

# 2016 ASCC Annual Divisional Assessment Survey

The purpose of program review is to assure ASCC provides high quality programs for students and to identify opportunities for improvement in each program.



## I. DEPARTMENT/PROGRAM/DIVISION INFORMATION

1 Please indicate your status.

- Faculty  
 Staff  
 Administrator

2 Please select your Department/Program/Division from the dropdown list (Igoa Aloa'ia o le Matagaluega/Polokalama/Vaega. Lisi uma matagaluega/polokalama/vaega):

- President's Office  Vice President of Academic and Student Affairs  Vice President of Administration and Finance  
 Institutional Effectiveness  Academic Affairs  Samoan Studies Institute  Agriculture, Community, and Natural Resources (ACNR)  
 University Center for Excellence on Developmental Disabilities (UCEDD)  Small Business Development Center (SBDC)  
 Adult Education Literacy and Extended Learning (AELEL)  Teacher Education/American Samoa Bachelors in Education Program  
 Trades and Technology  Curriculum and Assessment  Student Services  Counseling  Library Resource Center  
 Records  Student Support and Learning Services  Admissions  Financial Aid  Management Information Systems (MIS)  
 Physical Facilities and Maintenance (PFM)  Human Resources  Procurement  Bookstore  Special Projects  
 Printing Services  Finance

3 1. Submission Date (Aso lafoina mai ai):

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.....

4 2. Name and Title of your immediate supervisor (Igoa ma le tulaga o lou pule):

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.....

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5 3. List the outcomes for your Department/Program/Division (Lisi mai Matātī'a Ausia (Vaega poo Tikeri) mo lau matagaluega/polokalama/Vaega):

Empty response area for question 5, indicated by a dotted line above and below the space.

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6 4. Explain how your mission and outcomes support the institution's mission (Faamatala le sootaga ma le lagolagoina o la tou manulautī ma matatī'a ausia o le Manulauti a le Kolisi):

Empty response area for question 6, indicated by a dotted line above and below the space.

7 5. Please check/mark how your Department/Program/Division's Mission link to ASCC's Mission (Faamolemole faailoa mai pe faapefea ona fesootai le manulauti a lo outou matagaluega/polokalama/vaega ma le manulauti o le Kolisi):

	Yes (Ioe)	No (Leai)	Please explain and provide evidence (Faamatala):
Transfer to institutions of higher learning: (Faauauau atu i iunivesite ma aoaoga maualuluga atu):	<input type="checkbox"/>	<input type="checkbox"/>	
Successful entry into the workforce (Faamanuiaina i galuega):	<input type="checkbox"/>	<input type="checkbox"/>	
Research and extension in human and natural resources; (Sailiiliga ma le faalautelega I mataupu tau tagata ma punaoa faalenatura):	<input type="checkbox"/>	<input type="checkbox"/>	
Awareness of Samoa and the Pacific (Silafia o Samoa ma le Pasefika):	<input type="checkbox"/>	<input type="checkbox"/>	

## IIa. EVALUATION (EFFECTIVENESS)

8 1a. Does the Department/Program/Division conduct/undergo a periodic evaluation on the effectiveness of instruction and services? (E faatino ni suesuega faavaitau a le matagaluega/polokalama/vaega e iloilo ai le aoga o aoaoga ma tautua?):

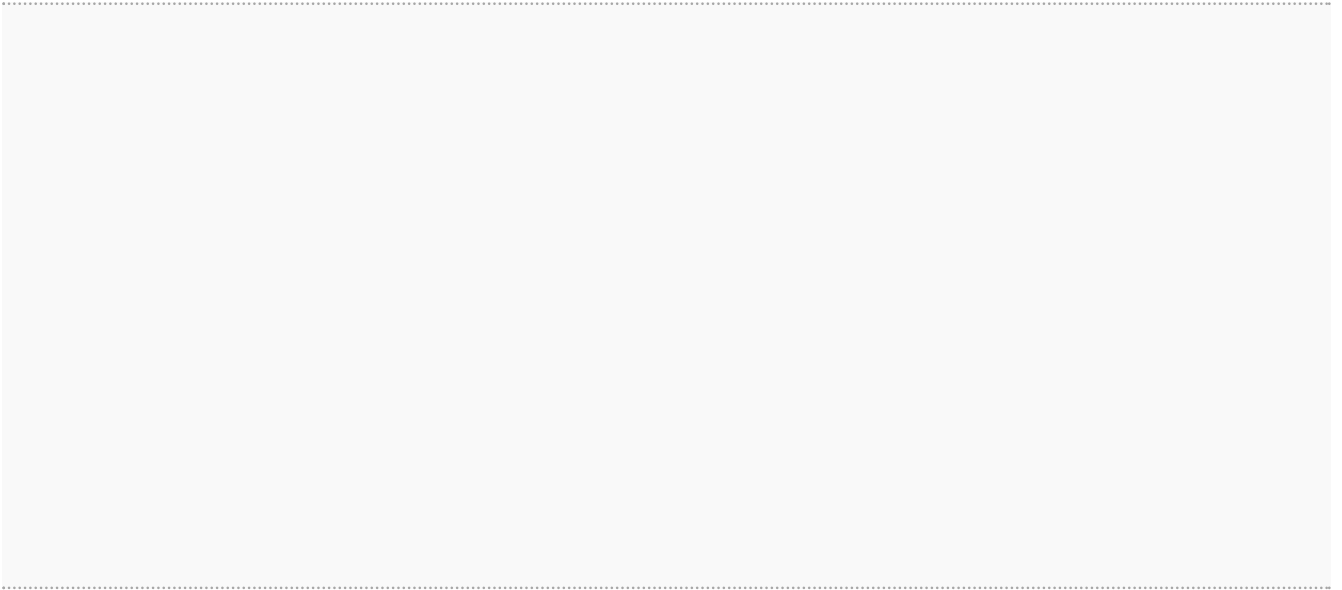
- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)

9 1b. Please explain: (Fa'amolemole fa'amatala)

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**10** 2. How does your Department/Program/Division support student learning and achievement? (E faapefea ona lagolago e le tou matagaluega/polokalama/vaega aoaoga ma tulaga ausia a tagata aooga?):

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**11** 3. Check the following used for evaluating the effectiveness of the Department/Program/Division: Please explain how each is used. (Togi ripoti na faaaogā i le iloiloga o le aogā o la outou vaega. Faamolemole faamatala pe faapefea ona faaaoga ia ripoti taitasi.):

	Yes (Ioe)	No (Leai)	Please Explain
Annual Reports (Ripoti faaletausaga: Ioe pe Leai, Faamolemole faamatala.)	<input type="checkbox"/>	<input type="checkbox"/>	
Quarterly Reports (Ripoti faalekuata. Ioe pe Leai, Faamolemole faamatala)	<input type="checkbox"/>	<input type="checkbox"/>	
Bi-weekly Reports (Ripoti tai lua vaiaso. Ioe pe Leai, Faamolemole faamatala.)	<input type="checkbox"/>	<input type="checkbox"/>	
Student Learning Outcomes (Agavaa Ausia Tagata Aoga. Ioe pe Leai, Faamolemole faamatala)	<input type="checkbox"/>	<input type="checkbox"/>	
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)	<input type="checkbox"/>	<input type="checkbox"/>	
Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)	<input type="checkbox"/>	<input type="checkbox"/>	
Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)	<input type="checkbox"/>	<input type="checkbox"/>	
Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)	<input type="checkbox"/>	<input type="checkbox"/>	
Student Satisfaction Survey (Suesuega Lotomalie Tagata Aoga. Ioe pe Leai, Faamolemole faamatala)	<input type="checkbox"/>	<input type="checkbox"/>	
Fact Sheets (Pepa o Faamatalaga Moni. Ioe pe Leai, Faamolemole faamatala)	<input type="checkbox"/>	<input type="checkbox"/>	
Other Evidence (Nisi faamaumauga. Ioe pe Leai, Faamolemole faamatala)	<input type="checkbox"/>	<input type="checkbox"/>	

## IIB. EVALUATION (IMPROVEMENT)

**12** 1a. Have evaluation processes resulted in recent/continuous improvements? Please explain (Na mafai ona fa'aaau faaleleiga ona o faaiuga mai iloiloga?)

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)

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**13** 1b. Please explain (Fa'amolemole fa'amatala):

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**14** 2. What outcomes did these improvement help achieve? Please explain (O a ni matātī'a na mafai e nei faaleleiga ona 'ausia? Faamolemole faamatala):

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**15** 3a. Where there any recommendations from the previous Divisional Assessment (2015) that were not completed/acted on in the past year? (Na iai ni fautuaga mai le Suesuega a le Vaega e le'i mafai ona faia i le tausaga talu ai?):

- Yes (Ioe)
- No (Leai)
- Do not know (Leiloa)

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16 3b. Please explain (Fa'amolemole fa'amatala):

[Empty response area for question 16]

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17 4. List significant achievements made to this Department/Program/Division over this past year (Lisi mai ni matātī'a na ausia e le polokalama/matagaluega/vaega i le tausaga talu ai?):

[Empty response area for question 17]

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III. DECISION MAKING

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18 1a. Does your Department/Program/Division recognize and implement feedback from faculty and staff in decision making for continuous improvement to the institution? (E amanaia ma faaaoga e tou matagaluega/polokalama/vaega manatu tuuina mai e faiaoga ma tagata faigaluega i faaiuga fai mo le fa'aaauu o le faaleleia o le Kolisi?):

- Yes (Ioe)
- No (Leai)
- Do not know (Leiloa)

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**19** 1b. Please explain (Fa'amolemole fa'amatala):

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**20** 2a. Are Department/Program/Division SOPs and decisions regularly communicated to staff/faculty? (E masani ona logo atu i tagata faigaluega/faiaoga faaiuga ma faagasologa (SOP) a le Vaega/Matagaluega/polokalama?):

- Yes (Ioe)
- No (Leai)
- Do not know (Leiloa)
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**21** 2b. Please explain (Fa'amolemole fa'amatala):

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**22** 3a. Are the decisions systematically documented and archived? (E faasolosolo lelei le faamauina ma le teuina o faaiuga?):

- Yes (Ioe)
- No (Leai)
- Do not know (Leiloa)



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23 3b. Please explain (Fa'amolemole fa'amatala):

[Empty text box for answer]

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#### IV. PERSONNEL DATA

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24 1a. Is the Number of personnel adequate to support your Department/Program/Division? (O fetai le fuainumera o tagata faigaluega mo le lagolagoina o lau matagaluega?):

- Yes (Ioe)
  - No (Leai)
  - Do not know (Leiloa)
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25 1b. Please explain (Fa'amolemole fa'amatala):

[Empty text box for answer]

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26 2a. Do personnel possess all specialized skills or credentials required to support the Department/Program/Division? (Ua iai i tagata faigaluega agavaa poo tomai tau aoga o loo manaomia i le lagolagoina o le polokalama?):

- Yes (Ioe)
- No (Leai)
- Do not know (Leiloa)

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27 2b. Please explain (Fa'amolemole fa'amatala):

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28 3a. Are all proper documentation (degrees, certificates, etc..) on file and continuously updated? (O atoatoa faamaumauga (tikeri, tipiloma...) i faila ma faaauau faaopoopoga?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)

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29 3b. Please explain (Fa'amolemole fa'amatala):

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30 4a. Are all personnel in this Department/Program/Division careful in protecting the security, confidentiality and integrity of student information according to FERPA? (O faaeteete tagata faigaluega i lenei vaega i le malu puiipua o faamatalaga uma e tusa ma tulafono a le Kolisi, Faigamalo faalotoifale, feterale?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)

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**31** 4b. Please explain (Fa'amolemole fa'amatala):

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**32** 5. Does your Department/Program/Division effectively use its personnel to achieve its mission? (O faaoga tatau e lau matagaluega/polokalama/vaega au tagata faigaluega ina ia 'ausia ai lana manulauti?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)

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**33** 5b. Please explain how it can be improved: (Faamolemole faamalamalama mai i lalo pe faapefea ona faaleleia.)

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Faculty and Staff Roster

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**34** Are you a full time or Part Time employee?

- Full Time:  
 Part Time:

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**35** Number of Courses you teach:

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**36** Degrees, Coursework, and or Publications:

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**37** Other Qualifications not listed in previous question:

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

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V. STAFF DEVELOPMENT

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39 1a. Have faculty/staff in the Department/Program/Division involved themselves in in-service training and other professional development? (Na auai le afaigaluega o le matagaluega/polokalama/vaega i ni aoaoga a'o galulue ma isi aoaoga auā le alualu i luma?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
- 

40 1b. If "yes", please list evidence (Afai e "Ioe" faamatala mai pine faamau o iai.):

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41 2a. Are there any unmet needs for professional development among personnel in this Department/Program/Division? (O iai ni manaoga tau aoaoga e le'i faia mo le afaigaluega a lau matagaluega/polokalama/vaega?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
- 

42 2b. Please explain (Fa'amolemole fa'amatala):

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43 3a. Are faculty/staff evaluated on an annual basis by the immediate Supervisor (i.e., Director, Dean, Vice-President, Chairperson, etc.)? (O iloilo galuega faatino faaletausaga mo faiaoga/tagata faigaluega e le Ta'ita'i (e pei o Taitaifono, Faatonu, Matua o le saofaiga, Sui-Peresitene.):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
- 

44 3b. Please explain (Fa'amolemole fa'amatala):

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45 4a. Are evaluations consistent and completed in a timely manner as documented in ASCC policies? (O mulimulita'i iloiloga o galuega faatino e tusa ma tulafono a le Kolisi Tuufaatasi?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
- 

46 4b. Please explain (Fa'amolemole fa'amatala):

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## VI. FACILTITES

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47 1. Briefly describe the facilities occupied by your Department/Program/Division (i.e., classrooms, offices, labs, etc.)? (Ootoo mai se faamatalaga o ituaiga fale/potu o faaaoga e lau matagaluega/polokalama/vaega e iai potu aoga, ofisa, potu su'esu'e, ma isi):

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48 2a. Are all facilities adequate to support the mission of your Department/Program/Division? (O talafeagai fale/potu aua le lagolagoina o le manulauti a lau matagaluega/polokalama/vaega?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
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49 2b. Please explain (Fa'amolemole fa'amatala):

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50 3a. Does the Institution operate and maintain physical facilities that are adequate to serve the needs of this Department/Program/Division? (O faaaoga ma tausii e le aoga ni fale/potu e talafeagai e tautuaina le mana'oga o le matagaluega/polokalama/vaega.):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
- 

51 3b. Please explain (Fa'amolemole fa'amatala):

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52 4a. Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this Department/Program/Division? (O faia e le kolisi ni gaoioiga mo se siosiomaga maloloina, saogalemu, ma malupuipuia mo leni matagaluega/polokalama/vaega?):

Yes (Ioe)

No (Leai)

Do not know (Leiloa)

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53 4b. Please explain (Fa'amolemole fa'amatala):

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54 5a. Are the physical facilities accessible to persons with disabilities? (O faigofie ona faaaoga potu/fale e tagata o iai manaoga faapitoa?):

Yes (Ioe)

No (Leai)

Do not know (Leiloa)

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55 5b. If no, please describe below what is needed to make your area accessible (faamolemole faamatala mai i lalo atu mea e moomia e faafaigofie ai ona faaaoga):

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**56** 6a. Are additional facilities required to support the Department/Program/Division? (O iai ni fale /potu faaopoopo o moomia e lagolago ai le matagaluega/polokalama/vaega?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
- 

**57** 6b. If so, please list and explain (Afai o lea, faamolemole lisi i lalo ma faamalamalama mai):

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## VII. EQUIPMENT

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**58** 1. Briefly describe current equipment used by your Department/Program/Division and indicate whether it is adequate or inadequate (Ootoo mai meafaigaluega o loo faaaoga i le taimi nei e lau matagaluega/polokalama/vaega ma faailoa mai poo talafeagai pe leai):

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59 2a. Are additional equipment required to support the Department/Program/Division? (O moomia nisi meafaigaluega e lagolago ai le matagaluega/polokalama/vaega?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
- 

60 2b. If so, please list and explain (Afai o lea, faamolemole lisi mai ma faamalamalama.):

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61 3a. Does the Department/Program/Division account for its equipment through regular inventory? (O mataitū lelei e le matagaluega/polokalama/vaega ana meafaigaluega, e ala i ana suega oloa faavaitau?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
- 

62 3b. Please explain (Fa'amolemole fa'amatala):

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63 4a. Does the Department/Program/Division account for preventive maintenance of its equipment? (O nofo tapena le matagaluega/polokalama/vaega aua le puipuiga ma le faaleleia o ana meafaigaluega):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
- 

64 4b. Please explain (Fa'amolemole fa'amatala):

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65 5a. Is the equipment used by this Department/Program/Division similar to that used in the workplace or at a higher level institution? (O tai tutusa meafaigaluega a le matagaluega/polokalama/vaega ma mea e faaaoga i falefaigaluega poo isi kolisi ma iunivesite?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
- 

66 5b. Please explain (Fa'amolemole fa'amatala):

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67 6a. Is there a need to update/upgrade equipment for improvement of services? (O moomia ona siitia le tulaga o meafaigaluega mo le faaleleia o auaunaga?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
- 

68 6b. Please explain (Fa'amolemole fa'amatala):

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#### VIII. Budget

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69 1a. Is the budget information available to this Department/Program/Division? (O tatala le avanoa e maua ai ni faamaumauga o le Tala o le Tupe e ta'ita'i o matagaluega/polokalama/vaega?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
- 

70 1b. Please explain (Fa'amolemole fa'amatala):

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71 2a. Are faculty/staff involved in Department/Program/Division annual budget planning? (O 'auai faiaoga/'au faigaluega i le fuafuaina o le tala i le tupe faaletausaga a le matagaluega/polokalama/vaega?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
- 

72 2b. Please explain Fa'amolemole fa'amatala):

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73 3a. Does the Department/Program/Division provide guidance on budget processes, analysis, and preparation? (O ofo atu e le matagaluega/polokalama/vaega ni ta'iala o le faagaoioiga o tala o tupe, iloiloga ma sauniga?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
- 

74 3b. Please explain (Fa'amolemole fa'amatala):

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**75** 4a. Is adequate financial support available to meet the needs of this Department/Program/Division? (O lava le lagolago tau tupe o faaavanoa atu mo matagaluega/polokalama/vaega?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
- 

**76** 4b. Please explain (Fa'molemole fa'amatala):

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**77** 5a. Does the Department/Program/Division effectively use its current financial resources to achieve its mission? (O faaaogā tatau e le matagaluega/polokalama/vaega ana alaga'oa tau tupe e ausia ai lana manulauti?):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)
- 

**78** 5b. Please explain (Fa'amolemole fa'amatala):

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79 6a. Does the Department/Program/Division have any budget priorities to implement for continuous improvement to achieve its mission? (O iai ni faamuamua tau tala o le tupe a le matagaluega/polokalama/vaega o fia faatino mo le alualu pea i luma, ina ia ausia ai lana manulauti?):

- Yes (Ioe)
  - No (Leai)
  - Do not know (Leiloa)
- 

80 6b. Please explain (Fa'amolemole fa'amatala):

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#### IX. TECHNOLOGY

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81 1a. Is technology used to improve student learning and services? (O faaaoga le tekonoosi e faaleleia ai aoaoga ma tautua mo tagata aooga?):

- Yes (Ioe)
  - No (Leai)
  - Do not know (Leiloa)
- 

82 1b. Please explain (Fa'amolemole fa'amatala):

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**83** 2. Check the following technologies sufficient to perform your duties:

Available/Accessible (Avanoa/Faigofie ona maua)    Appropriate (Talafeagai)    Current (Tekonolosi o le taimi nei)

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ASCC Online Systems (Moodle, Compliance Assist, Colleague, Webmail, Website etc.) (Sisitema a le Kolisi Tuufaatasi (polokalama e fai ai vasega))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Software (Microsoft Office, SPSS, CAD, Autodesk, etc.) (Poloklama tau komepiuta)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Connectivity (speed, etc.) (Fesootaiga tau initaneti)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**84** Other technologies used (Ma isi tekonolosi faaaoga):

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X. Student Support Services

**85** 1. Are the following student support services available and accessible to students when needed? (O tatala avanoa ma faigofie ona maua auaunaga nei e tagata aooga pe a mana'omia?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)
Computer Labs (Potu Komepiuta)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counseling (All types of Counseling) (Faufautua (Soo se Ituaiga):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Assistance (ex. Financial Aid, Work-Study, Scholarship, Deferred Payment Plans) (Fesoasoani Tau Tupe (ftg Fesoasoani Tau Tupe mai le Malo Tele, Polokalama Galue ma Aoga, Sikolasipi, Fuafuaga tau Pili Totogi Tolopō):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library (Faletusi):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Tutoring (Fesoasoani i meaaoga):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Advising (i.e., Online Information, Faculty Availability) (Faufautua i mataupu tau'ave (fa'ata'ita'iga, Faamatalaga i le Upega, avanoa o faiaoga):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Campus Life (i.e., Security, Extra Curricular, Co-Curricular, etc.) (Olaga Faakolisi: (fa'ata'ita'iga, Malu o le Kolisi, Mataupu/faatinoga faaopoopo ma isi):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admissions and Records (Application, Transcripts, etc.) (Ofisa Faaulufale ma Faamaumaga (Tusi talosaga, Faamaumaga aloaia o togi maua, ma isi):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## XI. SAFETY AND EMERGENCY PROCEDURE

**86** 1a. Does your Department/Program/Division help to ensure safety awareness and emergency procedures for its personnel, students and community? (i.e., Fire extinguishers, evacuation plans, First-Aid, etc.) (O fesoasoani lau matagaluega/polokalama/vaega e faamautinoa le silafia o puipuiga ma faatinoga o gaoioiga aua faalavelave faafuase'i mo au tagata faigaluega, tagata aooga ma tagata lautele? (fa'ata'ita'iga, Fagu tineimu, fuafuaga faataatia mo le tuua o le nofoaga, Fesoasoani Muamua, ma isi):

- Yes (Ioe)  
 No (Leai)  
 Do not know (Leiloa)

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87 1b. Please explain (Fa'amolemole fa'amatala):

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