



# 2020 Review of the ASCC ISP 2015-2020

## Institutional Planning Executive Core Committee

## **Introduction:**

The purpose of this document is to provide an update to the American Samoa Community College 2015-2020 Institutional Strategic Plan. The document provides status updates on actions taken by the College's internal constituencies to address the Institutional Planning Executive Core Committee's (IPECC) 2016 and 2018 recommendations.

The Status Report is formatted in tables purposely to provide updates on actions taken and justifications through cited evidence captured in College reports, manuals, handbooks, publications, meetings, and other types of documented communications. Evidence referenced in the report is hyperlinked to the College's online archives on [Compliance Assist](#), which will require ASCC employees to access the system using his/her username and password to access the online archives. All ASCC employees are granted access to the College's archives. A username and password may be issued upon request via [support@amsamoa.edu](mailto:support@amsamoa.edu) for internal and external stakeholders.

### **Authority:**

The Institutional Planning Executive Core Committee (IPECC) is a governance constituency given the authority to plan the process of program review; monitor the progress of all departments and programs as they undergo institutional wide program review; identify and propose recommendations on strategic priorities based on program review data; monitor the implementation of strategic priorities through institutional defined data collection mechanisms; and report semiannually on the status of the institutional strategic plan.<sup>1</sup>

### **Review Process:**

The Executive Director of the Office of Institutional Effectiveness (IE) who currently serves as the chairman of the Committee conducted the full review of the Institutional Strategic Plan 2015-2020. This change was initiated to simplify the review processes for the committee, given that the chairman has direct access to all of the College's reports, documentations, and publications not limited to the managing of the College's archive. Further justification for the process change was substantiated during the President's revamping of the College's reporting practices in September 2017.<sup>2</sup> This required College divisions to report following a bi-weekly, monthly, semester based, annual, or quarter based cycle focusing on criteria particular to operational status updates, projection of upcoming plans, challenges, and achievements. The President in September 2017 revived the Connections Newsletter publication with emphasis on the importance of transparency in decision-making, planning, and achievements to ensure that internal and external stakeholders are kept well informed. The IE Executive Director serves as the monitoring keeper of all reports and has been assigned by the President in September 2017, to draft the College's quarter performance reports to provide statuses on achievements, salient accomplishments, recommendations, and long range planning.

The review of the Institutional Strategic Plan commenced beginning in the Fall of 2019 during the IPECC's meeting with regard to the annual and biennial program review. In the summer of 2020, the IPECC convened to review the summaries of the 2020 program review and provided a list of priorities captured from the 2019 Program Review. The review process will conclude after the final review of the IPECC scheduled in the beginning of December 2020. Upon approval of the IPECC, the updated status report will be submitted to the President of the College.

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<sup>1</sup> Participatory Governance Structural Manual, pp. 16-17

<sup>2</sup> President's Memo #071-17 – College Reports

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## **2020 Committee Recommendations:**

In an effort to ensure that the College maintains its commitment to monitor the achievement of the Institutional Strategic Plan 2015-2020, the Committee provides the following recommendations for the review of the President and actionable plans for continued planning for institutional effectiveness. The Committee's 2020 findings and recommendations will contribute to the development of the College 2021-2026 Institutional Strategic Plan. The Committee provides the following recommendations in its attempt to bring closure to the College's 2015-2020 Institutional Strategic Plan. Evidence of the Committee's recommendations is listed in the Appendices section of the Report – Appendix A.

### **2020 Academic Excellence Committee Recommendations:**

#### ***Research:***

1. The Committee recommends that the College establish a Grants Committee/Council to conduct research on opportunities through grant funded opportunities to assist the Colleges academic, student support, and administrative resource needs.
2. The Committee recommends that the College through the Office of Institutional Effectiveness develop a survey to assess the Territory's Workforce Needs.

#### ***Improvements for Quality Assurance:***

1. Program Review: The Committee recommends that the College continue to improve the facilitation, assessment, and archiving of Student Learning Outcomes via its academic programs. The Committee recommends that the College develop a system of accountability following existing processes or by revising the existing processes to ensure the College's compliance with Accreditation policies.
2. Planning: The Committee recommends that the College continue to improve the tracking of academic program student graduation, retention, cohort persistence, transfer, and gainful employment mechanisms/processes for data tracking congruent to the College's Institution-set Standards. The Committee recommends that the College revisit its plans to determine the appropriateness of Service Learning, Articulation, Weekend Services, Employee Recognition, and Professional Development.
3. Evaluation: The Committee Recommends that the College continue to assess the effectiveness of its review of College policies, rules and regulations, publications and manuals, and annual evaluation mechanisms to ensure the consistency of information and timeliness for institutional access.

#### ***Online Services:***

1. The Committee recommends that the College fully implement its Distance Learning plans to ensure the offering of ASCC courses and services remotely as a measure to combat COVID-19 or any global pandemic in the future.

#### ***Awareness and Transparency:***

1. The Committee recommends that the College continue to expand the awareness of all institution plans to include the Comprehensive Maintenance annual plans on the College Website and during the College's annual convocation.

## **2020 Recommendations**

### **Technology, Physical Facilities and Maintenance, Staffing, and Total Cost of Ownership**

The following recommendations received from the Administrative Service divisions via the Vice President of Administration and Finance were accepted by the Institutional Planning Executive Core Committee (IPECC) based on its review of the Technology, PFM, Staffing, and TCO plans. Recommendations per se are coupled with the assessment status of the ASCC 2015-2020 Comprehensive Maintenance Plan (CMP), which is documented in a separate Report. The processes used by the Administration Service divisions to finalize its final recommendations are documented in separate document. The findings are as follows:

#### **General Recommendations**

1. The review committee recommends that the administrators of all administrative service division formalize a committee titled “Resource Committee” that will aid in the devising of a sustainable plan that encompasses a cycle and timeline for all ASCC resources. This Committee is recommended to be a Standing Committee bound by bylaws and chaired by the Vice President of Administrative Services and Finance to address the resource needs of the College as well as seeking potential funding through eligible grant programs that may assist the College.
2. The review committee recommends that a sustainable plan and clear processes for the Five Year(s) Comprehensive Maintenance Plan to include the following:
  - a. Ongoing Cycle System of Review
  - b. Coincides with the Annual Budget Process and Capital Improvement Plans
  - c. Timeline for the tracking of end-of-life equipment, replacement and disposal
  - d. Role of the Resource Specialist
3. The review committee recommends that the College initiate the necessary Accreditation processes for the offering of Distance Education/Substantive Change Requirements.
4. The review committee recommends that the Vice President of Administration and Finance develop an annual program review for all ASCC resources and administrative services.

#### **Strategic Focus II: Technology Recommendations**

1. The review committee recommends that available Technology Resources and Training opportunities be conducted to faculty and staff. An annual or biennial plan is developed based on the needs of all ASCC personnel in areas of technology.
2. The review committee recommends timely system maintenance and costs to determine the continued needs of the College and systems necessary and conducive to its needs.
3. The review committee recommends that the College develops rules and regulations and/or policies necessary for the solidifying of technology plans for purchasing, system access, and distribution of technological resources.
4. The review committee recommends that that the College provide monthly network broadband reports on the usage of broadband services to determine the needed capacity for internet usage for students, faculty and staff.

#### **Strategic Focus III: Physical Facilities and Maintenance Recommendations**

1. The review committee recommends that the College continue to advocate to seek opportunities in funding to support its operational needs.
  - a. Hard-to-fill areas are addressed (*Reclassification*)
  - b. Archiving of Blueprints for all College facilities
  - c. Physical Facility Improvements

#### **Strategic Focus IV: Staffing Recommendations**

1. The review committee recommends that the College thorough review its current classification system to ensure competitive classification grades for all personnel.
  - a. Hard-to-fill areas are addressed – internal trainings and certification for staff
  - b. Clarifications of ASCC classification system versus ASG approved classifications
2. The review committee recommends that College provide an update to the ASCC approved 2003 General Pay Schedule to include mandates that were recently approved by the American Samoa Government.
3. The review committee recommends that the College documents the review of the ASCC's performance evaluation data and determine how this data is conducive to decision-making.
4. The review committee recommends that the College devise an implementation plan for implementing the reclassification of faculty using a percentage of monies received from the Tobacco Tax.

#### **Strategic Focus V: Total Cost of Ownership Recommendations**

1. The review committee recommends that the College implement its processes for Fixed Asset Inventory regularly following an approved schedule and cycle.
2. The review committee recommends that the College work closely with its external stakeholders (Senators, District Representatives) to determine areas to fund the College's subsidies as per Public Law 22-30.

## 2018 Committee Recommendations:

In an effort to ensure that the College maintains its commitment to monitor the achievement of the Institutional Strategic Plan 2015-2020, the Committee provides the following recommendations for the review of the President and possible actionable plans to help improve institutional effectiveness.

1. Increase program review training for all divisions with particular focus on the evaluation of services offered; *(Status: Ongoing)*
2. Reassess the appropriateness of all technology resources and systems, and its conduciveness to instruction and administrative services; *(Status: Ongoing)*
3. Provide annual professional recognition for all ASCC employees, and to identify a source of funding for sustainability purposes; *(Status: Ongoing)*
4. Increase local MOU/MOA and grant funding opportunities for academic programs particular to the needs of the community and workforce; *(Status: Ongoing)*
5. Compile a program manual to include the curriculum and assessment framework for all academic and degree programs; *(Status: Ongoing)*
6. Determine the appropriateness of setting Institution-Set Standards for graduation, transfer, gainful employment, and CTE by definition of degree programs; *(Status: Ongoing)*
7. Expand the hours of support services to accommodate instructional services offered during the evening session and to seek funding for sustainability purposes, and to devise a plan for alternating staff hours; *(Status: Completed)*
8. Review the College's classification/reclassification system for employment to ensure competitive salaries for employees, and for hiring in technical and high need areas; *(Status: Ongoing)*
9. Improve and link student opinion data to service divisions for planning and decision-making; *(Status: Ongoing)*
10. Assess the linkage of each divisional mission to ASCC's Mission and provide appropriate training accordingly and consistently; *(Status: Ongoing)*
11. Identify a timeline/cycle of review to improve the appropriateness and accuracy of ASCC policies, governance protocol, SOPs, and service forms; *(Status: Ongoing)*
12. Develop policies for data systems and confidentiality particular to access and data; *(Status: Ongoing)*
13. Assess technology resources for system upgrades, software upgrades, improvement of email services, and increase network improvements/connectivity; and, *(Status: Ongoing)*

14. Provide awareness in reporting and a timeline or schedule of ongoing maintenance projects to ensure ADA and OSHA compliance for all College facilities. (*Status: Ongoing*)



## 2016 Committee Recommendations:

The IPECC 2016 recommendations listed below have been updated to include status indicators on actions taken by the College to address the Committee's recommendation. Status descriptions are provided according to each Academic Excellence strategic goal in the 2018-updated report of the Institutional Strategic Plan 2015-2020.

1. To change the implementation cycle of assessment/program review to the fall of each year to allow adequate time for the institution to review and assess institutional data, processes, and shared governance; *(Status: Completed)*<sup>3</sup>
2. To initiate an annual professional recognition of all ASCC employees; *(Status: Pending)*
3. To link student opinion data to service divisions for planning and improvement of SOPs; *(Status: Pending)*
4. To reemphasize the linkage of each divisional mission to ASCC's Mission and provide training accordingly and consistently; *(Status: Pending Completion)*<sup>4</sup>
5. To review service missions of all divisions to review and assess appropriateness of annual allocation; *(Status: Completed)*<sup>5</sup>
6. To reemphasize the importance of internal program review and transparency of divisional mission effectiveness and resource allocation and to review the appropriateness and accuracy of institutional protocol and all institutional forms; *(Status: Pending Completion)*<sup>6</sup>
7. To review access policies to data systems and confidentiality pertaining to access and data; *(Status: Pending)*
8. To increase funding sources for software updates, improvement of email services, and increase network improvements/connectivity; *(Status: Pending)*<sup>7</sup>
9. To reemphasize the importance of ADA and OSHA compliance, facility maintenance, and safety; and, *(Status: Pending Completion)*<sup>8</sup>
10. To reemphasize transparency of institutional newsletters and updates on governance, institutional processes and activities to accommodate employees who are not required computer/internet access. *(Status: Completed)*<sup>9</sup>

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<sup>3</sup> Evidence: IPECC Memo: ASCC 2017 Divisional Program Review Recommendation for Changes and Implementation (pp. 4-5)

<sup>4</sup> Evidence: PAC Meeting: Referencing Professional Development Needs Survey (*Pending Approval*)

<sup>5</sup> Evidence: Budget Planning Ad Hoc Committee Memo: Process and Presentation Proposal for FY 2018 Planning and Resource

<sup>6</sup> Evidence: Document Control Form (President's Email dated on the 09/26/17 titled Request for Form Changes)

<sup>7</sup> Evidence: President's Memo: Implementation of New Fees – 08/09/17

<sup>8</sup> Evidence: President's Memo: Appointment of Title IX Coordinator – 08/23/17

<sup>9</sup> Evidence: President's Memo: Institutional Documents and Reports – 02/23/18

## 2020 Institutional Strategic Plan - Status Report Update:

The report is organized into sections following the sequence of the Academic Excellence strategic plan goals, objectives, and expected outcomes as listed in the 2015-2020 Institutional Strategic Plan. The Physical Facilities and Maintenance, Staffing, Technology, and Total Cost of Ownership strategic plans are separated by goal(s) and expected outcome(s) and are aligned to the Academic Excellence plan within the status report. Status updates are formatted in each table according to the IPECC 2016 and 2018 recommendations along with sources of evidence, noted updates, and current recommendations.

The status report includes additional sections particular to statistical data for referencing purposes. Statistical data includes student enrollment data, student achievement data, data on student learning outcomes, program review, finance, and employee data.

# ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 1

**Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:**

FY 2017-2018

FY 2018-2019

FY 2019-2020

FY 2020-2021

**Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.**

**Academic Excellence Objective 1:** ASCC will provide qualified faculty, appropriate facilities and a curriculum driven by outcome qualities and competencies.

**Expected Outcomes (EO):**

1. A comprehensive institutional process has been defined to designate faculty and staff according to expertise and is aligned to divisional operations; **Status: Ongoing**
2. Processes and policies are reviewed and are updated accordingly to institutional internal and external trends. **Status: Ongoing**
3. Trends on student enrollment are documented and analyzed to determine high need areas in teaching and learning, and professional services; **Status: Ongoing**
4. Vacant positions and high need content and service areas continue to be fulfilled. **Status: Ongoing**
5. An institutional scheduling process is defined for the scheduling of all courses offered at ASCC to determine the maximization of classroom, labs, resource, and office space and occupancy intervals. **Status: Ongoing**
6. A Student Learning Outcome Awareness and Implementation Plan is defined and implemented to all ASCC employees. **Status: Ongoing**

### Academic Excellence: Goal 1 – Objective 1 – Expected Outcomes 1 and 2

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) and Update(s)
<b>a.</b> <u>2016 Recommendation:</u> Define a comprehensive institutional process for designating faculty and staff based on expertise.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> The reclassification and classification plan will be presented to the Board of	<u>2020 Committee Recommendation:</u> Completed ☺ Pending presentation to the Board of Higher Education.

	<p><u>2018 Recommendation:</u> Review the classification/reclassification of ASCC positions for salary equivalency (skilled areas) in comparison to other community colleges such as Guam, Palau, Saipan, Hawaii, etc.</p> <p><u>Note:</u> There is a lack of applicants with expertise in advertised job position submissions received by HR for high-need areas. This resulted to the re-advertisement of position(s) and/or hiring of applicants with degreed credentials, but not necessarily in the field of expertise as advertised.</p>		<p>Higher Education in the Fall of 2020 semester. The classification proposal clarifies areas of expertise based on the College's needs as well as contract benefits. Refer to the Vice President of Administrative and Finance monthly Reports.</p>	
<b>b.</b>	<u>2016 Recommendation:</u> Clarify processes for reviewing of policies.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2019 Update:</u> During the Board of Higher Education's Annual Retreat in the summer of 2019, the Board completed their review of Chapter 4, 6, 7, and 9 Board policies. Refer to Board Minutes and Agenda.</p> <p><u>2020 Update:</u> During the Board of Higher Education's Annual Retreat in the Fall of 2020, the Board completed the review of Chapters 5 and 8. This completes the full review of the Board's Governance Manual. All policies are now being compiled and will be disseminated as the Board's 2020 full updates of the ASCC Governance Manual. Refer to Board Minutes and Agenda.</p> <p>The Executive Leadership reviewed and updated the ASCC 2015 Participatory Governance Structural Manual.</p>	<p><u>2020 Committee Recommendation:</u> Updates of the process and timeline were discussed for the review of policies that are currently accurate with the College's Annual Program Review during the Executive Leadership review of the Participatory Structural Manual. The Annual Budget must be linked to the College's Annual Program Review.</p> <p><u>Note:</u> It is important to note that the College's annual budget call processes were put on hold for the past two fiscal years due to the limitation of funds approved and received in local subsidies. For the past two years, the College resubmitted the 2017 budget with no changes but, to include annual increments in the budget submitted to the Fono.</p>
<b>c.</b>	<u>2016 Recommendation:</u> Set a timeline cycle for 5 years for Policy review.			
<b>d.</b>	<u>2016 Recommendation:</u> Designate Divisions/Committees to clarify processes for reviewing policies.			
<b>e.</b>	<u>2016 Recommendation:</u> Clarify the role of HR in the Policy review process.			
<b>f.</b>	<p><u>2016 Recommendation:</u> Refer to Staffing Sub Committee for policy review.</p> <p><u>2018 Recommendation:</u> The College President defines a Policy Review process and timeline documenting procedures, timeline, cycle, and administrators responsible to monitor the review process. This will address the Committee's 2016 recommendations noted in sections b, c, d, e, and f of Expected Outcome 2. (Referencing Staffing Plan)</p>			

**Academic Excellence: Goal 1 – Objective 1 – Expected Outcomes 3 and 4**

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
<p><b>a.</b></p> <p><u>2016 Recommendation:</u> Clarify high need areas based on number of students enrolled in development courses.</p> <p><u>2018 Recommendation:</u> It is recommended that academic programs develop plans that cater to the needs of the community. This will focus program discussions on possible MOUs/MOAs with local agencies and the business community as a mean to articulate the workforce needs. Also, to seek grant opportunities based on program plans.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The College continues with all existing MOUs that include services for (TED, Build EXITO, LSAMP, TTD)</p> <ul style="list-style-type: none"> <li>American Samoa Area Health Education Center (ASAHEC) – Increase of budget in 2020 and change of Coordinator title to Director.</li> <li>New MOUs –             <ul style="list-style-type: none"> <li>Nursing Department with TAOA MOU</li> </ul> </li> </ul>	<p><u>2020 Committee Recommendation:</u> The College continues to seek opportunities to expand its services to the community.</p> <p>The Committee recommends that the College through the Division of Institutional Effectiveness conduct an external survey to assess the workforce needs of the community.</p> <p>The Committee also recommends that academic programs be fully accountable for grant seeking opportunities to expand their programs.</p>

			<ul style="list-style-type: none"> <li>○ Dual Enrollment MOU</li> <li>○ Counseling MOU (pending)</li> <li>● Grant Opportunities: <ul style="list-style-type: none"> <li>○ TED/ASPA Collaboration on STEM grant (Grant has been submitted in September 2020)</li> <li>○ Nursing Grant received to support NCLEX costs and training for students</li> <li>○ TTD Apprenticeship Program grant received to assist with the costs of tuition for enrolled participants.</li> </ul> </li> </ul>	Also, the Committee recommends that a grant council be formed or that the College allocates funding to establish grant writing positions to assist in seeking funds to support the operations of the College include student support and administrative services.
<b>b.</b>	<u>2016 Recommendation:</u> Define, review and assess tracking processes for job placement.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> The Committee has not received any evidence on how this recommendation was met.	<u>2020 Committee Recommendation:</u> The Committee recommends that improvement in tracking processes be documented and reported.
<b>c.</b>	<u>2016 Recommendation:</u> Provide annual analysis of Academic Program Review results for Academic Departments.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> IE continues to release results of the Annual Division program review summaries to the Academic Dean. 2019-2020 Program Review summaries were released in the July 2020.	Completion evidenced in the ASCC 2018 ISP Update.
<b>d.</b>	<u>2016 Recommendation:</u> Share analysis for planning and allocation of resources.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> Given the past three fiscal years (2019, 2020, 2021) the College has been submitting the same budget to the Fono. Subsidies proposed to the Fono have been passed for the past three fiscal years but the subsidies received from ASG were less than the budget approved (- \$2,000,000.00)	Completion evidenced in the ASCC 2018 ISP Update.
<b>e.</b>	<u>2016 Recommendation:</u> Differentiate hard to fill areas from high need areas.  <u>2018 Recommendation:</u> (Quality Assurance) Revisit the classification of college positions for instruction and services. There is a limited pull of applications particular to the needs of the College based on expertise. Current salary ranges are not competitive to attract applicants with expertise in the advertised positions. ASCC continues to lose staff to local agencies/private sectors due to higher salaries.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2019 and 2020 Updates:</u> <ul style="list-style-type: none"> <li>● A reclassification for faculty proposal was submitted in 2018 by the Dean/Acting VP of Academics in collaboration with the Executive Director of IE, and HRO. The proposal has been reviewed in 2019 in</li> </ul>	Completion evidenced in the ASCC 2018 ISP Update.  Please refer to the Committee's 2020 recommendation G1, O1, EO 1 and 2(a)  <u>2020 Recommendation:</u> (Quality Assurance) Recommend to continue the clarification of the College's classification system to include an annual cycle and meeting digital archives.

			<p>comparison to the approved ASDOE new classification for teachers. Modifications were made to ensure higher ranges for postsecondary faculty.</p> <ul style="list-style-type: none"> <li>Beginning in the Fall 2019, the Vice President of Administration and Finance worked collaborative with admin services leaders and the HRO to revisit the College's classification system in respect to positions and salaries. A continued review is still in progress.</li> </ul>	
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**Academic Excellence: Goal 1 – Objective 1 – Expected Outcome 5**

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
<p><b>a.</b> <u>2016 Recommendation:</u> Refer to Physical Facility Maintenance Plan – Comprehensive Maintenance Plan on Occupancy.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The VPAFA has completed the resource review of the ISP 2015-2020 plans that include (physical facilities and maintenance, staffing, total cost of ownership, and technology). The report was presented to the Administrative Services division during its monthly meeting in September 2020.</p> <p>The 2015-2020 Comprehensive Maintenance justifies all resources allocated to the ISP 2015-2020 plan. Please refer to the action plan of the Resource Specialist and meeting agendas.</p>	<p style="color: red;">Completion evidenced in the ASCC 2018 ISP Update.</p>
<p><b>b.</b> <u>2016 Recommendation:</u> Request Accessibility of the 2<sup>nd</sup> floor to the Administrative Building to be in compliance with ADA policies.</p> <p><u>2018 Recommendation:</u> Schedule a timeline of facility and maintenance major projects to ensure compliance to ADA federal requirements.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The College received Grant funding – Department of Interior Capital Improvement Projects (2019) for renovations for the Administrative Building. The current structure of the building given the costs to include an elevator is not enough. VPAF to include grant funding and projects allocated.</p>	<p><u>2020 Committee Recommendation:</u> The Committee recommends that the College formulize a grant committee to address the physical structural needs, technological needs, and personnel needs of the College. Coincides with the Committee's recommendation in G1, O1, EO 3 and 4 (a).</p> <p><u>ADA Compliance:</u> The Committee Recommends that the College procures funds to address ADA compliance to buildings located in the</p>

				upper west side of the College. This recommendation also pertains to disability parking slots to ensure continued compliance.  The Committee also recommends that the Physical Facilities and Maintenance conduct an annual assessment of ADA codes and compliance as well as other building codes to ensure the safety of students and all employees.
<b>c.</b>	<u>2016 Recommendation:</u> Revisit SOP on Campus Security and Support Services afterhours.  <u>2018 Recommendation:</u> Devise a plan to ensure that support services are offered to students during the evening 10-week session to ensure access to learning support facilities and services.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2019 Update:</u> The Division of Student Services expanded service hours for the Library and counseling services beginning at 4:00p.m. – 6:30p.m. These services continue to be updated in the Spring and Fall of 2020.	<u>2020 Committee Recommendation (Quality Assurance):</u> The Committee recommends that an online tutorial and access to library services plans be developed to support online learning given the COVID-19 Global pandemic.
<b>d.</b>	<u>2016 Recommendation:</u> Compile evidence in a report file.  <u>2018 Recommendation:</u> Ensure that a schedule of major projects (facilities and maintenance) is reported in a status report for the assessment of facilities and compliance.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> The VPAF in the summer of 2020 completed the full review of the ASCC 2015-2020 Comprehensive Plan and devised an action plan ‘Matrix’ for all physical facilities.	<u>2020 Committee Recommendation (Quality Assurance):</u> The Committee recommends that these plans be shared during faculty orientation/convocation for transparency purposes.

### Academic Excellence: Goal 1 – Objective 1 – Expected Outcome 6

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
<b>a.</b> <u>2016 Recommendation:</u> Need an outcome awareness and implementation Manual for all Divisions.  <u>2018 Recommendation:</u> A divisional/academic program handbook or manual is developed encompassing the division/program mission, staff positions (not necessarily names of employees), services/SOPs, etc. The document will provide an overview for all external stakeholders to understand opportunities and services offered here at the College. This document will also serve as a justification for the expansion of division/mission plans based on the needs and overall mission of the College.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Status:</u> VPASA and VPAF will complete the divisional manuals by December 2020. Refer to VPASA and VPAF Monthly Divisional Meeting Agenda – October 30, 2020. This is coupled with the review of rules and regulations.  For the VPASA, all manuals will be updated and completed by December 2020.	<u>2020 Committee Recommendation:</u> The Committee recommends that the Executive Leadership will continue to ensure that this recommendation is compiled and available for the community. The Manual should include the following: <ul style="list-style-type: none"> <li>• Division/Department Mission</li> <li>• PLO, Administrative Unit Outcomes (AUO)</li> <li>• Standard Operating Procedures, etc.</li> </ul> The Committee recommends that this action be completed by December 2020.
<b>b.</b> <u>2016 Recommendation:</u> Revisit process on outcome awareness to be inclusive of all divisions on SLO at all levels (Course outcomes, Program Learning Outcomes, Institutional Outcomes, and Divisional outcomes).	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> VPASA has planned to revise the SLO 101 and 201 outcome trainings in the Spring of 2021 during the faculty orientation week. These trainings will require all new faculty and adjunct faculty. A sustainability plan will be initiated for monitoring purposes and submitted by the Dean of Academic Affairs to the VPASA.	<b>Completion evidenced in the ASCC 2018 ISP Update.</b>  <u>2020 Committee Recommendation:</u> The Committee recommends that the Dean of Academic Affairs work closely with the Teacher Education faculty to assist the development of the College’s outcome assessment.  The Committee continues to recommend that the Assessment 101 and 201 be revived for all new faculty

				and adjunct faculty and a plan be devised for sustainability purposes.
<b>c.</b>	<p><u>2016 Recommendation:</u> Continue to improve on outcome awareness for all faculty and adjuncts.</p> <p><u>2018 Recommendation:</u> Schedule an ongoing training for outcome assessment for adjunct faculty. Revive the Assessment 101 and 201 for adjunct faculty.</p>	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> VPASA has planned to revive the SLO 101 and 201 outcome trainings in the Spring of 2021 during the faculty orientation week. These trainings will require all new faculty and adjunct faculty. A sustainability plan will be initiated for monitoring purposes and submitted by the Dean of Academic Affairs to the VPASA.</p>	<p><u>2020 Committee Recommendation:</u> The Committee recommends that the Dean of Academic Affairs work closely with the Teacher Education faculty to assist the development of the College's outcome assessment.</p> <p>The Committee continues to recommend that the Assessment 101 and 201 be revived for all new faculty and adjunct faculty and a plan be devised for sustainability purposes.</p>
	<p>i. <u>2016 Recommendation:</u> TED has assessment data for all TED courses internally and gives data for the institution following the Assessment Cycle.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> TED continues to facilitate, collect, calibrate, and submit data following the Curriculum Committee's processes linked to the assessment phases and catalog change processes.</p>	<p><b>Completion evidenced in the ASCC 2018 ISP Update.</b></p> <p><u>2020 Committee Recommendation:</u> The Committee recommends that the Dean of Academic Affairs work closely with the Teacher Education faculty to assist the development of the College's outcome assessment.</p>
	<p>ii. <u>2016 Recommendation:</u> All adjunct faculty are required to take the College offered Assessment 101 before being considered for adjunct positions.</p> <p>iii. <u>2018 Recommendation:</u> Human Resources staff effectively documents faculty to include adjuncts that complete the Assessment 101 and 201 trainings. This will ensure outcome awareness for faculty that teach at the College, and that faculty files/records are updated frequently.</p>	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p>Refer to G1, O1, EO6 (c)</p>	<p><u>2020 Committee Recommendation:</u> Please refer to the Committee's recommendation note in G1, O1, EO6 (a).</p> <p>The Committee recommends that specific language be inserted in the adjunct pre-approval form that requires SLO/outcome training. The Committee further recommends to include SLO outcome training plans for all new faculty.</p>
	<p>iv. <u>2016 Recommendation:</u> SLO assessment is part of the Performance Evaluation for all FT and PT faculty to include adjunct faculty as well.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> There has been no revisions to the Faculty Evaluation instrument. SLO assessment continues to be part of the Performance Evaluation and is duly noted in all faculty job descriptions.</p>	<p><b>Completion evidenced in the ASCC 2018 ISP Update.</b></p> <p><u>2020 Committee Recommendation:</u> (Quality Recommendation) The Committee recommends that the Dean of Academic Affairs provides an assessment analysis for all academic programs to coincide with the College reports and statuses with regard to the achievement of Student Learning Outcomes.</p> <p>This recommendation coincides with the reviewing of the College's Institution-Set Standards for academic program rates in conjunction with the College's overall student achievement standards.</p>

**Academic Excellence: Goal 1 – Objective 1 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.**

Strategic Focus:	Goals:	Objectives:	Expected Outcomes:	Status:	Recommendations/Updates:
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<p><b>Staffing Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 4)</i></p>	1	1	1, 2, and 3	<p>EO 1: Ongoing EO 2: Ongoing EO 3: Ongoing</p>	<p><u>2018 Recommendation:</u> The Committee recommends that the Staffing Review Committee (SRC) be developed and roles and scope be clarified.</p> <p><u>2020 Recommendation:</u> The College has an existing committee structure with a similar purpose currently under the Accreditation Standard III.A Committee. It is recommended that the Accreditation Chair for Standard III.A – Vice President of Administration and Finance and Accreditation Leads – Human Resources Officer continue to facilitate and document an annual cycle of constant reviews consistent with EO 1, 2, 3, 4, 5, and that of the Accreditation Standards.</p>
<p><b>Staffing Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 1)</i></p>	1	1	1 and 2	<p>EO 1: Ongoing EO 2: Ongoing</p>	<p><u>2018 Recommendation:</u> The Committee recommends that the schedule of institutional training should be part of the SRC and is implemented according.</p> <p><u>2020 Recommendation:</u> The College has an existing committee structure with a similar purpose currently under the Accreditation Standard III.A Committee. It is recommended that the Accreditation Chair for Standard III.A – Vice President of Administration and Finance and Accreditation Lead – Human Resources Officer continue to facilitate and document an annual cycle of constant reviews consistent with EO 1, 2, 3, 4, 5, and that of the Accreditation Standards.</p>
<p><b>Staffing Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 3)</i></p>	1	1	3 and 4	<p>EO 3: Ongoing EO 4: Ongoing</p>	<p><u>2018 Recommendation:</u> The Committee recommends that there be established standard criteria for awarding recognition for both faculty and staff.</p> <p>The Committee recommends that the SRC stipulate criteria for faculty and staff recognition for serving in institutional standing/task force committees.</p> <p><u>2020 Recommendation:</u> The College has an existing committee structure with a similar purpose currently under the Accreditation Standard III.A Committee. It is recommended that the Accreditation Chair for Standard III.A – Vice President of Administration and Finance and Accreditation Lead – Human Resources Officer continue to facilitate and document an annual cycle of constant reviews consistent with EO 1, 2, 3, 4, 5, and that of the Accreditation Standards.</p>
<p><b>Staffing Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 3)</i></p>	1	1	5	EO 5: Ongoing	<p><u>2018 Recommendation:</u> The Committee recommends the establishing of the SRC and initiate plan of action.</p> <p><u>2020 Recommendation:</u> The College has an existing committee structure with a similar purpose currently under the Accreditation Standard III.A Committee. It is recommended that the Accreditation Chair for Standard III.A – Vice President of Administration and Finance and Accreditation Lead – Human Resources Officer continue to facilitate and document an annual cycle of constant reviews consistent with EO 1, 2, 3, 4, 5, and that of the Accreditation Standards.</p>
<p><b>Physical Facilities and Maintenance Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 5)</i></p>	1	1	4 and 5	<p>EO 4: Completed EO 5: Completed</p>	<p><u>2018 Recommendation:</u> Ongoing</p> <p><u>2020 Recommendation:</u> (Quality Assurance) The Committee recommends the continued updating/developing of the Comprehensive 2021-2026 Maintenance Plan.</p>
<p><b>Total Cost of Ownership Plan:</b> <i>(Aligned to Academic</i></p>	1	3	5 and 6	<p>EO 5: Ongoing EO 6: Completed</p>	<p><u>2018 Recommendation:</u> Ongoing</p> <p><u>2020 Recommendation:</u> (Quality Assurance) The Committee recommends the continued</p>



<i>Excellence Expected Outcome 1)</i>					updating/developing of the Comprehensive 2021-2026 Maintenance Plan.
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# ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 2

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017-2018

FY 2018-2019

FY 2019-2020

FY 2020-2021

**Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.**

**Academic Excellence Objective 2:** ASCC will Assess, Evaluate, and Document recommendations to improve institutional effectiveness.

**Expected Outcomes:**

1. A document has been finalized and approved emphasizing processes for institutional program review; **Status: Completed**
2. Institutional policies are updated and routed accordingly for approval to include program review; **Status: Ongoing**
3. A document has been finalized and approved emphasizing processes for institutional assessment and planning; **Status: Ongoing**
4. Institutional policies are updated and routed accordingly for approval to include institutional assessment and planning; **Status: Ongoing**
5. An institutional manual is compiled, approved, and disseminated on institutional program review, assessment, and planning and aligned to institutional policies; **Status: Ongoing**
6. SLO updates and reports are compiled, analyzed, and disseminated accordingly by all academic and administrative divisions. **Status: Ongoing**

**Academic Excellence: Goal 1 – Objective 2 – Expected Outcomes 1 and 2**

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
<p><b>a.</b> <u>2016 Recommendation:</u> ASCC has in place two Program Review instruments with set timeline cycles for implementation. Institutional Program Review and Divisional Assessment – Program Review. All divisions are encouraged to participate in both program reviews for continuous improvement.</p> <p><u>2018 Recommendation:</u> (Quality Assurance) Divisions establish an internal evaluation based on the quality of services offered. Utilizing the annual and biennial program review instruments does not represent the depth and breathe of services offered and the need facts that differs the types of services offered.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The IPECC released a memo to provide its 2020 Program Review updates that include the following recommendations: (<a href="#">Referencing 2020-07-07 IPECC Memo</a>)</p> <ul style="list-style-type: none"> <li>• The current program review instrument needs to be revised to reflect and account for the services offered per program, unit, division, and department, in alignment with their respective mission.</li> <li>• Proposed Processes</li> <li>• Priorities identified from the 2020 Program Review Survey:             <ul style="list-style-type: none"> <li>○ Technology</li> <li>○ Facilities</li> </ul> </li> </ul>	<p style="color: red;">Completion evidenced in the ASCC 2018 ISP Update.</p> <p><u>2020 Committee’s Recommendation:</u> (Quality Assurance) It is important for the Institutional Planning Executive Core Committee to consider the College’s reporting mechanisms such as the monthly reports, quarter reports, fact books, annual reports to thoroughly determine the institutional needs for the College other than the Program Review surveys utilized by the College.</p>

			<ul style="list-style-type: none"> <li>○ Equipment and Supplies</li> <li>○ Professional Development</li> <li>○ Budget</li> </ul>	
<b>b.</b>	<p><u>2016 Recommendation:</u> ASCC through its Board Policies on Assessment and Program Review are in place for accountability purposes. One of the following Board policies: Policy 1004 – Comprehensive Program Review and Assessment of Instructional Program, Students Services and Administrative Services documents the inclusion of Program Review.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> There has been no changes to Policy 1004. Policies are accurate as is.</p>	<p>Completion evidenced in the ASCC 2018 ISP Update.</p>

**Academic Excellence: Goal 1 – Objective 2 – Expected Outcomes 3 and 4**

2016 and 2018 Committee Recommendations		Status	Evidence	2020 Recommendation(s) or Update(s)
<b>a.</b>	<p><u>2016 Recommendation:</u> Continue to improve outcome assessment and planning processes.</p> <p><u>2018 Recommendation:</u> (Quality Assurance) Update the ASCC Participatory Governance Structural Manual to incorporate changes to ASCC Organization Structure and committees particular to assessment and program review.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The Executive Leadership met in September 2020 to review and update the ASCC Participatory Governance Structural Manual. The HRO is now compiling the final document for dissemination.</p>	<p>Completion evidenced in the ASCC 2018 ISP Update.</p>
<b>b.</b>	<p><u>2016 Recommendation:</u> Provide analysis and results of Program Review instruments to all divisions.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The College continues to process the implementation of the ASCC Annual Divisional Program Review and Biennial Institutional Program Review survey that were implemented in the ending of the Fall 2019 and beginning of the Spring 2020 semesters. The results were electronically disseminated in the summer of 2020. (Referencing IE SOP – Program Review)</p>	<p>Completion evidenced in the ASCC 2018 ISP Update.</p>
<b>c.</b>	<p><u>2016 Recommendation:</u> Use analysis and results of Program Review for resource allocation.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The College continues to follow the IE SOP for the collection and dissemination of program review results.</p> <p><u>Note:</u> Given the past three fiscal years (2019, 2020, 2021) the College has been submitting the same budget to the Fono. Subsidies proposed to the Fono have been passed for the past three fiscal years but the subsidies received from ASG were less than the budget approved (- \$2,000,000.00)</p>	<p>Completion evidenced in the ASCC 2018 ISP Update.</p>

**Academic Excellence: Goal 1 – Objective 2 – Expected Outcomes 5 and 6**

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
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<b>a.</b>	<u>2016 Recommendation:</u> Use assessment data and program review analysis for instructional improvement of SLOs at all levels.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> VPASA and Executive Director to describe the ISS discussion.	Completion evidenced in the ASCC 2018 ISP Update.
<b>b.</b>	<u>2016 Recommendation:</u> Continue to be SLO driven in planning and decision-making.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> VPASA and Executive Director to describe the ISS discussion.	Completion evidenced in the ASCC 2018 ISP Update.
<b>c.</b>	<u>2016 Recommendation:</u> Use analysis and results for resource allocation and program improvement.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> VPASA and Executive Director to describe the ISS discussion.	Completion evidenced in the ASCC 2018 ISP Update.

**Academic Excellence: Goal 1 – Objective 2 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.**

Strategic Focus	Goals:	Objectives:	Expected Outcomes:	Status:	Recommendations/Updates:
<b>Staffing Plan: (Aligned to Academic Excellence Expected Outcome 4)</b>	3	1	1	EO 1: Completed	<p><u>2018 Recommendation:</u> Ongoing</p> <p><u>2019 and 2020 Updates:</u></p> <ul style="list-style-type: none"> <li>A reclassification for faculty proposal was submitted in 2018 by the Dean/Acting VP of Academics in collaboration with the Executive Director of IE, and HRO. The proposal has been reviewed in 2019 in comparison to the approved ASDOE new classification for teachers. Modifications were made to ensure higher ranges for postsecondary faculty.</li> <li>Beginning in the Fall 2019, the Vice President of Administration and Finance worked collaborative with admin services leaders and the HRO to revisit the College’s classification system in respect to positions and salaries. A continued review is still in progress.</li> </ul> <p><u>2020 Recommendation:</u> (Quality Assurance) Recommend to continue the clarification of the College’s classification system to include an annual cycle and meeting digital archives.</p>

# ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 3

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017-2018

FY 2018-2019

FY 2019-2020

FY 2020-2021

**Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.**

**Academic Excellence Objective 3:** ASCC will emphasize High Quality Teaching and Services.

**Expected Outcomes:**

1. A report is generated annually assessing the accurateness of institutional resources, utilization of these resources, cost of maintenance, and projection of new resources for future resource allocation; **Status: Ongoing**
2. Divisional organizational charts emphasize alignment of all employment positions to divisional operations (Standard Operating Procedures) and outcomes; **Status: Ongoing**
3. An analysis on faculty/staff performance evaluations is compiled annually emphasizing professional needs; **Status: Ongoing**
4. Increasing improvements on data collection methods, analysis and dissemination of student achievement and institutional/divisional outcome achievement. **Status: Ongoing**

### Academic Excellence: Goal 1 – Objective 3 – Expected Outcome 1

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
<p><b>a.</b> <u>2016 Recommendation:</u> Need to determine whether the ASCC Annual Report or Comprehensive Plan 2015-2020 addresses the Expected Outcomes.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The VPAFA has completed the resource review of the ISP 2015-2020 plans that include (physical facilities and maintenance, staffing, total cost of ownership, and technology). The report was presented to the Administrative Services division during its monthly meeting in September 2020.</p> <p>The 2015-2020 Comprehensive Maintenance justifies all resources allocated to the ISP 2015-2020 plan. Please refer to the action plan of the Resource Specialist and meeting agendas.</p> <p>The Office of Institutional Effectiveness references several changes in reporting as mandated by the President for improvements in reporting to include the</p>	<p style="color: red;">Complete 😊</p> <p><u>2020 Committee Recommendations (Quality Assurance):</u> The Committee recommends that all reporting templates continued to be monitored for efficacy purposes in the achievement of the College’s ISP 2021-2026 plans.</p> <p>The Committee also recommends that IE update its SOPs to include the categories of the College’s Annual Report for monitoring purposes. The last approved IE SOPs available in the ASCC Digital Archives was in <a href="#">October 2016</a>.</p>

			<p>monitoring of the ISP 2015-2020 Plan:</p> <ul style="list-style-type: none"> <li>September 2017: Changing of division and institutional reports (biweekly, monthly, quarterly, and annual reports – Referencing President’s Memo 071-17</li> <li>Change of Administrative Services Monthly Report – Referencing VPAF Memo July 2019</li> <li>Change of Academics and Student Support Monthly Report – Referencing VPASA Memo October 2020.</li> </ul>	
<b>b.</b>	<p><u>2016 Recommendation:</u> Refer to the PFM Plan to initiate the FRC to address expected outcome one.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> Please refer to the Administrative Services 2020 updated of the ISP 2015-2020 Physical Facilities Maintenance Plan recommendation. (<a href="#">2020 ISP Resource Update Report, pp. 9-10</a>)</p> <p>The Committee is to be named as a Standing Committee – Resource Committee as reviewed by the Executive Leadership in the its updating of the ASCC Participatory Structural Governance Manual in September 2020. Refer to the 2020 Updated ASCC Participatory Governance Structural Manual.</p> <p>The Resource Committee includes all resource leaders that contribute to the monitoring of the College’s resources as well as plans.</p>	<p>Completed 😊</p> <p><u>2020 Committee Recommendations:</u> The Committee recommends that the updated manual be electronically disseminated to all internal stakeholders and posted on the ASCC Website for transparency purposes.</p>

**Academic Excellence: Goal 1 – Objective 3 – Expected Outcomes 2 and 3**

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
<p><b>a.</b></p> <p><u>2016 Recommendation:</u> Provide an annual analysis of faculty/staff performance evaluation.</p> <p><u>2018 Recommendation:</u> (Quality Assurance) Identify how these summaries are used to determine employee needs and linked to professional development and internal trainings. In reference to sections b, c, and d below.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> Evidence: HR Standard Performance Evaluation summaries. Note: The Performance Evaluation summaries does not fully account for the professional needs for all ASCC personnel.</p>	<p>Completion evidenced in the ASCC 2018 ISP Update.</p> <p><u>2020 Committee Recommendation:</u> The Committee recommends that the HR offices reviews the relevancy of the performance evaluation instrument and aligned it to the job descriptions (staff, faculty, administrator) as well as evidence duly noted with regard to the needs of the classified positions.</p>

<b>b.</b>	<u>2016 Recommendation:</u> Identify responsible divisions/committee in providing analysis.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	Refer to G1, O3, EO(2 and 3) Evidence Notes.	The Committee recommends that the HR offices reviews the relevancy of the performance evaluation instrument and aligned it to the job descriptions (staff, faculty, administrator) as well as evidence duly noted with regard to the needs of the classified positions.
<b>c.</b>	<u>2016 Recommendation:</u> Use analysis to identify Professional Needs and set priorities.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	Refer to G1, O3, EO(2 and 3) Evidence Notes.	The Committee recommends that the HR offices reviews the relevancy of the performance evaluation instrument and aligned it to the job descriptions (staff, faculty, administrator) as well as evidence duly noted with regard to the needs of the classified positions.
<b>d.</b>	<u>2016 Recommendation:</u> Use analysis of faculty/staff performance evaluation to determine appropriate classification based on qualifications and expertise.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	Refer to G1, O3, EO(2 and 3) Evidence Notes.	The Committee recommends that the HR offices reviews the relevancy of the performance evaluation instrument and aligned it to the job descriptions (staff, faculty, administrator) as well as evidence duly noted with regard to the needs of the classified positions.

### Academic Excellence: Goal 1 – Objective 3 – Expected Outcome 4

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
<b>a.</b> <p><u>2016 Recommendation:</u> Continue college wide discussion on Student achievement - its meaning and alignment to program outcomes, course and student.</p> <p><u>2018 Recommendations:</u> (Quality Assurance)  <u>Recommendation 1:</u> Set achievement standards for each academic program that includes plans to:</p> <ul style="list-style-type: none"> <li>• Expand Program Mission and services</li> <li>• Increase enrollment</li> <li>• Set graduation rates appropriate to the program</li> <li>• Set persistence rates appropriate to the program</li> </ul> <p><u>Recommendation 2:</u> Set Career Technical Education rates for applicable programs and the possibilities to offer interdisciplinary options based on the need of the Community.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> The VPASA, Executive Director, and VPAF designed a plan to implement the setting of the College’s ISS stretch goals (program graduation rates and CTE) to be completed by December 2020. Referencing the PowerPoint submitted to the President on October 20, 2020.	<p style="color: red;">Completion evidenced in the ASCC 2018 ISP Update.</p> <p><u>2020 Committee’s Recommendation:</u> The Committee notes that there has been no action made to address the Committee’s 2018 ‘Quality Assurance’ recommendations.</p> <p>The Committee recommends that the College immediately address the 2018 recommendations as it coincides with the ACCJC policies for student achievement and SLOs.</p> <p>The Committee also recommends that the College emphasizes the importance of addressing the approved recommendations linked to action plans, and to assign consequences when plans are not carried out.</p>
<b>b.</b> <p><u>2016 Recommendation:</u> Need a manual aside from Academic Affairs SOP on processes and procedures for data collection.</p> <p><u>2018 Recommendation:</u> IE Institutional Researcher in Assessment (staff) works closely with all academic program chairpersons to develop/establish a program curriculum framework manual to solidify curricula and outcomes practices.</p>	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> The Executive Leadership met to discuss the roles of student achievement and SLO in the Participatory Structural Governance Manual during their meeting in September 2020. The Student Achievement and SLO will be extracted out of the manual and placed in a Student Achievement and SLO Manual/Handbook.	<p><u>2020 Committee’s Recommendation:</u> The Committee recommends that the College implement the recommendation of the Executive Leadership for Student Achievement accountability and sustainability purposes to be completed by December 2020.</p>

c.	Clarify SOP on exit clearances for faculty and adjuncts as required by Academic Affairs.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<b>2020 Update:</b> The College continues to utilize the current Academic Affairs exit forms for exit clearances for all faculty.	<b>Completion evidenced in the ASCC 2018 ISP Update.</b>
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**Academic Excellence: Goal 1 – Objective 3 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.**

Strategic Focus	Goals:	Objectives:	Outcomes:	Status:	Recommendations/Updates:
<b>Staffing Plan: (Aligned to Academic Excellence Expected Outcome 3)</b>	1	1	4	EO 4: Ongoing	<u>2018 Recommendation:</u> Ongoing  <u>2020 Recommendation:</u> Recommend to continue the clarification of the College’s classification system to include an annual cycle and meeting digital archives. The College’s classification system differentiates the levels of qualifications, certification, linked to performance evaluations.
<b>Staffing Plan: (Aligned to Academic Excellence Expected Outcomes 2 and 3)</b>	2	1	3 and 4	EO 3: Ongoing  EO 4: Completed	<u>2018 Recommendation:</u> The Committee recommends a thorough review of the expected outcomes three and four not limited to the monitoring of evaluation processes for all employees.  <u>2020 Recommendation:</u> (Quality Assurance) A process is identified and documented to ensure a cycle for the evaluating of all performance instruments used to evaluate ASCC personnel. The process shall include data statistics compiled by the Human Resources Office to aid in the decision-making processes.
<b>Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcome 1)</b>	1	1	1, 2, and 3	EO 1: Ongoing  EO 2: Ongoing  EO 3: Ongoing	<u>2018 Recommendation:</u> The Committee emphasizes the need to establish this committee and its roles and responsibilities. In addition, there is a need to document processes in reviewing ASCC’s physical facilities to ensure it is compliant with local and federal regulations.  <u>2020 Recommendation:</u> The Committee recommends that Resource Specialist coordinates the assessment of resources used that include repairs, maintenance, and new constructions in consultation with the Physical Facilities and Management Officer to ensure the assessment of the College’s Comprehensive Maintenance Plan. Note: Due to the many committees that require the attendance and participation of all administrative services leaders, the Resource Specialist position has been created in 2019 as a mean to address this need.
<b>Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcome 1)</b>	1	1	6	EO 6: Ongoing	<u>2018 Recommendation:</u> The Comprehensive Maintenance Plan 2015-2020 identifies possible funding sources through federal grants and local funds but it is yet to be implemented through annual institutional budget review. The Committee recommends that maintenance, repairs, new constructions, etc. to be included in all future grant proposals as it applicable.  <u>2020 Recommendation:</u> The College must continue to determine/seek revenue sources for physical structural maintenance and annual increasing costs.
<b>Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcomes 2 and 3)</b>	1	2	1 and 2	EO 1: Ongoing  EO 2: Ongoing	<u>2018 Recommendation:</u> The Committee emphasizes the need for qualified technical/specialized air conditioning personnel. The Committee recommends that support staff receive training in specialized/skilled areas.  The Committee recommends that the institution utilize the TTD Apprenticeship Program.



					<p>The Committee also recommends for the institution to assist all maintenance personnel to get certification as per requirement in their area of expertise.</p> <p><u>2020 Recommendation:</u> The Committee recommends that the Standard III.A committee research and revisit the classification for hard-to-fill areas to ensure competitive salaries or provide opportunities for contractual services based on the needs of the College and recommends to include this in the classification system. (Air Condition Maintenance, Engineers, Carpentry, Plumbing, etc.)</p>
<p><b>Physical Facilities and Maintenance Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 1)</i></p>	2	1	1 and 2	<p>EO 1: Ongoing</p> <p>EO 2: Ongoing</p>	<p><u>2018 Recommendation:</u> Committee Inquiries: Are blueprints for existing buildings such as the Library, Lecture Hall, and other recent constructions available or archived? If so where?</p> <p><u>2020 Recommendation:</u> Current blueprints as noted in the Committee’s 2018 Recommendation are with the Physical Facilities and Management Officer. The President in collaboration with the Grants Writer continue to seek grants applicable for an Archive Center – plans to expand the Library to store all ASCC Blueprints and other institutional records.</p>
<p><b>Physical Facilities and Maintenance Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 1)</i></p>	2	1	3 and 4	<p>EO 3: Completed</p> <p>EO 4: Completed</p>	<p><u>2018 Recommendation:</u> Ongoing</p> <p><u>2020 Recommendation:</u> (Quality Assurance) The College identifies a sustainable cycle for the continued review, assessment, and evaluation of the five-year Comprehensive Maintenance Plan that coincides with the annual budget call process.</p>
<p><b>Physical Facilities and Maintenance Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 1)</i></p>	2	1	5	<p>EO 5: Ongoing</p>	<p><u>2018 Recommendation:</u> The Committee recommends reviewing the Comprehensive Maintenance Plan to be integrated with the annual budget preparation and review process.</p> <p>The Committee recommends establishing the FRC to assess the Maintenance Plan 2015-2020, and to make recommendations for institutional dialogue in ASCC’s budget preparation as applicable to local and federal funding.</p> <p><u>2020 Recommendation:</u> The College identifies a sustainable cycle for the continued review, assessment, and evaluation of the five-year Comprehensive Maintenance Plan that coincides with the annual budget call process. The plan should include internal maintenance and new construction plans linked to a proposed budget based on local fund or Federal Capital Improvement Plans (CIP) funds and other applicable grant funding sources.</p>
<p><b>Physical Facilities and Maintenance Plan:</b> <i>(Aligned to Academic Excellence Expected Outcomes 1, 3, and 4)</i></p>	3	1	1, 2, and 3	<p>EO 1: Completed</p> <p>EO 2: Completed</p> <p>EO 3: Completed</p>	<p><u>2018 Recommendation:</u> Ongoing</p> <p><u>2020 Recommendation:</u> (Quality Assurance) The College continues to monitor its internal control processes to determine the quality of services offered and timeliness. Services include the procuring of resources as well as building code compliance and safety.</p>
<p><b>Physical Facilities and Maintenance Plan:</b> <i>(Aligned to Academic Excellence Expected Outcomes 1)</i></p>	3	1	4, 5, and 6	<p>EO 4: Ongoing</p> <p>EO 5: Ongoing</p> <p>EO 6: Ongoing</p>	<p><u>2018 Recommendation:</u> The Committee recommends that training across the board for proper care and usage of facilities and equipment to reduce ASCC overhead cost on maintenance. This training should be headed by PFM and TTD.</p> <p>The Committee recommends to include Finance and MIS versus TTD and to clarify the role of FRC in the implementation process.</p> <p><u>2020 Recommendation:</u> The Committee recommends that Resource Specialist coordinates the assessment of resources</p>

					<p>used that include repairs, maintenance, and new constructions in consultation with the Administrative Services officers to ensure the assessment of the College's Comprehensive Maintenance Plan and resources.</p> <p>Note: Due to the many committees that require the attendance and participation of all administrative services leaders, the Resource Specialist position has been created in 2019 as a mean to address this need.</p>
<b>Physical Facilities and Maintenance Plan:</b> <i>(Aligned to Academic Excellence Expected Outcomes 1)</i>	4	1	1	EO 1: Completed	<p><u>2018 Recommendation:</u> Ongoing</p> <p><u>2020 Recommendation:</u> (Quality Assurance) The College identifies a cycle for the continued development of the five-year Comprehensive Maintenance Plan to include an annual assessment that coincides with the annual budget call process.</p>
<b>Physical Facilities and Maintenance Plan:</b> <i>(Aligned to Academic Excellence Expected Outcomes 1)</i>	4	1	1	EO 2: Ongoing	<p><u>2018 Recommendation:</u> The Committee recommends that the FRC be established for the review, assessment, and implementation of this expected outcome. A review of the budget ceiling for maintenance/facilities and resource allocation according to the PFM Plan 2015-2020.</p> <p><u>2020 Recommendation:</u> The Committee recommends that Resource Specialist coordinates the assessment of resources used that include repairs, maintenance, and new constructions in consultation with the Administrative Services officers to ensure the assessment of the College's Comprehensive Maintenance Plan and resources.</p> <p>Note: Due to the many committees that require the attendance and participation of all administrative services leaders, the Resource Specialist position has been created in 2019 as a mean to address this need.</p>
<b>Total Cost of Ownership Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 1)</i>	1	2	1, 2, and 3	EO 1: Completed  EO 2: Ongoing  EO 3: Completed	<p><u>2018 Recommendation:</u> The Committee recommends for the PFM to implement a regular maintenance schedule: Weekly, Bi-Weekly, Monthly, or Quarterly. This is to assist in the reduction of emergency repairs for our facilities. (Transparency plans to be included in reports)</p> <p>It is noted that maintenance is done based on Job Orders. The Committee noted a routine maintenance of A/C is currently practiced.</p> <p>The Committee recommends to link schedules (SOPs) to the Comprehensive Maintenance Plan 2015-2020 and implement.</p> <p><u>2020 Recommendation:</u> (Quality Assurance) The Committee recommends that the College continues to review the effectiveness of its plans and resources allocated to conduct timely repairs/maintenance of facilities. It is important that the College assesses and documents yearly damages incurred as a result of limited funding.</p> <p>The Resource Specialist continue to coordinate the implementation and assessment of the College's air-condition units utilizing the template developed to monitor the cost per year for regular maintenance and repairs.</p>
<b>Total Cost of Ownership Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 2)</i>	1	2	4 and 5	EO 4: Ongoing  EO 5: Ongoing	<p><u>2018 Recommendation:</u> The Committee emphasized the need for qualified technical/specialized air conditioning personnel. The Committee recommends that support staff receive training in specialized/skilled areas.</p> <p>The Committee recommends that the institution utilize the TTD Apprenticeship Program to assist maintenance personnel to receive certification as per requirement in their area of expertise.</p>

				<p><u>2020 Recommendation:</u> The Committee recommends to allocate financial resources to the Trade and Technical Department to expand its curricula/certification programs in technical specialized areas that include maintenance of air-conditioners, carpentry, IT, and engineering as a mean to address the needs of the College.</p> <p>Update: Several Physical Facilities and Maintenance staff participated in the Apprenticeship certification courses offered in 2019 and 2020.</p>
<p><b>Total Cost of Ownership Plan: (Aligned to Academic Excellence Expected Outcomes 1 and 3)</b></p>	1	3	3 and 4	<p>EO 3: Ongoing</p> <p>EO 4: Completed</p> <p><u>2018 Recommendation:</u> The Committee recommends reviewing the appropriateness of a long-term professional development plan based on growth, compliance, and continuous improvements.</p> <p><u>2020 Recommendation:</u> (Quality Assurance) The Committee recommends that the Administrative Services officers coordinate and compile data following its program review processes to solicit data from faculty and staff based on the need that include:</p> <ol style="list-style-type: none"> <li>1. Systems, hardware, software</li> <li>2. Access (electronic/physical)</li> <li>3. Professional Development</li> <li>4. Facility Maintenance</li> <li>5. Safety and Campus Life</li> <li>6. Budget</li> <li>7. Personnel</li> <li>8. Equipment</li> </ol>

# ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 4

**Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:**

FY 2017-2018

FY 2018-2019

FY 2019-2020

FY 2020-2021

**Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.**

**Academic Excellence Objective 4:** ASCC will continue to develop, implement, and solidify programs that serve the need of the community.

**Expected Outcomes:**

1. Institutional publicity has increased in research, awareness, and program salient accomplishments; **Status: Ongoing**
2. Constant reviews and updates on all (Current and New) ASCC MOUs, job placements, and transfers are documented and centralized institutionally and archived; **Status: Ongoing**
3. An increase in community advisory council participation in program affairs has been documented and centralized institutionally and archived; **Status: Ongoing**
4. A service-learning plan has been identified and implemented. **Status: Ongoing**

**Academic Excellence: Goal 1 – Objective 4 – Expected Outcome 1**

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
<p><b>a.</b></p> <p><u>2016 Recommendation:</u> Need to improve on availability of services provided to students and parents/community.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> MOUs Archived:</p> <ul style="list-style-type: none"> <li>2019-03-01: ASCC and ASDOE – Integrated Data Services MOA Addendum</li> <li>2020-03-05: ASCC and ASDOE – TED MOU</li> <li>2020-03-24: ASCC and ASDOE – TED MOU Final</li> <li>2020-02-07: ASCC and TAOA – Nursing Apprenticeship MOU</li> <li>2020-10-06: ASCC and ASDOE – Dual Enrollment Program (Effective Spring 2021)</li> </ul> <p>Note: Other MOU’s in the process of being signed: Counseling MOU</p>	<p style="color: red;">Completion evidenced in the ASCC 2018 ISP Update.</p>
<p><b>b.</b></p> <p><u>2016 Recommendation:</u> Recommend Press Release and Recruiting needs to be increased.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The last press releases have been posted in May 2019 on the ASCC Website. Referencing: <a href="http://www.amsamo.edu/pressreleases.html">http://www.amsamo.edu/pressreleases.html</a>.</p> <p>Vacant position continues to be posted on the ASCC Website: <a href="http://www.amsamo.edu/employmentopportunities.html">http://www.amsamo.edu/employmentopportunities.html</a>.</p>	<p style="color: red;">Completion evidenced in the ASCC 2018 ISP Update.</p> <p><u>2020 Committee Recommendation (Quality Assurance):</u> The Committee recommends that consistent updates are facilitated to ensure the transparency of the College plans and achievements via the ASCC Website as well as the constant updating of vacant positions.</p>

**Academic Excellence: Goal 1 – Objective 4 – Expected Outcomes 2 and 3**

2016 and 2018 Committee Recommendations		Status	Evidence	2020 Recommendation(s) or Update(s)
<b>a.</b>	<u>2016 Recommendation:</u> Revisit processes in regards to Advisory Council:	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> The Advisory Council Handbook has not been revised since 2016. Referencing ASCC Online Archives.	<b>Completion evidenced in the ASCC 2018 ISP Update.</b>  <u>2020 Committee Recommendation:</u> (Quality Assurance) The Committee recommends that an ongoing review of the Advisory Council Handbook as well as all Academic Affairs handbooks (guides for all academic programs) follow a timeline/cycle of review.
	i. <u>2016 Recommendation:</u> Review the role and purpose of advisory council and its link to all academic programs.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing		
	ii. <u>2016 Recommendation:</u> Set timeline for Advisory council meetings for all academic departments.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing		
	iii. <u>2016 Recommendation:</u> Submit and centralize all academic departments advisory council meeting minutes and agendas.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing		
	iv. <u>2016 Recommendation:</u> Provide summaries on the impact of activities and inclusion of advisory council to instruction programs and student achievement.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing		
	v. <u>2016 Recommendation:</u> Report on how advisory council assist with workforce placement and curriculum.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing		
	vi. <u>2016 Recommendation:</u> Include as a component of the academic program review instrument.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing		
<b>b.</b>	<u>2016 Recommendation:</u> Draft/update the Advisory Council Handbook.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing		
<b>c.</b>	<u>2016 Recommendation:</u> Initiate review, assessment and timeline of advisory council handbook.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> Note: Last amendments to the Advisory Council Handbook was received and archived in October 2016.	<u>2020 Committee Recommendations:</u> The Committee recommends that the Division of Academic Affairs follow the timeline for the review of its manuals or possibilities to link its review of all manuals to coincide with the biennial general College catalog processes.
<b>d.</b>	<u>2016 Recommendation:</u> Recommendation that all ASCC MOUs are archived institutionally at IE.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> MOUs Archived: <ul style="list-style-type: none"> <li>2019-03-01: ASCC and ASDOE – Integrated Data Services MOA Addendum</li> <li>2020-03-05: ASCC and ASDOE – TED MOU</li> <li>2020-03-24: ASCC and ASDOE – TED MOU Final</li> <li>2020-02-07: ASCC and TAOA – Nursing Apprenticeship MOU</li> <li>2020-10-06: ASCC and ASDOE – Dual Enrollment Program (Effective Spring 2021)</li> </ul>	<b>Completion evidenced in the ASCC 2020 ISP Update.</b>  <u>2020 Committee Recommendation:</u> (Quality Assurance) The Committee has reviewed data on MOUs/MOAs that were signed prior to the release of the College’s 2018 ISP Update however, specific MOU’s were received and archived later on within the year or next. The Committee recommends that all MOUs/MOAs be submitted to IE in a timely manner for reporting purposes. Also, IE has not received any updated articulation agreements with current colleges and universities. Articulation agreement(s) follows a 3-5 year

			Note: Other MOU's in the process of being signed: <ul style="list-style-type: none"> <li>Counseling MOU</li> </ul>	renewal process. The Committee recommends that the Dean of Academic Affairs carefully review the SOPs procedures to ensure institutional transparency.
e.	<u>2016 Recommendation:</u> Internal allocation of funding for Research, community and outreach services.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> The reclassification and classification plan will be presented to the Board of Higher Education in the Fall of 2020 semester. The classification proposal clarifies areas of expertise (researchers, skilled areas) based on the College's needs as well as contract benefits. Refer to the Vice President of Administrative and Finance monthly Reports.	<u>2020 Committee Recommendation:</u> Completed ☺ Pending presentation to the Board of Higher Education.  The Board of Higher Education during its 2020 Annual Retreat has provided their approval for the College to design a tuition increase to be implemented in 2021 to assist with the reclassification of faculty and hard to fill areas.  The Committee recommends that the Research Foundation contribute to the financing of College personnel needs (hard-to-fill areas).

**Academic Excellence: Goal 1 – Objective 4 – Expected Outcome 4**

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
a. <u>2016 Recommendation:</u> Need to identify and implement a Service Learning plan.  <u>2018 Recommendation:</u> It is recommended that academic programs develop plans that cater to the needs of the community. This will focus program discussions on possible MOUs/MOAs with local agencies and the business community as a mean to articulate the workforce needs. Also, to seek grant opportunities based on program plans.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> The College continues to monitor the consistency of the following programs: TED, TTD, and Nursing in regards to the sustaining of program services offered to ASG agencies. Other grant funded programs include Science (LSAMP), Health and Human Services (EXITO)	<u>2020 Committee Recommendation:</u> The Committee recommends that all active academic programs seek grant opportunities to expand their program mission or MOUs/MOAs to fund its operational costs.
b. <u>2016 Recommendation:</u> Lack of funding source.  <u>2018 Recommendation:</u> To seek funding opportunities through grants and MOU/MOA.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> MOUs Archived: <ul style="list-style-type: none"> <li>2019-03-01: ASCC and ASDOE – Integrated Data Services MOA Addendum</li> <li>2020-03-05: ASCC and ASDOE – TED MOU</li> <li>2020-03-24: ASCC and ASDOE – TED MOU Final</li> <li>2020-02-07: ASCC and TAOA – Nursing Apprenticeship MOU</li> <li>2020-10-06: ASCC and ASDOE – Dual Enrollment Program (Effective Spring 2021)</li> </ul> <u>Note:</u> Other MOU's in the process of being signed: Counseling MOU	<u>2020 Committee Recommendation:</u> The Committee recommends that all active academic programs seek grant opportunities to expand their program mission or MOUs/MOAs to fund its operational costs.
c. <u>2016 Recommendation:</u> Revisit the Service Learning for academic programs.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> There are no updates reported.	<u>2020 Committee Recommendation:</u> The Committee recommends to review the purpose of Service Learning for sustainability purposes. Is it something that academic

				programs value or not? It there a cost linked to service learning that should be included in the College's plans?
<b>d.</b>	<u>2016 Recommendation:</u> Psychology courses require students to complete a 40-hour Service Learning project.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing	<u>2020 Update:</u> There are no updates reported.	<u>2020 Committee Recommendation:</u> The Committee recommends to review the purpose of Service Learning for sustainability purposes. Is it something that academic programs value or not? It there a cost linked to service learning that should be included in the College's plans?
<b>e.</b>	<u>2016 Recommendation:</u> Need to reassess courses that use Service Learning not to confuse with practicums.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing	<u>2020 Update:</u> There are no updates reported.	<u>2020 Committee Recommendation:</u> The Committee recommends to review the purpose of Service Learning for sustainability purposes. Is it something that academic programs value or not? It there a cost linked to service learning that should be included in the College's plans?
<b>f.</b>	<u>2016 Recommendation:</u> Refer to Staffing Sub Committee for policy review.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing	<u>2020 Update:</u> No policies were introduced in Service Learning in Chapter 5 policies. It is recommended that the definition, funding, and needs for service learning be spearheaded by the Dean of Academic Affair.	<u>2020 Committee Recommendation:</u> The Committee recommends to review the purpose of Service Learning for sustainability purposes. Is it something that academic programs value or not? It there a cost linked to service learning that should be included in the College's plans?
<b>g.</b>	<u>2016 Recommendation:</u> To further assess and research how programs integrate service learning in the achievement of Program Learning Outcomes.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing	<u>2020 Update:</u> There are no updates reported.	<u>2020 Committee Recommendation:</u> The Committee recommends to review the purpose of Service Learning for sustainability purposes. Is it something that academic programs value or not? It there a cost linked to service learning that should be included in the College's plans?

# ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 5

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017-2018

FY 2018-2019

FY 2019-2020

FY 2020-2021

**Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.**

**Academic Excellence Objective 5:** ASCC will increase the Quality and Availability of Educational Technology.

**Expected Outcomes:**

1. A plan has been reviewed, implemented, and assessed for professional development on technological system upgrades and multimedia technological devices appropriate to instruction and services offered at ASCC; **Status: Ongoing**
2. An assessment on the need of outreach courses is documented and a plan of implementation has been identified. The plan should include possible outreach designated site MOUs, resources, technical support, and stability of instructional delivery; **Status: Ongoing**
3. An assessment on all ASCC’s current technologies and its impact on SLOs are documented with recommendations on the trends in educational technologies listed for future planning and budgeting; **Status: Ongoing**

### Academic Excellence: Goal 1 – Objective 5 – Expected Outcome 1

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
<p><b>a.</b></p> <p><u>2016 Recommendation:</u> Need ongoing professional development for faculty and staff on Moodle, Smartboard, etc.</p> <p><u>2018 Recommendation:</u> There is a need for more Smartboard training for faculty.</p>	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> There is no documented evidence that smartboard training has been conducted as well as the purchasing of smartboards after the last 2018 ISP 2015-2020 Update.</p>	<p><u>2020 Committee Recommendations:</u> The Committee recommends that trainings coincide with the types of equipment purchased (trends) each year that may include online programs, peripherals, and smart technologies.</p>
<p><b>b.</b></p> <p><u>2016 Recommendation:</u> Continue to provide professional development off-island for staff to improve services on DATATEL, Compliance Assist, IPEDs, etc.</p> <p><u>2018 Recommendation:</u> Seek funding opportunities through grants and MOU/MOA.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> There has been limited off-island professional development for ASCC personnel due to the College’s cost containment measures. Professional development has been provided via grant funded programs as per approved funding plans.</p> <p>As of March 2020, due to the closing of the American Samoa borders, alternative plans for professional development will focus on internal and online trainings.</p>	<p><u>2020 Committee Recommendations:</u> The Committee recommends that the College continue to seek funding through grants and MOU/MOA particular to academic programs.</p>
<p><b>c.</b></p> <p><u>2016 Recommendation:</u> Improve implementation of technology plan for professional development and system upgrades.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending	<p><u>2020 Update:</u> The College received COVID-19 funding in July 2020 whereas</p>	<p><u>2020 Committee Recommendations:</u> <i>Technical Infrastructure:</i> The Committee recommends that the</p>



	<p><u>2018 Recommendation:</u> To seek funding opportunities through grants and MOU/MOA.</p>	<input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p>\$500,000.00+ was allocated to upgrade all systems to shift towards online learning.</p> <p><u>Note:</u> The College's Datatel system via Ellucian provides limited support given the status (outdated) of the physical system on campus. Communication between the VPAF and Ellucian representatives resulted towards Ellucian's move to a cloud platform whereas support for the current system will be limited. The costs to migrate the College's Datatel System to cloud services will cost \$2.6 million for five-years.</p> <p>Also, there is limited personnel with the expertise in the ICT/MIS area.</p>	<p>College assess the costs of systems (current or new) to sustain the needs for administrative, student support, and institutional effectiveness services.</p> <p><i>Professional Development:</i> The Committee recommends that the College continue to seek funding through grants and MOU/MOA particular to academic programs.</p> <p>The Committee also recommends that the College increase grant writing positions to work closely with all academic department chairpersons to apply for grants based on the academic program data needs.</p>
<p>d.</p>	<p><u>2016 Recommendation:</u> Provide an update, presentation or training to the institution in regards to upgrades of technology.</p> <p><u>2018 Recommendation:</u> To seek funding opportunities through grants and MOU/MOA.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The MIS former IO conducted training in partnership with Cloudbaker representatives (G-Suite Vendor) in the beginning of the Fall 2020 semester. Training focused on the utilization of Google mail and online google applications. The training was possible through COVID-19 funding at which the College's email communication system was upgraded.</p> <p>This is the first time the College has expanded access to students via the ASCC email services on amsamo.edu.</p> <p>MOODLE trainings were also conducted by the Accreditation Liaison Officers / VPs. This was the College's initiative plan to address the online needs of faculty and support staff. A series of trainings were conducted to academic program faculty and student support staff due to COVID-19 and Online training.</p> <ul style="list-style-type: none"> <li>• Faculty Trainings – <ul style="list-style-type: none"> <li>○ <a href="#">May 28 and 29, 2020</a></li> </ul> </li> <li>• Support Staff Trainings <ul style="list-style-type: none"> <li>○ <a href="#">June 26 and July 10</a></li> </ul> </li> </ul>	<p><u>2020 Committee Recommendations:</u> The Committee recommends that ongoing technology trainings for all personnel continue with regard to technical, system, and application programs.</p>

e.	<p><u>2016 Recommendation:</u> Compile all professional development recommendations from each of the plans to cover institutional high need areas that include trends in technology, TCO, compliance, and high needed areas/skills.</p> <p><u>2018 Recommendation:</u> To seek funding opportunities through grants and MOU/MOA. Professional Development recommendations have been removed from all budgets due to cost containment measures.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> Refer to evidences and Committee Recommendations G1, O5, EO1(c) – Professional Development</p>	<p><u>2020 Committee Recommendations:</u> Refer to Committee Recommendation G1, O5, EO1(c) – Professional Development</p>
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**Academic Excellence: Goal 1 – Objective 5 – Expected Outcome 2**

	2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
a.	<p><u>2016 Recommendation:</u> Encourage faculty to use Moodle or a related program to enhance teaching and curriculum. To provide training for faculty to use Moodle annually.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> Teacher Education continues to provide trainings for faculty and adjunct faculty on MOODLE each semester. Teacher Education provided MOODLE trainings for all faculty in Spring 2020 due to the COVID-19 immediate shift to online learning.</p> <p>MOODLE trainings were also conducted by the Accreditation Liaison Officers / VPs. This was the College’s initiative plan to address the online needs of faculty and support staff. A series of trainings were conducted to academic program faculty and student support staff due to COVID-19 and Online training.</p> <ul style="list-style-type: none"> <li>• Faculty Trainings – <ul style="list-style-type: none"> <li>○ <a href="#">May 28 and 29, 2020</a></li> </ul> </li> <li>• Support Staff Trainings <ul style="list-style-type: none"> <li>○ <a href="#">June 26 and July 10</a></li> </ul> </li> </ul>	<p><u>2020 Committee Recommendations:</u> The Committee recommends that ongoing technology trainings for all personnel continue with regard to technical, system, and application programs.</p>
b.	<p><u>2016 Recommendation:</u> Consider expanding instructions through distance learning.</p> <p><u>2018 Recommendation:</u> Devise an action plan for the offering of distance learning courses and to submit a substantive change proposal to ACCJC.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> Due to the COVID-19 global pandemic in March 2020, funding via CARES Act was appropriated from United States Department of Education for all colleges and universities to provide the necessary support to ensure the continuation of education to include online learning.</p> <p>The College has devised a plan that was approved in July 2020 whereas \$600,000.00 was allocated to improve the College’s</p>	<p><u>2020 Committee Recommendations:</u> The Committee recommends that the College continue with its current plans to ensure that the College is capable to provide online learning given the severeness of the COVID-19 global pandemic and that plans are completed by May 2021.</p> <p>Note: The Teacher Education Department has requested for the offering of its Certification courses by means of distance learning. This has been requested from their partners – American Samoa Department of Education.</p>

		<p>technical infrastructure to offer online learning.</p> <p>Currently, the College continues to contract technical specialists to assist the College with its shift to online learning, utilizing CARES Act funding.</p>	
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**Academic Excellence: Goal 1 – Objective 5 – Expected Outcome 3**

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
<p><b>a.</b></p> <p><u>2016 Recommendation:</u> Does ASCC have an assessment SOP to assess current status of technologies in place? Review.</p> <p><u>2018 Recommendation:</u> Revisit the Technology Plan and provide biweekly updates on the status.</p>	<p> <input type="checkbox"/> No Action  <input type="checkbox"/> Pending  <input checked="" type="checkbox"/> Complete  <input checked="" type="checkbox"/> Ongoing         </p>	<p><u>2020 Update:</u> The VPAF in collaboration with all administrative service division officers completed its review of the ASCC 2015-2020 Comprehensive Maintenance Plan, as well as the Institutional Strategic Plan 2015-2020 resource plans in September 2020. Recommendations are provided in each resource plan following each Academic Excellence Goal and Objective. The review of technology now falls under the review of the VPAF which is currently reviewed monthly.</p> <p>Technology updates are compiled by the VPAF each month with status of the Technology Plan. Please refer to the <a href="#">ASCC Digital Archives</a>. The submission of the VPAF monthly report proposal was approved by the President on August 07, 2019 – <a href="#">Administrative Services Monthly Report Proposal</a>.</p> <p>Currently, all administrative services to include Technology are in the process of reviewing all rules and regulations. In 2019, during the Board’s Annual Retreat, the Board approved new governance policies to include Technology. Technology rules and regulations are under review to ensure the accurateness of MIS SOPs. This review is scheduled to be completed by December 2020.</p>	<p><b>Completed.</b></p> <p><u>2020 Committee Recommendations:</u> No recommendation.</p>
<p><b>b.</b></p> <p><u>2016 Recommendation:</u> Need to see plan and share with all stakeholders on Technology.</p>	<p> <input type="checkbox"/> No Action  <input type="checkbox"/> Pending         </p>	<p><u>2020 Update:</u> The Technology Plan and</p>	<p><b>Completed.</b></p>

	<u>2018 Recommendation:</u> Revisit the Technology Plan and provide biweekly updates on the status.	<input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	Comprehensive Plan continue to be shared with all ASCC constituencies and updates are provided biennially following the IPECC's review of the ISP.	<u>2020 Committee Recommendations:</u> Clarification: The Committee duly notes the limited funding generated by the College each fiscal year. It is important the administrative services divisions via the VPAF provide updates on the costs needed to ensure the lifespan of all currently technologies on hand and the costs to replace all technologies given the trends of technology in education.  The Committee recommends that details of these technological limitations that may include funding and improvements for all technology resources be included in the College's Quarterly Performance Report.
<b>c.</b>	<u>2016 Recommendation:</u> SOP Manual for Technology shared with all.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> The MIS SOP Manual has been constantly updated in the fall of 2018 and spring of 2019. The MIS SOP Manual is located digitally on the ASCC Website and is duly referenced to coincide with its ticketing processes for technology support.	<u>2020 Committee Recommendations:</u> MIS SOPs are live on the College Website and have been accessible to all ASCC internal constituencies since the fall of 2018.
<b>d.</b>	<u>2016 Recommendation:</u> Need an annual assessment of ASCC technologies in place such as Smart-board, computers, etc.  <u>2018 Recommendation:</u> Include the assessment of technologies to include computers and smartboards in biweekly and monthly reports.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> The College has completed in inventory of all technological resources as well as, physical resources during its 2020 fixed and non-fixed asset inventory. These findings are documented in the 2015-2020 Maintenance Plan update.	<b>Completed.</b>  <u>2020 Committee Recommendations:</u> Clarification: The College's 2019 Audit Report identified limitations in conducting is inventory of fixed and non-fixed assets. To resolve this finding, the College implemented and completed its inventory in September 2020.  As part of the resolution, the College will now implement a biannual inventory of all fixed and non-fixed assets to ensure the accountability of all capital inventory of the College.

**Academic Excellence: Goal 1 – Objective 5 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.**

Strategic Focus	Goals:	Objectives:	Expected Outcomes:	Status:	Recommendations/Updates:
<b>Technology Plan:</b> <i>(Aligned to Academic Excellence Expected Outcomes 1)</i>	1	1	1, 2, 3, 4, 5, and 7	EO 1: Ongoing EO 2: Ongoing EO 3: Ongoing EO 4: Ongoing EO 5: Ongoing EO 7: Ongoing	<u>2018 Recommendation:</u> The Committee recommends to clearly establish the Technology Resource Committee (TRC) with clarification of roles and responsibilities.  The Committee recommends submitting all processes dealing with technology into evidence and assign someone in TRC to review local and federal regulations. Request someone in IE to collect all data from all labs to make a “semester-based report” on computer accessibility for students.  The Committee emphasizes that the “Minimum Specs” for computers needs to be reviewed and

					<p>updated every three years to keep up with the ever-changing technological environment. Operating systems, internet browsers, Microsoft office, and antivirus should be included. Connectivity should also be considered in minimum specs. Internet connection is conducive to student learning, so speed matters.</p> <p><u>2020 Recommendation:</u> The Committee recommends that the Accreditation Standard III Resource Sub-Leads (composition of Administrative Services officers and Chaired by the Vice President of Administration and Finance) devise a plan to include all resources of the College as well as data collection methods and processes that coincide with the Administrative Services program review, to determine quality of all current and future resources purchases, maintenance measures/sustainability, compatibility, and compliance to federal and local resource requirements.</p> <p>Note: As a result of monitoring the College’s ISP 2015-2020, the Plan emphasizes the importance of establishing multiple Resource committees for Physical Facilities, Technology, Staffing, and Total Cost of Ownership with specific functions to address the needs of the College’s plans; all for which particular individuals participate in with different expectations and roles. The Committee observed the ‘added burden’ specific individuals experience given the workload increase as well as meeting deadlines, while trying to address daily challenges particular to an individual’s full-time position.</p>
<p><b>Technology Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 3)</i></p>	1	1	6	EO 6: Completed	<p><u>2018 Recommendation:</u> The Committee recommends that training should include all staff and faculty utilizing internal resources and programs.</p> <p><u>2020 Recommendation:</u> (Quality Assurance) The Committee recommends that the ‘Accreditation Standard III Committee’ continues to assess, plan, and communicate information annually on technology resources and trainings to be presented each fall semester during the ASCC Convocation.</p>
<p><b>Technology Plan:</b> <i>(Aligned to Academic Excellence Expected Outcomes 2 and 3)</i></p>	1	1	7, and 8	EO 7: Ongoing EO 8: Ongoing	<p><u>2018 Recommendation:</u> There is no evidence of a plan for an annual assessment is in place. Expected outcome eight mentions a replacement and purchase plan. There is a maintenance plan but not in technology evidence. The Committee recommends the review of the TRC roles to include the technological needs of the institution.</p> <p><u>2020 Recommendation:</u> The College identifies a sustainable cycle for the continued review, assessment, and evaluation of the five-year Comprehensive Maintenance Plan that coincides with the annual budget call process. The plan should include internal maintenance and new construction plans linked to a proposed budget based on local fund or Federal Capital Improvement Plans (CIP) funds and other applicable grant funding sources.</p>
<p><b>Technology Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 3)</i></p>	1	1	9	EO 9: Ongoing	<p><u>2018 Recommendation:</u> The Committee recommends the review of the TRC roles to include the technological needs of the institution.</p>

					<p><u>2020 Recommendation:</u> The College defines a cycle that includes an annual timeline of dates for the tracking and replacement of end-of-life equipment, linked to an annual inventory of physical assets and disposal processes.</p>
<p><b>Technology Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 3)</i></p>	1	2	1 and 2	<p>EO 1: Completed</p> <p>EO 2: Ongoing</p>	<p><u>2018 Recommendation:</u> The Committee recommends that an upgrade for software be updated periodically. Note: Accessibility (administrative privilege) and confidentiality clarification in policies and institutional procedures for ASCC operations.</p> <p><u>2020 Recommendation:</u> The Committee recommends that Accreditation Standard III Resource committee provide collaborate on devising a plan that differentiates between personnel user accessibility and privileges to ASCC systems.</p> <p>The Committee also recommends to reassess the sustainability of Datatel or replacement of this system as applicable.</p> <p><u>Update:</u> During the Board’s Annual 2019 Retreat, Chapter 9 policies were approved by the Board:</p> <ul style="list-style-type: none"> <li>• Chapter 9: Information Technology <ul style="list-style-type: none"> <li>○ Section I: Information Technology Policies</li> <li>○ Section II: Computer Usages</li> <li>○ Section III: Information Technology Communications</li> </ul> </li> </ul> <p>In August 2020, the 2002 Microsoft Outlook email server was replaced with G-Suite Google Mail. The College also purchased MOODLE servers to upgrade the College’s Course Management systems. The purchasing of equipment was possible under COVID – 19 funding.</p>
<p><b>Technology Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 2)</i></p>	2	1	1	<p>EO: 1: Completed</p>	<p><u>2018 Recommendation:</u> The Committee recommends that network design should be reviewed. Sub-networks should be implemented for security issues. The Committee recommends that the phone system should be upgraded to a PBX system that is based on a SIP standard.</p> <p>The Committee recommends to initiate the roles of the TRC.</p> <p><u>2020 Recommendation:</u> The Committee recommends the continued monitoring of the College’s network system. 85% of network hardware and systems have been upgraded through COVID – 19 funding. This also includes the purchasing of 400 VoIP phones to be installed in all offices.</p> <p>The Committee recommends that the Accreditation Standard III Resources committee continue to monitor the sustainability of all newly purchased equipment as well as the plan to address the end-of-life cycle for all equipment as well as the disposing of equipment.</p>
<p><b>Technology Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 1)</i></p>	2	1	2 and 3	<p>EO 2: Ongoing</p> <p>EO 3: Ongoing</p>	<p><u>2018 Recommendation:</u> The Committee recommends that status Reports be based on data usage for random users to be studied. Note: Refer to the review of the TRC.</p>

					<p>The Committee recommends that an external consultant should be hired to assess the connectivity, network stability and future expansion to be assessed every three years. (Review appropriateness)</p> <p><u>2020 Recommendation:</u> The Committee recommends that a report is generated monthly to monitor the status reports for all internet (wireless and LAN) user connectivity and usage. The report shall be included the College’s report (Quarter Performance Reports) for continued assessment on the use of broadband services to assist with the procurement of funding in preparation for the College’s Annual Budget Call.</p> <p>The Committee recommends that ASCC exhausts all measures to participate in the ASG-Territorial Broadband Subgroup on the developing of broadband needs for the territory as well as to seek MOU negotiations as applicable with local Internet Service Providers on broadband needs and assessments of broadband services offered at ASCC.</p>
<p><b>Technology Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 2)</i></p>	3	1	1	EO 1: Ongoing	<p><u>2018 Recommendation:</u> The Committee recommends that Distant Learning technologies be re-visited. Note: Revive Distance Learning (Compatibility with Moodle) Review efficacy of distance learning and asynchronous online learning.</p> <p>The Committee recommends that online support services be available after hours so that continuing education students have access to these services.</p> <p><u>2020 Recommendations:</u> (Update) The College under precautionary measures in response to the coronavirus global pandemic has entered to provide online course access/distance learning for students and instructional and support services online beginning in March 2020. The movement coupled with COVID – 19 funding has provided access to purchase hardware to include the upgrading of the College’s telephone systems, Course Management Systems, Network Hardware, and Email and Website Servers. Funds also provided avenues to provide contractual services to expand MIS services as well as support services beyond regular working hours to accommodate students.</p> <p>The Committee recommends that the College continue to review Accreditation Substantive change policies for the offering of Distance Learning. A request was received from the Teacher Education Department/American Samoa Bachelors in Education Program to offer its MOU certification courses via distance learning. Recommendation also includes to devise a sustainability plan to include the costs for sustaining distance learning programs at the College.</p>
<p><b>Total Cost of Ownership Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 1)</i></p>	1	1	1 and 2	EO 1: Ongoing EO 2: Completed	<p><u>2018 Recommendation:</u> Fixed Asset Inventory only captures PO with amounts of \$5,000 and above. The Committee recommends the review of the inventory process to capture all technology equipment. In addition, it is recommended that the institution review Policy 7000.6 of Inventories of Materials and Equipment that all divisions are responsible to keep their own inventories.</p>

					<p><u>2020 Recommendation:</u> (Update) The Vice President of Administrative Services and Finance has implemented a plan with the Administrative Services officers (Finance, Procurement, HRO, PFM, and IO) to implement the fixed inventory assessment and plan to include all equipment purchases less than \$5,000.00 for accountability purposes. This directive was prompted due to a finding the in College’s 2019 Audit Report whereas an inventory on fixed assets has not been done during that audited period and the fact that there are too many items in the fixed asset inventory that have not been reassessed.</p> <p>The Committee recommends that a cycle and processes is defined and followed to ensure that the College conducts an annual fixed asset inventory to include all physical equipment as well as purchases less than \$5,000.00. This will provide accurate documentation of the College’s fixed asset inventory. The Committee also recommends that the fixed asset inventory coincide with the disposing processes for all damaged equipment or bidding processes for selling end-of-life equipment.</p>
<p><b>Total Cost of Ownership Plan:</b> <i>(Aligned to Academic Excellence Expected Outcome 1)</i></p>	1	1	3 and 4	<p>EO 3: Ongoing</p> <p>EO 4: Ongoing</p>	<p><u>2018 Recommendation:</u> The Committee recommends that MIS support staff receive their required annual update training and/or get the required certification to support the institution technology needs.</p> <p>The Committee recommends across board training for the institution on proper usages of all technology and equipment.</p> <p>The Committee recommends including training during ASCC’s Annual Convocation.</p> <p><u>2020 Recommendation:</u> (Update) MIS staff in 2020 participated in the teaching of the College’s Apprenticeship program certification courses in the areas of network communications, website, and computer hardware courses. There appears to be a flaw is the 2018 recommendation whereas MIS services currently offered in these areas are critical.</p> <p>The College however has assured the appropriate trainings for current and new technologies that were purchased through COVID – 19 funding. Trainings include MOODLE, Zoom, and G-Suite email. The College continues to offer trainings for these technologies for precautionary purposes in response to the coronavirus.</p> <p>The Committee recommends that the College includes in its 2021-2026 Comprehensive Maintenance Plan, plans to ensure annual or biennially training based on system upgrades and new technologies that coincide with the technological assessment needs of students, faculty and staff.</p>
<p><b>Total Cost of Ownership Plan:</b> <i>(Aligned to Academic Excellence Expected Outcomes 2 and 3)</i></p>	1	1	5	EO 5: Ongoing	<p><u>2018 Recommendation:</u> The Committee recommends to revise language on expected outcomes #5 to reflect institutional assessment of internet instead to software accessibility etc.</p> <p><u>2020 Recommendation:</u> (Quality Assurance) The Committee recommends that the College continues to review the effectiveness of its technology plans and</p>



					<p>resources allocated to conduct timely upgrades/maintenance of application, system, multimedia resources. It is important that the College assesses and documents yearly damages incurred as a result of limited funding.</p> <p>The Resource Specialist continue to coordinate the implementation and assessment of the College’s technological resources utilizing the template developed to monitor the cost per year for regular maintenance and repairs.</p>
<p><b>Total Cost of Ownership Plan:</b>  <i>(Aligned to Academic Excellence Expected Outcomes 1, 2, and 3)</i></p>	1	1	6	EO 6: Completed	<p><u>2018 Recommendation:</u> For ongoing quality assurance, a recommendation to link budget processes to the 2015-2020 Comprehensive Maintenance Plan.</p> <p><u>2020 Recommendation:</u> (Quality Assurance) The Committee recommends that the College links the President’s annual priorities to the 2021-2026 Comprehensive Maintenance Plan.</p>

# ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 6

**Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:**

FY 2017-2018

FY 2018-2019

FY 2019-2020

FY 2020-2021

**Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.**

**Academic Excellence Objective 6:** ASCC will continue to strengthen its services in Academic Advising, Counseling, Tutoring, Finances, Resources, and Campus Life.

**Expected Outcomes:**

1. An assessment of student awareness and the reporting of student information based on the effectiveness of ASCC’s academic advising, tutoring services, counseling services, are documented; **Status: Ongoing**
2. Outreach recruiting procedures is institutionalized, documented, and centralized; **Status: Ongoing**
3. A process for a calendar of institutional activities are generated annually and disseminated accordingly; **Status: Ongoing**
4. An assessment of the ASCC safety plan is documented and archived. **Status: Ongoing**

**Academic Excellence: Goal 1 – Objective 6 – Expected Outcomes 1 and 2**

2016 and 2018 Committee Recommendations		Status	Evidence	2020 Recommendation(s) or Update(s)
<b>a.</b>	<u>2016 Recommendation:</u> Improve processes on student services available to students.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> No Update	<u>2020 Committee Recommendations:</u> The Committee recommends that the College review the importance of student attrition data in planning and decision-making.
<b>b.</b>	<u>2016 Recommendation:</u> Identify a comprehensive support service in alignment with Student Achievement.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> No Update	
<b>c.</b>	<u>2016 Recommendation:</u> Improve on Tutorial services available to students.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> No Update	
<b>d.</b>	<u>2016 Recommendation:</u> Conduct a program review on assessment of all Services available to students similar to academic program review of instructions.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> No Update	
<b>e.</b>	<u>2016 Recommendation:</u> Revisit assessment and review of CLP course to put back in GE for students.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> ASCC Catalog	Completion evidenced in the ASCC 2018 ISP Update.
<b>f.</b>	<u>2016 Recommendation:</u> Need to improve services provided to students and parents/community.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing	<u>2020 Update:</u> No Update	<u>2020 Committee Recommendations:</u> The Committee recommends that the

g.	<p><u>2016 Recommendation:</u> Need to share process and procedures for recruiting and where that data is stored on numbers recruited. <i>Not sure where that data is, and how it is shared with the College.</i></p> <p><u>2018 Recommendation:</u> Identify a process and review cycle for updates to the Student Services Division SOPs Manual for necessary updates, transparency, and archiving.</p>	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> No Update</p>	<p>College review the importance of student attrition data in planning and decision-making and how retention rates may improve student recruitment as well as the College's Institution-Set Standards.</p>
h.	<p><u>2016 Recommendation:</u> Need to know SOP for counseling, etc., advising, etc., transfer process to other colleges, etc. (institutionally available and archived.)</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing		<p>Completion evidenced in the ASCC 2018 ISP Update.</p>
i.	<p><u>2016 Recommendation:</u> Need to provide and improve on Marketing, outreach, and recruitment processes also in programs such as scholarships, financial aid, and work-study.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing		<p>Completion evidenced in the ASCC 2018 ISP Update.</p>
j.	<p><u>2016 Recommendation:</u> Need to improve on Marketing, outreach, and recruitment processes and activities.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing		<p>Completion evidenced in the ASCC 2018 ISP Update.</p>
k.	<p><u>2016 Recommendation:</u> Marketing committee needs to have a solid plan in place.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing		<p>Completion evidenced in the ASCC 2018 ISP Update.</p>
l.	<p><u>2016 Recommendation:</u> SOPs be archived at IE.</p> <p><u>2018 Recommendation:</u> (Quality Assurance) Identify an annual review cycle for review/updates of service/division SOPs and specify dates for the approval for archiving purposes. Possibly to coincide with the review of ASCC Board policies.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing		<p>Completion evidenced in the ASCC 2018 ISP Update.</p>

**Academic Excellence: Goal 1 – Objective 6 – Expected Outcomes 3 and 4**

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
<p>a.</p> <p><u>2016 Recommendation:</u> Clarify process for an institutional calendar of activities.</p> <p><u>2018 Recommendation:</u> Determine a cycle for the review of institutional processes, as a mean to calendar important College priorities and affairs that include the review of:</p> <ul style="list-style-type: none"> <li>• ASCC Mission</li> <li>• ASCC priorities</li> <li>• ASCC plans</li> <li>• ASCC policies</li> <li>• ASCC committees</li> <li>• ASCC procedures (SOPs)</li> </ul>	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> In 2019 and 2020, the President assigned the Executive Director Vice presidents to submit a one-year calendar of all events. There has been no action on the President's half to determine the value of her request.</p> <p>The Executive Leadership reviewed the College's 2015 Participatory Governance Manual to update clarifications on the roles of all internal constituencies in shared governance.</p> <p>The Board of Higher Education has provided their complete review and approval of the all College policies beginning in 2015 and completed in 2020 during their annual retreats.</p>	<p><u>2020 Committee Recommendations:</u> The Committee recommends that clear procedures for the review of Board policies coincide with the College's Annual Budget Call processes. To be inserted in IE's SOPs. The Committee duly notes that the assessment of policies is aligned to divisional internal controls, rules and regulations (SOPs), and policies.</p>

			Currently all rules and regulation to include divisional manuals and being reviewed and should be completed by December 2020.	
<b>b.</b>	<u>2016 Recommendation:</u> Identify accountable divisions for review and assessment of process.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> The Executive Leadership reviewed the College's 2015 Participatory Governance Manual to update clarifications on the roles of all internal constituencies in shared governance.  All other accountable actions follow the College's communication protocol for approval.	Completion evidenced in the ASCC 2018 ISP Update.
<b>c.</b>	<u>2016 Recommendation:</u> Need to revisit You Are Not Alone (YANA), etc. for your people (Student Services).	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> The You are Not Alone (YANA) was revived in the beginning of September to combat the increase of youth suicides. The President has spearheaded training for counselors and tutors.	<u>2020 Committee Recommendations:</u> The Committee recommends to sustain these services to ensure counseling services for the community particular to health and safety awareness.
<b>d.</b>	<u>2016 Recommendation:</u> Revisit opening library on weekends for the community encourage services like summer reading for kids, etc.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> Due to the College's cost containment measures, the College was not able to support any out-of-the-ordinary plans.	<u>2020 Committee Recommendations:</u> Committee's recommendation still stands.
<b>e.</b>	<u>2016 Recommendation:</u> Revisit the ACNR Wellness Center usage, no advertising for that these days? Wellness is important for safety too (Awareness of Services).	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> The Wellness Center continues to be utilized by ASCC personnel during morning and afternoon. Although the College has no documented plans on wellness for staff, ACNR continues to open its facilities for all ASCC personnel.	<u>2020 Committee Recommendations:</u> The Committee recommends that a plan be developed in conjunction with Professional Development to address Health awareness.
<b>f.</b>	<u>2016 Recommendation:</u> Institutionally archive ASCC Safety Plan, Maintenance Plan, Campus Safety Plan and to make available to all internal constituents.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> In 2018, the College has drafted the ASCC Emergency Plan that encompasses the Safety Plan. The Emergency Plan is now being finalized by the VP of Administration in collaboration with the Security Officer and PFM Officer.  The College's 2021-2026 Comprehensive Maintenance Plan will be drafted upon the completed of the ISP 2015-2020.	<u>2020 Committee Recommendations:</u> The Committee recommends that the Executive Leadership ensure that SOPs for the Comprehensive Maintenance Plan and as well as the Emergency Plan follow a annual or biennial review cycle.

# ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 7

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017-2018

FY 2018-2019

FY 2019-2020

FY 2020-2021

**Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.**

**Academic Excellence Objective 7:** ASCC will enhance opportunities for student academic, career, and personal success.

**Expected Outcomes:**

1. An institutional process for collecting data on alumni, student transferability, and job placements are documented and centralized institutionally and archived and publicized; **Status: Ongoing**
2. A document that specifies updates on current and new articulation agreements is centralized institutionally and archived; **Status: Ongoing**

### Academic Excellence: Goal 1 – Objective 7 – Expected Outcome 1

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
<p><b>a.</b> <u>2016 Recommendation:</u> Need to request data from ASG Human Resource, semiautonomous agencies, local Army Reserve and other military branches, and private sectors in collecting the number of ASCC graduates employed.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The Executive Director of Institutional Effectiveness continues to participate as part of the Board for the American Samoa Center for Educational and Workforce Statistics (ASCEWS) under the guidance and funding of the Department of Education since the fall 2018. Discussions for the College to connect to the National Clearing House has been discussed and is in the process for communicating data.</p> <p>ASCEWS Board members include the Deputy Director of the ASG Human Resources Office as well as other ASG agencies (DOC, Early Childhood Education, Special Education, Primary and Secondary education, ASCC, etc.) in its composition.</p>	<p><u>2020 Committee Recommendations:</u> The Committee recommends that the Office of Institutional Effectiveness continue the discussion on centralizing the Territory’s efforts to track workforce placements relevant to students that transition into the workforce from the College.</p>
<p><b>b.</b> <u>2016 Recommendation:</u> Continue to improve mechanisms to ensure meeting institutional student achievement standards.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The VPASA and the Executive Director of Institutional Effectiveness in collaboration with the deans organized the review of the</p>	<p style="color: red;"><b>Completion evidenced in the ASCC 2018 ISP Update.</b></p> <p><u>2020 Committee Recommendations:</u> (Quality Assurance) The Committee</p>

			College's Institution-Set Standards in 2018, 2019, and 2020 to monitor the progress of the College Institution-Set Standards as well as the Commission policies. Updates are included in the presentations archived on Compliance Assist.	recommends that the College solidify its processes/timeline for the continued review of the College's Institution-Set Standards. It is evident that Student Achievement and Student Learning Outcome processes defined in the 2015 Participatory Governance Structural Manual were not followed as there is still a gap on Student Learning Outcomes.
<b>c.</b>	<u>2016 Recommendation:</u> Clarify processes and timeline cycles for data collection, transfer to Higher Education, and job placement.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> No Update	<u>2020 Committee Recommendations:</u> The Committee recommends that the Office of Institutional Effectiveness continue the discussion on centralizing the Territory's efforts to track workforce placements relevant to students that transition into the workforce from the College.
<b>d.</b>	<u>2016 Recommendation:</u> Centralize all data for continuous improvement and tracking.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> No Update	
<b>e.</b>	<u>2016 Recommendation:</u> Need manual on employment counseling.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> Pending completion of the Student Services Handbook and SOP update.	<u>2020 Committee Recommendations:</u> The Committee recommends that a cycle and timeline be defined for the updating of all Student Services manuals and handbooks.
<b>f.</b>	<u>2016 Recommendation:</u> Need an office for employment counseling.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing		<b>Completion evidenced in the ASCC 2018 ISP Update.</b>
<b>g.</b>	<u>2016 Recommendation:</u> Host more career days.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> No Update	<u>2020 Committee Recommendations:</u> The Committee recommends to revisit this recommendation on hosting more career days and its relevancy to first time College entry students that declare majors.
<b>h.</b>	<u>2016 Recommendation:</u> Need to have a centralized office and staff for alumni information.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> No Update	<u>2020 Committee Recommendations:</u> The Committee recommends to seek funding as well as revisiting the plans for the coordination of alumni data in conjunction with the role of the Research Foundation.
<b>i.</b>	Improve and update methods of collecting this data and information.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> No Update	
<b>j.</b>	<u>2016 Recommendation:</u> Review institutional data sets appropriate to services offered for transferability and tracking of students.  <u>2018 Recommendations:</u> (Quality Assurance) <u>Recommendation 1:</u> Set achievement standards for each academic program that includes plans to: <ul style="list-style-type: none"> <li>Expand Program Mission and services</li> <li>Increase enrollment</li> <li>Set graduation rates appropriate to the program</li> <li>Set persistence rates appropriate to the program</li> </ul> <u>Recommendation 2:</u> Set Career Technical Education rates for applicable programs and the possibilities to offer interdisciplinary options based on the need of the Community.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> The Institution-Set Standards Core Committee presented to the Curriculum Committee possible definitions for Career Technical Education in November 2020. Definitions will be reviewed once more by the Curriculum Committee for its 2 <sup>nd</sup> reading before its adopted.	<b>Completion evidenced in the ASCC 2018 ISP Update.</b>

**Academic Excellence: Goal 1 – Objective 7 – Expected Outcome 2**

2016 and 2018 Committee Recommendations		Status	Evidence	2020 Recommendation(s) or Update(s)
<b>a.</b>	<u>2016 Recommendation:</u> Continue to expand articulation agreements with US accredited colleges and universities as majority of signed articulations are with Hawaii colleges and universities.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> All current and existing articulations are up-to-date.	<u>2020 Committee Recommendations:</u> The Committee's 2016 recommendations still stand.
<b>b.</b>	<u>2016 Recommendation:</u> Improve tracking of transfer students in order to initiate articulation agreements with other US accredited colleges.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update:</u> No Update	

**Academic Excellence: Goal 1 – Objective 7 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.**

Strategic Focus	Goals:	Objectives:	Expected Outcomes:	Status:	Recommendations/Updates:
<b>Staffing Plan:</b>	3	1	4	<b>EO 4: Completed</b>	<u>2018 Update:</u> An MOU has been signed between ASDOE and ASCC.  <u>2020 Recommendation:</u> (Quality Assurance) The Committee recommends that the College continue to review data on students transitioning to the workforce as a mean to assess the entrance salaries in comparison to the Governor's beginning salary mandates (High school diploma, AA/AS, BA/BS, and MA/MS). The Committee recommends that salary ranges be monitored in the public and private sectors as a mean to provide a review of the College's employee classification system.

# ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 8

**Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:**

FY 2017-2018

FY 2018-2019

FY 2019-2020

FY 2020-2021

**Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.**

**Academic Excellence Objective 8:** ASCC will continue to expand academic programs to meet the needs of the community.

**Expected Outcomes:**

1. Institutional dialogue is documented towards the transitioning to a four-year institution under the purview of WASC ACSCU; **Status: Ongoing**
2. Program and workforce developments for local expansion are documented; **Status: Ongoing**
3. ASCC’s mission and vision statement is assessed to determine institutional and community needs biennially. **Status: Ongoing**

Academic Excellence: Goal 1 – Objective 8 – Expected Outcomes 1, 2, and 3			
	2016 and 2018 Committee Recommendations	Status	Evidence
<b>a.</b>	<p><u>2016 Recommendation:</u> Aside from the Bachelor in Elementary Education, what other academic programs have initiated or planned to offer a four-year program(s)?</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The President has presented to the Board of Higher Education the status of programs that may be viable for a four-year program. Programs include Samoan Studies, Nursing, and Business.</p>
<b>b.</b>	<p><u>2016 Recommendation:</u> Has the institution initiated dialogue on transitioning to a four-year college? If so, what would be the next program or emphasis based on the need by the community or local MOU?</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> There has been changes to the ACCJC requirements particular to the amount of bachelor’s certificates as per the accreditation status for institutions. Institutions can now propose 2-3 bachelor certificate programs and remain under the purview of the Junior Commission.</p>

## Academic Excellence: Goal 1 – Objective 8 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.

Strategic Focus	Goals:	Objectives:	Expected Outcomes:	Status:	Recommendations/Updates:
<p><b>Staffing Plan:</b> <i>(Aligned to Academic Excellence)</i></p>	3	1	2 and 3	<p>EO 2: Ongoing</p> <p>EO 3: Ongoing</p>	<p><u>2018 Recommendation:</u> The Committee recommends that personnel needs be institutionally documented and referred through the process of prioritization.</p>



<p><i>Expected Outcome 1 and 2)</i></p>					<p><u>2020 Recommendation:</u> (Update) A reclassification for faculty proposal was submitted in 2018 by the Dean/Acting VP of Academics in collaboration with the Executive Director of IE, and HRO. The proposal has been reviewed in 2019 in comparison to the approved ASDOE new classification for teachers. Modifications were made to ensure higher ranges for postsecondary faculty to include specialized areas (hard to fill positions).</p> <p>Beginning in the Fall 2019, the Vice President of Administration and Finance worked collaborative with admin services leaders and the HRO to revisit the College's classification system in respect to positions and salaries. A continued review is still in progress.</p> <p>The Committee recommends to continue the clarification of the College's classification system to include an annual cycle and meeting digital archives.</p>
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# ACADEMIC EXCELLENCE GOAL 2: OBJECTIVE 1

**Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:**

FY 2017-2018

FY 2018-2019

FY 2019-2020

FY 2020-2021

## Academic Excellence Goal 2: ASCC will support Faculty and Staff Performance Commitment.

**Academic Excellence Objective 1:** ASCC will continue to provide a work environment that encourages professional growth, recognizes and supports excellence in services, and provides advancement opportunities.

### Expected Outcomes:

1. Review and improve processes for faculty/staff recognition, professional improvement, and degree advancements; **Status: Ongoing**
2. The plan for reclassification has been reviewed and implemented; **Status: Ongoing**
3. Faculty ranks have been reviewed and implemented. **Status: Ongoing**

### Academic Excellence: Goal 2 – Objective 1 – Expected Outcome 1

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
<p><b>a.</b></p> <p><u>2016 Recommendation:</u> Need to recognize staff's work and/or have a staff appreciation day.</p> <p><u>2018 Recommendations:</u>  <u>Recommendation 1:</u> To specify merit criteria for faculty, staff and administrators and a cycle for conducting annual recognitions that may coincide the annual convocation.  <u>Recommendation 2:</u> Revive the faculty (Teacher) of the year to include staff and administrator.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The College continues to acknowledge the service of all employees given the years of service by decade(s) – ten, twenty, thirty, forty.</p>	<p><u>2020 Committee Recommendations:</u> The Committee's 2018 recommendations still stand.</p>
<p>i. <u>2016 Recommendation:</u> Revisit the Connections Newsletter and the Taulogologo Newsletter.</p>	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The College's newsletters as per the ASCC Website was last posted in July 2018. It is duly noted that this was caused due to an incompliance with the OCR 2017 citation.</p>	<p style="color: red;">Completion evidenced in the ASCC 2018 ISP Update.</p> <p><u>2020 Committee Recommendations:</u> (Quality Assurance) The Committee recommends that the College revive the Connections Newsletter.</p>
<p><b>b.</b></p> <p><u>2016 Recommendation:</u> Need to recognize administrators.</p>	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The President continues to conduct an Annual Leadership Training (2018, 2019, 2020) for all administrators.</p> <p>Recognition is also evident but limited in the President's monthly Leadership meetings.</p>	<p><u>2020 Committee Recommendations:</u> The Committee recommends that the College devise a plan based on recognition criterion relevant to quality employee performance indicators for all faculty, staff, and administrators.</p>
<p><b>c.</b></p> <p><u>2016 Recommendation:</u> Recognition of staff.</p>	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<p><u>2020 Update:</u> The College continues to acknowledge the service of all employees given the years of service by</p>	

			decade(s) – ten, twenty, thirty, forty	
	i. <u>2016 Recommendation</u> : Review written processes for faculty/staff recognition.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update</u> : The College continues to acknowledge the service of all employees given the years of service by decade(s) – ten, twenty, thirty, forty	
d.	<u>2016 Recommendation</u> : Communication transparency of institutional updates and decision-making. Emphasis of staff recognition and merit (Referencing Governance policies 3018 and 4003.2).	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update</u> : The College continues to acknowledge the service of all employees given the years of service by decade(s) – ten, twenty, thirty, forty	Completion evidenced in the ASCC 2018 ISP Update.

### Academic Excellence: Goal 2 – Objective 1 – Expected Outcomes 2 and 3

2016 and 2018 Committee Recommendations	Status	Evidence	2020 Recommendation(s) or Update(s)
a. <u>2016 Recommendation</u> : A clear process and plan must be defined in the reclassification of staff and faculty.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update</u> : The VPASA in collaboration with the VPAF worked on a reclassification plan for all ASCC employees. The plans have been approved but limited funding to move the classification forward.	<u>2020 Committee Recommendations</u> : The Committee recommends that the College determine ways to fund the approved classification for all ASCC employees.
b. <u>2016 Recommendation</u> : Need to review faculty ranks through Faculty Senate.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update</u> : In 2018 and beginning of 2019 the Faculty Senate concentrated on the review of the Faculty Constitution whereas procedures were identified for faculty particularly to faculty roles in institutional decision-making, versus academic policies that include faculty ranks.	
c. <u>2016 Recommendation</u> : Need to host a Staff Recognition Dinner.	<input type="checkbox"/> No Action <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update</u> : No Update	<u>2020 Committee Recommendations</u> : The Committee recommends that the College devise a plan based on recognition criterion relevant to quality employee performance indicators for all faculty, staff, and administrators.
d. <u>2016 Recommendation</u> : Need to host Employee Day.	<input type="checkbox"/> No Action <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing	<u>2020 Update</u> : The last Employee Day was initiated in November 2018.	Completion evidenced in the ASCC 2018 ISP Update.  <u>2020 Committee Recommendations</u> : The Committee recommends that the College devise a plan based on recognition criterion relevant to quality employee performance indicators for all faculty, staff, and administrators.

### Academic Excellence: Goal 2 – Objective 1 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.

Strategic Focus	Goals:	Objectives:	Expected Outcomes:	Status:	Committee/Updates:
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<p><b>Staffing Plan: (Aligned to Academic Excellence Expected Outcome 2)</b></p>	2	1	1	EO 1: Ongoing	<p><u>2018 Recommendation:</u> The Committee recommends the initiation of the SRC to review the planning processes.</p> <p><u>2020 Recommendation:</u> The Committee recommends that the Vice President of Administration and Finance in collaboration with the Accreditation Standard III Resources committee to propose an update to the College's 2003 approved ASCC General Pay Schedule to remove all classification ranges that are below minimum wage and to submit the changes for the President's review and approval of the Board.</p>
<p><b>Staffing Plan: (Aligned to Academic Excellence Expected Outcome 2)</b></p>	2	1	2	EO 2: Ongoing	<p><u>2018 Recommendation:</u> The Committee recommends clarifying current drafts for clarity and continuous improvements.</p> <p><u>2020 Recommendation:</u> The Committee recommends to provide clarifications on the ASCC General Pay Schedule to define clauses linked to scope/professional responsibility for all classified staff. Descriptions defined coincide with the grade ranges on both General and Teacher scales.</p>
<p><b>Total Cost of Ownership Plan: (Aligned to Academic Excellence Expected Outcomes 1 and 2)</b></p>	1	3	1 and 2	<p>EO 1: Partially Completed</p> <p>EO 2: Ongoing</p>	<p><u>2018 Recommendation:</u> There is evidence that there has been some reclassification done within the institution based on the Governor's mandate in reference to the Bachelor and Master Degree. The Committee recommends the need to clarify and outline the process for the institutional reclassification.</p> <p><u>2020 Recommendations:</u> (Update) A second mandate was released by the Governor's Office for the classifying of pay for High school diploma and AA/AS degree holders. The Committee recommends that the College reassess all position accordingly to the mandate and to devise a plan that emphasizes the impact caused to existing salaried positions.</p>

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## APPENDIX A

### IPECC Academic Excellence Recommendations:

The IPECC's 2020 Recommendations were reviewed and reorganized using a theming and coding process to eliminate any repetition of its final recommendations. After grouping all recommendations according to theme, the coding process was utilized to align all original recommendations to each of the stand-out themes. The list of codes represents the Academic Excellence Plan Goal Number (G#), Objective Number (O#), Expected Outcome Number (EO#), and Recommendation letter (R(a)). The coded recommendations link to each of the Committee's original recommendations listed throughout the report.

#### Research:

3. The Committee recommends that the College establish a Grants Committee/Council to conduct research on opportunities through grant funded opportunities to assist the Colleges academic, student support, and administrative resource needs.
  - a. Grants Council/Committee – *G1: O1: EO3 & 4: R(a), G1: O1: EO5: R(a), G1: O1: EO5: R(b), G1: O4: EO4: R(a), G1: O4: EO4: R(b), G1: O5: EO1: R(b), G1: O5: EO1: R(c), G1: O5: EO1: R(e), G1: O7: EO1: R(h), G1: O7: EO1: R(i), G2: O1: EO2 & 3, R(a), G2: O1: EO2 & 3, R(b).*
4. The Committee recommends that the College through the Office of Institutional Effectiveness develop a survey to assess the Territory's Workforce Needs.
  - a. Workforce Needs Survey – *G1: O1: EO3 & 4: R(a).*

#### Improvements for Quality Assurance:

4. Program Review: The Committee recommends that the College continue to improve the facilitation, assessment, and archiving of Student Learning Outcomes via its academic programs. The Committee recommends that the College develop a system of accountability following existing processes or by revising the existing processes to ensure the College's compliance with Accreditation policies.
  - a. Student Learning Outcome – *G1: O1: EO6: R(b), G1: O1: EO6: R(c).*
5. Planning: The Committee recommends that the College continue to improve the tracking of academic program student graduation, retention, cohort persistence, transfer, and gainful employment mechanisms/processes for data tracking congruent to the College's Institution-set Standards.
  - a. Academic Program Graduation, Persistence, Gainful Employment Rates – *G1: O3: EO4: R(a), G1: O3: EO4: R(b), G1: O7: EO1: R(a), G1: O7: EO1: R(b), G1: O7: EO1: R(c), G1: O7: EO1: R(d), G1: O7: EO1: R(e).*

The Committee recommends that the College revisit its plans to determine the appropriateness of Service Learning, Articulation, Weekend Services, Employee Recognition, and Professional Development.

- a. Service Learning – *G1: O4: EO4: R(c), G1: O4: EO4: R(d), G1: O4: EO4: R(e), G1: O4: EO4: R(f), G1: O4: EO4: R(g).*
- b. Student Attrition Data – *G1: O6: EO1 & 2: R(a), G1: O6: EO1 & 2: R(b), G1: O6: EO1 & 2: R(c), G1: O6: EO1 & 2: R(d), G1: O6: EO1 & 2: R(f), G1: O6: EO1 & 2: R(g).*
- c. Increase Articulation – *G1: O7: EO2: R(a), G1: O7: EO2: R(b).*
- d. Four-Year College – *G1: O8: EO1, 2 & 3: R(a), G1: O8: EO1, 2 & 3: R(b).*
- e. Weekend Services – *G1: O6: EO3 & 4: R(d), G1: O6: EO3 & 4: R(e).*

- f. Professional Development:
    - i. Users: Technological Systems and Programs – *G1: O5: EO1: R(a), G1: O5: EO1: R(b), G1: O5: EO1: R(d), G1: O5: EO1: R(e), G1: O5: EO2: R(a), G1: O5: EO2: R(b).*
    - ii. Technical Support Staff: Technological Systems and Programs – *G1: O5: EO1: R(c), G1: O5: EO1: R(e), G1: O5: EO2: R(a), G1: O5: EO2: R(b).*
  - g. Merit System – *G2: O1: EO1: R(a), G2: O1: EO1: R(b), G2: O1: EO1: R(c), G2: O1: EO2 & 3: R(c), G2: O1: EO2 & 3: R(d).*
6. **Evaluation:** The Committee Recommends that the College continue to assess the effectiveness of its review of College policies, rules and regulations, publications and manuals, and annual evaluation mechanisms to ensure the consistency of information and timeliness for institutional access.
- a. Review of Board Policies – *G1: O6: EO3 & 4: R(a).*
  - b. Program/Division Handbooks – *G1: O1: EO6: R(a), G1: O4: EO2 & 3: R(a), G1: O4: EO2 & 3: R(b), G1: O4: EO2 & 3: R(c), G1: O6: EO3 & 4: R(a), G1: O6: EO3 & 4: R(c), G1: O7: EO1: R(e).*
  - c. Standard Operating Procedures (SOP) Manuals – *G1: O1: EO6: R(a), G1: O6: EO3 & 4: R(a).*
  - d. Annual Evaluation and Job Description – *G1: O3: EO2 & 3: R(a), G1: O3: EO2 & 3: R(b), G1: O3: EO2 & 3: R(c), G1: O3: EO2 & 3: R(d), G1: O6: EO3 & 4: R(a).*
  - e. Consistency of College Publications – *G1: O4: EO1: R(b), G2: O1: EO1: R(a).*

**Online Services:**

- 2. The Committee recommends that the College fully implement its Distance Learning plans to ensure the offering of ASCC courses and services remotely as a measure to combat COVID-19 or any global pandemic in the future.
  - a. Distance Learning – *G1: O1: EO5: R(c), G1: O5: EO1: R(a), G1: O5: EO1: R(b), G1: O5: EO1: R(d), G1: O5: EO1: R(e), G1: O5: EO2: R(a), G1: O5: EO2: R(b).*

**Awareness and Transparency:**

- 2. The Committee recommends that the College continue to expand the awareness of all institution plans to include the Comprehensive Maintenance annual plans on the College Website and during the College’s annual convocation.
  - a. Comprehensive Maintenance Plans Annual Projects – *G1: O1: EO5: R(d), G1: O6: EO3 & 4: R(f).*