AMERICAN SAMOA COMMUNITY COLLEGE
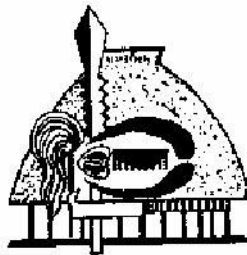
FY 2012 GOALS AND OBJECTIVES

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Department: **ACADEMIC AFFAIRS**

Goals	Strategic Alignment	Objectives
IE-AY12G1: Devise process for collecting "Student success" data.	Academic Excellence Goal 1, Objective 2.	• Work with the CIO toward quicker access to DataTel • Work with divisions collecting student success data through stronger reporting • Implement new process
AA-AY12G2: Complete assessment processes for General Education Outcomes (GEO), Co-curricular Academic Programs Learning Outcomes (PLO) and Program Review.	Academic Excellence Goal 1, Objectives: 2 and 3	• Work with Curriculum Committee and Assessment Planning Core Committee to complete identification of General Education Outcomes (GEO) • Identify appropriate General Education Requirements (GER) after GEO are identified • Work with Co-curriculum programs on assessment plan for collecting and reporting data • Develop an assessment plan for GEO • Use results for improving curriculum •
AA -AY12G3: Increase the number of full-time and adjunct faculty	* Academic Excellence Goal: 1; Objective 1 *Staffing Goals: 3; Objective - 1;	• Work with HR on hiring new instructors • Submit a 2- 3 year projection of needed new faculty to HR
AA - AY12G4: Improve instructional pedagogy in the classroom with technology	* Academic Excellence Goal: 1; Objectives: 2, 3, and 5 *Technology Goal: 1; Objective: 2	• Work with MIS on training for faculty with Smart-board technology • AA Identifies instructors to use Smart-board technology • Work with I.E. Director, Curriculum Committee and Vice President on assessing faculty use of technology in the classroom
AA - AY12G5: Use assessment results to improve Curriculum, Instruction, and Student Learning	Academic Excellence Goal: 1; Objectives: 2, and 3;	• Use the revised General Education Requirements (GER) to align degree and certificate programs • Develop an Assessment Plan for GEO and Co-curricular - Programs Learning Outcomes (PLO) • Revise Academic degree and certificate PLO • Revised Academic degree and certificate advising requirements (sheets)

American Samoa Community College
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Department: **STUDENT SERVICES**

Goals	Strategic Alignment	Objectives
SS-AY12G1: **Continue to Improve Academic Support Services for All Students.**		SS-Obj. 1.1: Tutoring Services: Continue to offer tutorial assistance to help all registered students of ASCC to increase the probability of student's success, utilize and improve the Comprehensive Tutorial Process (CTP), work collaboratively with academic departments to assist students in achieving their academic potential, and collate and analyze tutorial data. • Increase awareness and information of services and coordination of referrals. • Provide tutoring for all General Education level Math and /or English courses, and for other courses as needed. • Ensure that students with learning or physical disability have access to all programs and services on an equal basis • Coordinate with faculty members to provide recommendations of tutors and provide supplemental learning materials to enhance tutoring sessions • To reduce students' classroom failure rates and increase student self-confidence and motivation • To enable students to become independent learners and develop effective study habits and positive attitude toward learning • Work with the Tutorial Review Committee to improve Tutorial Directory schedule and the Tutorial Services. • Document student data and provide follow-up with teachers on student's progress SS-Obj. 1.2: Transfer and Career: Continue to provide information to assist students to identify and achieve their career goals and prepare them for a successful transition beyond ASCC. • Continue to improve and utilize the *Comprehensive Transfer Process* • Increase awareness and student numbers utilizing

		information and research • Continue to assist students planning to transfer to stateside four year colleges and universities in pursuit of Bachelor's degrees, along with the ASG Teacher's Scholarship, with the ASG Student Financial Aid applications for Scholarships and Loans • Continually update Alumni Database • Provide Career-related information and assistance using technology and community resources • Assist students in developing Resumes and completing Job Applications • Continue to maintain formal partnerships and networking with ASG, Private Sector Employers and non-profit organizations • Continue to provide Career Workshops, Career Fairs, Career Forum and Guest Speakers • Coordinate scheduling of activities with Student Government Association (SGA) SS-Obj. 1.3: Student Learning Assistance (SLA) Center • Continue as the "One-Stop-Shop" for all student support services • Continue to provide central location for accessibility and visibility for all student support-related services • Continue High School outreach activities under the College Access Challenge Grant (CACG) Program in collaboration with the ASCC Financial Aid Department and ASG-DOE's Principals via Elementary Assistant Director (FJS) and Secondary Assistant Director (LA) and ASG Human Resources Office. SS-Obj. 1.4: To maximize transition efficiency with theSchool-to-Work (STW) program • Maintain and continue partnership with DOE-SPED and ASG Office of Vocational Rehabilitation (OVR) in establishing community work sites for transition of students with disabilities. • Continue to recruit ASCC students as Job Coaches to assist students with skills and financial assistance.
SS-AY12G2: **Provide, Improve, and Increase Awareness of Counseling Services for all students and Stakeholders.**		SS-Obj. 2.1: Counseling: Academic, Personal, Career, Tutorial, Transfer (ability): Counselors will expand Counseling services as learning agents, student developers and resource managers to effectively serve all students and stakeholders. • Provide Academic Counseling to all students

		including, i.e. , College and Life Planning (CLP) course, Orientation/NSO, Registration, Placement Tests, Low Grade Reports, Outreach activities and Faculty Referrals. • Provide Personal Counseling to students with personal issues, i.e., YANA, Peer Mentoring, and Diversity activities. • Continue to maintain relationships and networking with agencies in collaboration of services and referrals, i.e., 1st Lady's Initiative to Prevent Underage Drinking, Teen Challenge, ASG-DOE Office of Curriculum Instruction, and Accountability (OCIA), and ASG Department of Health and Social Services (DHSS). • Continue to provide High School outreach activities. • Consistently enforce the Zero Tolerance Policy in collaboration with VP of Administrative Services &Finance/ASCC Campus Security. • Continue to hold and promote "Meet the Counselors Day" for all students and stakeholders to emphasize counseling services in academic, diversity, career, personal, transfer, and tutoring. • Develop and create an Annual Calendar of Counseling Activities for accountability, transparency, awareness and effectiveness of counseling services. Collaborate with UCEDD and ARO to establish and implement a process to accommodate and support students withidentified learning and physical disabilities.*
SS-AY12G3: **Provide and Improve VA Student Services and Student Employment Center.**		SS-Obj. 3.1: VA Student Services and Student Employment Center. • Continue to provide and improve quality services to VA studentsattending ASCC. • Develop and Implement a Comprehensive VA Student Services Process and a Comprehensive Non-Pell Work Study Process. • Continue to provide financial information and assistance to Non-Pell students. • Improve and Increase recruiting and hiring of Non-Pell students. • To efficiently document all VA students transactions and Non-Pell Work-study students transactions. • To work closely with ASCC Finance Office in reporting tuition fees IAW Public Law 111-377

SS-AY12G4: **The Student Government Association (SGA) will continue to provide student related extracurricular activities.**		SS-Obj. 4.1: Continue to improve and plan the SGA Activity Calendar, per semester, and execute activities accordingly. • Provide Leadership Training for SGA executive officers, freshmen and sophomore representatives. • Continue SGA's support and monetary contributions to Saili le Atamai/SGA In-House Scholarship, Miss ASCC Scholarship, Non-Pell Work Study program, You Are Not Alone (YANA) and Peer Mentor activities, and other student-related activities. • Support Student Clubs and other ASCC related activities and functions. • Continue students' involvement in Student Government Association and in ASCC Institutional Governance.
SS-AY12G5		SS-Obj. 5.1: Continue to assess student services with the administration of the Graduate Exit Survey, Student Satisfaction Survey, Evaluation Survey/Form, Comprehensive Tutorial Report, Comprehensive Transfer Report, Comprehensive Counseling data, and other DOSS-related data, per semester/quarterly/annually/biennially, as required. • Quarterly and monthly reports. • Daily Sign-in sheets. Log sheets, submitted by Tutors/Peer Tutors at the end of the week. • Follow-up with students and faculty. • Update and produce the SGA Student Handbook, biennially. • Continue to publish the 4-1-1 Student Newsletter, weekly. • Continue to support Professional Development in collaboration with Academic Affairs, VP of Academic and Student Affairs and administrators, that Student Services Division must be included in all academic planning, professional training and development both on-and-off-island in order to provide comprehensive and quality support services.

Department: **TRADES & TECHNOLOGY DIVISION**

Goals	Strategic Alignment	Objectives
AY12G1: TO IMPROVE ALL TTD ACADEMIC PROGRAMS & COURSES	▪ Academic Goal 1 Obj 2 ▪ Academic Goal 1 Obj 4 ▪ Academic Goal 1 Obj 8 ▪ Academic Goal 2 Obj 2 ▪ Technology Goal 2 Obj 1 ▪	▪ Faculty & staff will investigate & demonstrate the use of technology resources to support instructional strategies that address the multiple learning styles of all students ▪ Faculty will meet regularly with Advisory committee for input on improving & curriculum to local, national & regional standards ▪ TTD Faculty will work collaboratively to assure that courses with cross discipline have a standard agreement and format ▪ Re-Evaluate & develop Program Learning Outcomes for all 11 programs ▪ Identify and develop General Education Outcomes for ICT 150 & ICT 170 ▪ TTD will develop partnerships with private & public sectors to promote Vocational Education awareness in the community ▪ Research, develop & continue offering Apprenticeship/Retrain courses to community in the evening.
AY12G2: TO IMPROVE ALL TTD FACILITIES	▪ PFM Goal 2 Obj 1	▪ Assess and improve drainage to facilities in the Workshop Area ▪ Assess and improve gutter system within Bldg 23 ▪ Procure appropriate furniture for Electronics program. ▪ Research & implement storage facilities for consumables
AY12G3: TO PROVIDE, PROMOTE, IMPROVE & INVEST IN FACULTY & STAFF PROFESSIONAL DEVELOPMENT ACTIVITIES FOR NATIONAL & REGIONAL VOCATIONAL LICENSURE & CERTIFICATION	• Staff Goal 1 Obj 1 •	• Compile, update & maintain faculty & staff portfolio • Review faculty professional licensure and update with HR • Provide in-house professional development on GEO & PLO development & assessment • Work with TED to provide non-academic faculty with basic educational philosophy, pedagogy & methodology courses • Provide opportunity for faculty to attend ACTE or other industry based conferences

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Department: **TEACHER EDUCATION/ASBEP PROGRAM**

Goals	Strategic Alignment	Objectives
TED/ASBEP-AY12G1: Close the Assessment Loop for the Two Year Program, opening up dialogue for revisiting, revising and aligning the 3rd and 4th Year Education courses to PLO's and ILO's.	**I. Academic Excellence:** Goal 1, Objective 2.	• Meet with TED/ASBEP faculty to close the assessment loop for the Two Year Program • Choose/organize rubrics for assessment cycle • Collect Data for assessment and overall course improvement • Dialogue and discuss findings of data collected for implementation of course improvements needed at the course and program level.
TED/ASBEP-AY12G2: Upgrade MOODLE courses, making all education courses accessible via MOODLE	Academic Excellence Goal 1, Objective 5.	• Purchase a SMARTBOARD for MAC Lab to accommodate instructional delivery and presentation for both faculty and student teachers; pre-service and in-service • Continue to provide maintenance for all hardware in MAC Lab, Faculty, ERC and other TED classrooms • Hire and lab technician for the MAC thus making it accessible for all education majors throughout the day; supervision of Lab needed
TED/ASBEP-AY12G3: Solidify WASC accreditation of 4 Year Program	Academic Excellence: Goal 1, Objective 8	• Continue dialogue for 3rd and 4th Year alignment, curriculum matrices of 3rd and 4th Year education courses; need to meet with TED/ASBEP faculty and adjunct faculty for 3rd and 4th Year courses • Collect data of assessment from Two Year Program and 3rd and 4th Year Program, Program Review and Quarterly Reports • Prepare for site visit of Senior and

Goals	Strategic Alignment	Objectives
		Junior Commission in mid November and spring semester
TED/ASBEP-AY12G4: Create a Department handbook for Faculty; new and current containing program aims, programs, rubrics, orientation, course descriptions, policies, and other important information	Academic Excellence: Goal 1, Objective 7	• Organize information for department for TED/ASBEP Handbook • Create handbook • Review with Faculty • Print handbook
TED/ASBEP-AY12G5: Provide MOODLE Training for TED/ASBEP Faculty and Adjunct Faculty and Participants	Academic Excellence: Goal 1, Objective 5 Staffing: Goal 1, Objective 1	• Provide training in the use of MOODLE and technical aspects of MOODLE to TED/ASBEP Faculty, Adjunct Faculty and participants. • Upgrade all MOODLE courses; namely all education courses • Purchase instructional resources to assist with MOODLE access

Department: Teacher Education/ASBEP Program

Goals	Strategic Alignment	Objectives
TED/ASBEP-AY12G1: Identify renovations for classroom and faculty construction	III. Physical Facilities & Maintenance: Goal 1, Objective 1	• Secure building for extra TED/ASBEP faculty offices and classrooms for ASBEP Program; namely M7/8, next to TED Building in upper campus area • Design layout of building to include a mini MAC lab, classrooms for TED/ASBEP courses or summer lab and two faculty offices • Implement plan with contractors via Special Projects Manager and Director of Facilities and Maintenance
TED/ASBEP-AY12G1: Attend PEC Conferences for Pacific Educators and or TTT Grant Meetings after initial	**IV. Staffing:** Goal 1, Objective 1	• Have faculty attend PEC Conferences and or PREL Conferences to connect with other

meeting for Project Directors		• Pacific Island educators of other Pacific Regions • Attend at least one TTT Grant meeting for transparency of TTT Grant Program; not first year, years following Year 2, 3, 4 or 5. PEC Conferences when offered
TED/ASBEP-AY12G2: Dialogue with HR on equitable salaries for current TED/ASBEP faculty for 4 Year Programs using the ceiling cap presented in TTT Grant (see grant figures.	Staffing: Goal 2, Objective 1	• Dialogue with HR on salaries and or increments, equitable salaries
TED/ASBEP-AY12G3: Hire Science FTE for ASBEP Program **Department: Teacher Education/ASBEP Program** and Two Year Program • Hire a Data Analyst for TTT Grant monitoring of participant achievement, participants and other TTT data needed for reporting purposes in compliance with EDGAR and Federal Laws and Regulations • Hire MOODLE Technician for MOODLE courses in TED/ASBEP Program	Staffing: Goal 3, Objective 1	• Meet with HR for positions of Science • • instructor/Two Year Program • Meet with HR for Data Analyst/Administrative Assistant for TTT Grant • Advertise for Science instructor/Two Year Program • Hire Data Analyst on 6 months contract/probationary; no advertising needed; emergency need • Hire Lab technician and a MOODLE technician to help with MOODLE courses in TED/ASBEP Program

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DEPARTMENT: **SAMOAN STUDIES INSTITUTE**

Goals	ASCC Strategic Plan Alignment	Objectives
Goal: **SSI – AY12G1:** Deliver Degree and Certificate Programs effectively.	Academic Excellence Goal 1, Objective 2.	**Objective: SSI-Obj.1.1** Review, develop and Integrate effective instructional methods and approaches to courses offered. **Objective: SSI-Obj.1.2** Plan and coordinate practicum implementation. **Objective: SSI-Obj.1.3** Collect, assess and track Samoan Language Placement test results **Objective: SSI-Obj.1.4** Recruit and maintain Students Association for *Faasamoa* **Objective: SSI-Obj.1.5** Upgrade and monitor Computer Mini Laboratory. Keep record of computer usage **Objective: SSI-Obj.1.6** Continue dialogue and share information especially with assessment and curriculum materials **Objective: SSI-Obj.1.7** Review Degree and Certificate Programs requirements for the new College Catalog
Goal: **SSI – AY12G2:** Encourage and conduct effective Community Programs and Partnerships.	Academic Excellence Goal 1, Objective 4.	**Objective: SSI-Obj.2.1** Complete documentation for *Toe timata le Upega* Project **Objective: SSI-Obj.2.2 :** Complete Rose Atoll Contract **Objective: SSI-Obj.2.3 :** Complete Leone's Healing Garden Project **Objective: SSI-Obj.2.4** Evaluate and maintain SIT Program **Objective: SSI-Obj.2.5** Continue positive networking with ASHPO and other agencies (FEMA, National Parks Services) **Objective: SSI-Obj.2.6** Coordinate Outreach Programs to youth groups **Objective: SSI-Obj.2.7** Meet and update SSI Advisory Committee Members

Goal: SSI – AY12G3: Develop and implement Samoan research projects, translation projects, media documentations and publications	Academic Excellence Goal 1, Objective 4 & Objective 6	**Objective:** **SSI-Obj.3.1** Re print *Ua tala le taui* Volume 1 **Objective:** **SSI-Obj.3.2** Complete *Ua tala le taui* Volume 2. **Objective:** **SSI-Obj.3.3** Continue Ua tala le taui Volume 3 **Objective:** **SSI-Obj.3.4:** Secure funding for *Faatautaiga a Manusina* book **Objective:** **SSI-Obj.3.5** Encourage and continue collection of Students Writings for *Nei Solo le Falute* **Objective:** **SSI-Obj.3.6** Continue record keeping of the visitors log and translation projects **Objective:** **SSI-Obj.3.7** Plan and implement a system for media and publication purchases and renting of materials **Objective:** **SSI-Obj.3.8** Plan and implement a radio program and other outlets for promoting Samoan materials **Objective:** **SSI-Obj.3.9** Update Media Directory and Complete all outstanding documents that are already in the pipeline **Objective:** **SSI-Obj.3.10** Evaluate, plan and implement archeology program that is aligned to mission
Goal: SSI – AY12G4: Review and expand services to facilitate successes in SSI programs in the areas of academic, research, publications, translations.	Academic Excellence Goal 2: objective 1	**Objective:** **SSI-Obj.4.1** Plan new process for reviewing all SSI programs (meetings and trainings, develop services learning outcomes) **Objective:** **SSI-Obj.4.2** Implement new process and fill out ASA Program Review **Objective:** **SSI-Obj.4.3** Continue with exploring and securing funding to support mission**.**

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Department: **ADULT EDUCATION LITERACY & EXTENDED LEARNING**

Goals	Strategic Alignment	Objectives
AELEL-AY12G1: To provide high quality curricula and education in a learning-centered environment to meet the needs of adult students and the community.	Academic Goal 1: Objectives 1,2,3,4	1. To develop more educational partnerships with the private sector and government agencies in expending Adult Education services to their sites. 2. To expand services to the outer islands of Manu'a. 3. To offer more courses at the Correctional Facility for confined individuals.
AELEL-AY12G2: To provide quality programs and services that support and enhance recruitment, retention and recognition of students, faculty and staff.	Academic Goal 1: Objectives 2,7,8 Academic Goal 2: Objective 1 Staffing Goal 1: Objective 1	1. Provide the support, resources and professional development opportunities that faculty and staff needs to be successful in their various roles and to promote student learning. 2. Promote student retention and progression through a systematic review and enhancement of programs and services. 3. Review and improve recruiting practices.
AELEL-AY12G3: To comply with Federal Guidelines and regulations on the implementation of the Adult Education & Family Literacy Act of 1998 (AEFLA).	Academic Goal 1: Objectives 1,2,3,4,5,6,8. Technology Goal 2: Objective 1 Technology Goa 4: Objective 1 Physical Facility & Maintenance Goal 2: Objective 1	1. Develop an Advisory Council for the Adult Education Literacy and Extended Learning Division. 2. Prepare and submit by December 31, 2011 the Financial, Statistical, NRS checklist, Narrative report to the Office of Vocational & Adult Education (OVAE).
AELEL-AY12G4: To provide a tentative state plan in compliance with any new reauthorization of the Adult Education & Family Literacy Act by Congress.	Academic Goal 1: Objectives 2,4,5,6 Technology Goal 4: Objective 1	1. Collect data that is applicable in the development of a state plan that is compatible with the propose changes in the reauthorization of the AEFLA of 1998. 2. Develop an Extension/New State Plan for American Samoa base on the outcome of the proposed law with the US Congress.

Administrative Services and Finance

American Samoa Community College
AY 2012 Departmental/Divisional
Goals and Objectives

Please use table below for your 2012 Goals and Objectives. Please use coding we have used in the past for each goal (coding in boldface).

Department: **INSTITUTIONAL EFFECTIVENESS**

Goals	Strategic Alignment	Objectives
IE-AY12G1: Put all surveys on OMR Scanner	Academic Excellence Goal 1, Obj.2	• IE-Obj.1.1 Review all surveys currently being collected and reconfigure to be used with OMR scanner. • IE-Obj.1.2 Implement surveys into OMR software • IE-Obj.1.3 Do trial run of surveys using OMR
IE-AY12G2: Collect and Analyze student success data from each Academic Program	Academic Excellence Goal 1, Obj.2	• IE-Obj.2.1 Set schedule for collection of information from different programs throughout FY 2012 • IE -Obj.2.2 Begin collecting information from the different programs • IE – Obj.2.3 Provide feedback to department about their information.
IE-AY12G3: Integrate all Institutional data collected into a database or management system to be shared by all members of IE.	Technology Goal 2, Obj. 1	• IE-Obj3.1 Organize and arrange all data collected between IR and Data clerks. • IE-Obj3.2 Collaborate with MIS on the use of Sharepoint to store and share data or find alternative data management software to use. • IE-Obj.3.3 Transfer all data to new location.
IE- AY12G4: Exploit new Smart training room	Staffing Goal 1, Obj.1	• IE-Obj.4.1 Prepare new training room for use by all departments • IE-Obj.4.2 Announce use of training room for Webinars and other training opportunities to the rest of the institution • IE-Obj.4.3 Schedule IE Training webinars
IE - AY12G5 - Expand the range	Technology Goal 2, Obj 1	• IE-Obj.5.1 Correspond with other

of information distribution of ASCC press materials and newsletters.	Technology Goal 3, Obj 1	colleges and universities in the American Pacific and on the mainland to inquire whether they would like to receive the ASCC press releases and/or newsletters. • IE-Obj.5.2 Work with MIS on updating website to include update / new press releases and newsletters • IE-Obj.5.3 Continue to distribute/release a monthly/quarterly Connections newsletter
IE- AY12G6 Institutionally implement the Compliance Assist Data Management and Accountability system	Academic Excellence Goal 2 Technology Goal 3 Staffing Goal 1	• IE-Obj.6.1 Train all site administrators and users to the system by end of 2011 • IE-Obj.6.2 Implement the 3 modules of the system through quarterly reporting, program review surveys, and annual updates to the plan • IE-Obj.6.3 Conduct regular trainings for site administrators and users on problem areas and updated changes or revisions
IE-AY12G7 Identify institutional effectiveness indicators aligned to the mission, core values, and institutional outcomes	Academic Excellence Goal 1, Obj 8 Technology Goal 2 Staffing Goal 1 Facilities Goal 2	• IE-Obj.7.1 Work with Assessment Coordinator and committee on GEOs in identifying indicators • IE-Obj.7.2 Work with Academic and administrative divisions on program reviews for PLOs • IE-Obj.7.3 Work with IPECC on the revision of the institutional plan, institutional outcomes, and program review

Department: **FINANCE**

Goals	Strategic Alignment	Objectives
FIN-AY12G1: To stabilize the cash flow to effectively operate and implement financial obligations of the Institutional Integrated Strategic Plan. (This goal is continued from prior year)	This goal is intended to support all Goals of the 4 Key Areas: Academic Excellence, Staffing, Technology, and Facilities.	Objective 1.1: To implement the incremental 5% increase of Tuition starting Spring 2012. Objective 1.2: To encourage stakeholders to patronize the Bookstore for greater returns to help contribute to the ailing cash flow at ASCC. (This objective is from prior year) Objective 1.3: To maximize allowed cost sharing with Grants.
FIN-AY12G2: To increase our Bookstore Enterprise Sales to help with institution cash flow. The Bookstore aims to hit one million in sales.	This goal is intended to support all Goals of the 4 Key Areas: Academic Excellence, Staffing, Technology, and Facilities.	Objective 2.1: Bookstore Team will work with CFO & Accounting Manager to make sure that all book orders are processed on time. This way, the sales of our books will be maximized to the fullest. Objective 2.2: Bookstore will purchase electronic and other marketable items for our students and community. Objective 2.3: Bookstore Manager will work closely with Procurement to include the bookstore at all time as part of their purchasing process. Objective 2.4: At least one member of the Bookstore Team to attend annual conference, CAMEX, for training and networking with prospective

		vendors. This will assist in boosting and increasing our bookstore sales.
FIN-AY12G3: To improve communication and establish a good relationship between our Procurement Office with all (Internal & External) stakeholders.	Academic Excellence G1 & G2; Technology G1; Physical Facilities & Maintenance G1, G2, & G3	Objective 3.1: Procurement will work with CFO & MIS to implement the approval process via Datatel, January 2012. This will improve tracking for both originators and Procurement Team. Objective 3.2: Procurement will work closely with Accounts Payable to ensure that all orders are paid in a timely manner. Objective 3.3: Procurement will distribute weekly status reports to all ASCC departments. Objective 3.4: Procurement will meet and work regularly with vendors.
FIN-AY12G4: Our Credit & Collection aims to reduce our Accounts Receivable Aging by 50%. This will greatly assist our cash flow.	This goal is intended to support all Goals of the 4 Key Areas: Academic Excellence, Staffing, Technology, and Facilities.	Objective 4.1: Credit & Collection will set up payment plans and files for all non-pell students. This will also include students that have prior outstanding balances. Objective 4.2: Credit & Collection will utilize all communication (external & internal) mechanism to notify payment reminders for all students. This will include newspaper, 411, ASCC Website, flyers, etc. Objective 4.3: Credit & Collection will follow collection policies & procedures in increase & improve collection efforts. Current process is as follows: phone contact, email, and finally a written letter. Objective 4.4: To continue

		training for all credit & collection employee to ensure that ASCC is in compliance with Collection Regulations.
FIN-AY12G5: For General Accounting to maintain accurate and updated reconciliations for all accounts for operational decision making of management and all stakeholders. This will also ensure full support for all our programs.	This goal is intended to support all Goals of the 4 Key Areas: Academic Excellence, Staffing, Technology, and Facilities.	Objective 5.1: General Accounting will meet monthly closing deadlines as outlined in on Monthly Task Timeline Report.

Objective 5.2: General Accounting will improve communication with all department heads and authorized personnel. This will ensure that all stakeholders will understand their monthly reports.

Objective 5.3:   General Accounting will work with Accounts Receivable, Accounts Payable, and Procurement, on a regular basis to ensure that all transactions have been posted accurately in our Datatel system. |

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Department: **HUMAN RESOURCES**

Goals	Strategic Alignment	Objectives
HR-AY12G1: Develop a process to monitor and eliminate late submissions for Performance Evaluations.	Academic Excellence Goal 1, Objective 1 & 3, Goal 2, Objective #1. Staffing: Goal 2, Objective #1	• Continue to monitor and collect submission data and provide quarterly reports • Review existing process to include more stringent measures of enforcement and accountability.
HR-AY12G2: Standardize Position Descriptions	Academic goal 1, Ojb #1, #3, Goal, Obj #1	• Prepare Guidelines for Division Supervisors on "How to Prepare a Position Description. • Conduct Training on the Guide • Collect Data on both attendance and position description completed and submitted by Division for "completeness, or return due to errors".
HR-AY12G3: Personnel Governance	Staffing Goal 1, Obj #1 & #8	• Revisit the governance format to revised and add college regulations. • Maintain data on policies changes and college regulations added on a quarterly basis • Provide data report of policy revisions approved and in draft.
HR-AY12G4: Recruitment and Hiring	Academic Goal 2, Obj #1 Staffing Goal 2, Obj. #1	• Complete the workflow charts. • Initiate a general instruction for hiring processes • Collect data to ensure compliance in hiring.
HR-AY12G5: HR Personnel Action Routing	Academic Goal 2, Obj #1	• Collect data on routing time for HR actions. • Report on data to determine reasons for delay • Work on streamlining the process through data reporting and written guidelines.
HR-AY12G6: Review & update the Staff Performance Evaluation	Academic Excellence Goal 1, Objective 1 & 3, Goal 2, Objective #1. Staffing: Goal 2, Objective #1	• Develop an updated Staff Performance Evaluation to align with PDs. • Develop an Employee Performance Evaluation Guide.

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Department: **MANAGEMENT INFORMATION SYSTEMS**

ANNUAL Division Goals	Strategic Goal Alignment	Objective(s)
MIS-AY12G1: To complete Objectives from prior year's incomplete goals.	Technology G1O1	Obj.1.1. Complete installation of computer systems in MIS student computer Rm. 15 & 16

Obj. 1.2. Complete and submit computer purchasing plan for approval |
| MIS-AY11G2: To complete installation of computers into ASCC computer labs that will increase student to computer ratio to at least 1:10. | Technology G1O1 | Obj. 2.1. Complete installation of computers in computer labs open the entire day to all ASCC students

Obj. 2.2. Complete installation of computers in computer labs that are available part time to all ASCC students

Obj. 2.3. Complete installation of computers into departmental labs only available to particular students |
| MIS-AY11G3: To complete Network installation projects with equipment purchased under ARRA funding. | Technology G2O1 | Obj.3.1 Complete campus rewiring and replacement of old switch / cabling equipment with new ones.

Obj.3.2 Complete distribution of access to the campus ASCC Zone |

ANNUAL Division Goals	Strategic Goal Alignment	Objective(s)
		Wireless connection to ASCC employees and students
		Obj.3.3 Complete installation of VTC equipment
		Obj.3.4 Complete update of ASCC network diagrams
MIS-AY11G4: To complete Multimedia installations of equipment to enhance multimedia availability on campus.	Technology G3O1	Obj.4.1 Complete Smartboard Installation for at least one classroom. Obj.4.2 Complete setting up a multimedia center for access to laptop / projector / speaker cart equipment purchased under ARRA funding. Obj.4.3 Complete purchase of equipment to update lecture hall multimedia capabilities.
MIS-AY11G5: To complete installation of bulk ordered equipment under ARRA funding.	Technology G1O2; G3O1; G4O1	Obj.5.1 Complete installation of all desktop / laptop / printers bulk ordered for various departments on campus under IFB. Obj.5.2 Complete installation of server equipment to upgrade current mail, web and active directory services. Obj.5.3 Complete installation of Moodle servers to replace current servers for the upcoming semester Obj.5.4 Complete installation of new Colleague servers to back up and eventually replace current servers.
MIS-AY11G6:To actively document and manage support	Technology G1O1	Obj. 6.1. Exceed current maximum average of 95

ANNUAL Division Goals	Strategic Goal Alignment	Objective(s)
tickets through the use of Trackit software		completed work orders per month Obj. 6.2. Complete configuring other features of trackit to better track technology assets on campus
MIS-AY11G7: To go live with Online Registration in Spring 2012	Technology G4O1	Obj.7.1 Complete updates and upgrades required for Datatel system Obj.7.2 Complete Admissions consulting in order to prepare for online registration Obj.7.3 Complete testing online registration in the test environment Obj.7.4 Launch Online Registration in Spring 2012
MIS-AY11G8: To complete hiring to continue work that was started with ARRA project funding.	Staffing G3O1	Obj.8.1 Complete hiring Network Specialist. Obj.8.2 Complete hiring MIS Technician I Obj.8.3 Complete hiring MIS Technician II Obj.8.4 Complete hiring 3 Computer Lab Assistants Obj.8.5 Complete hiring Administrative Assistant

Department: **FINANCIAL AID**

Goal	Strategic Plan Goals	Objectives
1. **Promote public awareness of Financial Aid Grants and Programs Available.**	Academic: Goal 1, Obj #4,#8; Goal 2, Obj #1 Technology: Goal 1 Obj #1 Staffing: Goal 1, Obj #1	• Conduct Financial Aid workshops for High School Counselors to assist with Financial Aid applications online. • Present at ASCC and Community gatherings involving prospective students on campus and off campus such as career fairs, college night, etc… • Work in co-operation with Student Services with High School and Elementary School outreach programs as well as other ASCC and ASDOE agencies.
2. **Maintain and publish up to date policies and procedures in compliance with federal and local regulations.**	Academic: Goal 1, Obj #6 and #7 Technology Goal 1 Obj #1 Staffing: Goal 1, Obj #1; Goal 3 Obj #1	• Become members and attend conferences of PACFAA, WASFAA, and NASFAA to access online information to provide up to date training and information opportunities to all FAO staff through in house training. • Update Financial Aid handbooks, brochures, and manuals as regulations are updated and provide in house training to staff members on any new procedures. • Work in collaboration of MIS to update Financial Aid website. • Educate departmental agencies involved with any new regulations for compliance as an institution.
3. **Training and Professional Development**	Academic: Goal 1 Obj #3, #6, #7 Goal 2 Obj #1 Technology: Goal3 Obj #1	• Cross train staff members at entry level position and senior level positions to promote efficiency and team work. • Develop required training tracks for each level of competency for staff. • Complete necessary online trainings and classroom trainings for Financial Aid Administrators.

	Staffing Goal 1, Obj #1	
4. Provide a Student Center Environment	Academic Goal 1: Obj #3,#4, #8	• Attend Customer Service Training provided by Human Resources and other agencies to understand the importance of customer service for our students and community.
		• Provide online surveys to measure quality of service.
	Technology: Goal 4 Obj #1	• Work in collaboration of Student Services, Admissions, and Business Office to meet the needs of students.
		• Improve office space area to provide confidentiality.
	Staffing Goal 1, Obj #1	
	Facilities Goal 2 Obj #1,#2	
5. Enforce Compliance, Quality Assurance, and Accountability	Academic Goal 1, Obj #3,#4,#5; Goal 2, Obj #1	• Internal Audits to be held quarterly and annually on student files, spreadsheets, and grant awards.
		• Reconciliations of financial aid grants PELL, FSEOG, and FWS: systems, spreadsheets, and reports monthly, quarterly, and annually.
	Technology Goal 2 Obj #1	• Submit ASCC and USDOE reports in a timely manner for Integrated Postsecondary Education Data (IPEDS), Fiscal Operations Report and Application to Participate (FISAP), and Program Participation Agreements (PPA).
	Staffing Goal 2 Obj #1;	
6. Go Green	Academic Goal 1: Obj #1,#5	• Purchase scanners for staff and file server to store student files.
		• Make forms available online and submission through email.
	Technology: Goal 1 Obj #1, #2	• Enforce use of email between students and Financial Aid Staff for award letters and communication of Financial Aid status and requirements.
	Facilities Goal 3 Obj #1,#2	

Department: **PHYSICAL FACILITIES & MANAGEMENT DEPARTMENT**

Goals	Strategic Alignment	Objectives
PFM – AY 12 G1 to G8 1. PFM Director to re-direct the whole PFM Department as a new PFM Director 2. PFM Department to re-build the whole office and building for storage purposes 3. PFM to re-build , re-model, and to re-renovate facility requests on campus with budget availability 4. All facilities and maintenance requests whether major or minor will direct to PFM Department 5. PFM Re-Classification shall re-classify accordingly. (Contract vs. Career Service Positions/Salary Scale Review) 6. Air Condition Vendor to maintain air conditioning requests 7. With budget availability, PFM employees is to establish professional trainings and technical fields and trades to enhance and retain employees with high quality service 8. Implement an overall plan to effectively maintain our facilities and maintenance management department.	PFM –SA12 SA1: - Goal#1/Obj#1 - Goal#2/Obj#2 & 3 - Goal#5 –Obj#5	PFM – AY12 OBJ1: 1. To re-run the whole Physical Facility & Management operation by our new PFM Director 2. Develop and establish a plan and a timeline where we can better serve the students, faculty and staff on ASCC premises and compound 3. Provide a full service in securing, custodial, grounding/ landscaping and maintenance at all times on all campus requests 4. Safety is our priority 5. Convert all short term contracts to career service status

Special Projects

American Samoa Community College
AY 2011 Departmental/Divisional
Goals and Objectives

Department: **COMMUNITY AND NATURAL RESOURCES**

Goals	Strategic Alignment	Objectives
CNR-AY12G1: Continue Development of the "Wellness Center".		
CNR-AY12G2: Effectively manage CNR Instruction Programs.		
CNR-AYG3: Effectively manage CNR Research Programs.		
CNR-AYG4: Effectively manage CNR Extension Programs.		
CNR-AYG5: Continue development of Food Policy Council and Efforts to Address NonCommunicable Diseases.		

American Samoa Community College
AY 2012 Departmental/Divisional
Goals and Objectives

Department: **RESEARCH FOUNDATION**

Goals	Strategic Alignment	Objectives
RF-AY12G1: Name change from ASCC Research Foundation to ASCC Foundation	In keeping with IRS regulations and in conjunction with the Research Foundation's 501 C (3) status	➢ Continue to work with ASCC Legal Counsel, should the need arise for additional information to be submitted to the Legislation
RF-AY12G2: Appointment of the ASCC Foundation Board members	In alignment with PL 20-22 of the American Samoa Government	➢ Continue to work with the ASCC President in the appointment of new Foundation Board members ➢ Once the names have been approved work with ASCC President in an approved acceptance letter by prospective board members
RF-AY12G3: Setting Goals and Objectives for the ASCC Foundation	In alignment with the ASCC Research Foundation Laws of Incorporation	➢ Work with ASCC President and Board members on an organized method that will assist the College in ensuring that alternate resources may be available in funding potential programs
RF-AY12G4: Fundraising Preparation	In support of the ASCC Research Foundation Laws of Incorporation	➢ Work with different types of Fundraising sources ➢ Prepare and provide information for potential grants that will assist the ASCC Foundation with supplemental funding ➢ Work with Community organizations in promoting the ASCC Foundation and its potential to assist with supplemental funding for the ASCC

American Samoa Community College
AY 2011-2012 Departmental/Divisional
Goals and Objectives

Department: GEAR UP AMERICAN SAMOA

Goals	Strategic Alignment	Objectives
GU-AY12G1: **Goal 1:** The goal of the GEAR UP program is to significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education	**ACADEMIC EXCELLENCE:** ASCC will enhance and deliver innovative, effective education & support programs to facilitate Student Academic Success.	**GU-Obj.1.1:** Implement GUAS activities to successfully meet and sustain program outcomes. **GU-Obj.1.2:** Train 50 teachers each year to improve outcomes of GUAS cohort students **GU-Obj.1.3** Conduct process and outcome evaluation of GUAS **GU- Obj.1.4:** Increase targeted students' academic performance and preparation for post-secondary education. **GU-Obj. 1.5:** Increase the rate of high school graduation and participation in post-secondary education. *GU-Obj.1.6:* Increase students' and families' knowledge of post-secondary education options, preparation and financing. **GU-Obj.1.7** Increase the daily attendance and on time promotion to successive grade levels for GUAS students. *GU-Obj.1.8:* Increase the number of GUAS students who expect to graduate from high school.

American Samoa Community College
AY 2011 Departmental/Divisional
Goals and Objectives

Department: **STUDENT SUPPORT SERVICES**

Goals	Strategic Alignment	Objectives
SSS Goal 1: persistent rate: eighty (80%) of all participants served by the sss project will persist from one academic year to the next academic year or graduate and/or transfer from a 2 year to a 4-year institution during the academic year.		SSS Objective 1.1 - Eighty (80%) of eligible SSS students will be identified, selected, and enrolled in SSS by February 30th and September 30th every year. SSS Objective 1.2 -Fifty (50%) of newly admitted project participants will have their needs assessed and placed in academic/tutorial skill levels within two weeks of acceptance SSS-Obj.1.3 -Hundred (100%) of all active participants will receive by semester end a minimum of one (1) academic advising contact and ten (10) academic or personal support contact hours
SSS Goal 2: good adcademic standing: eighty (80%) of all enrolled participants served by the sss project will meet the performance level required to stay in good academic standing at the grantee institution.		SSS-Obj.2.1 -at least seventy 70% of sss active participants who completed the sss program will pass his/her eli courses. SSS-Obj.2.2: -at least fifty (50%) of sss participants will increase their social skills through participation in organized cultural events or workshops as measured through students' evaluations and behavioral observation by sss staff.
SSS Goal 3: *graudation/transfer rate: twenty (20%) of new participants served each year will graduate with an associate's degree or certificate*		SSS-Obj.3.1 - seventy (70%) of college sss students will have an appropriate and achievable declared major by the end of the first semester at the college level. SSS-Obj. 3.2 - hundred (100%) of sss

within four (4) years.		participants will have an assigned faculty advisor appropriate for their major.

SSS-Obj.3.3 **-**hundred (100%) of college sss participants completing two year degrees will receive career counseling and encouragement to complete a four year degree. |
| **SSS Goal 4:** *institutional climate: sss participants will utilize services to demonstrate a supportive climate at ascc as measured by participants evaluations.* | | SSS-Obj.4.1 **-** college sss alumni will serve as tutors and mentors for sss participants

SSS-Obj.4.2 - fifty (50%) of sss students will be active participants of the sss club.

SSS-Obj.4.3 - conduct activities designed to acquaint students with the range of career options available to them.

SSS-Obj. 4.4 **-**provide cultural events and academic programs not usually available to sss participants. (yearly excursions to samoa will enable qualified participants to visit institutions of higher learning in samoa.)

SSS-Obj.4.5 **-**sss personnel will be involved in key ascc committees and workshops that involve retention, admission, and financial aid activities.

SSS-Obj.4.6 **-**sss participants and graduates will be recognized for their academic achievements in an award banquet at the end of spring and fall semester. |

Department: **UPWARD BOUND PROGRAM**

Goals	Strategic Alignment	Objectives
AY 11-GOAL 2: To continue collaboration efforts with college administrators, faculty and staff including high school personnel (both public and private) in meeting program objectives.	**Academic Excellence Goal 2, Objective 2.1.**	• School personnel to recognize UB services and activities; • Support UB efforts for student success; • Gain partnership in working together in promoting student learning • Student success and support.
AY 11 – GOAL 5: Convert UBP full-time staff from Contract status to Career Service status	**Staffing Goal 5, Objective 5.1.**	• Less staff turn over; • Cost saving for program; • Continuity of service(s); • Program development through professional contribution(s); • Program commitment in service for student success.
AY 11-GOAL 6: Request for additional office space to accommodate program staff, students and parents during activities, instructions and other functions.	**Physical Facility and Maintenance Goal 6, Objective 6.1.**	• Sufficient space to accommodate additional participants; • Safe environment conducive to learning; • Program property management and usage of equipment(s). • Adequate facilities that adhere to safety for program operations.
AY 11-GOAL 7: Increase the numbers of computers to 5 or more. Currently, only 1 is accessible to accommodate program student needs.	**Technology Goal 7, Objective 7.1.**	• Meet student needs; • Opportunities for distance learning and online services; • Opportunities to access college research materials, programs and testings; • Availability for school assignment/projects completion; • Enhance computer literacy and research skills.

The program has fulfilled its goals and objectives as outlined in the proposal. However, the stated goals and objectives as listed above are institutional goals/objectives that the program is currently working on to fulfill by the end of the current grant cycle 2012.

American Samoa Community College
AY 2012 Departmental/Divisional
Goals and Objectives

Department: **University Center for Excellence on Developmental Disabilities (UCEDD)**

Goals	Strategic Alignment	Objectives
Example **IE-AY12G1**: Devise process for collecting "Student success" data.	Example Academic Excellence Goal 1, Objective 2.	Example • Work with the CIO toward quicker access to DataTel • Work with divisions collecting student success data through stronger reporting • Implement new process
AY12G1 Interdisciplinary Preservice Preparation and Continuing Education	• Academic Excellence Goal 1 Obj. 1, 2, 4-6. • Staffing Goal 3 Obj. 1	**1.1** Provide education and early intervention interdisciplinary training preservice and continuing education training.
	• Academic Excellence Goal 1 Obj. 1, 2, 4-6 • Staffing Goal 3 Obj. 1	**1. 2** Provide community living interdisciplinary preservice preparation and continuing education.
AY12G2 Community Services : Training, Technical Assistance, Demonstration & Model Activities	• Academic Excellence Goal 1 Obj. 4 Staffing Goal 3 Obj. 1	**2.1** Provide education and early intervention training and technical assistance to schools and early intervention programs.
		2.2 Provide community living training to support the quality of life and self-determination to live inclusive lives in their communities.
AY12G3 Research	Academic Excellence Goal Obj. 4	**3.1** *Conduct* research over the first two years of the grant to develop a surveillance system and gather/collect information on people with developmental disabilities throughout the jurisdiction. **3.2** Conduct research to improve the quality of life and self-determination of persons with disabilities to live

		inclusive lives in their communities;
AY12G3 Dissemination of Information	Academic Excellence Goal Obj. 4	**4.1** Disseminate information gathered on people with disabilities, numbers, services needed, priorities to local service agencies/service providers and general public. **4.2** Disseminate information concerning best practices to support the quality of life and self-determination of persons with disabilities in inclusive lives in their communities **4.3** Through dissemination build awareness and knowledge of people with disabilities, their parents, family members and service agencies in the CNMI, AS and in the Freely Associated States (Republic of the Marshall Islands, Republic of Palau, and Federated States of Micronesia) to address the needs of people with developmental disabilities and their families to participate in the design of and have access to needed community services, individualized supports and assistance that enable people with developmental disabilities to live productive lives integrated into their communities.

American Samoa Community College
AY 2012 Departmental/Divisional
Goals and Objectives

Department: **SMALL BUSINESS DEVELOPMENT CENTER**

Goals	Strategic Alignment	Objectives
1. Provide service to 31 Long-Term Clients (Prep + Contact = 5 to 10000 hours)		1. To provide counseling and assistance to 8 clients per quarter with 5 hours or more prep plus contact time.
2. Assist in the creation of 4 new businesses		2. Help and assist at least 4 clients per quarter to start their businesses.
3. Accountability for business capital infusion of $674,851.		3. To be accountable for at least $170,000 business capital infusion per quarter
4. Create one new training seminar to support the need for management training for Small Businesses. (This is an internal benchmark for SBDC)		4. To train people in different areas such as Business Start-Up, Grant Writing, Supervisor Training and Quickbooks.