



# American Samoa Community College

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## Institutional Self-Evaluation Report

Standard 1.B Planning Proposal

March 14, 2019



# Presentation Outline:

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- Institutional Self-Evaluation Report (ISER) Calendar – 2019-2021
- ISER Tools
- Standard IB Sub-committee Composition
- Standard IB Meeting Schedules
- Standard IB Scope of Work



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# ISER Tools



# ISER Tools

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- Guide to Institutional Self-Evaluation, Improvement and Peer Review
- Midterm Report to ACCJC
- ASCC Website Accreditation Documents  
<http://www.amsamoa.edu/institution/accreditation.html>



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# Standard IB Sub-Committee Composition



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- Standard IB sub-committee will comprise of individuals or groups specifically involved or charged with the development, approval and monitoring of practices, procedures or policies affecting and improving areas in Academic Quality and Institutional Effectiveness per the Participatory Governance Structure Manual.
    - Academic Quality (Group A)
      - Curriculum Core Committee:
      - Assessment Committee
    - Institutional Effectiveness (Group B)
      - VP of Academic and Student Affairs
      - VP of Administrative Services
      - Executive Director of Institutional Effectiveness
      - Institutional Planning Executive Core Committee
    - Policy Review (Group C)
      - Board of Higher Education
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# Academic Quality (Group A)

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- Curriculum Committee (Standards IB1, IB2, IB3 and IB4, IB5, IB6 and IB8)
  - To review and approve Student Learning Outcomes;
  - To review and recommend the accurateness of Institutional Set Achievement Standards;
  - To implement, assess, and recommend improvements on academic policies;
- Assessment Committee: (Standards IB1, IB2, IB3 and IB4, IB5, IB6 and IB8)
  - To review and monitor the dialogue on assessing student learning outcomes;
  - To discuss and review student learning outcomes and present findings to the Curriculum Committee;
  - To identify strengths and weaknesses of current student learning outcomes;
  - To review the data from Academic Program Review on course learning outcomes;
  - To initiate the process of developing an appropriate assessment plan for the College;
  - To present a workable assessment plan to the Curriculum Committee to include: time frame, staff development on SLO assessment, review and development of appropriate instruments for assessing SLOs, and implementation plan;
  - To monitor ongoing assessment;
  - Review ASCC's Mission according to SLO findings and present to the Curriculum Committee.

**(Participatory Governance Structural Manual Pg. 18)**



# Institutional Effectiveness (Group B)

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- IPECC (Standard IB5 and IB9)
  - To plan the process of Program Review;
  - To monitor the progress of all departments and programs as they undergo the institutional wide Program Review;
  - To identify and propose recommendations on Strategic Priorities based on Program Review data;
  - To monitor the implementation of Strategic Priorities through institutional defined data collection mechanisms;
  - To report semiannually on the status of the Institutional Strategic Plan.

**(Participatory Governance Structural Manual Pg. 16-17)**





# Institutional Effectiveness (Group C)

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- Leadership Triangle: (All Standards)
  - To review, plan, and assess institutional effectiveness through its operations and decision-making processes and function according to the ASCC Mission.

**(Participatory Governance Structural Manual Pg. 16-17)**



# Institutional Effectiveness (Group D)

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- Board of Higher Education: (Standard IB7)
  - The Board of Higher Education may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operations of the College. Board policies are intended to be statements of intent by the Board on specific issues within its subject matter jurisdiction. The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to the American Samoa government and federal activities. All college employees are expected to know of and observe all provisions of law, policies and regulations pertinent to their job responsibilities.

Policy 1003- Board Policy and College Regulations/Procedures



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# Standard 1B Meeting Schedules



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Meeting every 2nd Wednesday of the month @ 12:00 PM so not to coincide with Steering Committee Meetings, other Standard sub-committee meetings, or institutional committee meetings.

- April 10, 2019
- May 8, 2019
- June 12, 2019
- July 10, 2019
- August 7, 2019
- September 11, 2019
- October 9, 2019



# Standard 1B Meeting Schedule

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- April 10, 2019: Introduction (Groups A, B and C)
- May 8, 2019: Groups A and C
  - Standard IB1: Student Learning Outcomes (SLO), Student Achievement (SA)
  - Standard IB2 : SLO, SA
- June 12, 2019: Groups A and C
  - Standard IB3: SA
  - Standard IB4: SLO, SA
- July 10, 2019: Groups A, B and C
  - Standard IB5: Program Review (PR), SLOs and SA
  - Standard IB6: PR, SLOs and SA
  - Standard IB9: Planning
- August 7, 2019: Groups C and D
  - Standard IB7: Policy Review
- September 11, 2019: Group
  - Standard IB8: Assessment and Evaluation Reports
- October 9, 2019: Groups A,B,C
  - Putting together final report for Steering Committee.



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# Standard 1B Scope of Work



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- Review of Standard 1B and Eligibility Requirements (ER) - *Guide to Institutional Self-Evaluation, Improvement and Peer Review*
- Review of what has been completed (*Midterm Report*).
- Review of Evidence supporting what has been done (*Midterm Report – Evidence*)
- Provide recommendations of what still needs to be done (*Standards and ER*)
- Write a response for each standard.