ASCC Program Review: Trades & Technology

Please indicate your status.

	Faculty	Staff	Administrator	Standard Deviation	Responses
All Data	**3** **(60%)**	2 (40%)	0 (0%)	1.25	5

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

PLO #1: Demonstrate & Perform:
To demonstrate working knowledge of safety procedures, test instruments, and tools and equipment of their discipline. Therefore, to obtain, analyze and synthesize gathered information necessary to complete an assigned task(s);

PLO #2: Work Ethics:
Attain skills for entry-level employment in their chosen field of study and related fields including work ethics to be a successful employee.

PLO #3 Technology Applications:
To utilize appropriate technological tools, terminology and procedures for personal, academic, and career tasks, include access, evaluate from a variety of sources and contexts, including technology.

PLO #4 Information Communication:
To think critically in evaluating information, solving problems and making decisions; in addition to read and listen actively to learn and communicate;

Demonstrate and Perform
Work Ethics
Technology Applications
Information Communication

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PROGRAM LEARNING OUTCOMES
1: Demonstrate & Perform:
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procedures, test instruments, and tools and equipment of their discipline. Therefore, to obtain, analyze and synthesize gathered information necessary to complete an assigned task(s).
2: Work Ethics:
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3 Technology Applications:
To utilize appropriate technological tools, terminology and procedures for personal, academic, and career tasks, include access, evaluate from a variety of sources and contexts, including technology.
4 Information Communication:
To think critically in evaluating information, solving
problems and making decisions; in addition to read and listen actively to learn and communicate

American Samoa Community College (ASCC) Trades & Technology Division (TTD) offers general education courses that provide students with the highest quality experience. We measure the effectiveness of our courses using the following student learning outcomes. Students, who complete our general education program(s), whether as part of degree program or certificate of proficiency, can expect to acquire knowledge and understanding in the following areas.

Communication Skills
          *

Job Skills
          *

Life Skills
          *
/
1.   Read, write, listen and speaking to communicate effectively for personal and academic career purposes.
2.   Apply quantitative and qualitative skills emphasizing computation skills, information competence and computer literacy.
3.   Identify, interpret, and utilize mathematical and cognitive skills.
4.   Utilize appropriate technological tools, terminology and safety procedures for personal, academic, and career tasks.
5.   Demonstrate knowledge, abilities and skills to continue learning and adapt to change.
6.   Familiarize and comprehend the minimal standards for certifications in their program of study.

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

In three folds:

1) Prepare students for entry level employment
2) Prepare incumbent workers to receive certification and professional licensure;
3) Prepare students to transfer

Within the Work Ethics on the TTD Program learning outcome, it stated that the students must attain skills for entry-level employment in their chosen field of study and related fields including work ethics to be a successful employee. With the Institution mission, we provide high quality educational programs and services that will enable students to achieve their educational goals. These aligns together both TTD Mission and Institution whereas we provide high educational programs for students to achieve for their future endeavors.

The mission of the Trades & Technology Division aligns and supports the institutions mission for: "Transferability to institutions of higher learning, and Successful entry into the workforce", by preparing to, "equip students with knowledge and technical skills in their vocational specialties... for entry-level employment and upgrade skills, as well as... to further their education and training beyond ASCC".

Supports; Transfer to institutions of higher learning
        Successful entry into the workforce

TTD focuses on assisting ASCC students in entering the workforce thru the Apprenticeship program and out Certificates of Competancy.

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	**3** **(60%)**	2 (40%)	0 (0%)	1.25	5

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

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

Text Responses

Divisional Assessment disseminated by IE

As an ICT Instructor, there's a student evaluation to evaluate the effectiveness of instruction and the course.

For the five years of employment with TTD, I do not recall the division being evaluated on its services;

The division need to develop it's own review to plan for improvements of programs

largely when a partner on the utside mentions something good or bad about one of out products

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

As a support staff through the following:

- Procuring of materials and supplies requested by faculties;
- Administrative tasks;
- At times assist students with advising
- Referral basis to programs and personnel for assistance with;
- Mainly indirect services;

We provide and equip students with knowledge and technical skills in their vocational specialties, through different certificates and degrees.

From a support staff perspective:

i) procuring of resources as required and requested;
ii) referrals to necessary and appropriate services aligned to their learning needs;
iii) providing of administrative services directly and indirectly;
iv) at times assist with academic advising;

Instructional programs
Student academic advising
Referrals to tutoring, counseling etc.
Employing work study
Field trips
Projects

hands on production

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.)	1 (20%)	**4 (80%)**	0 (0%)	1.7	5	1.8 / 2
Quarterly Reports (Ripoti faalekuata. Ioe pe Leai, Faamolemole faamatala)	1 (20%)	**4 (80%)**	0 (0%)	1.7	5	1.8 / 2
Bi-weekly Reports (Ripoti tai lua vaiaso. Ioe pe Leai, Faamolemole faamatala).	2 (40%)	**3 (60%)**	0 (0%)	1.25	5	1.6 / 2
Student Learning Outcomes (Agavaa Ausia Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	**5 (100%)**	0 (0%)	0 (0%)	2.36	5	1 / 2
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)	1 (20%)	**4 (80%)**	0 (0%)	1.7	5	1.8 / 2
Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)	**5 (100%)**	0 (0%)	0 (0%)	2.36	5	1 / 2
Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)	2 (40%)	**3 (60%)**	0 (0%)	1.25	5	1.6 / 2
Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)	**5 (100%)**	0 (0%)	0 (0%)	2.36	5	1 / 2
Student Satisfaction Survey (Suesuega Lotomalie Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	**3 (60%)**	2 (40%)	0 (0%)	1.25	5	1.4 / 2
Fact Sheets (Pepa o Faamatalaga Moni. Ioe pe Leai, Faamolemole faamatala)	**2 (50%)**	2 (50%)	0 (0%)	0.94	4	1.5 / 2
Other Evidence (Nisi faamaumauga. Ioe pe Leai, Faamolemole faamatala)	1 (20%)	**4 (80%)**	0 (0%)	1.7	5	1.8 / 2
						1.48 / 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	3 **(60%)**	1 (20%)	1 (20%)	0.94	5

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

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

Text Responses

In terms of instruction: YES. Course revision and proposals are evident;

For course evaluation, I haven't seen any results. Need to see the results in order for me to improve my teaching performance and delivery contents to students.

In terms of instructional: Improvements are evident through program revisions proposed;

Non-instructional areas: Given that no evaluation or assessments where done or if so, the outcomes and results were never shared and disseminated for division awareness and improvement;

Evaluation of programs resulted in program revisions

we take criticism seriously and even if we disagree, we try to modify out procedures to incorporate suggestions.

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

Revision of program courses

NA

Instructional: Program course revisions;

A gradual increase in enrollment due to Certificate of Completion entry requirements

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	0 (0%)	0 (0%)	**5 (100%)**	2.36	5

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

Text Responses

Results of assessment were not available and therefore were never discussed;

NA

Outcomes from the 2014 Divisional Assessments were never made available to division personnel;

Not sure

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

The relaunching of the Apprenticeship Workforce Development (AWD) program;+

NA

i) Slight enrollment increase of trade courses
ii) Continuation of the Apprenticeship program

Development of Certificate of Completion to allow students another avenue to start their programs.
Re-launching of the Apprenticeship & Workforce Development program

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** **(100%)**	0 (0%)	0 (0%)	2.36	5

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

Text Responses

In terms of program recruitment;

We always have staff meetings every month to discuss what needs to be done for the Division.

Through program revisions when needed;

Feedback from faculty resulted in program revision

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	**5** **(100%)**	0 (0%)	0 (0%)	2.36	5

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

Text Responses

Monthly division meetings

Yes, through email.

Information are disseminated through divisional meetings

Through divisional monthly meetings

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

Monthly minutes requested and submitted to AA

Email

Approved meeting minutes

Through divisional monthly meeting minutes

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 (60%)	2 (40%)	0 (0%)	1.25	5

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

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

Text Responses

Personnel suffices current enrollment count;

For number of personnel, it depends on students registered for the course. Also, need to start implementing a policy of Hours versus Credit loads for instructor.

i) Faculties are sufficient with adjunct recruits upon need;

ii) An additional administrative staff is needed to share the administrative workload of the apprenticeship program and focus on data collection for the division to track and plan improvements accordingly;

For courses now offered. Although TTD needs a pool of adjuncts to teach if a course is open

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	**5** **(100%)**	0 (0%)	0 (0%)	2.36	5

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

Text Responses

However, subject matter certifications should be updated periodically and on file;

However, recommendation of specialized skill credentials should be updated periodically to align with updated and current certifications of each respective subject matter;

ADT, AUTO, ELE and ICT instructors have the necessary skills to perform their duties These are the current programs that have a population. However, TTD is optimistic that enrollment will increase with the new revisions

apparently on target

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 (60%)	0 (0%)	2 (40%)	1.25	5

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

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

Text Responses

This would be a question for HRO to confirm personnel files are updated;

I always checked my files at the Human Resources office. Also, updating with recent degrees/certificates & resume.

This would be a task directed to the Human Resources Office for individual personnel files updating;

mine were

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	2 (40%)	0 (0%)	3 (60%)	1.25	5

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

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

Text Responses

However, periodic awareness should be done as revised federal laws regulating such may be updated;

Continued awareness and in-service trainings requiring mandatory participation to be implemented for every employee;

ASCC may need to do a workshop on FERPA

i do

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	5 (100%)	0 (0%)	0 (0%)	2.36	5

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

Text Responses

More likely

By delegation of responsibilities when required;

Instructors are assigned other duties that benefits the division to make up for required instructor teaching load

Are you a full time or Part Time employee?

	Full Time	Part Time	Standard Deviation	Responses
All Data	**5** **(100%)**	0 (0%)	2.5	5

Number of Courses you teach:

Text Responses

NONE

I teach ICT 150
5 Sections per Fall & Spring semester
2 Sections during Summer semester

NONE

Average of 2 courses with a full load of 15 credits per semester

5

Degrees, Coursework, and or Publications

Text Responses

Master of Science, Organizational Leadership
Bachelor of Science, Public Management
Associate of Science, Architectural Drafting

Master in Arts, Educational Leadership
Bachelor in Education, Elementary

Master of Science in Organizational Leadership
Bachelor or Science in Public Management
Associate of Science in Architectural Drafting

Accumulated 60 credits of college coursework
Automotive factory trained
Working towards a Bachelor of Science in Applied Studies degree

BS , USNA (minoring in mathematics and operations analysis;   MS in Systems Management , Univ of Southern California

Other Qualifications not listed in previous question:

Text Responses

Accreditation Basics CoC
ICS 700 Certification - Emergency Preparedness;
ICS 100 Certification - Introduction to National Incident Management Systems;

1) Emergency Management Institute IS-0700.a Certificate of Achievement;
2) Accreditation Basics;
3) PTK Member;

National Institute for Automotive Service Excellence (ASE) Certified Master Automotive Technician
Certified Mazda Master Technician
Certified Kia Senior Technician
Certified Ford Factory Trained Specialist
Certified California Smog Technician

10 years with SantaFe Engineering and Construction as Scheduling Engineer (on projects and Scheduling Dept computer coordinator)

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

Text Responses

Staffing Subcommittee
Academic Excellence Review Committee
Self Study Financial Resources Committee
Self Study Instructional Program Committee
Medical Reserve Corps-American Samoa, Hawaii Chapter

Faculty Senate Committee
Faculty Adviser for Foundation Club

IPECC Staffing Subcommittee
Academic Excellence Review Committee

IPECC
IPECC Subcommittees
Curriculum Committee
Assessment 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	**4** **(80%)**	1 (20%)	0 (0%)	1.7	5

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

- Faculty orientations
- HR awareness workshops

i) HR Trainings
ii) Faculty Orientation

Academic Advising, Assessment, Disability Training/Disability Policies and Student Services Fall 2014
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	3 (75%)	0 (0%)	1 (25%)	1.25	4

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

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

Text Responses

- Safety Drills
- First Aid and CPR Certifications

Personnel Orientation

Instructors need professional development to upgrade knowledge to meet the fast growing technologies in their respective fields.

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	5 (100%)	0 (0%)	0 (0%)	2.36	5

3b. Please explain:

Text Responses

However, the process is inconsistent with documented policies/ SOP's;

Faculty evaluation by Chairman every year.

Personnel evaluations are administered annually.
However, the evaluation process is inconsistent with the policy and operating procedures;

Faculty Performance Evaluation are done on the anniversary date of the employee (supposedly)

i am

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	2 (40%)	3 (60%)	1 (20%)	5

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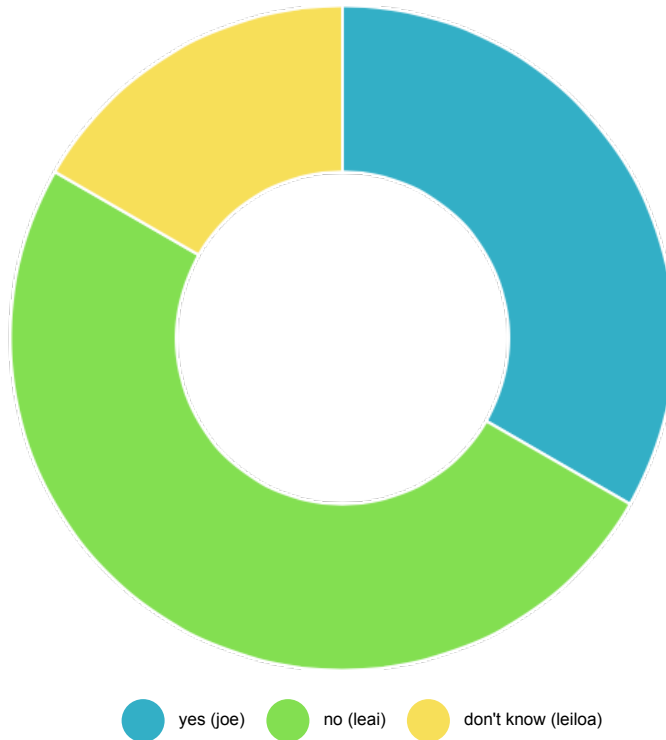
4b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Inconsistent beginning from HR, to the immediate supervisor and employee(s) procrastinating, thus delaying the process;

Processes are inconsistent with policy and operating procedures;

Needs to be consistent with policy

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

3 Trade classrooms
4 Computer Classrooms with labs
1 Electronic Classroom/ lab/ office
4 Individual Offices
1 Office shared by two faculties
Auto shop housed with:
 - Carpentry/ Air conditioning workshop
 - Welding workshop/ storage

A shop that used by students who are majoring in mechanics. Three computer labs for computer course. One computer lab for Civil Engineering major, and a classroom for Electronics. Four offices.

The classrooms are clean and adequate.
Workshops need more space, not an issue at this time due to low enrollment. However, it would be an issue when enrollment picks up with new revisions to programs.
Need more storage space for Tool Room to store and manage tools/equipment

office and labs

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

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

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

Text Responses

At the moment the spaces suffices, yet the condition of the structures are in poor condition;

It is adequate for now due to only a few programs are on-going due to low enrollment. However, it is not adequate for all programs when all are offered at the same time. TTD needs to plan for a new facility to house all trade programs. Most programs are house under Automotive Technology Lab (ATL) which is designed only for the automotive and auto body programs

inadequate evacuation routes
no lighting in toilet

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

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

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

Text Responses

Maintenance continues to implement temporary repairs to address the requests;

However, a more upgraded structure(s) is/are required in order to introduce various vocational program accreditation's in order to be eligible for funding opportunities and assistance;

PFM seems to be on top of maintenance that they have control over with whats available

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

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

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

Text Responses

However, there are building structures requiring demolition due to poor condition and invested with termites, rodents and birds;

Yes and NO. However, ASCC needs to consider lighting for some areas around campus for safety and security

Recommend to consider having another security post at the lower campus during class hours, day/evening when.

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

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

All classrooms are disable accessible
Restrooms located in the Auto Shop are also disable accessible;
However, drainage systems for Auto Shop are in poor condition due to sewage back flows and ordor at times during heavy rains;

Back door of Lab B need need a cement road from & to for wheelchair accessibility.

Restrooms are accessible but need more handicap parking at lower campus

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%)	**3 (75%)**	0 (0%)	1.25	4

● 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

In the meantime, the current facilities suffices, and may be revisited when enrollment increases;

Need more workshop space for TTD regular programs once enrollment increases.

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

Computer equipments;
High-tech diagnostic equipments used by certain programs;
Numerous equipments noted in the division inventory;

Computers, printers & laptop

Equipment is adequate at this time although it needs to be upgraded in a couple of years time

22 netbook computers shared by students frm 5-6 sections.

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

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

Will require upgrades when a new structure for Trades programs can be constructed;

EVERY student should possess a netbook / tablet / laptop computer fo e-books, internet research, and preparing research papers

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

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

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

Text Responses

Periodic inventories by Finance Division

Our administrative assistant keep logs of equipment for regular inventory

Through procurement annual inventory

some thru MIS

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

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

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

Text Responses

Limited budget includes maintaining of equipments;

However, numerous tools, equipments and machineries for TTD programs are constantly being requested by PFM;

Would be proper to propose and introduce an SOP for a minimal preventive/ maintenance usage fee to be charged by internal budget transfers for such purposes;

TTD budget for parts(s) needed for maintenance and for minor repairs of equipments/facilities

i do

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

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

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

Text Responses

At the moment it is so;

Definitely need an update computer system for office use.

ICT uses computers etc. that can be found in other workplaces .

Trade programs uses tools/equipment that are similar to those used in workplaces and other higher learning institute

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

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

Text Responses

In due time;

Update software versions.

Need to upgrade some equipment maybe every five years to meet today's ever changing technologies

see 2b

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

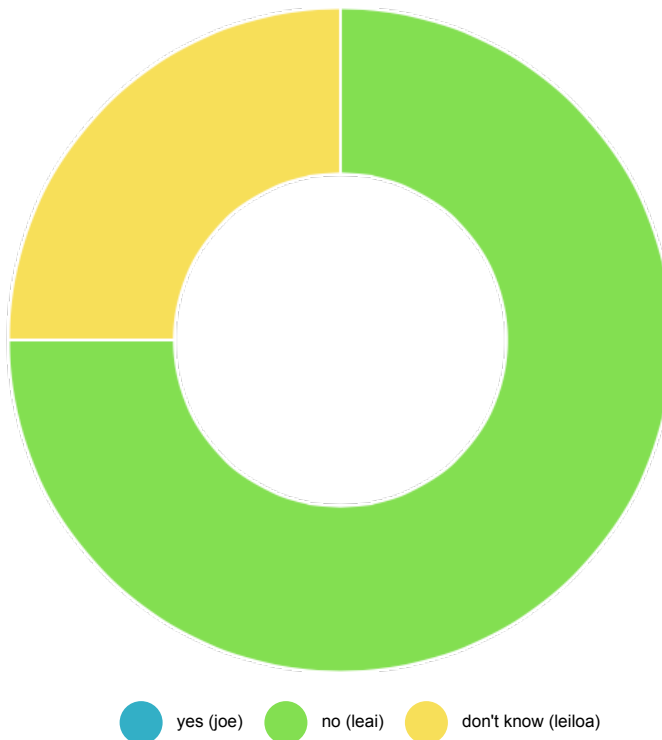## 1b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Not available to faculties;

Budget never a subject within any meetings.

It is not available to faculty

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

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

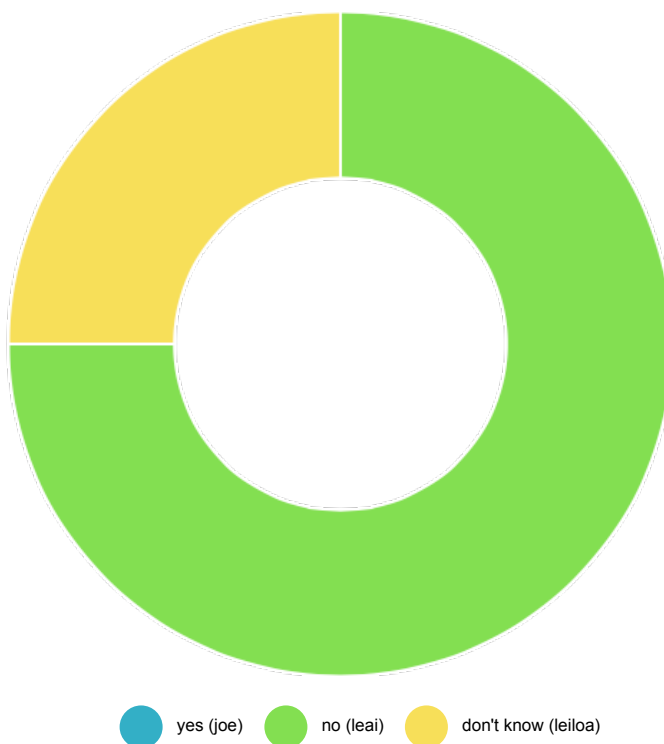## 2b. Please explain: Fa'amolemole fa'amatala)

Text Responses

Faculties had no involvement with budget planning;

Never involved on any budget planning.

Not faculty

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

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

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

Text Responses

No involvement whatsoever;

No guidance is available

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

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

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

Text Responses

Suffices its operation at the moment;

TTD seem to cover its operations with its current budget

i don't see it

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?)

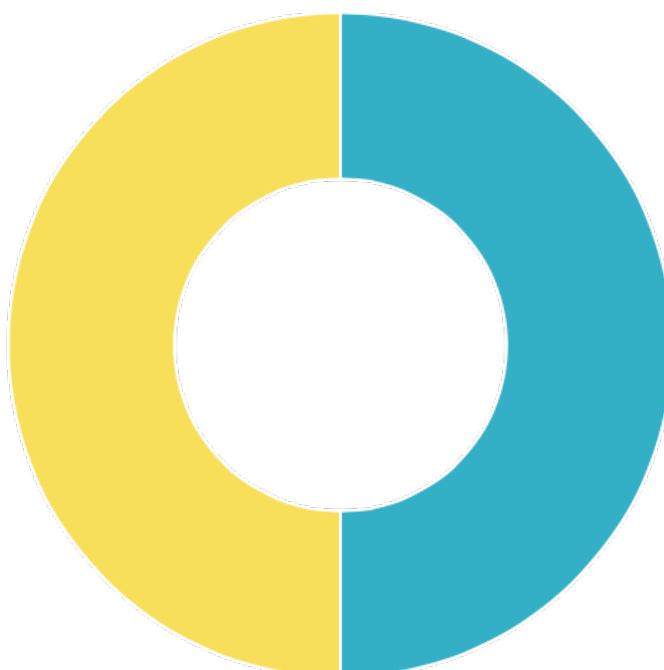|	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**4** **(100%)**	0 (0%)	0 (0%)	1.89	4

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

Text Responses

Implements and operates its programs within its budget parameters;

By stringent planned purchases on a timely manner and other purchases when in critical need

students appear busy

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 (50%)	0 (0%)	2 (50%)	0.94	4

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

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

Text Responses

In the meantime and based on student enrollment to its programs, the financial means suffices planned improvements;

However, with the growing apprenticeship program, personnel and tasks and workload as well as administrative services provided associated with the program should be addressed as a priority;

Services for example to be looked into are admission and finances added to data compilation, etc.

Creating adjunct positions for every program to be able to recruit and hire an adjunct pool when the need arises

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

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

Text Responses

-Internet access;
-Computer equipments;

There are 48 Workstations available for students use, not including laptops in Lab C.

Accessing information online through availability of computers and services
ALLDATA Automotive online services
Utilizing live visual aids through projectors, screens and smart boards during lecture and lab

smart boards -> great idea

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)	4 (100%)	0 (0%)	0 (0%)	1.89	4	1 / 3
Software (Microsoft Office, SPSS, CAD, Autodesk, etc..) (Poloklama tau komepiuta)	3 (75%)	1 (25%)	0 (0%)	1.25	4	1.25 / 3
Internet Connectivity (speed, etc.) (Fesootaiga tau initaneti)	1 (25%)	3 (75%)	0 (0%)	1.25	4	1.75 / 3
						1.33 / 3

Other technologies used:(Ma isi tekonolosi faaaoga)

Text Responses

More bandwith is needed

ALLDATA Automotive Repair Services

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

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

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

Text Responses

-Trainings/ Drills/ Certifications/ Awareness should be implemented periodically and current for ALL or designated personnel;

We have a fire extinguishers in both labs (A & B), but we don't have any emergency evacuation plan.

Only for some programs housed at TTD Automotive Lab.
TTD will extend it to other programs not housed at the Automotive Lab

we got the emergency lighting but lab c can be locked in