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# Integrated Planning

American Samoa Community College  
Institutional Planning Committee (IPC)  
Summer 2009

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## What is our purpose?

\*\*\*\* [OUR PURPOSE IS OUR MISSION] \*\*\*\*

# Mission Statement

- The mission of the American Samoa Community College is to foster successful student learning by providing educational programs and high quality services that will enable students to achieve their educational goals and to 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 non-traditional 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.

## 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.

## Recommendation 2

- The visiting team recommends that the college develop a document that fully describes the relationship between the assessment of SLOs, program review, and planning. It is further recommended that this document be shared throughout the campus community and its content presented to various constituency groups.

## Recommendation 3

- The visiting team recommends that the college establish a comprehensive tutoring and learning assistance program to support students enrolled in both basic skills and upper level transfer courses.

## Recommendation 4

- The visiting team recommends that the college improve collection and dissemination of student success data to ensure effective data driven planning and to support college dialogue.

## Recommendation 5

- The visiting team recommends that the college improve transfer advisement and coordination and establish a comprehensive support program to meet the college's transfer mission

## Recommendation 6

- The visiting team recommends that the college develop a staffing plan and budget development process that are integrated with institutional planning, including educational master plan and facilities plan.

## Recommendation 7

- The visiting team recommends that the college respond to the finding cited in the 2007 audit, specifically, checks issued to financial aid recipients that were not cashed, and resolve the issue.

## Recommendation 8

- The visiting team recommends that the college develop a plan to fund the total cost of ownership for recent capital investments in computing technology, facilities expansion, and air conditioning, based on support area program review and integrated planning.

## Recommendation 9

- The visiting team recommends that the college identify and document the charge the scope of authority, and the responsibilities of each college committee; identify and document the roles, scope of authority, and responsibilities of students, faculty, staff and administrators in decision-making processes; and identify and document the specific procedures for moving items or issues through decision-making processes at the college, including mechanisms for providing feedback.

## Recommendation 10

- The visiting team recommends that the Board, in consultation with the President, define and delineate the roles and responsibilities of the Board in college operations and policy making and develop an evaluation process to determine effectiveness of the delineation.

### Now we understand the Purpose...

- We begin the process of integrated planning



### *3 Structural Levels of Planning*



### *3 Functional Levels of Planning*





## Integrated Planning Process

- Process is important
- Broad participation on all levels
- “Data” driven decisions
- Follow through

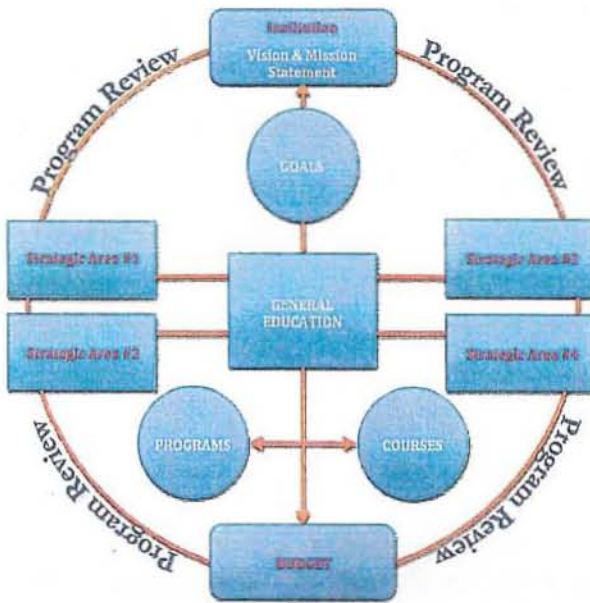
## Integrated Planning Phase #1



# Integrated Planning Phase #2



Program Review:

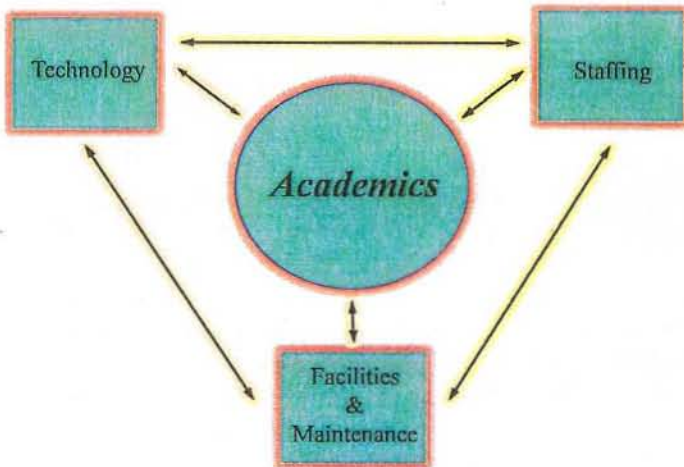


Institutional Planning Committee 3/02/09

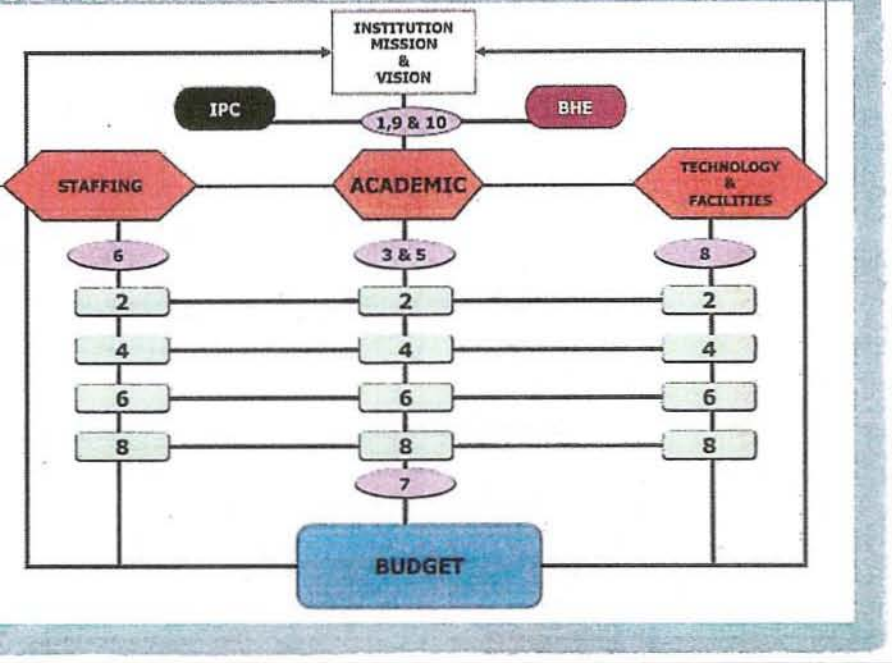
**ASCC Program Review  
Recommendations**

IPECC Categorizing of Recommendations				
	New/Construction	Renovation	Accessibility	Safety
Facilities & Maintenance	PFM (R-1)	Samoa Institute (R-2)	MIS (R-3)	MIS (R-4)
	ITT (R-1)	ITT (R-1)	ITT (R-1)	ITT (R-1)
	PFM (R-2)	Financial Aid (R-1)	Adult Education (R-2)	CNR (R-1)
	ITT (R-2)	Student Services (R-1)	Business Office (R-2)	SSS (R-2)
	Student Services (R-2)	Adult Education (R-1)		SSS (R-3)
	Financial Aid (R-4)	Clear Up (R-1)		SSS (R-4)
	Samoa Institute (R-2)	SSS (R-2)		Business Office (R-1)
	Clear Up (R-3)	Teacher Education (R-2)		Academic Affairs (R-1)
	Upward Bound (R-4)	Academic Affairs (R-3)		
	CNR (R-2)			
Teacher Education (R-2A3)				
Academic Affairs (R-3)				
Technology	Computers/Servers	Distance Learning	Network/Connections	Multi-Media
	Samoa Institute (R-2)	Academic Affairs (R-3)		Student Services (R-2)
	Student Services (R-2)			Academic Affairs (R-3)
	Samoa Institute (R-2)			
	Financial Aid (R-4)			
Upward Bound (R-4)				
Teacher Education (R-3)				
Academic Affairs (R-3)				
Staffing	More Staff	Reclassification	Professional Development	
	Student Services (R-4)	PFM (R-4)	Financial Aid (R-3)	MIS (R-1)
	MIS (R-2)	ITT (R-5)	Financial Aid (R-5)	PFM (R-2)
	Samoa Institute (R-4)	Human Resources (R-4)	Human Resources (R-2)	ITT (R-3)
	Human Resources (R-4)	Upward Bound (R-2)	Human Resources (R-3)	Student Services (R-5)
	Financial Aid (R-2)	Academic Affairs (R-4)	Samoa Institute (R-4)	CNR (R-1)
	Academic Affairs (R-3)		Academic Affairs (R-1)	Teacher Education (R-2)
	Clear Up (R-4)		Academic Affairs (R-1)	
Academics	Academic Support/Services	Student Success	Assessment	
	Clear Up (R-5)	Teacher Education (R-4)	PFM (R-5)	
	SSS (R-1)	Academic Affairs (R-5)	Academic Affairs (R-5)	
	SSS (R-5)			
	Upward Bound (R-1)			
	Upward Bound (R-5)			
Academic Affairs (R-2)				

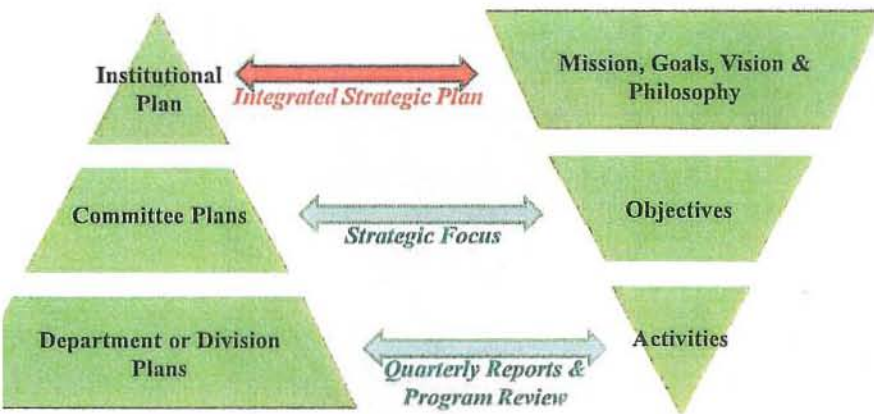
**Integrated Planning**



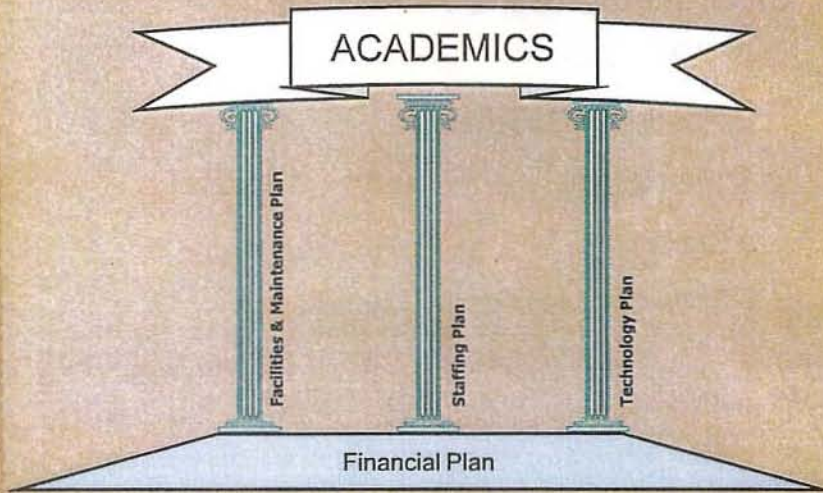
# SC Recommendations



## Integrated Planning Phase #3



## Reemphasize the “purpose”



## The Plans.....

- Academic
- Facilities & Maintenance
- Technology
- Staffing
- Financial



## Strategic Focus

### Four Strategic Areas of Focus:

- Academic Excellence
- Technology
- Staffing
- Physical Facilities & Maintenance

## IPS Subcommittees

### \* Responsibilities:

#### ◆ Planning Process

- Strategic Goals
  - Strategic Objectives
  - Performance Indicators & Activities
  - Budget Drafts
  - Draft of Plans

## academic excellence

✦ **Strategic Goal #1: "High Quality Educational Programs" WASC Recommendations- 2, 3, 4, 5, 6, & 8**

*ASCC will enhance and deliver, innovative, effective education & support programs to facilitate Student Academic Success*

**Strategic Objectives: ASCC will.....**

1. Provide highly qualified faculty, appropriate facilities and a curriculum that reflects Communication, Job, and Life Skills
2. Assess and revise/restructure curriculum
3. Emphasize High Quality Teaching & Services
4. Develop programs that serve the needs of the Community
5. Increase the quality and availability of Educational Technology
6. Deliver/provide Academic Support by strengthening services (Academic Counseling, Tutoring, Finances, Resources & Campus Life)
7. Enhance opportunities for Student Academic, Career and Personal Success
8. Expand Academic Programs to meet it's Mission

## academic excellence

✦ **Strategic Goal #2: "Faculty & Staff Performance Commitment" WASC Recommendations- 2, 3, 4, 5, 6, & 8**

*ASCC will support Faculty & Staff Performance Commitment*

**Strategic Objective:**

1. Provide a Work Environment that encourages professional growth, recognizes and support excellence in Services and provide advancement opportunities

# Technology

## **Strategic Goal #1: "Computer and Server"**

*WASC Recommendations-2, 4, 6, & 8*

*ASCC will effectively maintain and develop its Computer and Server assets and services to internal and external stakeholders*

*Strategic Objectives: ASCC will*

- 1. Meet the challenge of current Computer and Server needs of ASCC stakeholders.*
- 2. Meet the challenge of future technological needs of ASCC stakeholders*

# Technology

## **Strategic Goal #2: "Network & Communication"**

*WASC Recommendations-2, 4, 6, & 8*

*ASCC will effectively maintain and develop its Network & Communication assets and services to internal and external stakeholders*

*Strategic Objective: ASCC will*

- 1. Provide reliable network and telecommunications connectivity*



## Technology

✦ **Strategic Goal #3: "Multimedia/Peripheral"**  
*WASC Recommendations-2, 4, 6, & 8*

*ASCC will effectively maintain and develop its Multimedia/Peripheral assets and services to internal and external stakeholders*

*Strategic Objective: ASCC will*

- 1. Enhance the opportunities for all ASCC stakeholders to utilize and access multimedia services*

## Technology

✦ **Strategic Goal #4: "Distance Learning and Online Services"**  
*WASC Recommendations-2, 4, 6, & 8*

*ASCC will effectively maintain and develop its Distance Learning and Online Services to internal and external stakeholders*

*Strategic Objective: ASCC will*

- 1. Provide opportunities and access for Distance Learning and Online Services*

## Staffing

- \* **Strategic Goal #1: "Professional and Employee Development Training" WASC Recommendation 2, 4, 6, & 8**

*ASCC will invest and promote professional and employee development to enhance institutional effectiveness.*

**Strategic Objective:**

1. *Provide employee development training, certification, licensure, and degree opportunities supported by management to enhance and retain employees with competencies that promote high quality of services.*

## Staffing

- \* **Strategic Goal #2: "Reclassification" WASC Recommendation 2, 4, 6, & 8**

*ASCC will offer competitive and equitable compensation that aligns with employee performance*

**Strategic Objective: ASCC will**

1. *Provide comprehensive classification and performance evaluation program that will encourage employees to maximize quality of services.*

## Staffing

- ✦ **Strategic Goal #3: "Adequate Staffing" WASC Recommendation 2, 4, 6, & 8**

*ASCC will ensure adequate staffing that will promote high quality programs and services.*

**Strategic Objective: ASCC will**

- *Provide recruitment strategies to attract highly qualified employees to meet the demand of increasing enrollment and the needs of the community.*

- *Develop a hiring process that will assure diversity, integrity and quality of institutional programs and services.*

- *Provide retention strategies to retain adequate staffing for operation efficiency.*

## Physical Facilities & Maintenance

- ✦ **Strategic Goal #1: "New Construction" WASC Recommendation 2, 4, 6, & 8**

*ASCC will incorporate and review the existing facilities plan through formalized planning and plan schedule.*

**Strategic Objective:**

1. *Implement the proposed ASCC Campus Plan; this includes the construction of the Multipurpose Facility, Fale Samoa, and the refurbished Malae to accommodate institutional programs that leads to the fulfillment of our mission*

## Physical Facilities & Maintenance

- \* *Strategic Goal #2: "Renovations & Repairs" WASC Recommendation 2, 4, 6, & 8*

*ASCC will improve it's services through renovations by utilizing the allocation of resources maximizing productivity*

*Strategic Objective:*

- 1. Develop a comprehensive facilities renovation plan for the continuous upgrading of our physical assets for the successful implementation of all our programs and services*

## Physical Facilities & Maintenance

- \* *Strategic Goal #3: "Maintenance" WASC Recommendation 2, 4, 6, & 8*

*ASCC will develop an effective maintenance plan for facilities and equipment to maximize productivity*

*Strategic Objective:*

- 1. Develop and implement a long term scheduled comprehensive facilities and equipment maintenance plan to extend the life span of facilities and equipment ensuring the successful implementation of our academic and non academic programs*

## Budget Plan ??????????????

- *Recommendation #6*
- *Budget must be transparent and integrated through the planning process.*

## Community Review

- *Community and Stakeholders review all plans*
  - *Academics*
  - *Technology*
  - *Staffing*
  - *Physical Facilities & Maintenance*
  - *Budget*

## President

- *President reviews the plans*
- *President sets priorities ~~es~~ goals & obj's.*
- *The President presents the plan to the Board of Higher Education*

## Board of Higher Education

- *The Board of Higher Education monitors the progress of the Institutional Plan.*