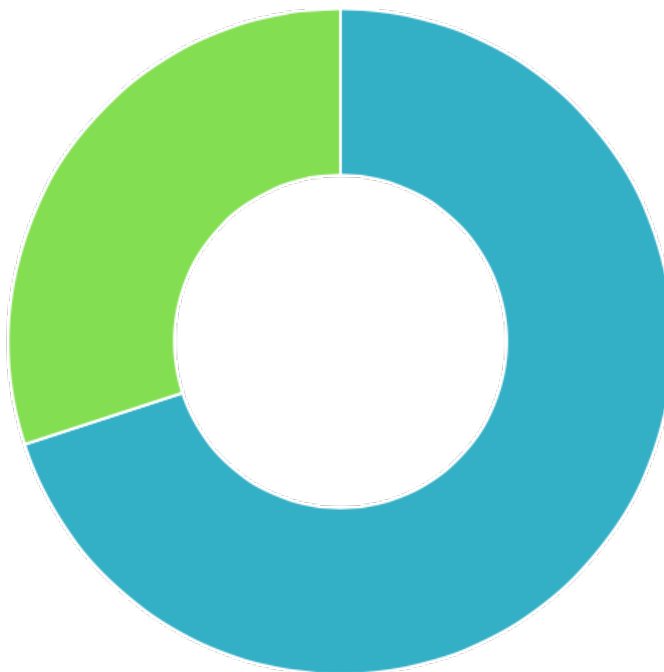
not this year

I've never heard of SSI faculty receiving training. But staff-wise... On campus Training was only offered once by the director. Off-campus training is normally sought after by staff.

not that I remember...

Faculty Orientation

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	**7** **(70%)**	3 (30%)	0 (0%)	2.87	10

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

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

Text Responses

I believe the rest of the faculty need to utlize Moodle Online Samoan classes have been recommended and requested by several people offisland married to locals or in the armed forces and wanting to touch base with their language and culture from afar. Moodle etc can be the way to connect with other instutions as SSI did with Le Manu pathway -teleconferencing with other Samoan students and carrying out a class online in the past or any other new method of conducting samoan language classes online

There is very little to no professional development.

if we have training to attend for our own field or something to inspired us to do more....

There is very little to no professional development.

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	**10** **(100%)**	0 (0%)	0 (0%)	4.71	10

3b. Please explain:

Text Responses

Annually esp at end of each yearly contract

Evaluation is given out to every employee annually to evaluate his/her performance within the workplace.

ASCC HR gives out performance evaluations to be filled out by the Director for each employee.

on every evaluation renewal of our contract.

ASCC HR gives out performance evaluations to be filled out by the Director for each employee.

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	5 (50%)	4 (40%)	1 (10%)	10

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

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

Text Responses

for my contract -it has been

Evaluations are done in an untimely manner due to what mood the director is in.

Evaluations are completed, when they are completed.

not that I know off..

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

SSI Building, SAM SSI mini Lab -hand me down computers need to work (appreciate them -just wish they worked well) M3&M4 for classrooms/Community
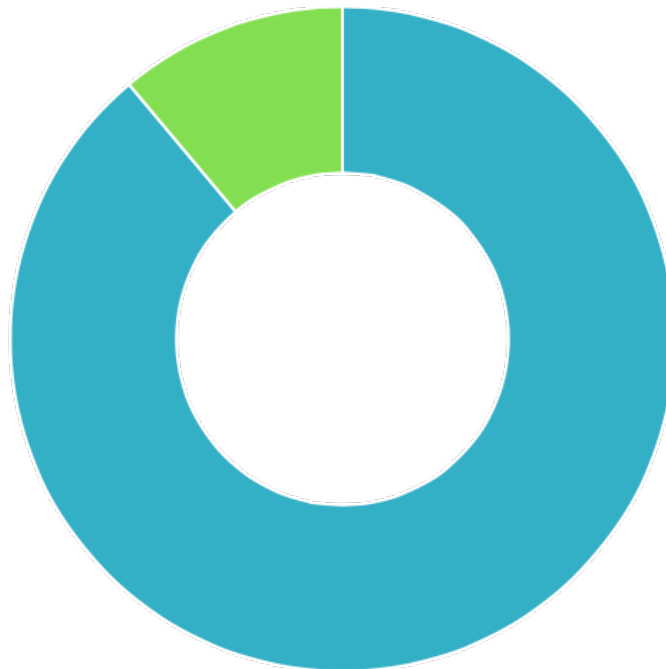
SSI buildings, M3, M4

M3 & M4 classrooms facilitates all Samoan Language classes.

The classrooms are well kept. SSI faculty is exceptional at maintaining the cleanliness of M3/M4.   The SSI office and lab is structurally sound, but it suffers from a rat infestation problem. When it rains hard, sometimes the rain leaks through the ceiling and flooding occurs through the media lab because of the door has no threshold.

We have 2 buildings one for offices and M4 upper campus for classes Upper campus is perfect clean and ready to take on learning . But for our lower campus it needed to renovated because we ahve problems with rats running all over our desk at night and we have to set Mouse traps to capture them and its because I guess behind our office is the dumpster and thats what it draws them here for hiding area and chew thru the woods to get in at night. So lower campus needed renovate but it wouldn't stop us from continuing our work but for health issue its a must fix .

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	8 (88.89%)	1 (11.11%)	0 (0%)	3.56	9

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

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

Text Responses

we make do but media collection needs space and proper care and maintenance, etc

we make do for now

SSI has an office area that accommodates all their employees, two bathrooms, and a kitchenette. SSI has multiple classrooms with bathrooms as well.

everything is cleaned and ready for students

With the currently size of our personnel and the level and quality of our programs and services, it is just Adequate.

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)

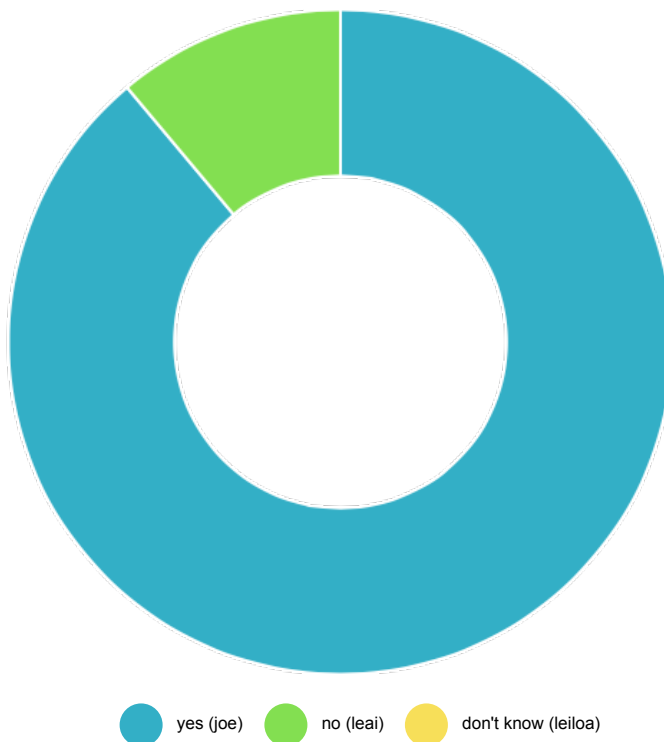|	yes (joe)	no (leai)	don't know (leiloa)	Responses
All Data	**9** **(100%)**	0 (0%)	0 (0%)	9

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

Text Responses

We have Loi/R B cleaning up and PMF helping out when called upon -like when they were asked to build cubicles, fix VT's side with the uneven floor

They are adequate for the current size of our personnel and the level and quality of our programs and services

yes PFM does its best to help with cleaning and maintaining.

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	**8** **(88.89%)**	1 (11.11%)	0 (0%)	3.56	9

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

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

Text Responses

yes to safety -esp in times of emergency where to go etc

o loo taumafai

The steps taken are reasonable.
The janitors keep the facilities clean, security keeps the

Our buildings are safe and secure. There are health issues because of the buildings age.

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	**5** **(55.56%)**	4 (44.44%)	0 (0%)	2.16	9

● 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

SSI building is level and low enough if using the Lab to come in on but straight infront needs a ramp something
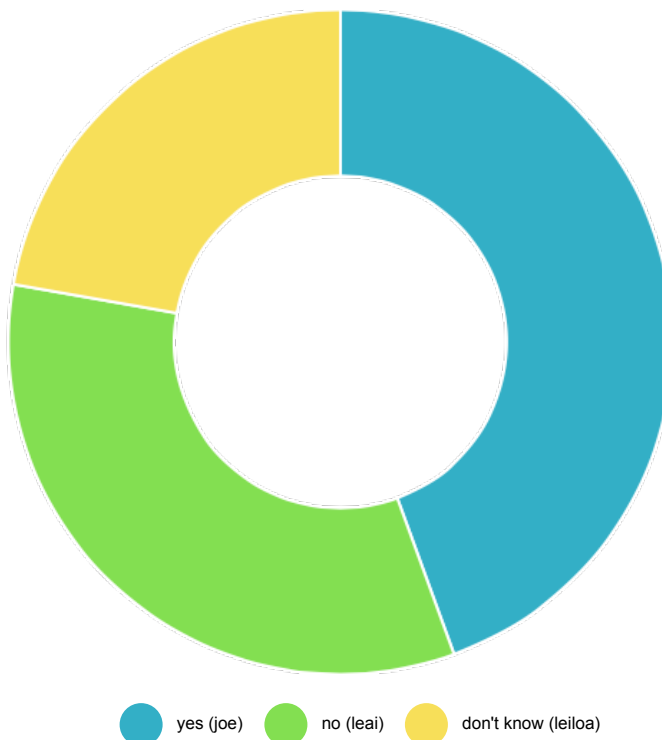
Need access ramps to both office and classrooms.

Most of the building structures don't have ramp for wheel chair access and elevators

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	**4** **(44.44%)**	3 (33.33%)	2 (22.22%)	0.82	9

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

im sure our director would answer this better

yes, they always here to clean up

We have the rooms, it is just that it is so unfortunate that the offices are located far apart which makes monitoring difficult.

Classroom closer to the Samoan Studies Institute because the current classroom being used (M4 and M3) are too far

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

pc, laptops & projectors for faculty and Research team, camera for faculty, media equipment and accessories used by videographer, xerox machines, phones, smartboard etc,

computers, tables media lab etc

SSI have new projectors used for editing research and instructions. SSI have laptops for faculty and office use.

-Computers
-Laptops
-Printers
-Projectors
-Smart Board
-Video Cameras
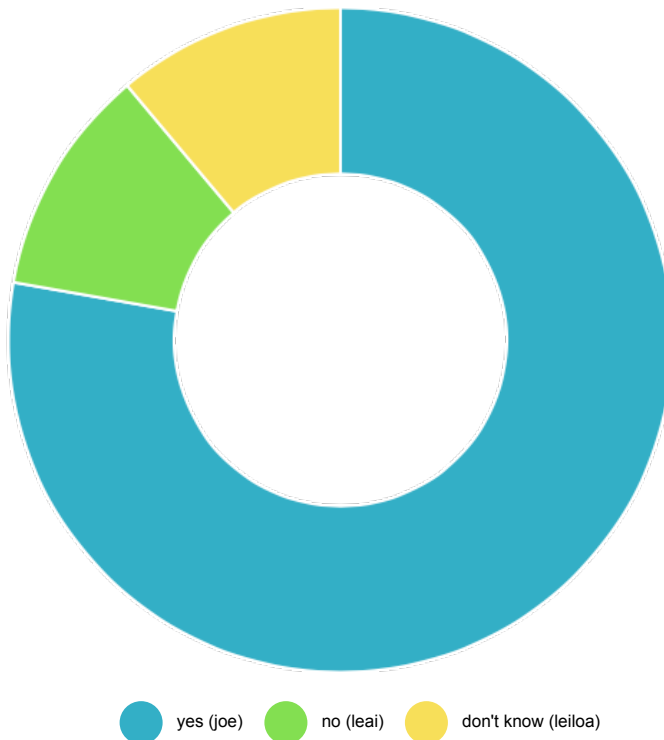-Sound system
-Telephones

- My computer is not that up to bar meaning I had this computer I'm working on from 2006 when I started working here up till now with all the layouts and drawing for graphics for book illustration and software that was programed in this old computer slows it down most of the time really need a new one for speeding up work....
- Need new camera for hi resolution pics instead of pixellate images......
- Software for graphics.

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

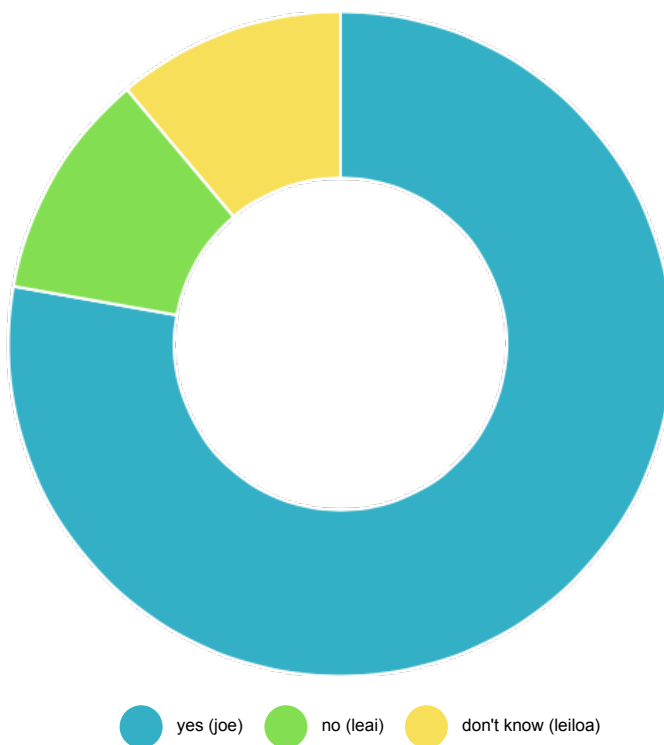|	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**7** **(77.78%)**	1 (11.11%)	1 (11.11%)	2.83	9

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

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

Text Responses

Our videographer think so as R&Li _ i can make do with what we have now esp during this time

Urgently need a whiteboard for M4 classroom.

Audio/Video equipment, proper AC units/effective maintenance, and computers/software all need upgrades.

- we need printers for mass producing books we are making or publishing.

- Sofware for graphics and publishing.

Software and software upgrades, Printing and publication equipment, video tools and lighting equipment.

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	**7** **(77.78%)**	1 (11.11%)	1 (11.11%)	2.83	9

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

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

Text Responses

Procurement usually do their invetories on our equipment
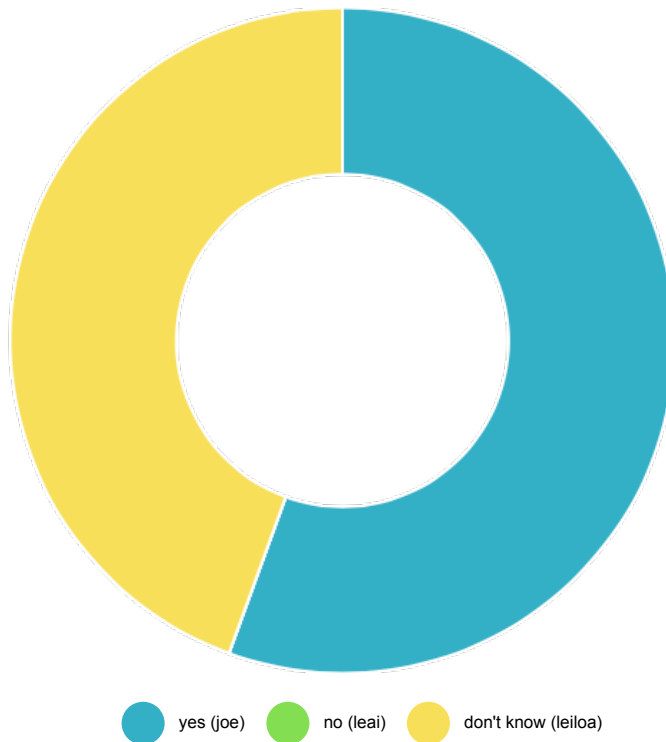We dont do it systematically

We work together with ASCC Property Management staff on inventory.

The Administrative Assistant carefully documents equipment that is used. The inventory of equipment is electronically updated.

Our Admin. always comes in to check it with the Procurement member.

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	**5** (55.56%)	0 (0%)	4 (44.44%)	2.16	9

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

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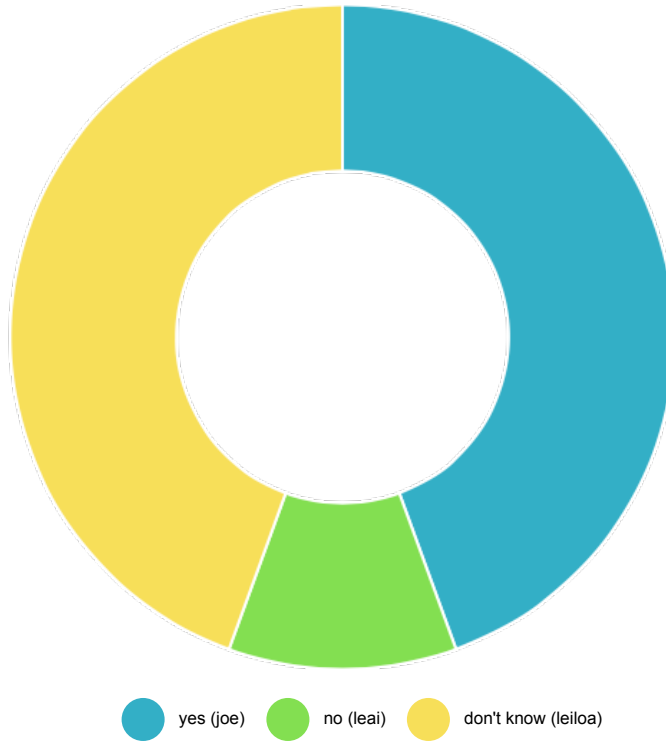
Text Responses

not sure

I don't know if we have warranty for our equipment.

we always check and service our equipments before use.........

I do not feel that I know enough about the division's preventive maintenance of it's equipment to accurately answer the question.

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	**4** **(44.44%)**	1 (11.11%)	4 (44.44%)	1.41	9

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

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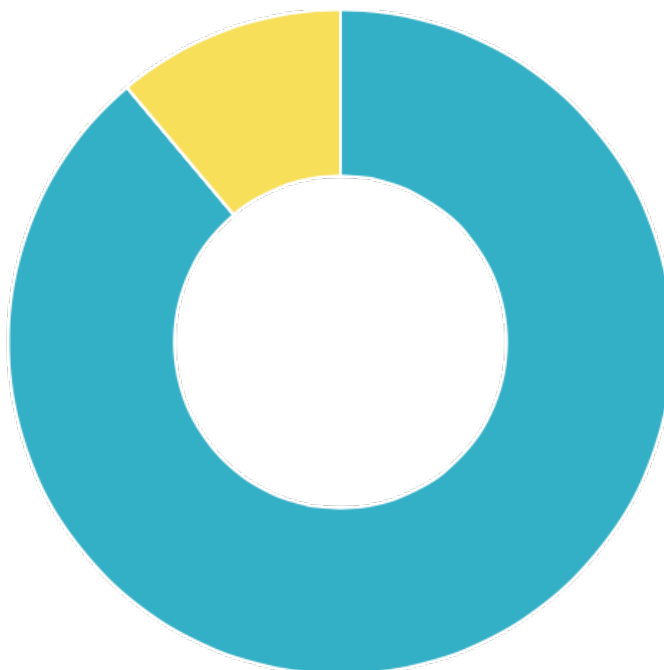
Text Responses

not sure

SOME equipment is similar. SSI has a smart board and a few projectors. In office, there is 1 great color printer, and a few black/white printers. There are multi-line telephones that work.

some equipment can still be used..

There are some equipment that are similar (Projectors, Smartboards, laptops) and other's that are still very far behind (Video cameras, computers, software).

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	**8** **(88.89%)**	0 (0%)	1 (11.11%)	3.56	9

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

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

Text Responses

Videographer seems to need current equipment
- need higher bandwidth

Need to upgrade whiteboards for classrooms. Upgrade office computers to new version.

Software could be upgraded on the computers in the office. The computers itself could use an upgrade.

computers and software upgrade......

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	8 (100%)	0 (0%)	0 (0%)	3.77	8

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

Text Responses

yes especially to ADmin Assist who help with the budget mostly

 director gave us during retreat

Copy of the Budget Summary is given out when the budget is approved.

The director provided the 2014 SSI budget summary for staff/faculty to view.

We were given a copy of it last year.

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?)

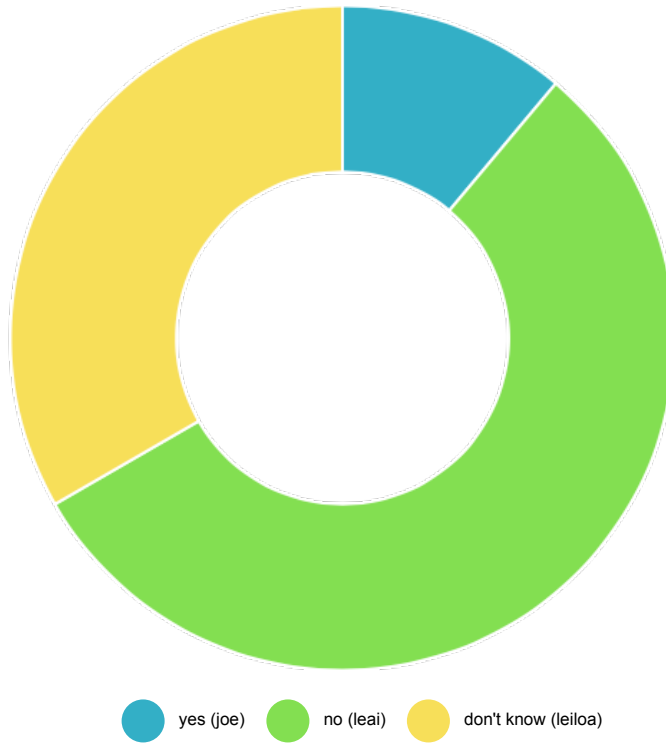|	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	3 (33.33%)	**6** **(66.67%)**	0 (0%)	2.45	9

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

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

Text Responses

faculty are usually asked by admin assist to give her the list of supplies at the beginning of each semester

esp Admin Assit

I think it's not on their Job Description. Only the Director and the Administrative Assistant.

The director solely budgets divisional expenses.

i don't know

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	1 (11.11%)	**5 (55.56%)**	3 (33.33%)	1.63	9

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

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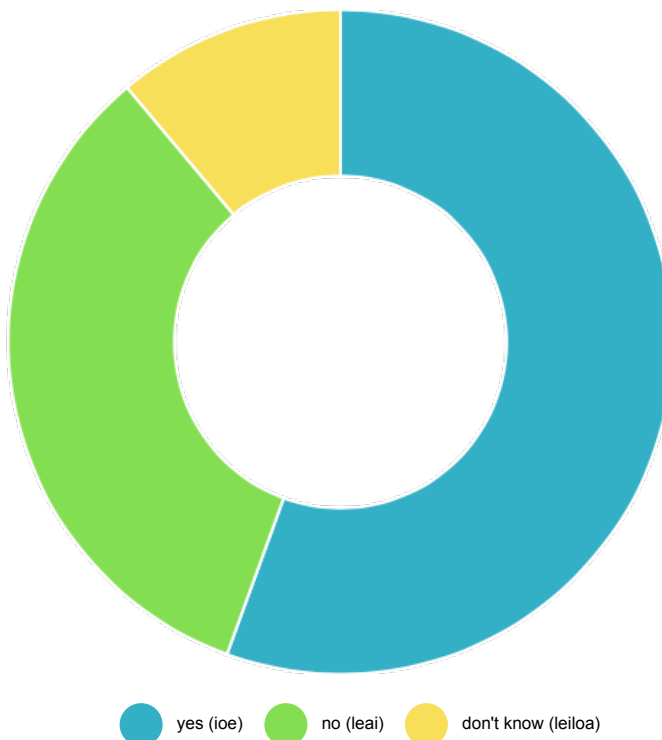
Text Responses

not sure

The director has provided access to the annual budget, but could improve on the explanation of the budget process, analysis, and preparation.

No, Only how much we have so far.

We are given a copy of the budget.

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	**5** **(55.56%)**	3 (33.33%)	1 (11.11%)	1.63	9

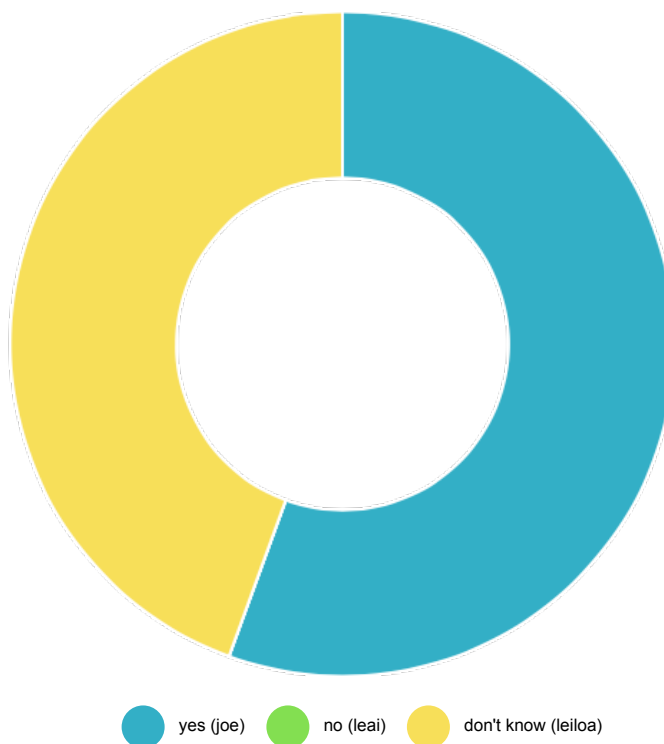yes (ioe)　　no (leai)　　don't know (leiloa)

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

Text Responses

but we have been asked to think outside the box by our leader and other directors esp during our retreat
eg. director asks outside for translating jobs so we can get "outside the pie" funds (..)

make do

SSI has been looking for funds to pay for printing our publication

SSI does its best to function adequately with what is budgeted for them.

its only enough for us to operate....

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	**5** **(55.56%)**	0 (0%)	4 (44.44%)	2.16	9

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

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

Text Responses

not confident to answer this sorry -best to get this from the admin assist and director
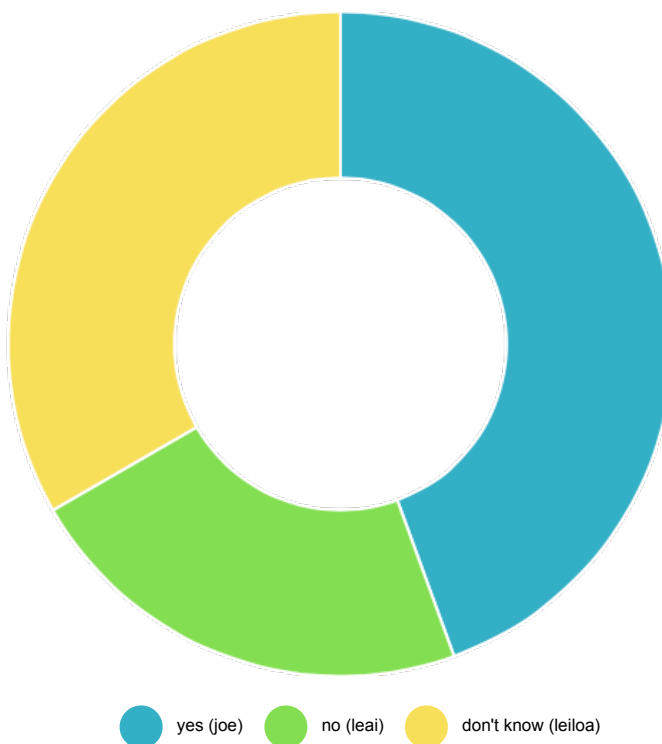
There is no transparency to properly understand where SSI is spending their money.

I don't know

I do not feel that I know enough to accurately answer the question.

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	**4** **(44.44%)**	2 (22.22%)	3 (33.33%)	0.82	9

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

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

Text Responses

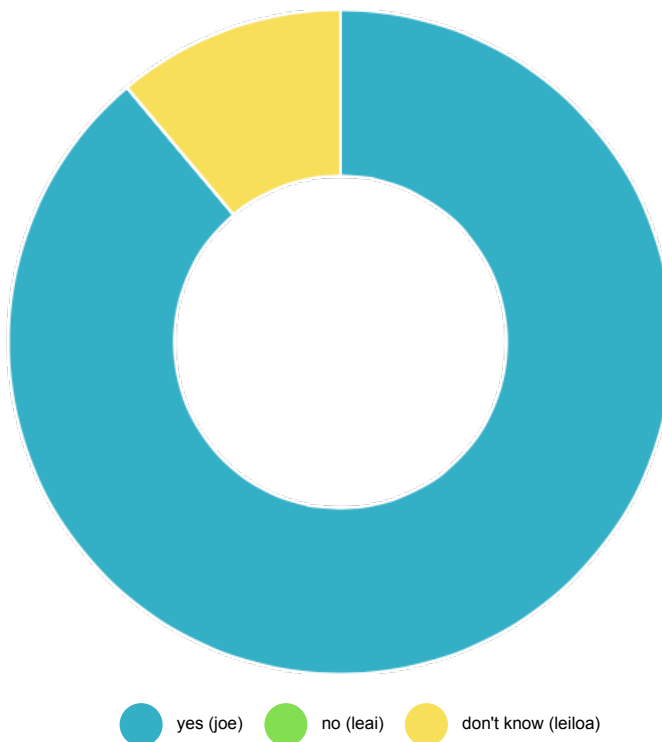sorry cant think of any at the top of my head

not sure right now

The director is trying to expand its personnel so that the Samoan Studies Institute can thrive in all three of its major subdivisions: 1) Academic, 2) Community/Cultural Extension, 3) Research/Publication. Two faculties have occupied staff positions and SSI is currently hiring for those vacated positions. Expanding in the Research/Publication subdivision will hopefully pave improvements to achieve the SSI mission.

Only Assistant admin. and Director knows more than us.

Expansion is a major goal for our division. By expanding we will be able to elevate our services

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	**8** **(88.89%)**	0 (0%)	1 (11.11%)	3.56	9

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

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

Text Responses

Moodle, smartboard, laptops and projectors, media files from back etc

use of Moodle to make sure we line up with other unis and colleges

There are Smart Boards installed in various classrooms, laptops and projectors utilized within divisions, video and audio equipment available and accessed through MIS.

every student comes here uses our Lab area for typing but sometime computer fails because of viruses so we prefer macs to all labs for student use.

Smart boards, projectors, internet research projects, and multimedia projects are all used to help students learning processes. However, the level to which these are available are lacking. Internet connection is slow, student access to WiFi is restricted and made inconvenient by having students register their devices.

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)	**8** **(88.89%)**	1 (11.11%)	0 (0%)	3.56	9	1.11 / 3
Software (Microsoft Office, SPSS, CAD, Autodesk, etc..) (Poloklama tau komepiuta)	**5** **(55.56%)**	3 (33.33%)	1 (11.11%)	1.63	9	1.56 / 3
Internet Connectivity (speed, etc.) (Fesootaiga tau initaneti)	**8** **(88.89%)**	1 (11.11%)	0 (0%)	3.56	9	1.11 / 3
						1.26 / 3

Other technologies used:(Ma isi tekonolosi faaaoga)

Text Responses

-

Video & Audio equipment, Smartboards, Projectors, Laptops

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	9 (100%)	9 (100%)	9 (100%)	7 (77.78%)	8 (88.89%)	9 (100%)	8 (88.89%)	8 (88.89%)	9

● 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)

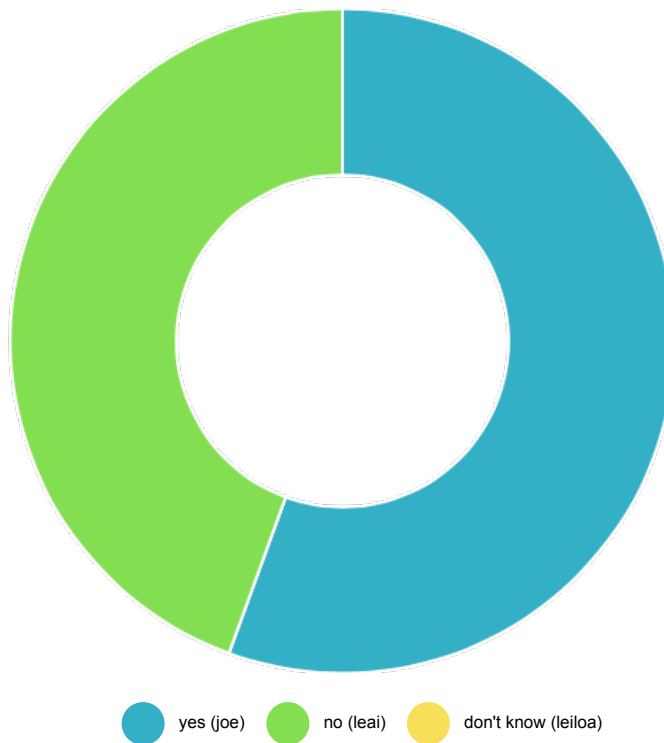● Library (Faletusi)   ● Academic Tutoring (Fesoasoani i meaaoga)

● 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 aoaga 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 (55.56%)	4 (44.44%)	0 (0%)	2.16	9

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

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

Text Responses

not an ongoing thing but we have been through the drill and evacuating areas,

SSI needs to ensure that we have all these safety awareness available at our office and classrooms.

There is an evacuation plan posted on the SSI bulletin board but there is neither a First-Aid kit nor fire extinguisher available.

One time only they enforce it and the map plan is still there outside for student to view incase of emergency. But we don't talk about it ever since just there for decoration....We only listen to the radio plan incase of emergency and plus I doubt that there is any first aid kit in all these offices on campus. Exclude the nursing department.