

**American Samoa Community College**

Spring | **16**

Divisional Assessment

Admission



**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

**Admission**

**Explain how your mission and outcomes support the institution's mission (Faamatala le sootaga ma le lagolagoina o la tou manulaufi ma matati'a ausia o le Manulauti a le Kolisi):**

Text Responses

The division of Student Services mission and outcomes encompasses the needs of all students from their initial preparations in secondary education, admittance to (ASCC) college, graduating and matriculation/transferring to other higher institutions or entry into the workforce.

**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):	Standard Deviation	Responses	Weighted Average
Transfer to institutions of higher learning: (Faauauau atu i iunivesite ma aoaoga maualuluga atu):	2 (100%)	0 (0%)	0 (0%)	0.94	2	1 / 2
Successful entry into the workforce (Faamanuiaina i galuega):	2 (100%)	0 (0%)	0 (0%)	0.94	2	1 / 2
Research and extension in human and natural resources; (Sailiiliga ma le faalautega I mataupu tau tagata ma punaoa faalenatura):	0 (0%)	1 (100%)	0 (0%)	0.47	1	2 / 2
Awareness of Samoa and the Pacific (Silafia o Samoa ma le Pasefika):	0 (0%)	1 (100%)	0 (0%)	0.47	1	2 / 2
						1.33 / 2

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

**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 aogā o aoaoga ma tautua?):**

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	1 (50%)	0 (0%)	1 (50%)	0.47	2

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

Text Responses

The Admission Office recently got approval of the Customer Service Survey intended for all new students enrolled at the beginning of the 2016 Spring Semester. Results of the this activity will be provided before the final quarterly report.

**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?):**

Text Responses

Our Department help students in so many ways by providing them important information about how to apply for ASCC.

Recruitment and Orientation are activities/services the Admission Office are directly associated with to support student learning and achievement through collaboration with other divisions, faculty and support staff.

**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	Standard Deviation	Responses	Weighted Average
--	--------------	--------------	-------------------	-----------------------	-----------	---------------------

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
Annual Reports (Ripoti faaletausaga: Ioe pe Leai, Faamolemole faamatala.)	0 (0%)	1 (100%)	0 (0%)	0.47	1	0 / 1
Quarterly Reports (Ripoti faalekuata. Ioe pe Leai, Faamolemole faamatala)	1 (100%)	0 (0%)	0 (0%)	0.47	1	1 / 1
Bi-weekly Reports (Ripoti tai lua vaiaso. Ioe pe Leai, Faamolemole faamatala).	1 (50%)	1 (50%)	0 (0%)	0.47	2	1 / 1
Student Learning Outcomes (Agavaa Ausia Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	0 (0%)	1 (100%)	0 (0%)	0.47	1	0 / 1
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)	1 (100%)	0 (0%)	0 (0%)	0.47	1	1 / 1
Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)	1 (100%)	0 (0%)	0 (0%)	0.47	1	1 / 1
Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)	0 (0%)	1 (100%)	0 (0%)	0.47	1	0 / 1
Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)	0 (0%)	1 (100%)	0 (0%)	0.47	1	0 / 1
Student Satisfaction Survey (Suesuega Lotomalie Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	0 (0%)	1 (100%)	0 (0%)	0.47	1	0 / 1
Fact Sheets (Pepa o Faamatalaga Moni. Ioe pe Leai, Faamolemole faamatala)	0 (0%)	1 (100%)	0 (0%)	0.47	1	0 / 1
Other Evidence (Nisi faamaumauga. Ioe pe Leai, Faamolemole faamatala)	1 (100%)	0 (0%)	0 (0%)	0.47	1	1 / 1
						0.5 / 1

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

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

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	1 (100%)	0 (0%)	0 (0%)	0.47	1

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

Text Responses

The recent Spring 2016 Orientation Survey has definitely helped with planning upcoming similar activities to meet the unique needs of our students.

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

Text Responses

1. Students will receive academic support and administrative services to support the Division of Student Services/ASCC mission; 2. Division of Student Services (DOSS) possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every year for improvement to efficiently and regularly serve ASCC Stakeholders; 3. Students are aware of and participate in the various support services offered by Division of Student Services contributing to their educational pathways to success; 4. Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.

**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)	Standard Deviation	Responses
--	-----------	-----------	----------------------	--------------------	-----------

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	0 (0%)	0 (0%)	1 (100%)	0.47	1

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

Text Responses

Not applicable due to the recent organizational restructuring.

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

Text Responses

No significant achievements made by the department over the past year.

**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 faaoga e tou matagaluega/polokalama/vaega manatu tuuina mai e faiaoga ma tagata faigaluega i faaiuga fai mo le fa'aauau o le faaleleia o le Kolisi?):**

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	2 (100%)	0 (0%)	0 (0%)	0.94	2

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

Text Responses

Team work and group effort is very important. Collaboration and communication with all departments, divisions, faculty and staff is

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

key to decision making for continuous improvements to the institution.

**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)	Standard Deviation	Responses
All Data	0 (0%)	1 (100%)	0 (0%)	0.47	1

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

Text Responses

Need improvement in this area.

**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)	Standard Deviation	Responses
All Data	2 (100%)	0 (0%)	0 (0%)	0.94	2

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

Text Responses

All minutes for meetings are documented and send via email for members to review for changes and filing.

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

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

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	1 (50%)	1 (50%)	0 (0%)	0.47	2

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

Text Responses

Need a third person in the event the other 2 staff are sick or have other commitments.

**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)	Standard Deviation	Responses
All Data	2 (100%)	0 (0%)	0 (0%)	0.94	2

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

Text Responses

Staff: (1) AA degree Supervisor: MA Educational Leadership

**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)	Standard Deviation	Responses
--	-----------	-----------	----------------------	--------------------	-----------



**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	1 (50%)	1 (50%)	0 (0%)	0.47	2

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

Text Responses

Not Applicable.

**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 puipuia o faamatalaga uma e tusa ma tulafono a le Kolisi, Faigamalo faalotoifale, feterale?):**

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	2 (100%)	0 (0%)	0 (0%)	0.94	2

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

Text Responses

Staff have been informed of security, confidentiality and integrity of student information according to FERPA. All testing materials have all been secured as required federal regulations.

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

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
--	-----------	-----------	----------------------	--------------------	-----------

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	2 (100%)	0 (0%)	0 (0%)	0.94	2

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

Text Responses

Initiate planning to have workshops, in-service and other professional development for all college personnel to achieve its mission.

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

	Full Time:	Part Time:	Responses
All Data	2 (100%)	0 (0%)	2

**Number of Courses you teach:**

Text Responses

Not Applicable

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

Text Responses

Master in Educational Leadership, SDSU Bachelor of Science, Health Education, CSUFresno

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

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

Text Responses

Not Applicable

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

Text Responses

Leadership Team Registration Committee Marketing Committee AACRAO

**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)	Standard Deviation	Responses
All Data	2 (100%)	0 (0%)	0 (0%)	0.94	2

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

Text Responses

Attended AACRAO Conference March 2016

**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)	Standard Deviation	Responses
All Data	1	1	0	0.47	2

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
	(50%)	(50%)	(0%)		

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

Text Responses

Professional Development for supporting staff.

**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 faaletausagea 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)	Standard Deviation	Responses
All Data	2 (100%)	0 (0%)	0 (0%)	0.94	2

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

Text Responses

Employee Performance Evaluation (Annual) - evaluated by Director in previous years. Next evaluation due next year to be done by Dean.

**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)	Standard Deviation	Responses
All Data	2	0	0	0.94	2

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
	(100%)	(0%)	(0%)		

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

Text Responses

HRO are consistent with reminders for Employee Evaluation through emails and telephone.

**1. Briefly describe the facilities occupied by your Department/Program/Division (i.e., classrooms, offices, labs, etc.)? (Otooto 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):**

Text Responses

Admission Office recently relocated to the old ASTEP office to meet accreditation requirements. The new office space is spacious and very accommodating for privacy when assisting students.

**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)	Standard Deviation	Responses
All Data	2 (100%)	0 (0%)	0 (0%)	0.94	2

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

Text Responses

Classrooms and facilities are clean and conducive to learning and other functions.

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

**3a. Does the Institution operate and maintain physical facilities that are adequate to serve the needs of this Department/Program/Division? (O faa'oga ma tausi 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)	Standard Deviation	Responses
All Data	1 (100%)	0 (0%)	0 (0%)	0.47	1

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

Text Responses

Placement Testing are arrangements for classrooms are always effective and well supported by all personnel involved.

**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 malupuipua mo lenei matagaluega/polokalama/vaega?):**

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	1 (50%)	1 (50%)	0 (0%)	0.47	2

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

Text Responses

Drills for any kind of catastrophe (nature or man-made) is long over due for all employees and students. Emergency/Evacuation Plan in case of any kind of disaster should be available.

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

**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)	Standard Deviation	Responses
All Data	1 (50%)	1 (50%)	0 (0%)	0.47	2

**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):**

Text Responses

Need more parking space for both disable students and employees.

**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)	Standard Deviation	Responses
All Data	1 (50%)	0 (0%)	1 (50%)	0.47	2

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

Text Responses

All staffing and employees have been situated or have been assigned an office space.

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

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

Text Responses

Computers (2), Printers (2), desks, chairs, tables, chairs and sofa for visitors.

**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)	Standard Deviation	Responses
All Data	1 (50%)	1 (50%)	0 (0%)	0.47	2

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

Text Responses

Filing Cabinet (1), laptop for work that needs to be completed from home or when traveling for college business.

**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)	Standard Deviation	Responses
All Data	2 (100%)	0 (0%)	0 (0%)	0.94	2

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

Text Responses



**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

Procurement Staff conduct inventory on a timely basis.

**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)	Standard Deviation	Responses
All Data	1 (50%)	1 (50%)	0 (0%)	0.47	2

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

Text Responses

Need more information or workshop/training in this area especially for computers.

**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 faaoga i falefaigaluega poo isi kolisi ma iunivesite?):**

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	1 (50%)	1 (50%)	0 (0%)	0.47	2

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

Text Responses

Somewhat okay to get the work we need done but it could be better.

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

**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 auunaga?):**

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	1 (50%)	1 (50%)	0 (0%)	0.47	2

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

Text Responses

Addressed in question 60. 2b.

**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)	Standard Deviation	Responses
All Data	2 (100%)	0 (0%)	0 (0%)	0.94	2

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

Text Responses

Division Budget is made available through Web Advisor.

**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?):**

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	2 (100%)	0 (0%)	0 (0%)	0.94	2

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

Text Responses

Annual Budget Planning advised through Dean and Finance Office.

**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 faagaioiga o tala o tupe, iloiloga ma sauniga?):**

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	2 (100%)	0 (0%)	0 (0%)	0.94	2

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

Text Responses

Planned Purchases helps with planning and Web Advisor assists with monitoring divisional budgets.

**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)	Standard Deviation	Responses
All Data	1 (50%)	1 (50%)	0 (0%)	0.47	2

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

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

Text Responses

Need for funding for 1 additional staff to meet the needs of the division.

**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)	Standard Deviation	Responses
All Data	2 (100%)	0 (0%)	0 (0%)	0.94	2

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

Text Responses

Financial resources are utilize to assist with orientation and recruiting needs. Placement testing materials are also being purchased from these funds including printing. All funds are monitored and being accountable for.

**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)	Standard Deviation	Responses
All Data	2 (100%)	0 (0%)	0 (0%)	0.94	2

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

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

Text Responses

Addressed in question 76 4b.

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

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	2 (100%)	0 (0%)	0 (0%)	0.94	2

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

Text Responses

Orientation, Recruitment and all other correspondence for college admission and other related information.

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

	Available/Accessible (Avanoa/Faigofie ona maua)	Appropriate (Talafeagai)	Current (Tekonolosi o le taimi nei)	Standard Deviation	Responses	Weighted Average
ASCC Online Systems (Moodle, Compliance Assist, Colleague, Webmail, Website etc.) (Sisitema a le Kolisi Tuufaatasi (polokalama e fai ai vasega)	1 (50%)	1 (50%)	0 (0%)	0.47	2	1.5 / 3
Software (Microsoft Office, SPSS,	1	1	0	0.47	2	1.5 / 3

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

	Available/Accessible (Avanoa/Faigofie ona maua)	Appropriate (Talafeagai)	Current (Tekonolosi o le taimi nei)	Standard Deviation	Responses	Weighted Average
CAD, Autodesk, etc.) (Poloklama tau komepiuta)	(50%)	(50%)	(0%)			
Internet Connectivity (speed, etc.) (Fesootaiga tau initaneti)	1 (50%)	1 (50%)	0 (0%)	0.47	2	1.5 / 3
						1.5 / 3

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

Text Responses

Not Applicable

**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 aoga pe a mana'omia?):**

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses	Weighted Average
Computer Labs (Potu Komepiuta)	2 (100%)	0 (0%)	0 (0%)	0.94	2	1 / 3
Counseling (All types of Counseling) (Faufautua (Soo se Ituaiga):	2 (100%)	0 (0%)	0 (0%)	0.94	2	1 / 3
Financial Assistance (ex. Financial Aid, Work-Study, Scholarship,	2	0	0	0.94	2	1 / 3

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses	Weighted Average
Deferred Payment Plans) (Fesoasoani Tau Tupe (ftg Fesoasoani Tau Tupe mai le Malo Tele, Polokalama Galue ma Aoga, Sikolasipi, Fuafuaga tau Pili Totogi Tolopō):	(100%)	(0%)	(0%)			
Library (Faletusi):	2 (100%)	0 (0%)	0 (0%)	0.94	2	1 / 3
Academic Tutoring (Fesoasoani i meaaoga):	2 (100%)	0 (0%)	0 (0%)	0.94	2	1 / 3
Academic Advising (i.e., Online Information, Faculty Availability) (Faufautua i mataupu tau'ave (fa'ata'ita'iga, Faamatalaga i le Upega, avanoa o faiaoga):	2 (100%)	0 (0%)	0 (0%)	0.94	2	1 / 3
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):	2 (100%)	0 (0%)	0 (0%)	0.94	2	1 / 3
Admissions and Records (Application, Transcripts, etc.) (Ofisa Faaulufale ma Faamaumauga (Tusi talosaga, Faamaumauga aloaia o togi maua, ma isi):	2 (100%)	0 (0%)	0 (0%)	0.94	2	1 / 3
						1 / 3

**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 gaoioga aua faalavelave faafuase'i mo au tagata faigaluega, tagata aoga ma tagata lautele? (fa'ata'ita'iga, Fagu tineimu, fuafuaga faataatia mo le tuua o le nofoaga, Fesoasoani Muamua, ma isi):**

**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Admission

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	2 (100%)	0 (0%)	0 (0%)	0.94	2

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

Text Responses

Addressed in question 53 4b.