Subject: RE: program review template
Date: Friday, March 6, 2009 9:17 AM
From: Mikaele Etuale <m.etuale@amsamoa.edu>
To: 'Rosevonne Pato' r.pato@amsamoa.edu, s.leomiti@amsamoa.edu,
t.mamea@amsamoa.edu
Conversation: program review template

Dear Members,

If you look at the template, it asks the question, "**To which of the following Student Learning Outcomes does your Department contribute and how? Personally I do not think that that question should be asked because all support programs contribute in way or another to all the institutional SLO's, through the services they provide; whether if you are a janitor, an accountant, a clerk, secretary, etc. The only group that directly contributes to SLOs are the instructors themselves – through the assessment process. We can say that faculty are the "primary contributors" and all other support personnel are "secondary contributors". Primary, in the sense that faculty are directly assessing SLOs, and have a process in place. In reality, all divisions should develop their own SLOs, and not necessarily have to be the degree/cert. SLOs, but their own, and those SLOs should be aligned to the achievement of their program mission, vision, goals and objectives – eventually leading to the achievement of the mission, vision, goals, objectives of the college and most importantly the achievement of the degree/certificate SLOs. AM *I MAKING SENSE HERE GANG!!!!!!!!!!SCREAM AT ME IIF YOU HAVE TO! <3 – Please give your feedback!!**

From: Rosevonne Pato [mailto:r.pato@amsamoa.edu]
Sent: Thursday, March 05, 2009 2:03 PM
To: s.leomiti@amsamoa.edu; t.mamea@amsamoa.edu; m.etuale@amsamoa.edu
Subject: Fw: program review template

I am forwarding the template from Kathleen to check and see what we need to revise in this. See ya

all at 4:00.

-------Original Message-------

From: Kathleen Kolhoff
Date: 03/05/09 13:46:43
To: Kathleen Kolhoff; Irene Helsham; Bill Emmsley; Lina Galea'i-Scanlan; esabadolei@yahoo.com;
Roy Fua; Repeka Nuusa; Elizabeth Leuma; Tauvela Fale; Okenaisa Fauolo
Cc: Mikaele Etuale; Rosevonne Pato
Subject: program review template

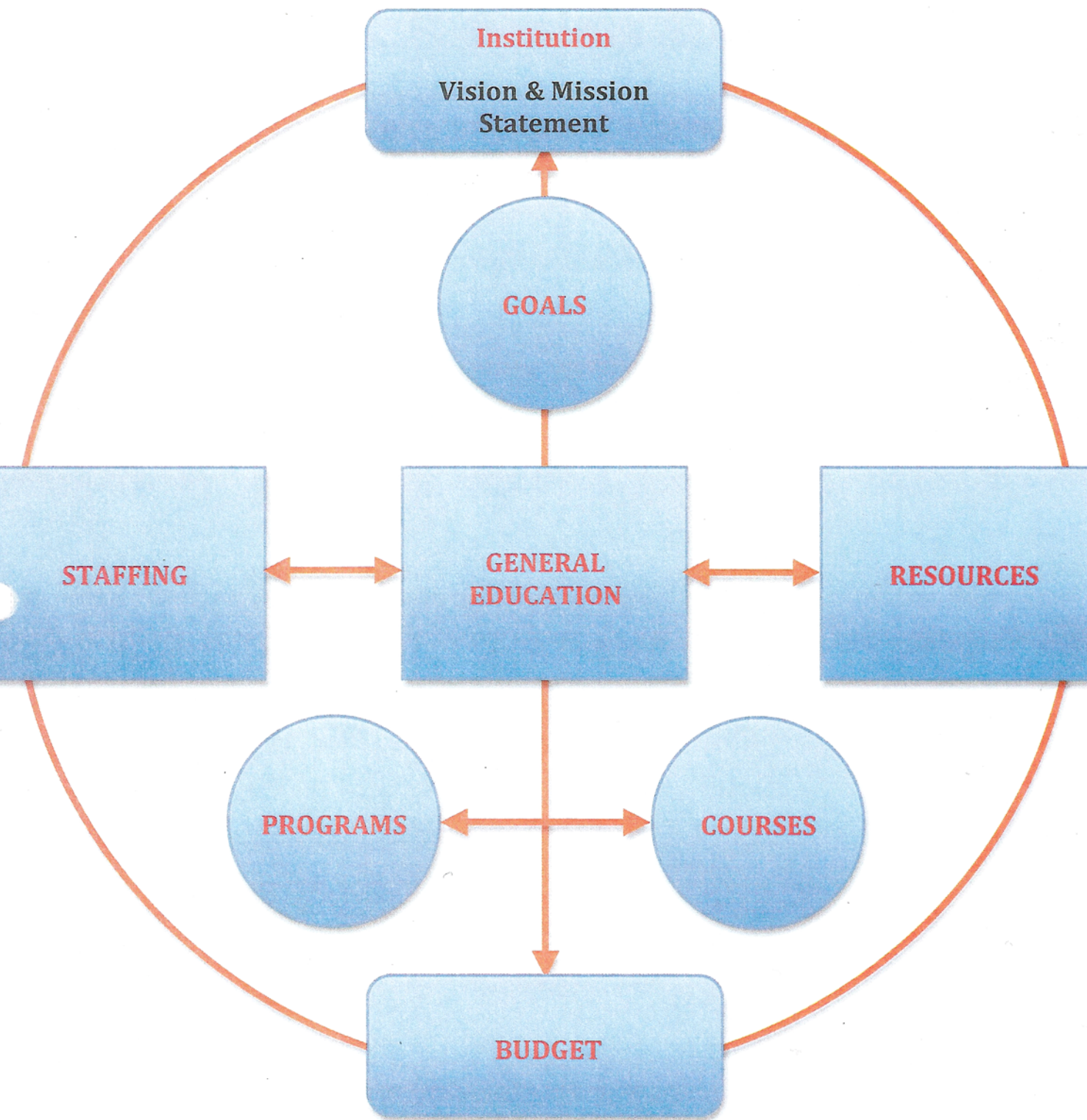Program review template is attached.

       kathleen

Dr. Kathleen Kolhoff, Vice President
Academic & Student Affairs
American Samoa Community College
P.O. Box 2609
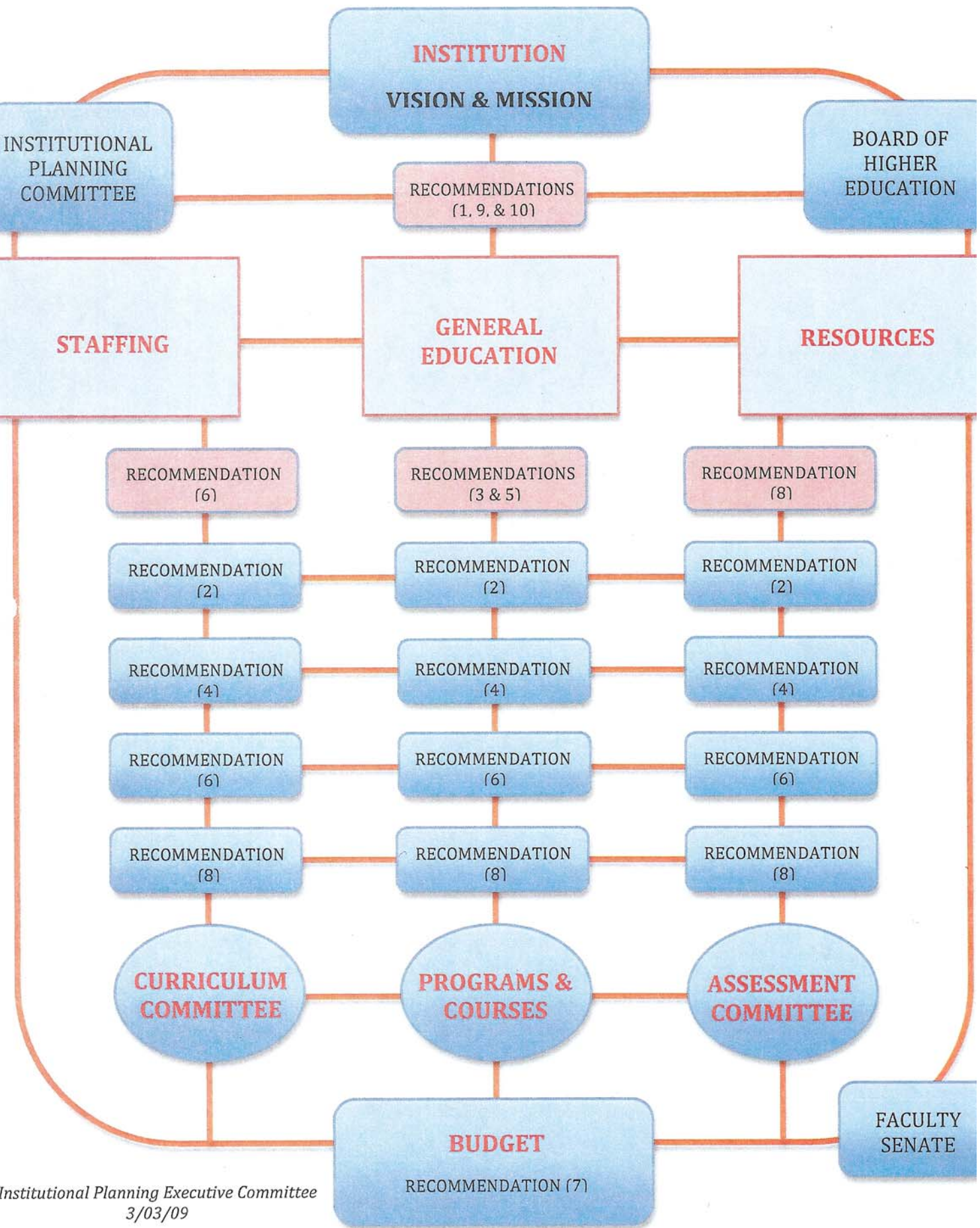Pago Pago, American Samoa 96799
684-699-2182

FREE Animations for your email - by IncrediMail! | Click Here! |
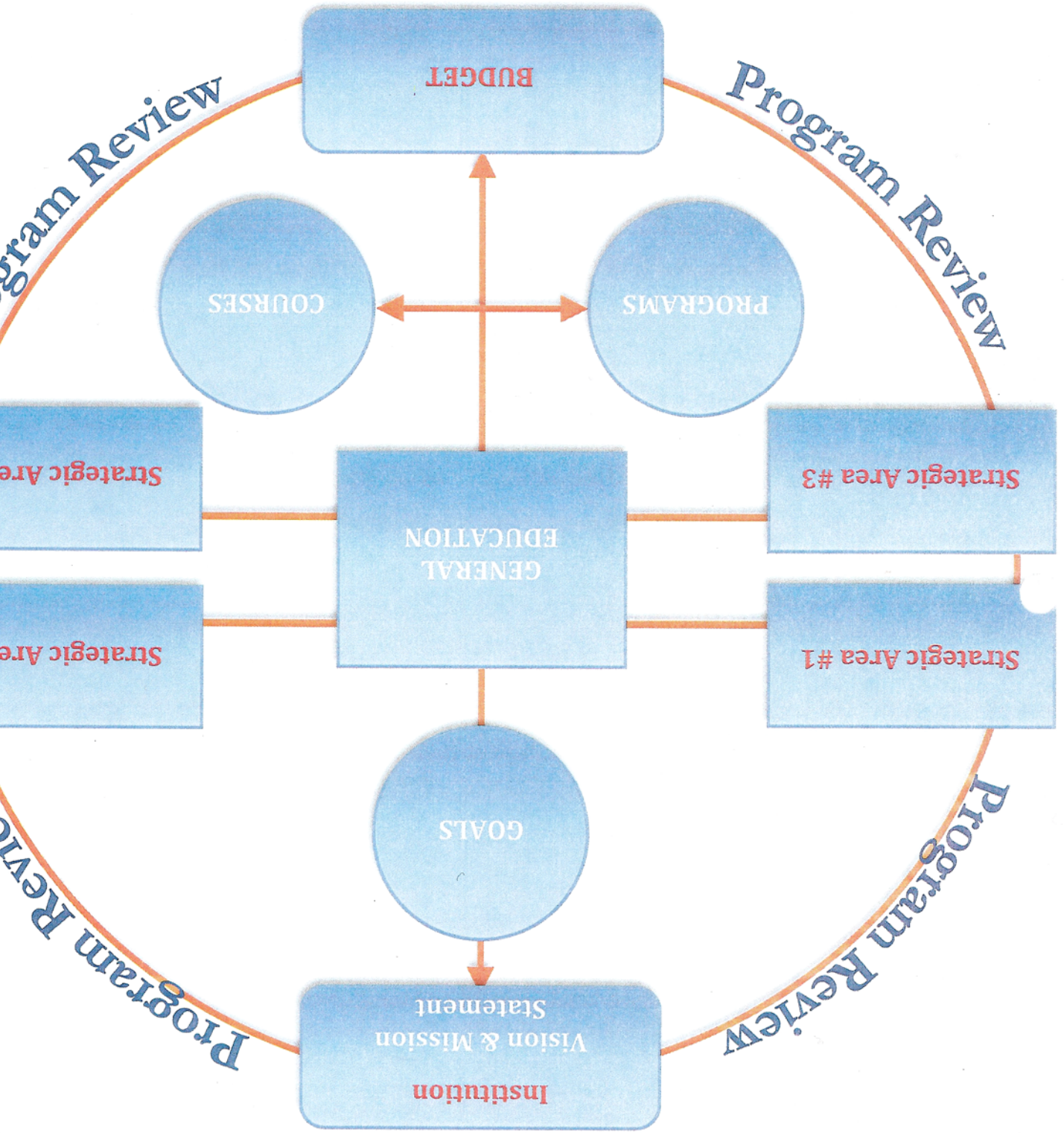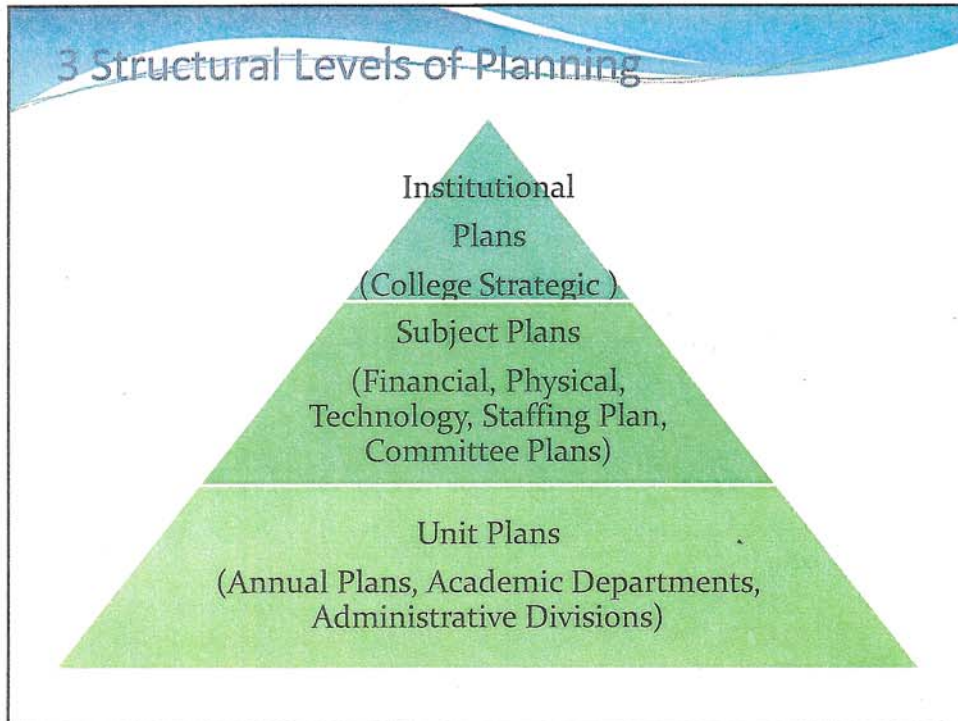
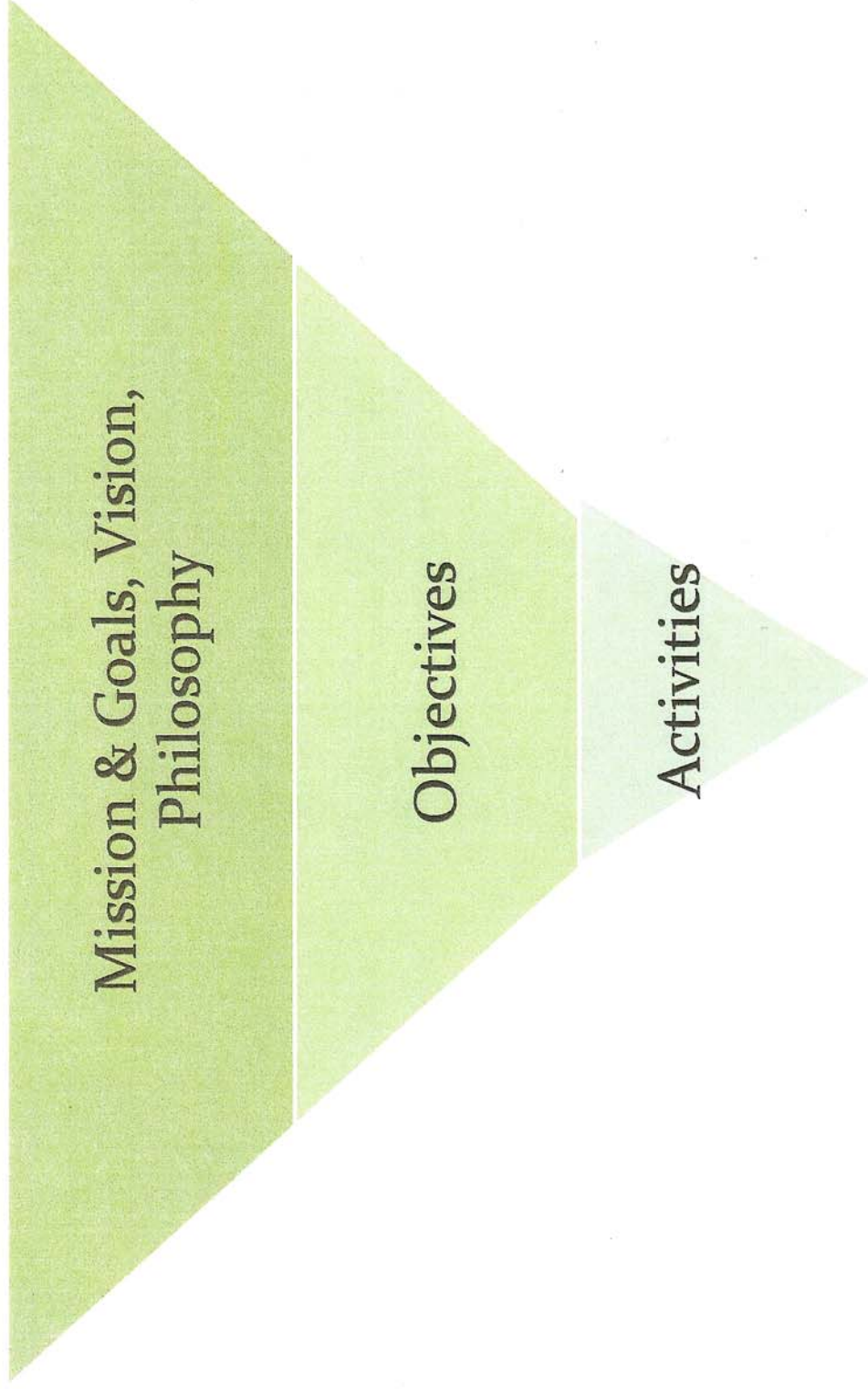**Institution**

Vision & Mission Statement

GOALS

STAFFING

GENERAL EDUCATION

RESOURCES

PROGRAMS

COURSES

BUDGET

INSTITUTION

VISION & MISSION

INSTITUTIONAL PLANNING COMMITTEE

BOARD OF HIGHER EDUCATION

RECOMMENDATIONS (1, 9, & 10)

STAFFING

GENERAL EDUCATION

RESOURCES

RECOMMENDATION (6)

RECOMMENDATIONS (3 & 5)

RECOMMENDATION (8)

RECOMMENDATION (2)

RECOMMENDATION (2)

RECOMMENDATION (2)

RECOMMENDATION (4)

RECOMMENDATION (4)

RECOMMENDATION (4)

RECOMMENDATION (6)

RECOMMENDATION (6)

RECOMMENDATION (6)

RECOMMENDATION (8)

RECOMMENDATION (8)

RECOMMENDATION (8)

CURRICULUM COMMITTEE

PROGRAMS & COURSES

ASSESSMENT COMMITTEE

BUDGET

RECOMMENDATION (7)

FACULTY SENATE

Institutional Planning Executive Committee
3/03/09

IPC Map B

Program Review

BUDGET

COURSES

PROGRAMS

Strategic Area

Strategic Area #3

GENERAL EDUCATION

Strategic Area

Strategic Area #1

GOALS

Institution
Vision & Mission
Statement

Program Review

3 Structural Levels of Planning

Institutional
Plans
(College Strategic)

Subject Plans
(Financial, Physical,
Technology, Staffing Plan,
Committee Plans)

Unit Plans
(Annual Plans, Academic Departments,
Administrative Divisions)

3 Functional Levels of Planning

Mission & Goals, Vision, Philosophy

Objectives

Activities

3 Functional Levels of Planning

Mission & Goals, Vision, Philosophy

Objectives

Activities

3 Structural Levels of Planning

Institutional Plans
(College Strategic)

Subject Plans
(Financial, Physical, Technology, Staffing Plan, Committee Plans)

Unit Plans
(Annual Plans, Academic Departments, Administrative Divisions)

MEETING AGENDA
MARCH 5, 2009

I.   OPENING PRAYER

II.   FORMATION OF IPC COMMITTEE

Recommendation 1: The visiting team recommends that the college designate a group of college constituents to oversee planning activities and to design a process to promote broader participation, provide more coordination, ensure greater integration of functional plans, and establish a clearer link to resource allocations.

A. Subcommittees –integration of functional plans, clearer link to resource
B. Membership in subcommittees – promote broader participation

III. ROLES AND RESPONSIBILITIES

A. MISSION
    1. Institutional –
The mission of the college is to foster successful student learning by providing educational programs and services of high quality that will enable students to achieve their educational goals and contribute to the social, cultural, political, economic, technological, and environmental well-being of American Samoa. To fulfill this mission, the College, as an open admissions United States accredited Land Grant institution, provides access to associate degree and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or nontraditional for:
        * *Transfer to institutions of higher learning*
        * *Successful entry into the workforce*
        * *Research and extension in human and natural resources*
        * *Awareness of Samoa and the Pacific*

    2. Division / Department / Program

B. GOALS AND OBJECTIVES
    Annual Goals
    Measurable objectives to meet the goals –
            Quarterly Reports (track progress)

C. EXPECTED OUTCOMES
    Institutional outcomes (communication skills, job skills, life skills)
            Learning outcomes (Program - Department, Division)
            Administrative outcomes (Service – Division, Unit)

D. PROGRAM REVIEW
  1. All academic and administrative divisions and programs
  2. Basic components of Program Review
    Inputs – description of the division / program mission, alignment to the Institution, goals and objectives, expected outcomes
    Operations – how does each functional operation align to the mission of the program or division?
    Outputs - What outcomes have we achieved or accomplished? What evidence do we have to measure this achievement? What expected outcomes have we not achieved? What impediments have contributed to this?

TIMELINE

	1ST WEEK	2ND WEEK	3RD WEEK	4TH WEEK
MARCH	Meeting IPC	Program Review	Program Review	Program Review
APRIL	Meeting IPC All program Reviews Due	Form subcommittees Establish the Components of Functional Plans	Subcommittee	Subcommittee
MAY	Meeting IPC All Subcommittee Reports	Functional Plans integrated with each other and the Budget Plan #*identified components	Subcommittee	Subcommittee
JUNE	Meeting IPC Integrated Process Reports	Recommendations 1, 6, 7 addressed	Subcommittee	Subcommittee
JULY	Meeting IPC Recommendations Addressed in plans	Recommendations 2, 3, 4, 5 addressed	Subcommittee	Subcommittee
AUGUST	Report writing IPC	Reports Subcommittee and Plans	Reports Subcommittee	Reports Subcommittee
SEPTEMBER	Continue with IPC And share report	Subcommittees share report		
OCTOBER	Visitation			

ASCC PLANNING COMMITTEE

The following individuals are designated as the ASCC Planning Committee:

President
Vice President for Academic & Student Affairs
Acting Vice President for Administration & Finance
Dean / Director of Community & Natural Resources
Dean of Academic Affairs
Dean of Student Services
Dean of ITT
Chairperson of Assessment Committee
Director of Human Resources
Director of MIS
Director of Facilities Management
President of Faculty Senate
      Faculty Reps – Daniel Chang, Letupu Moananu, Elisapeta Jones, Sonny Leomiti, Tavita
      Elisara, Sal Poloai
SGA President
Board Member
Director of Institutional Effectiveness (Chairperson)

Role and Responsibilities of the Planning Committee
      This group, either as committee of the whole or in sub-committees, will meet regularly to
      coordinate and integrate institutional planning. The following objectives will be met:
      Link all quarterly and annual reports to division and departmental goals
      Describe and document budget development process, integrating functional plans and
      allocation of resources
      Develop a draft of the integrated plan covering 2009 – 2012 by August 2009

March 5, 2009

The following actions were made in the meeting of the IPC Core group on March 5, 2009 at 4:00 – 6:00pm.

Division and Programs as outlined by the organizational chart were divided among the four core members who will be responsible for the monitoring of the program review process and the collection of completed reports:

Mikaele	Rosevonne	Tafa	Sonny
Financial Aid	Finance / Business Office	Student Services	Academic Affairs
Physical Facilities	Human Resources	Gear Up	ITT
MIS	SBDA	SSS	Samoan Institute
	Philanthropic Foundation	Upward Bound	Teacher Ed
	IE	AELEL	
		UCEDD	

In order to complete a comprehensive program review by March 27th, the program review components will be completed in this way:

Inputs	March 12	submitted to IE
Operations	March 19	submitted to IE
Outputs	March 26	submitted to IE

Timeline for Reports

Planning Timeline	Dept or Division	Staffing, Resources, Facilities	Institutional
March 2009	Program Review meeting (March 5)	Committee Roles & Responsibilities Quarterly Reports Budget Flow Chart	
April 2009	Draft of Program Review Tutoring Activity Plan		
May 2009	Final Program Review & SLOs identified		
June 2009	Transfer Plan	Staffing Plan	Committee Recommendation
July 2009			Organizational Flowchart of all Decision making processes
August 2009	New transfer plan	Budget Plan 5 year	Strategic Plan
September 2009			

Subject: Memo on Institutional Program Review
Date: Monday, March 9, 2009 11:15 AM
From: Rosevonne Pato <r.pato@amsamoa.edu>
To: asccstaff@amsamoa.edu, asccfaculty@amsamoa.edu, aareta@yahoo.com, htalex@worldnet.att.net
Cc: s.galeai@amsamoa.edu, k.kolhoff@amsamoa.edu, Falema'o Pili , danaga98@yahoo.com
Conversation: Memo on Institutional Program Review

Deans & Directors, Faculty and staff.
Please read the memo attached outlining the role of the Institutional Executive Core Committee (IPECC) in the institutional wide program review process. Also attached is the electronic template for the INPUTS section of the program review. All employees of ASCC in every division must complete the sections I - V of the template. Upon completion, please submit it to the IPECC member assigned to your division (see memo). The two other components will be sent later next week.

Thank you for your full cooperation and support in this institutional effort to ensure effectiveness in all programs and services.

Rosevonne M. Pato
Director, Institutional Effectiveness
American Samoa Community College
699-7834 or 699-9155

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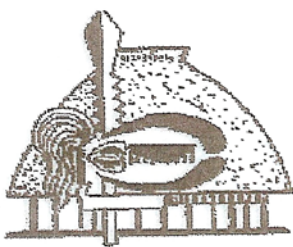
American Samoa Community College

March 4, 2009

TO: Institutional Planning Committee (IPC)
Dr. Kathleen Kohlhoff Belle, Vice President Academic & Student Affairs/ ALO
Dr. Falema'o Pili, Acting Vice President Adminstration & Finance / CFO
Dr. Dan Aga, Dean/ Director CNR
Dr. Emelia Le'I, Dean of Student Services
Dr. Irene Helsham, Dean of Academic Affairs
Mr. Bill Emmsley, Dean of ITT
Mr. Mikaele Etuale, Assessment Committee chairperson
Mrs. Komiti Panama-Emmsley, Director HRO
Ms. Grace Tulafono, Director MIS
Mr. Kenape Aumavae, Director of Facilities Management
Ms. Tafa Tupuola, Faculty Senate President
Mr. Sal Poloai, Faculty Rep
Mr. Daniel Chang, Faculty Rep
Mrs Letupu Moananu, Faculty Rep
Mrs. Elisapeta Faalafi Jones, Faculty Rep
Mr. Sonny Leomiti, Faculty Rep
Mr. Tavita Elisara, Faculty Rep
SGA President
Board Representative
Mrs. Virginia Mailo-Filiga, Staff Rep
Dr. Lina Scanlan, Special Programs
Mr. Roy Fua, Special Programs
Mr. Herbert Thweatt, Special Programs

FROM: Rosevonne M. Pato, IPC Chairperson, _____ 3/4/09

VIA: Dr. Seth Galea'i, ASCC President, _____ 3/4/09

RE: First Meeting of the Institutional Planning Committee

You have been asked to serve on the Institutional Planning Committee (IPC) to address the planning process for several areas of the ASCC institution. The role and responsibilities of each member of this committee will be discussed in this initial meeting. We will also discuss the following areas:

- The process and timeline for program reviews for all divisions
- The integrated planning framework
- The timeline for all reports and plans
- Steps in addressing the WASC recommendations

The meeting will be at 12:30pm in the lecture hall. Your dedication and commitment to this committee is an integral part in moving forward in our achievement of the institutional mission and student learning outcomes.

Timeline for Reports

Planning Timeline	Dept or Division	Staffing, Resources, Facilities	Institutional
March 2009	Program Review meeting (March 5)	Committee Roles & Responsibilities Quarterly Reports Budget Flow Chart	
April 2009	Draft of Program Review Tutoring Activity Plan		
May 2009	Final Program Review & SLOs identified		
June 2009	Transfer Plan	Staffing Plan	Committee Recommendation
July 2009			Organizational Flowchart of all Decision making processes
August 2009	New transfer plan	Budget Plan 5 year	Strategic Plan
September 2009			

DATA COLLECTION TEMPLATE FOR PROGRAM REVIEW

Department:

Director:

Staff (name & position)

Department Mission:

Department Goals:

Department Objectives for 2008-2009 (To be used by President Galea'i for annual

evaluation) :

To which of the following Student Learning Outcomes does your Department contribute and how?

1. *Communication Skills*
   <u>*Speaking and Writing*</u>
   - *Speak and write clearly to a variety of audiences*
   - *Use oral and written skills to organize, deliver and evaluate*
   - *Use interpretation and evaluation of information received through different media*
   - *Illustrate, compose, edit and justify sources*

   <u>*Reading*</u>
   - *Comprehend, interpret and evaluate information received through different media*
   - *Understand and appreciate the meaning of literary expression*

   <u>*Listening*</u>
   - *Follow instructions, procedures and guidelines effectively*
   - *Provide and express meaningful and productive feedback*
   - *Demonstrate active responsiveness to presenting issues and situations*

2. *Job Skills*
   <u>*Transferable*</u>
   - *Apply knowledge and skills to assigned jobs or tasks (computer skill, communication skills, math skills, reading skills, etc.*

   <u>*Adaptive*</u>
   - *Demonstrate important work qualities (promptness, dependability, initiative, etc.*
   - *Develop insights into human experience and apply to personal, occupational or social relationships*
   - *Recognize relevance of career choices of life-long learning*

   <u>*Job Specific*</u>
   - *Apply specific job skills and abilities to perform given tasks/projects effectively and efficiently*
   - *Apply acquired knowledge and skills to real work situations*
   - *Preparation for employment or increased competency in current occupation*

3. *Life Skills*
   <u>*Personal Responsibility*</u>
   - *Develop and apply ethical decision making in real life situations*
   - *Develop a positive self-concept*

- *Understand a sense of responsibility*
- *Understand and value life-long learning*
- *Understand, demonstrate, and promote good health choices and practices*

Respect and Diversity

- *Recognize and respect the perspective of others*
- *Contribute to the solution of interpersonal problems, issues or concerns*
- *Value cooperation/collaboration*
- *Develop an awareness of diverse attitudes, values and beliefs*
- *Demonstrate responsibility in being an active and contributing citizen of American Samoa, the Pacific Region and the world*

Problem Solving

- *Know and apply the importance of persistence, amount of work and time allocated in addressing tasks*
- *Identify and assess real or potential problems and formulate effective solutions or options*
- *Formulate strategies and ideas and accept and use the ideas of others in solving problems*
- *Select, organize and effectively utilize appropriate resources*

Using Technology

- *Utilize electronic media to communicate, locate and retrieve information*
- *Apply technology to locate, interpret, organize and present information*

Does your department have any additional administrative or student services SLOs?

Subject: **Program Review**
Date: Tuesday, March 24, 2009 2:23 PM
From: Rosevonne Pato <r.pato@amsamoa.edu>
To: ASCCFaculty@amsamoa.edu, asccstaff@amsamoa.edu,
asccdir@amsamoa.edu
Cc: s.galeai@amsamoa.edu, k.kolhoff@amsamoa.edu, Falema'o Pili
Conversation: Program Review

Deans, Directors, staff (faculty) and all,
I am sending the last section of the Program Review (OUTPUTS) to
all of you to complete. Please try to complete the survey from each of
your own viewpoints and responsibilities within your division in mind.
Although the due date has been extended to March 30 (Monday), if
you can send it in before this it will be appreciated and will greatly
help our office to compile and summarize the information sooner.

I appreciate the valuable information you are providing to the
Program Review. Each and everyone of your surveys
(questionnaires) is of great importance to the Program Review
process. I am also sending the original memo for your review.

Rosevonne M. Pato
Director, Institutional Effectiveness
American Samoa Community College
699-7834 or 699-9155

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Subject: Fw: Program Review
Date: Wednesday, March 25, 2009 8:54 AM
From: Rosevonne Pato <r.pato@amsamoa.edu>
To: m.etuale@amsamoa.edu, s.leomiti@amsamoa.edu,
t.tupuola@amsamoa.edu, s.poloai@amsamoa.edu
Conversation: Program Review

In case you haven't received it.

-------Original Message-------

From: Rosevonne Pato
Date: 3/24/2009 2:25:55 PM
To: ASCCstaff@amsamoa.edu
Subject: Fw: Program Review

Subject: Program Review

Deans, Directors, staff (faculty) and all,
I am sending the last section of the Program Review (OUTPUTS) to
all of you to complete. Please try to complete the survey from each of
your own viewpoints and responsibilities within your division in mind.
Although the due date has been extended to March 30 (Monday), if
you can send it in before this it will be appreciated and will greatly
help our office to compile and summarize the information sooner.

I appreciate the valuable information you are providing to the
Program Review. Each and everyone of your surveys
(questionnaires) is of great importance to the Program Review
process. I am also sending the original memo for your review.

Rosevonne M. Pato
Director, Institutional Effectiveness
American Samoa Community College
699-7834 or 699-9155

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Subject: OUTPUTS surveys/questionnaires
Date: Monday, March 30, 2009 12:47 PM
From: Rosevonne Pato <r.pato@amsamoa.edu>
To: ASCCFaculty@amsamoa.edu, ASCCStaff@amsamoa.edu,
asccdir@amsamoa.edu, htalex@worldnet.att.net,
a.areta@amsamoa.edu, tanyalesa@yahoo.com
Cc: dan aga danaga98@yahoo.com, k.kolhoff@amsamoa.edu,
Falema'o Pili , s.galeai@amsamoa.edu, m.etuale@amsamoa.edu,
s.leomiti@amsamoa.edu, t.tupuola@amsamoa.edu,
s.poloai@amsamoa.edu
Conversation: OUTPUTS surveys/questionnaires

To all Faculty, Staff, and Deans and Directors,

1. Please remember today March 30, 2009 is the due date for all
OUTPUTS surveys/questionnaires. We had an excellent return of the
Inputs (about 98% of all ASCC division staff), a fair return of the
Operations (missing several divisions - please submit ASAP, these
were due last week), and we are waiting for the OUTPUTS to be
submitted throughout today.

2. Please also be reminded that this information will be returned to
your division in a detailed summary of all the data you submitted (to
be given out to your division April 6). Each division will then be
required to come up with 1 - 5 recommendations for your division
BASED on the DATA from the Program Review (Inputs, Operations,
Outputs). If the surveys are not returned, your division has limited
data to base your recommendations.

3. The recommendations will be submitted to the subcommittees of
the Institutional Planning Committee (IPC) on April 20. The
subcommittees will use your recommendations to formulate the
Master Plans. This process of integrated planning allows everyone to
be considered in the final plans. We value your input toward the
Program Review (Inputs, Operations, Outputs) and your participation
in the integrated planning process.

Rosevonne M. Pato
Director, Institutional Effectiveness
American Samoa Community College
699-7834 or 699-9155

Subject: IPC Meeting
Date: Tuesday, March 31, 2009 3:07 PM
From: Rosevonne Pato <r.pato@amsamoa.edu>
To: i.helsham@amsamoa.edu, e.lei@amsamoa.edu,
b.emmsley@amsamoa.edu, k.emmsley@amsamoa.edu,
g.tulafono@amsamoa.edu, k.aumavae@amsamoa.edu,
d.chang@amsamoa.edu, l.moananu@amsamoa.edu,
e.faalafi@amsamoa.edu, t.elisara@amsamoa.edu,
l.scanlan@amsamoa.edu, r.fua@amsamoa.edu, htalex@att.net,
r.nuusa@amsamoa.edu, e.leuma@amsamoa.edu, ...
Cc: k.kolhoff@amsamoa.edu, dan aga danaga98@yahoo.com,
Falema'o Pili , s.galeai@amsamoa.edu
Conversation: IPC Meeting

This is a reminder of the scheduled April 1, 2009 meeting of the
Institutional Planning Committee (IPC) at 12:00pm in the Lecture Hall.
This meeting will review the timeline from April through October and
the role and responsibilities of the IPC members. We need more
representation from staff in this committee so I have added staff
members on to the committee.

Rosevonne M. Pato
Director, Institutional Effectiveness
American Samoa Community College
699-7834 or 699-9155

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Addresses recommendation #1

STEPS	DESCRIPTION OF ACTION	PERSONS INVOLVED
Select a Group	1. An institutional planning committee (IPC) was formed representative of all levels (administration, faculty, staff, students, and the Board) 2. A core executive group was selected to plan the process and to set the framework for integrated planning (IPECC) 3. Meeting called for the IPC to review program review process and integrated planning 4. IPECC meetings 3-4 times a week to discuss and plan program review	1. List of members attached 2. Rosevonne Pato (chairperson and IE), Mikaele Etuale (Academic Affairs and program review), Tafa Tupuola (policies and faculty senate), Sonny Leomiti (faculty rep, SLOs alignment), Sal Poloai (chairperson, ITT)
Program Review	1. Program Review began with formulating the 3 areas of program Review (Inputs, Operations, Outputs). Templates were sent out with deadlines to be submitted by the following dates March 12 – Inputs March 19 – Operations (extend 3/20) March 30 - Outputs	1. All divisions, all ASCC employees fill out the program review surveys 2. IPECC collects surveys and monitor progress 3. IE staff enter data from all surveys, tabulate data, summarize the data for summary reports to all divisions

Data Analysis (functional, and structural planning)	1. Summary reports of program review data distributed to all divisions.	1. IPECC and IE responsible for distribution and summary of data April 6.
	2. Divisions review data. Every staff within the division will identify priorities based on program review data.	2. Every staff within the division. April 6-20.
	3. Formulate recommendations from priorities identified.	3. Division staff (April 6-20)
	4. Divisions submit recommendations to the IPC subcommittees.	4. Division staff (April 21) (Whole Committee)
	5. Each IPECC will have a summary of their designated division/programs.	5. IPECC
	6. Subcommittees will be formed to review division recommendations and WASC recommendations (Staffing Issues (#6) Academic Issues #2, #3, #5), Resource Issues – technology, facilities #8, other resources)	6. IPC subcommittees (April 21)
	7. Subcommittees identify common concerns and needs throughout all division recommendations. (from program review data)	7. IPC Subcommittees (April 21-May 1)
Planning (integrated planning)	1. Subcommittees will use identified common concerns to formulate master plans as recommended in Recommendations #2, 4, 6, 8	1. IPC Subcommittees (May 1-15)
	2. All master plans will be used to develop a budget plan	2. IPC Subcommittees, CFO, President, Subcommittee Chairs (May 15 – 30)
	3. All plans will be used to develop the strategic plan based on IPC recommendations from each plan	3. President, Board of Higher Education (June 1 – 15)
Report to WASC	1. Dated compiled from all plans and written into the Progress Report to WASC. 2. By August of 2009, all recommendations will be addressed through Program Review, functional, structural, integrated planning that results in a Strategic Plan	1. IPC and ALO with all stakeholders

Addresses recommendation #1

STEPS	DESCRIPTION OF ACTION	PERSONS INVOLVED
Select a Group	1. An institutional planning committee (IPC) was formed representative of all levels (administration, faculty, staff, students, and the Board) 2. A core executive group was selected to plan the process and to set the framework for integrated planning (IPECC) 3. Meeting called for the IPC to review program review process and integrated planning 4. IPECC meetings 3-4 times a week to discuss and plan program review	1. List of members attached 2. Rosevonne Pato (chairperson and IE), Mikaele Etuale (Academic Affairs and program review), Tafa Tupuola (policies and faculty senate), Sonny Leomiti (faculty rep, SLOs alignment), Sal Poloai (chairperson, ITT)
Program Review	1. Program Review began with formulating the 3 areas of program Review (Inputs, Operations, Outputs). Templates were sent out with deadlines to be submitted by the following dates March 12 – Inputs March 19 – Operations (extend 3/20) March 30 - Outputs	1. All divisions, all ASCC employees fill out the program review surveys 2. IPECC collects surveys and monitor progress 3. IE staff enter data from all surveys, tabulate data, summarize the data for summary reports to all divisions

Data Analysis (functional, and structural planning)	1. Summary reports of program review data distributed to all divisions. 2. Divisions review data. Every staff within the division will identify priorities based on program review data. 3. Formulate recommendations from priorities identified. 4. Divisions submit recommendations to the IPC subcommittees. 5. Each IPECC will have a summary of their designated division/programs. 6. Subcommittees will be formed to review division recommendations and WASC recommendations (Staffing Issues (#6) Academic Issues #2, #3, #5), Resource Issues – technology, facilities #8, other resources) 7. Subcommittees identify common concerns and needs throughout all division recommendations. (from program review data)	1. IPECC and IE responsible for distribution and summary of data April 6. 2. Every staff within the division. April 6-20. 3. Division staff (April 6-20) 4. Division staff (April 21) (Whole Committee) 5. IPECC 6. IPC subcommittees (April 21) 7. IPC Subcommittees (April 21-May 1)	
Planning (integrated planning)	1. Subcommittees will use identified common concerns to formulate master plans as recommended in Recommendations #2, 4, 6, 8 2. All master plans will be used to develop a budget plan 3. All plans will be used to develop the strategic plan based on IPC recommendations from each plan	1. IPC Subcommittees (May 1-15) 2. IPC Subcommittees, CFO, President, Subcommittee Chairs (May 1 – 30) 3. President, Board of Higher Education (June 1 – 15)	
Report to WASC	1. Dated compiled from all plans and written into the Progress Report to WASC. 2. By August of 2009, all recommendations will be addressed through Program Review, functional, structural, integrated planning that results in a Strategic Plan	1. IPC and ALO with all stakeholders	

WASC visitation	October 2009, visitation will reveal all plans – Staffing Plan, Educational Plan, Facilities Plan, Technology Plan, Budget Plan, Strategic Plan and the processes in developing all plans.	

INSTITUTIONAL INTEGRATED PLANNING PROCESS

Addresses recommendation #1

STEPS	DESCRIPTION OF ACTION	PERSONS INVOLVED
Select a Group	1. An institutional planning committee (IPC) was formed representative of all levels (administration, faculty, staff, students, and the Board) 2. A core executive group was selected to plan the process and to set the framework for integrated planning (IPECC) 3. Meeting called for the IPC to review program review process and integrated planning 4. IPECC meetings 3-4 times a week to discuss and plan program review	1. List of members attached 2. Rosevonne Pato (chairperson and IE), Mikaele Etuale (Academic Affairs and program review), Tafa Tupuola (policies and faculty senate), Sonny Leomiti (faculty rep, SLOs alignment), Sal Poloai (chairperson, ITT)
Program Review	1. Program Review began with formulating the 3 areas of program Review (Inputs, Operations, Outputs). Templates were sent out with deadlines to be submitted by the following dates March 12 – Inputs March 19 – Operations (extend 3/20) March 30 - Outputs	1. All divisions, all ASCC employees fill out the program review surveys 2. IPECC collects surveys and monitor progress 3. IE staff enter data from all surveys, tabulate data, summarize the data for summary reports to all divisions

Data Analysis (functional, and structural planning)	1. Summary reports of program review data distributed to all divisions.	1. IPECC and IE responsible for distribution and summary of data April 6.
	2. Divisions review data. Every staff within the division will identify priorities based on program review data.	2. Every staff within the division. April 6-20.
	3. Formulate recommendations from priorities identified.	3. Division staff (April 6-20)
	4. Divisions submit recommendations to the IPC subcommittees.	4. Division staff (April 21) (Whole Committee)
	5. Each IPECC will have a summary of their designated division/programs.	5. IPECC
	6. Subcommittees will be formed to review division recommendations and WASC recommendations (Staffing Issues (#6) Academic Issues #2, #3, #5), Resource Issues – technology, facilities #8, other resources)	6. IPC subcommittees (April 21)
	7. Subcommittees identify common concerns and needs throughout all division recommendations. (from program review data)	7. IPC Subcommittees (April 21-May 1)
Planning (integrated planning)	1. Subcommittees will use identified common concerns to formulate master plans as recommended in Recommendations #2, 4, 6, 8	1. IPC Subcommittees (May 1-15)
	2. All master plans will be used to develop a budget plan	2. IPC Subcommittees, CFO, President, Subcommittee Chairs (May 15 – 30)
	3. All plans will be used to develop the strategic plan based on IPC recommendations from each plan	3. President, Board of Higher Education (June 1 – 15)
Report to WASC	1. Dated compiled from all plans and written into the Progress Report to WASC. 2. By August of 2009, all recommendations will be addressed through Program Review, functional, structural, integrated planning that results in a Strategic Plan	1. IPC and ALO with all stakeholders

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	2. All master plans will be used to develop a budget plan	2. IPC Subcommittees, CFO, President, Subcommittee Chairs (May 1 – 30)	
	3. All plans will be used to develop the strategic plan based on IPC recommendations from each plan	3. President, Board of Higher Education (June 1 – 15)	
Report to WASC	1. Dated compiled from all plans and written into the Progress Report to WASC. 2. By August of 2009, all recommendations will be addressed through Program Review, functional, structural, integrated planning that results in a Strategic Plan	1. IPC and ALO with all stakeholders	

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Program Review	1. Program Review began with formulating the 3 areas of program Review (Inputs, Operations, Outputs). Templates were sent out with deadlines to be submitted by the following dates March 12 – Inputs March 19 – Operations (extend 3/20) March 26 - Outputs	1. All divisions, all ASCC employees fill out the program review surveys 2. IPECC collects surveys and monitor progress 3. IE staff enter data from all surveys, tabulate data, summarize the data for summary reports to all divisions

| Data Analysis (functional, and structural planning) | 1. Summary reports of program review data distributed to all divisions.

2. Divisions review data. Every staff within the division will identify priorities based on program review data.

3. Formulate recommendations from priorities identified.

4. Divisions submit recommendations to the IPC subcommittees.

5. Subcommittees will be formed to review division recommendations and WASC recommendations (Staffing Issues (#6) Academic Issues #2, #3, #5), Resource Issues – technology, facilities #8, other resources)

6. Subcommittees identify common concerns and needs throughout all division recommendations. (from program review data | 1. IPECC and IE responsible for distribution and summary of data March 28, 29)
2. Every staff within the division. (March 30& 31)

3. Division staff (April 1)

4. Division staff (April 1)

5. IPC subcommittees (April 1 – 10)

6. IPC Subcommittees (April 1 - 10) |
| Planning (integrated planning) | 1. Subcommittees will use identified common concerns to formulate master plans as recommended in | 1. IPC Subcommittees (April 13 – 30) |

eans and Directors, Faculty and Staff,

nce again the Institutional Planning Committee (IPC) and the IPC
re group have put together the Program Review (Operations
mplate) questionnaire. This section also requires that every
dividual, staff and administrators, fill out the template and answer
e questions pertaining to your role in the operations of your unit,
vision, or department.

want to thank all of you who participated in the Inputs section of the
rogram Review. We now have about 96% of all ASCC employees
ho have returned the questionnaire. It is our hope that we have your
ontinuous support in completing and submitting the Operations

			KNOW	
MISSION				
Do you know the mission of your division?				
Did you participate in the development of the mission of your division?				
How does the mission of your division support the College's mission?				
For Land Grant and Grant Programs Only What is the role of the Advisory Council in the development of the program's mission?				
GOALS			*	
Do you know the goals of your division?				
Did you participate in the development of the goals of your division?				
Are you directly involved in the implementation of the goals of your division?				
For Land Grant and Grant Programs Only What is the role of the Advisory Council in the development of the program's goals?				
OBJECTIVES				
Do you know the objectives of your division?				
Did you participate in the development of the objectives of your division?				
Are you directly involved in the implementation of the objectives of your division?				

				*
at is the length of time you spend on a rticular task in your scope of work? Describe task and the time it takes.				
hat is expected of you to complete at the end the day? The week?				*
hat prevents you from effectively performing ur duties?				*
hat other duties are you involved in that				*