American Samoa Community College

Institutional Self-Evaluation Report

Accreditation Liaison Officers

February 20, 2019

Presentation Outline:

- Clarification of the Institutional Self-Evaluation Processes

- Clarification of the Roles of Standard Chairs

- Clarification of the Roles of Standard Leads

- Clarification of the Institutional Self-Evaluation Requirements

Institutional Self-Evaluation Report (ISER)

4.1: Organization of the Self-Evaluation Processes[1]

- The self-evaluation process should be self-reflective and consider the institution's strengths, weaknesses, and achievements. Analysis of institutional data against the institutional mission and objectives, and dialog about the results and effects of the analysis is a crucial element in the process to ensure that the self-evaluation provides a comprehensive review of the institution. Below is a suggested list of relevant stakeholders whom the institution should involve in the self-evaluation process.
  - Administrative Leadership
  - Faculty, including adjunct faculty
  - Students, typically student leaders
  - Support staff, including researchers and technology staff
  - Governing boards

1. ACCJC Guide to Institutional Self-Evaluation, Improvement, and Peer Review (2018). Institutional Self-Evaluation Process, p. 16.

ASCC Accreditation Structure:

- Board of Higher Education
- President
- Accreditation Steering Committee[1]
  - Accreditation Standard Chairpersons[2]
    - Accreditation Standard Section Leads and Co-Leads
      - Accreditation Standard Sub-committees

1. ASCC Participatory Governance Structural Manual, 2015, pp. 16-17
2. ASCC President Memo, Accreditation Standard Chairpersons, 2018-01-24

ASCC Accreditation Structure and Roles:

- Accreditation Steering Committee[1]
  - Reviews and approves the institutional processes for accreditation and ISER reporting.
  - Implements the integrated framework for drafting the College's ISER.
  - Reviews the cycle and timeline for all Accreditation reports.
  - Reviews action plans to address ACCJC recommendations.

1. ASCC Participatory Governance Structural Manual, 2015, pp. 16-17

ASCC Accreditation Structure and Roles:

- Accreditation Standard Chairpersons[2]
  - Recommends or appoints Standard Leads for each Accreditation sub-standard.
  - Develops, organizes, facilitates, and monitors the calendar and action plans for Standard Section Leads/Co-Leads.
  - Develops actions plans for the improvement of standard evidence, findings, and future plans.
  - Finalizes the Standard drafts in preparation for the review of the Accreditation Steering Committee.

1. ASCC President Memo, Accreditation Standard Chairpersons, 2018-01-24

ASCC Accreditation Structure:

- **Accreditation Standard Section Leads and Co-Leads**
  - Works collaboratively with the Standard Chair to:
    - Carefully review the assigned standards to determine whether the content of the standard is referring to:
      - College Practice
      - College Procedure
      - College Policy
    - Provides recommendations pertaining to the need of appropriate internal constituencies (administrators, faculty, staff, students, board members) in the review and clarification of the College's practice.
    - Documents evidence for each standard and determines the quality of the evidence. Documents improvements plans or recommendations as deemed necessary, to improve the quality of evidence. *(Policy manuals, handbooks, SOP manuals, publication, etc.)*
    - Develops and drafts the written narratives for each Standard.

- **Helpful Notes: Please refer to the Guide to Understanding and Applying Standards[2]**
  - How to interpret Standards and Sources of Evidence and Review Criteria for each Standard

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1. ACCJC Guide to Institutional Self-Evaluation, Improvement, and Peer Review (2018). Institutional Self-Evaluation Process, p. 16.
2. ACCJC Guide to Institutional Self-Evaluation, Improvement, and Peer Review (2018). Guide to Understanding Standards, pp. 32-34

4.2: Role of the Designated Organizing Committee[1]

- The designated committee is responsible for organizing and coordinating the self-evaluation process to ensure that appropriate progress is made. In addition, it is an important role of the committee to ensure that evidence is shared within the institution and that relevant internal stakeholders, who have knowledge of data and who can contribute to the analysis of data and evidence, are involved in the process as appropriate.

1. ACCJC Guide to Institutional Self-Evaluation, Improvement, and Peer Review (2018). Institutional Self-Evaluation Process, pp. 16-17.

ASCC Standard Committees:

- **Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity**
  - Standard Chair – Mr. Sonny J. Leomiti
    - I.A Mission
      - Standard Lead – Mrs. Evelyn Fruean
    - I.B Assuring Academic Quality and Institutional Effectiveness
      - Standard Lead – Mrs. Virginia Filiga
    - I.C Institutional Integrity
      - Standard Lead – Mrs. Tanya Atonio
      - Standard Co-Lead – Mr. James Kneubuhl

1. ACCJC Guide to Institutional Self-Evaluation, Improvement, and Peer Review (2018). Standard I, pp. 35-53.

ASCC Standard Committees:

- ## Standard II: Student Learning Programs and Support Services
  - ### Standard Chair – Mrs. Letupu Moananu
    - #### II.A Instructional Programs
      - Standard Lead – Dr. Siamaua Ropeti
    - #### II.B Library and Learning Support Services
      - Standard Lead – Mr. Elvis P. Zodiacal
      - Standard Co-Lead – Ms. Annie Panama
    - #### II.C Student Support Services
      - Standard Lead – Dr. Emilia S. Le'i

1. ACCJC Guide to Institutional Self-Evaluation, Improvement, and Peer Review (2018). Standard II, pp. 54-74.

ASCC Standard Committees:

- ## Standard III: Resources
  - ### Standard Chair – Dr. Lina G. Scanlan
    - #### III.A Human Resources
      - Standard Lead – Mrs. Sereima S. Asifoa
      - Standard Co-Lead – Ms. Sialaulelei Saofaigaali'i
    - #### III.B Physical Resources
      - Standard Lead – Mr. Lokeni Lokeni
      - Standard Co-Lead – Mrs. Jessie Su'esu'e
    - #### III.C Technology
      - Standard Lead – Mr. Donald Nelson
      - Standard Co-Lead – Ms. Fuatapu Alaimalo
    - #### III.D Financial Resources
      - Standard Lead – Ms. Elsie Lesa
      - Standard Co-Lead – Mrs. Claire S. Toeava

1. ACCJC Guide to Institutional Self-Evaluation, Improvement, and Peer Review (2018). Standard III, pp. 75-97.

ASCC Standard Committees:

- ## Standard IV: Leadership and Governance
  - ### Standard Chair – Mr. Sonny J. Leomiti
    - IV.A Decision-Making Roles and Processes
      - Standard Lead – Mr. Sonny J. Leomiti
    - IV.B Chief Executive Officer
      - Standard Lead – Mrs. Letupu T. Moananu
    - IV.C Governing Board
      - Standard Lead – Mr. Sonny J. Leomiti

1. ACCJC Guide to Institutional Self-Evaluation, Improvement, and Peer Review (2018). Standard IV, pp. 98-113.

Accreditation Timeline

Accreditation Timeline and Important Dates

- Handout 1: 2019 Institutional Self-Evaluation Report (ISER) Calendar

- Individual Standard Meeting Calendar:
  - Please refer to Standard Chairpersons

- ISER First Draft:
  - Due November 22, 2019

ISER Report Requirements

ISER

I. Title Page

II. Certification Page

III. Table of Contents

    A. Introduction

    B. Presentation of Student Achievement Data and Institution-set Standards

    C. Organization of the Self-Evaluation Process

    D. Organizational Information

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1. ACCJC Guide to Institutional Self-Evaluation, Improvement, and Peer Review (2018). Content for the Institutional Self-Evaluation Report (ISER), pp. 20-28.

ISER

E.   Certification of Continued Institutional Compliance with Eligibility Requirements

F.   Certification of Continued Institutional Compliance with Commission Policies and Federal Regulations

G.   Structure of the Institutional Analysis of Standards

1.   Evidence of Meeting the Standard (for each Standard)

2.   Analysis and Evaluation (for each Standard)

3.   Conclusion (at the end of each section) and Improvement Plan(s) Arising out of the Self-Evaluation Process

4.   Evidence List (also at the end of each section)

H.   Quality Focus Essay (not to exceed 4,000 words)

1. ACCJC Guide to Institutional Self-Evaluation, Improvement, and Peer Review (2018). Content for the Institutional Self-Evaluation Report (ISER), pp. 20-28.

Accreditation 2020 Timeline

2020 Timeline

- Quality Focus Improvement Plans
- Planning tasks, monitoring, and development of Quality Focus Essays.
- September 2020: Finalizing of the Accreditation Institutional Self-Evaluation Report

ISER Key Events

Key Events	Due Date
ASCC Institutional Self-Evaluation Report (ISER) – 1st Draft	November 22, 2019
Accreditation Steering Committee review of ISER – 1st Draft	December 03-07, 2019
Quality Focus Improvement Plans	May 22, 2020
Development of Quality Focused Essays	July 24, 2020
ASCC Institutional Self-Evaluation Report 2nd Draft	August 28, 2020
Accreditation Steering Committee review of ISER – 2nd Draft	September 02-04, 2020
Culmination of Improvement Plans and Quality Focus Essays	January 29, 2021
ASCC Institutional Self-Evaluation Report 3rd – Final Draft	February 12, 2021
Accreditation Steering Committee review of ISER – Final Draft	February 17-19, 2021
Final ISER Report is submitted for the review of the President and the Board of Higher Education	March 31, 2021
Institutional Self-Evaluation Report submitted to ACCJC (at least 60 days before visit)	August 2021
External Peer Review Team Visit	October 2021
Draft Team Report sent to College CEO for correction of errors and fact	November 2021
Commission meeting and decision on accreditation	January 2022
Commission action letter received by College posted to the Website.	February 2022