



American Samoa Community College

2021 Institutional Self-Evaluation

2020-2021 Detailed Calendar

Prepared by the Accreditation Liaison Officers

Review of the Institutional Self-Evaluation Report

*Approved by Dr. Rosevonne M. Pato
ASCC President*

(Refer to 2020-01-28 – President's Memo of Approval)



Institutional Self-Evaluation Report (ISER) Calendar – 2020-2021 January 24, 2020 Update:

2020 Important Date(s):		Timetable: Outline of events, meetings, reviews, and tasks.	(✓) Checkmark when completed:
FEBRUARY 2020	February 14, 2020 (ALOs)	<p><u>ASCC ISER 1st Draft submitted for Institutional Review:</u></p> <ul style="list-style-type: none"> • Accreditation Steering Committee • ASCC Constituencies • ASCC Administration <p>The 1st draft of the Institutional Self-Evaluation Report shall be disseminated electronically to all ASCC constituencies for institutional review.</p> <p>ISER Review Period of Comments: February 17, 2020 – March 06, 2020</p>	<input type="checkbox"/>
MARCH 2020	March 16 - 20, 2020	<p><u>Accreditation Steering Committee ISER Review: (Open to all ASCC Constituencies)</u></p> <ul style="list-style-type: none"> • Review of ASCC ISER Report <ul style="list-style-type: none"> ○ <u>March 17, 2020</u> – MPC Auditorium – Review of Standard I – 1:00p.m. – 04:00p.m. – Facilitator: Standard Chair ○ <u>March 18, 2020</u> – MPC Auditorium – Review of Standard II – 1:00p.m. – 04:00p.m. – Facilitator: Standard Chair ○ <u>March 19, 2020</u> – MPC Auditorium – Review of Standard III – 1:00p.m. – 04:00p.m. – Facilitator: Standard Chair ○ <u>March 20, 2020</u> – MPC Auditorium – Review of Standard IV – 1:00p.m. – 04:00p.m. – Facilitator: Standard Chair(s) 	<input type="checkbox"/>



Institutional Self-Evaluation Report (ISER) Calendar – 2020-2021 January 24, 2020 Update:

APRIL 2020	Evidence Review	<p>Standard chairpersons and leads work closely with MIS and IE staff on the organizing, compiling, and coding of the ASCC ISER evidence.</p> <ul style="list-style-type: none"> Standard I Chair: Mr. Tauvela Fale <ul style="list-style-type: none"> Standard I.A Lead: Mrs. Evelyn Fruean Standard I.B Lead: Mrs. Virginia Filiga Standard I.C Leads: Mrs. Tanya Atonio and Mr. James Kneubuhl Standard II Chair: Mrs. Letupu Moananu <ul style="list-style-type: none"> Standard II.A Lead: Dr. Siamaua Ropeti Standard II.B Leads: Mr. Elvis Zodiacal and Ms. Annie Panama Standard II.C Lead: Dr. Emilia Le'i Standard III.A Chair: Mr. Sonny J. Leomiti <ul style="list-style-type: none"> Standard III.A Leads: Mrs. Sereima Asifoa and Ms. Sialaulelei Saofaigaalii Standard III.B Leads: Mr. Lokeni Lokeni and Mrs. Jessie Su'esu'e Standard III.C Leads: Mr. Jeriecho Martinez and Mr. Noel Candelario Standard III.D Leads: Ms. Elsie Lesā and Mrs. Claire Toeava Standard IV Chair(s): Mr. Sonny Leomiti and Mrs. Letupu Moananu <ul style="list-style-type: none"> Accreditation Steering Committee 	<input type="checkbox"/>												
MAY 2020	May 22, 2020	<p><u>Quality Focus Improvement Plans:</u></p> <p><u>2018 ASCC Midterm Report Pending Plans:</u> Assess status of ASCC's pending plans as reported in its Midterm Report.</p> <table border="1"> <thead> <tr> <th>ASCC Pending Plans:</th><th>Accreditation Standards</th><th>Anticipated date of Completion</th><th>Responsible Parties</th></tr> </thead> <tbody> <tr> <td>1. Complete the review and assessment of the ASCC 2008 Governance Manual to coincide with a cycle of review, and update shared governance manuals.</td><td>I.A.1, I.B.1, I.B.2, I.C.2, II.A.5, IV.A.7, IV.C.2, IV.C.6, IV.C.7, IV.C.9</td><td>Spring 2020</td><td>ASCC BHE, President, administrators</td></tr> <tr> <td>2. Continue to update all ASCC handbooks, SOPs to coincide with a cycle for the review of board policies. <i>(Full review and assessment of the ASCC 2008 Governance Manual must be completed)</i></td><td>I.C.2, I.C.7, II.A.5, II.A.11, II.C.1, II.C.7, III.B.1, III.B.2, III.B.3, III.B.4</td><td>Spring 2020</td><td>ASCC Vice presidents, administrators</td></tr> </tbody> </table>	ASCC Pending Plans:	Accreditation Standards	Anticipated date of Completion	Responsible Parties	1. Complete the review and assessment of the ASCC 2008 Governance Manual to coincide with a cycle of review, and update shared governance manuals.	I.A.1, I.B.1, I.B.2, I.C.2, II.A.5, IV.A.7, IV.C.2, IV.C.6, IV.C.7, IV.C.9	Spring 2020	ASCC BHE, President, administrators	2. Continue to update all ASCC handbooks, SOPs to coincide with a cycle for the review of board policies. <i>(Full review and assessment of the ASCC 2008 Governance Manual must be completed)</i>	I.C.2, I.C.7, II.A.5, II.A.11, II.C.1, II.C.7, III.B.1, III.B.2, III.B.3, III.B.4	Spring 2020	ASCC Vice presidents, administrators	<input type="checkbox"/>
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Institutional Self-Evaluation Report (ISER) Calendar – 2020-2021 January 24, 2020 Update:

		3. ASCC Website: Continue to strengthen the processes for timely updates and compliance for all public documents placed on the College’s Website to ensure access and accuracy. Extend online registration services off-campus.	I.B.1, II.C.1, II.C.3, III.C.1, IV.C.6, IV.C.9	Spring 2020	ASCC President, administrators	
		4. To continue to review and improve the cycle and processes for the review of the ASCC placement test instruments in alignment with the American Samoa Department of Education secondary exit standards and college entrance standards for all accredited colleges and universities.	II.C.7	Fall 2019	ASCC Dean of Academic Affairs, Dean of Student Services	
		5. Continue to plan to expand ASCC services to determine other sources of revenue. Continue to advocate via the American Samoa Government financial allocation of subsidies based on Public Law 22-30.	III.D.9, III.D.11	Spring 2021	ASCC BHE, President, administrators	
		<ul style="list-style-type: none">• <u>Accreditation Steering Committee Review of Improvement Plans:</u><ul style="list-style-type: none">○ College Mission:<ul style="list-style-type: none">▪ Expanding of Academic Programs and Services▪ Capital Improvement Plans▪ Institutional Resources• <u>Linked to Institutional Planning and Resource Allocation:</u><ul style="list-style-type: none">○ ASCC Institutional Strategic Plan – Facilitators IPECC Chair and Committee (Evaluation and New Plan)○ ASCC Comprehensive Maintenance Plan – Vice Presidents and Resource Management Committee (Evaluation and New Plan)○ ASCC Budget Planning<ul style="list-style-type: none">▪ Outcome Plans▪ Divisional Budget Proposals▪ Planned Purchases• <u>Identify ASCC Quality Focus Improvement Plans:</u><ul style="list-style-type: none">○ Short Term Plans Arising from the 1st Draft (6 months – 1 year)○ Long Term Plans Arising from the 1st Draft (2 years – 5 years)				



Institutional Self-Evaluation Report (ISER) Calendar – 2020-2021

January 24, 2020 Update:

JULY 2020	July 24, 2020	<ul style="list-style-type: none"> • <u>Development of Quality Focused Essays (QFE)</u>: “The College is to identify two or three projects it has identified to improve student learning and/or student achievement.” and “The QFE will also be of interest to the institution’s leadership, who will want to ensure the completion of the projects identified in the QFE. The college will also report progress on these initiatives in its Midterm Report” (<i>Referencing the ACCJC Guide to Institutional Self-Evaluation Improvement and Peer Review Manual, pp. 19-20</i>). • <u>ACCJC QFE Requirement</u>: (<i>Referencing the ACCJC Guide to Institutional Self-Evaluation Improvement and Peer Review Manual, Section 5.3.M, pp. 26-27</i>). <p><i>The Quality Focus Essay is the component of the ISER which provides the opportunity for member institutions to be innovative and to propose new ideas and projects that will improve student learning and/or student achievement at the institutional level.</i></p> <p><i>Continuous quality improvement is a mark of institutional effectiveness. As an institution evaluates its programs and services in the continuous cycle of data analysis, planning, resource allocation, and evaluation, it examines its effectiveness in accomplishing its mission in the context of student learning and student achievement. During that institutional self-examination, it will identify policies, procedures, or practices in need of change that directly relate to the improvement of student learning and/or student achievement. Consequently, the institution will identify two or three areas of need or areas of interest that arise out of the institutional self-evaluation and that focus on student learning and student achievement. Based on the areas identified, the institution will plan two or three action projects which are intended to have a positive impact on improving student learning and/or student achievement over a multi-year period. These projects will be described in a Quality Focus Essay (QFE).</i></p> <p><i>The Essay will include for each project an introductory discussion of the student learning or student achievement data that led to identifying the area of need or area of interest, a brief discussion of the anticipated impact of the project on student learning and/or student achievement, a description of anticipated measurable outcomes, and a detailed description of each project. The description of each project should include specific activities to be completed, responsible parties, resources needed, and a timeline for completion. The projects described in the QFE should be realistic and workable and should culminate in a set of observable and measurable outcomes. The QFE’s factual basis and data analysis should be consistent with the other portions of the college’s ISER, notably the student achievement data presented as outline item B (above).</i></p> <p><i>The QFE will provide the institution with multi-year, long-term directions for improvement of student learning and student achievement and will demonstrate the institution’s commitment to excellence. The peer review team will review and provide constructive feedback on the QFE, with the goal of supporting institutional efforts to enhance student learning and achievement.</i></p>	<input type="checkbox"/>
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Institutional Self-Evaluation Report (ISER) Calendar – 2020-2021
January 24, 2020 Update:

		<p><i>The Commission does not evaluate the QFE to determine the institution's accreditation status. Rather, the Commission uses the QFE as a means to encourage institutional development and innovation, advance educational quality, foster institutional excellence, and support improvement of member institutions. The areas identified in the QFE will become critical focal points for the institution's Midterm Report. In the Midterm Report, the institution will provide a progress report or, if the projects are completed, a final report on the outcomes of the projects.</i></p> <table border="1"> <thead> <tr> <th colspan="4">Quality Focus Essay Template:</th></tr> <tr> <th>Introductory statement of the student learning or student achievement data that led to identifying the area of need or area of interest:</th><th>Statement of anticipated impact:</th><th>Statement of anticipated measurable outcomes:</th><th>Detailed description of project:</th></tr> </thead> <tbody> <tr> <td>1.</td><td></td><td></td><td></td></tr> <tr> <td>2.</td><td></td><td></td><td></td></tr> <tr> <td>3.</td><td></td><td></td><td></td></tr> </tbody> </table>	Quality Focus Essay Template:				Introductory statement of the student learning or student achievement data that led to identifying the area of need or area of interest:	Statement of anticipated impact:	Statement of anticipated measurable outcomes:	Detailed description of project:	1.				2.				3.				
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AUGUST 2020	August 28 and August 31, 2020	<p><u>ASCC ISER 2nd Draft Due to ALOs:</u></p> <ul style="list-style-type: none"> Standard Chairpersons and Leads provide update to the ASCC-ISER based on the status of: <ul style="list-style-type: none"> Updates to Standards that include: <ul style="list-style-type: none"> College short and long-term plan updates; Governance policy reviews Institution-Set Standards Updates College manuals and handbooks 	<input type="checkbox"/>																				
SEPTEMBER 2020	September 02-11, 2020	<p><u>Accreditation Steering Committee Review of ISER – 2nd Draft:</u></p> <ul style="list-style-type: none"> <u>September 02, 2020</u> – MPC Auditorium – Review of Standard I – 1:00p.m. – 04:00p.m. – Facilitator: Standard Chair <u>September 04, 2020</u> – MPC Auditorium – Review of Standard II – 1:00p.m. – 04:00p.m. – Facilitator: Standard Chair <u>September 09, 2020</u> – MPC Auditorium – Review of Standards III and IV – 1:00p.m. – 04:00p.m. – Facilitator: Standard chairs <u>September 11, 2020</u> – MPC Auditorium – Review of Standard IV – 1:00p.m. – 04:00p.m. – Facilitator: Standard Chair(s) 	<input type="checkbox"/>																				



Institutional Self-Evaluation Report (ISER) Calendar – 2020-2021 January 24, 2020 Update:

January 2021	January 29, 2021	<u>Culmination of Improvement Plans and Quality Focus Essays:</u> <ul style="list-style-type: none"> Updating of Improvement Plans and QFE <ul style="list-style-type: none"> Accreditation Steering Committee (Compiled by ALOs) 	<input type="checkbox"/>
February 2021	February 12, 2021	<u>ASCC Institutional Self-Evaluation Report 3rd – Final Draft Due:</u> <ul style="list-style-type: none"> Final Compilation of Final Draft <ol style="list-style-type: none"> Introduction Presentation of Student Achievement Data and ISS Organization of Self-Evaluation Process Organizational Information Certification of Continued Compliance with Eligibility Requirements Certification of Continued Compliance with Commission Policies Institutional Analysis (Accreditation Standards) Quality Focus Essays 	<input type="checkbox"/>
	February 17-19, 2021	<u>Accreditation Steering Committee review of ISER – Final Draft:</u> <ul style="list-style-type: none"> Review of ISER Full Report 	<input type="checkbox"/>
	February 26, 2021	ASCC ISER Report Submitted to the Board of Higher Education	<input type="checkbox"/>
March and April 2021	March 31, 2021	Board Review of ISER Completed	<input type="checkbox"/>
	April 06-16, 2021	Revising of the ISER Report based on the Board of Higher Education's Review	<input type="checkbox"/>
	April 30, 2021	ASCC Institutional Self-Evaluation Report submitted to ACCJC	<input type="checkbox"/>
Upcoming ACCJC Events	October 2021	External Peer Review Team Visit	
	November 2021	Peer Review Team Draft submitted to the College CEO for fact and error review	
	January 2022	Commission meeting and review of ISER reports	



Institutional Self-Evaluation Report (ISER) Calendar – 2020-2021
January 24, 2020 Update:

	February 2022	Commission notifies College regarding the status of its Accreditation	
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