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INSTITUTIONAL DIVISIONS

COMMUNITY AND NATURAL RESOURCES (CNR) / LAND GRANT PROGRAMS

In 1981, ASCC was designated a Land Grant College. Federal funds were provided to develop programs in agriculture, family and consumer sciences, 4-H youth development, and forestry. The three major components of the program are instruction, extension, and research.

Instruction

At ASCC, the post-secondary agricultural related educational programs are part of the Department of Agriculture Community and Natural Resources. Program offerings include the Associate of Science Degree in General Agriculture, Agribusiness, Family and Consumer Sciences and Natural Resources. The degrees are designed to prepare the students for on-island positions in these fields as well as for transfer to off-island schools.

Extension

The Cooperative Extension Service offers community-based educational programs and projects to enhance individual and group decision-making towards improved living. Extension works closely with farmers, homemakers, and youth as well as government and civic agencies. The extension agents use the research discoveries made by the research division to help improve the quality of life for individuals, and the community. Extension programs are offered in the following areas: Agriculture, Consumer Family Sciences, 4-H Youth, and Forestry.

Agriculture Research

The Hatch Act authorized by Congress in 1887, stipulates the establishment of agricultural experiment stations in connection with Land Grant colleges to conduct scientific investigations and experiments to provide practical and useful information in publishing bulletins or reports of progress. As a beneficiary of this Act, the Research Division of the ASCC Land Grant Program adheres to these guidelines. Furthermore, it tailors agricultural research specifically to the environment, economy, and culture of American Samoa.

The Research component is committed to applying rigorous scientific standards test traditional agricultural practices and those selected from worldwide literature for their efficacy under local conditions and sharing knowledge gained with the agricultural community at large. It strives to harmonize local needs and interest with the national agenda by working closely with the United States Department of Agriculture, sister Land Grant colleges, regional institutions, and local departments and agencies.

INSTITUTIONAL EFFECTIVENESS (IE)

The mission of the Office of Institutional Effectiveness is to support the college by providing information necessary for improvement of academic programs and provision of administration services. The office is responsible for collecting data for research and evaluation. It is also responsible for analyzing and presenting results for program planning.

The functions of IE are as follows:

1. Planning, research and evaluation that help to improve institutional effectiveness and the achievement of student learning;
2. Public relations that help to provide the community with information about the College affairs, through newsletters, press releases and other media;
3. Collecting, editing, organizing and disseminating of College documents and reports to the College community and stakeholders that help to ensure a culture of evidence and accountability.

LIBRARY / LEARNING RESOURCES CENTER (LRC)

The ASCC Library has a collection of approximately 40,000 volumes, along with the subscribed periodicals and computer database for student and faculty research. The library is designated as a federal depository library, and houses federal government publications. The library owns DVDs, CDs and audios, and videotapes for instructional purposes. The Follett Automation System is currently available at the ASCC Library.



Card catalog and Online Public Access Catalog (OPAC) provides information and easy access to the location of books. There are computers with Internet access and computer software for students and faculty.

The Teacher Education Resources Center (TERC) contains a growing collection of circulation books, sets of reference books, educational journals, and instructional videos. The room is equipped with computers that can access the Knowledge-Box software, an educational database resources for students enrolled in education courses.

The Special Collection Room houses research materials on Pacific Islands and Nations, Pacific journals, video and audio cassettes, rare books, as well as Samoan History information.

Books may be borrowed from Feleti Barstow Public Library via interlibrary loan and from the University of Hawaii Libraries and other libraries in the South Pacific region.

SAMOAN STUDIES INSTITUTE

Mission (Manulautī)

The Samoan Studies Institute's mission is to ensure and promote the continuity of Samoan culture, traditions, language and heritage through an interdisciplinary, comprehensive educational approach that focuses on four major areas: (1) Academics (2) Community and Cultural Extension Programs (3) Research and Publication, and (4) Samoan Language Translation and Interpretation.

O le manulautī a le Ofisa o Aoaoga ma Suesuega Samoa, ia unaia ma faaauau tū ma aga, gagana ma le tofi o Samoa, ina ia faataua ai aoaoga i vaega e fa: (1) Aoaoga (2) Polokalama mo Alalafaga ma Faasoa faaleaganuu (3) Suesuega ma Lomiga (4) Faaliliuga ma Faaugaga Faasamoa.

Academics (Aoaoga)

Samoan Studies Institute through its Samoan Studies Department, offers an Associate of Arts degree and a Certificate of Proficiency Program to prepare students for employment, to be knowledgeable in Samoan culture and skillful in Samoan Language. Additionally, Samoan Studies Institute works cooperatively with various ASCC academic departments and its trades

and technology institute towards the development and implementation of curricula that stimulates the study and understanding of issues relevant to Samoa and the Pacific. Every ASCC student is required to take at least three to four credits of Studies of Samoa and the Pacific designated courses. (Refer to Studies of Samoan and the Pacific's cluster of designated courses described under the Associate of Arts Degree Programs and Associate of Science Degree Programs section of this catalog).

E tauala atu i lana matagaluega o aoaoga, le tikeri ma le tusi pasi i suesuega Samoa, e tapena ai le tagata aoga mo galuega, malamalama ma agavaa faasamoa. E le gata i lea, e galulue so'oso'otau'au le Ofisa o Aoaoga ma Suesuega Samoa ma matagaluega eseese i totonu o le Kolisi, e atiinae ma faatino mataupu e tutupu ai manatu ma lagona, ia faia suesuega mo le malamalama i mataupu e talafeagai ma Samoa ma le Pasefika. E tataua ona tauave mataupu togipau e tolu pe fa mai vasega ua faapitoa mo Samoa ma le Pasefika.

Community and Culture Extension Programs (Polokalama mo Alalafaga ma Faasoa Faaleaganuu)

Community and cultural extension programs are to reinforce partnerships between the college and government agencies, non-government agencies; and for the Samoan Studies Institute to conduct workshops and presentations that promote cultural studies. ASCC students are encouraged to participate in community and cultural extension programs offered throughout the year at designated locations.





These are general extra-curricular activities to promote and increase knowledge, understanding and skills in any aspect of the Samoan culture through hands-on learning.

Ua tuufaatasia polokalama ma faasoa faaleaganuu mo alaalfaga ina ia faamautū ai le galulue faapaaga o le Kolisi ma ofisa o le mālō, ofisa tumaoti ma faatulaga ai foi e le ofisa aoaoga ma folasaga, e faatau ai suesuega tau le aganuu. E unaia tagata aooga o le Kolisi e auai i ia polokalama i tausaga taitasi, i nofoaga ua faatulagaina.

Research and Publication (Su'esu'ega ma Lomiga)

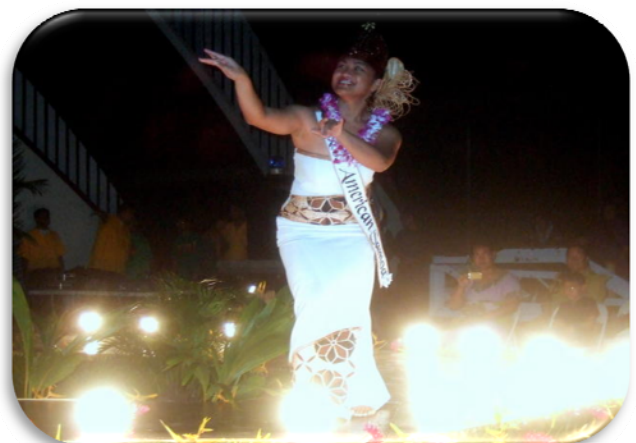
The Samoan Studies Institute research component maintains an active research program which includes fieldwork and documentation as well as archival research and collections. Research and publications may focus on such topics as both written and oral history, legends, indigenous art forms, music, language, geography, natural resources and archaeology, anthropology, political science, current affairs, and/or other relevant topics. The purpose of this research is to collect, develop and publish materials on Samoa that will enhance and maintain Samoan and Pacific Studies designated courses and programs. The Media Directory, which is a collection of numerous video clips and DVD's of Samoa and the Pacific, are available on the College website.

O lo o tauave e le vaega o suesuega a le ofisa se polokalama faaauau, e aofia ai galuega i nuu atoa ai ma suesuega ma le aoina mai o faamaumauga ua tuufaatasia o le tuanai. E mafai ona faapitoa suesuega i autu e pei o tala tusitusia ma tala tuugutu, tala o le vavau, faatufugaga faaatisi a Samoa, musika, gagana, mataupu o le siosiomaga, alagaoa faalenatura ma le sailiga o le tuanai e ala atu i talaeli, suesuega o aganuu, upufai o mālō, mataupu o lenei vaitau ma isi autu talafeagai. O le faamoemoe o nei sailiiliga o le aoina, atina'e ma lomiga faamaumauga e faatatau ia Samoa, ina ia oa ma tumau mataupu a Samoa ma le Pasefika. O lo o i luga o le upega o tafailagi a le Kolosi Tuufatasi le lomiga e faailoa atu ai ata pu'e ma ata faatifaga e faatatau ia Samoa ma le Pasefika.

Samoan Language Translations and Interpretations (Faaliliuga ma Faauigaga Faasamoa)

Samoan Studies Institute provides translation and interpretation services for Samoan and English languages for government and non-government agencies, local and off island communities. Students majoring in Samoan Studies are encouraged to participate in these office projects for professional and life experiences.

O lo o ofo atu e le Ofisa o Aoaoga ma Suesuega Samoa se auunaga faaliliu ma faauiga i le gagana Peretania ma le gagana Samoa mo ofisa o le mālō, ma ofisa tumaoti, alalafaga i le lotoifale atoa ai ma atunuu mamao. E unaia tagata aooga o lo o aveia ma a latou mataupu autu Suesuega ma Aoaoga Samoa ia auai i nei galuega mo le poto masani





INSTITUTIONAL PROGRAMS

ADULT EDUCATION LITERACY AND EXTENDED LEARNING (AELEL)

The American Samoa Community College Division of Adult Education Literacy and Extended Learning is designed to fulfill the College's mission of making educational services available to the non-traditional student population of American Samoa by offering credit and non-credit courses. Continuing Education courses provide development improvement and advancement of specific and general work-related skills.

Adult Basic Education (ABE)

Adult Basic Education provides instruction in the basic academic areas of Mathematics and English as college preparatory courses and for occupational skills. Courses range from English literacy to government, health and consumer economics.

Classes are offered on the ASCC campus as well as work sites, villages and other convenient locations. ABE courses are advertised in the local media and with the ASCC Schedule of Course Offerings for each semester.

A General Education Diploma (GED) preparatory instruction program is provided at no charge to any student who has not graduated from high school and who is at least sixteen (16) years of age. Students are taught the basic skills necessary to sit the GED.

Examinations in the following areas: Writing/Essay Skills, Science, Social Sciences, Reading Skills and Mathematics. A student must be at least 18 years old to sit the GED Exams in American Samoa.

The GED Examination is a nationally written and administered battery tests designated to measure high school education. The Testing and Evaluation Division of the American Samoa Government Department of Education administer the examination at regular intervals. Upon successful completion of the tests, the American Samoa Department of Education awards a high school diploma to the student.

Registration, Tuition and Fees

While a few limited enrollment classes require prior registration, it is possible to enroll in most Continuing Education courses by attending the first class session. Students must be at least 16 years of age (high school student must receive permission from their schools/parents) and provide Social Security numbers and immigration status/clearance, at the time of registration. Adult Education classes are provided at no cost. Community Service classes are \$35.00 per class.

Continuing Education Courses (Extended Learning)

In most cases, students in Continuing Education courses earn Continuing Education Units (CEUs) which cannot be counted towards a college degree. However, if a specific course meets the same academic requirements as a college credit course, the student may petition the Dean of Academic Affairs and when appropriate the Dean of Trades and Technology Division for permission to use CEUs as transfer credit, provided all other transfer requirements are met.

A Continuing Education Unit (CEU) is defined as ***“ten contact hours of participation in an organized Continuing Education, adult or extension experience under the supervision of a qualified instructor.”*** The CEU should not be interpreted as a substitute for college credit, rather, a means of recording and reporting the Continuing Education activities achieved by an individual.

Certificates of Completion are awarded to all individuals who successfully complete Continuing Education courses.

Continuing Education activities may have a direct impact on current and future employment and should be included on resumes and/or applications for employment or promotion. Students may obtain copies of transcripts of Continuing Education activities by contacting the State Director of Adult Education Literacy and Extended Learning.



AMERICAN SAMOA TEACHER EDUCATION PROGRAM (ASTEP)

The American Samoa Teacher Education Program (ASTEP) is developed jointly by American Samoa Community College (ASCC) and American Samoa Department of Education (ASDOE). ASTEP provides training for in-service public and private school teachers by initiating and implementing staff-development activities and offering courses to meet the following:

1. Lower-level coursework that has been articulated by the University of Hawaii's Territorial Teachers Training Assistance Program (UHTTTAP) or any other college/university approved by ASDOE, Bachelor of Education Program;
2. Approved teacher certification courses for in-service teachers; and,
3. Associate of Arts courses required for in-service teachers and general education courses for strengthening teaching skills and content knowledge.

Students interested in the teaching profession are encouraged to contact the ASTEP Office for more information about the program, program requirements, curriculum, and scholarship opportunities.

ARMY RESERVE OFFICERS TRAINING CORPS (ROTC)

The American Samoa Community College is a partnership school with the University of Hawaii Army ROTC program. The program offers **elective credit** towards an associates or bachelor's degree. The Army ROTC program does not lead to any degree in Military Science. Academic performance in core curriculum should be the main focus of cadets. The Army ROTC Basic Course consists of four distinct semesters; the Basic Course is structured as a single, progressive course. Upon successful completion of the Basic Course cadets may transfer 12 credits to one of the 273 Universities throughout the United States offering a commission in the United States Army as a Second Lieutenant.

Cadets must be pursuing an associate's degree in any of the majors offered at American Samoa Community

College. Cadets must meet the U.S. citizenship and the Army physical fitness requirements to contract and enroll in the Advanced Course at one of the 273 ROTC universities. The Advanced Course is the third and fourth year of instruction, which is not offered at American Samoa Community College. Scholarships are available to students transferring to one of the 273 Universities offering ROTC. Transfer students may be offered if qualified four-three or two-year scholarships depending on their academic alignment. It is imperative that applicants become a naturalized U.S. citizen to qualify for these scholarships.

COLLEGE ACCELERATED PREPARATORY PROGRAM (CAPP)

The College Accelerated Preparatory Program (CAPP) is a special admissions program for selected students who do not meet current "college level" admissions requirements but who still show the potential to succeed in college.

Admission into CAPP

New Students entering ASCC with Placement Testing results or scores from the SAT or TOEFL or ACT indicating their English and Math scores are within the developmental English and Math will be placed in College Accelerated Preparatory Program (CAPP). Upon successful completion of required CAPP courses the student can exit the program and will be re-classified as an in-coming ASCC Freshman college level student.

A CAPP student is allowed a certain time period to successfully complete and exit from the program. If the student is not able to complete the program within the required timeframe, they are placed on Academic suspension until the following semester where the student may be readmitted into the program. The CAPP Director has the final decision for Admission into the program.

CAPP Courses

The courses in CAPP address reading, writing, and mathematics to prepare students for college level course work. The results from the SAT or ACT or



TOEFL scores, or placement test will determine the English and Math courses required to complete the program.

Reading Courses:

- ENG 70 Beginning Reading (3 Credits)
- ENG 80 Intermediate Reading (3 Credits)
- ENG 90 Advanced Reading (3 Credits)

Writing Courses:

- ENG 71 Beginning Writing (3 Credits)
- ENG 81 Intermediate Writing (3 Credits)
- ENG 91 Advanced Writing (3 Credits)

Mathematic Courses:

- MAT 80 Beginning Algebra (4 Credits)
- MAT 90 Elementary Algebra (4 Credits)

CAPP Learning Outcomes

I. Reading, Speaking and Writing Outcomes:

1. Actively listen and engage in individual or group discussions and conversations
2. Engage in conversational styles, forms and sound or English
3. Identify and apply basic college reading skills to describe, interpret, summarize and make analytical judgments in reading selections.
4. Apply the basic steps of the writing process to write well-structured sentences, paragraphs and essays using critical thinking skills
5. Participate in learning activities using technology and service learning.

II. Mathematics Outcomes:

1. Develop a general understanding of basic operations of real numbers and algebraic expressions to gain a solid foundation of basic mathematical concepts.
2. Develop and demonstrate basic computational skills in arithmetic and elementary algebra necessary to be successful in a college level math.

3. Demonstrate the ability to read, interpret, and construct tables, basic graphs, and linear equations.
4. Use technology to practice, solve, and verify basic arithmetic problems and linear equations.

SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

The American Samoa Small Business Development Center at American Samoa Community College is to coordinate educational resources and provide services to develop, support and strengthen the viability of the local small business community and improve overall business success rate in American Samoa. To this end, the SBDC helps new business start-ups achieve entry into the marketplace and provides assistance to established businesses so they may become more efficient and competitive in the marketplace.

GOALS

1. Provide individual counseling to individuals who have small businesses, and individuals who want to start small businesses.
1. Offer Next Level courses for entrepreneurs, business start-ups, micro- entrepreneurship and Agricultural entrepreneurs.

STUDENT SUPPORT SERVICES (SSS)

The Student Support Services (SSS) Program offers services to 200 participants from the English Language Institutes (ELI). SSS provides opportunities for academic development, assists students with basic college requirements, and motivates students toward the successful completion of their postsecondary education.

The goal of SSS is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next.

The SSS program must provide:

1. Academic tutoring, which may include instruction in reading, writing, study skills, mathematics, science, and other subjects
2. Advice and assistance in postsecondary course selection



3. Assistance with information on both the full range of student financial aid programs, benefits and resources for locating public and private scholarships
4. Assistance in completing financial aid applications
5. Education or counseling services designed to improve the financial and economic literacy
6. Support in applying for admission to graduate and professional programs
7. Assistance in applying for admission to, and obtaining financial assistance for enrollment in four-year programs.

The SSS program may also provide:

1. Individualized counseling for personal, career, and academic information.
2. Activities and instruction designed to acquaint students with career options.
3. Exposure to cultural events and academic programs not usually available to participants
4. Mentoring programs, securing temporary housing during breaks for students who are homeless youths and students who are in foster care or are aging out of the foster care system.

UNIVERSITY CENTER FOR EXCELLENCE ON DEVELOPMENTAL DISABILITIES (UCEDD)

The University Center for Excellence on Developmental Disabilities (UCEDD) is an interdisciplinary education, research and public service component of the American Samoa Community College that engages in the following core functions:

1. Interdisciplinary pre-service preparation and continuing education of students and fellows, which may include the preparation and continuing education of leadership, direct service, clinical or personnel to strengthen and increase the capacity of the territory and community;
2. Community service that provide training and technical assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policy-makers, students and other members of the community;
3. Conduct research and evaluation, analysis of public policy in areas that affect or could affect

positively or negatively individuals with developmental disabilities and their families; and,

4. Dissemination of information.

The UCEDD addresses the core functions directly or indirectly with one or more following area of emphasis: quality assurance activities, education activities and early intervention activities, child care-related activities, health-related activities, employment-related activities, housing-related activities, transportation-related activities, recreation-related activities, and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life.

INSTITUTIONAL SERVICES

Publications

ASCC General College Catalog

The American Samoa Community College publishes an updated College catalog every two years. The catalog provides general information about the College, specific information about available programs and services, and is the students' guide to certificate and degree requirements. The production of the ASCC General College Catalog is under the supervision of the Dean of Academic Affairs and the Curriculum Committee. The ASCC catalog can be found online at www.amsamoa.edu or is available for purchase at the ASCC Le Bookstore.

ASCC Personnel Manual

The ASCC Personnel Manual outlines personnel policies governing all College administrative and general provisions.

ASCC Student Handbook

The Student Government Association (SGA), under the supervision of the Dean of Student Services and the Student Government Advisor publishes this general information booklet for the student each year. It contains information about student services, college policies and procedures, the activities and events calendar, the Student Government Constitution,



financial aid and other information needed to help students adjust to College life.

College Bookstore

Students may purchase all required instructional materials (unless stated otherwise in the syllabus), books, school supplies, art supplies and trade tools at the ASCC Bookstore during normal business hours.

The ASCC Bookstore carries textbooks, school supplies, catalog, and ASCC t-shirts. The Bookstore is open from 8:00 a.m. to 4:00 p.m. Monday through Friday.

Food Services

A variety of nutritious hot plate lunches, sandwiches, and beverages can be purchased at the ASCC Cafeteria (located in the lower campus area) for a reasonable price.

Lost and Found

Lost and found articles are to be turned in to the Office of Student Services or campus security. Reasonable description of lost items must be given to the Campus Security in order to retrieve lost articles.

Health Services

The American Samoa Community College provides emergency health services and minor care only. Faculty and staff, who are certified in Cardiopulmonary Resuscitation (CPR) and use of the Automated External Defibrillator (AED) provide emergency services while awaiting Emergency Medical Services (EMS). Minor cases are treated and referred to the Tafuna Health Center or LBJ Tropical Medical Center in the village of Fagaalu.