2018 Review of the ASCC ISP 2015-2020

Institutional Planning Executive Core Committee

Introduction:

The purpose of this document is to provide an update to the American Samoa Community College 2015-2020 Institutional Strategic Plan. The document provides status updates on actions taken by the College's internal constituencies to address the Institutional Planning Executive Core Committee's (IPECC) 2016 recommendations.

The Status Report is formatted in tables purposely to provide updates on actions taken and justifications through cited evidence captured in College reports, manuals, handbooks, publications, meetings, and other types of documented communications. Evidence referenced in the report is hyperlinked to the College's online archives on Compliance Assist, which will require ASCC employees to access the system using his/her username and password to access the online archives. All ASCC employees are granted access to the College's archives. A username and password may be issued upon request via support@amsamoa.edu for internal and external stakeholders.

Authority:

The Institutional Planning Executive Core Committee (IPECC) is a governance constituency given the authority to plan the process of program review; monitor the progress of all departments and programs as they undergo institutional wide program review; identify and propose recommendations on strategic priorities based on program review data; monitor the implementation of strategic priorities through institutional defined data collection mechanisms; and report semiannually on the status of the institutional strategic plan.[1]

Review Process:

The director of the Office of Institutional Effectiveness (IE) who currently serves as the chairman of the Committee conducted the full review of the Institutional Strategic Plan 2015-2020. This change was initiated to simplify the review processes for the committee, given that the chairman has direct access to all of the College's reports, documentations, and publications not limited to the managing of the College's archive. Further justification for the process change was substantiated during the President's revamping of the College's reporting practices in September 2017.[2] This required College divisions to report following a bi-weekly, monthly, semester based, annual, or quarter based cycle focusing on criteria particular to operational status updates, projection of upcoming plans, challenges, and achievements. The President in September 2017 revived the Connections Newsletter publication with emphasis on the importance of transparency in decision-making, planning, and achievements to ensure that internal and external stakeholders are kept well informed. The IE director serves as the monitoring keeper of all reports and has been assigned by the President in September 2017, to draft the College's quarter performance reports to provide statuses on achievements, salient accomplishments, recommendations, and long range planning.

The review of the Institutional Strategic Plan commenced in March 2018 after the final compilation of the 2017 annual Divisional Assessment (Program Review) that was disseminated electronically in the beginning of April 2018. The review process will conclude after the final review of the IPECC scheduled in September. Upon approval of the IPECC, the updated status report will be submitted to the President of the College.

[1] Participatory Governance Structural Manual, pp. 16-17
[2] President's Memo #071-17 – College Reports

Table of Contents:

Introduction: 2
Authority 2
Review Process 2
2016 Committee Recommendations 5
2018 Committee Overall Recommendations 6
2018 Institutional Strategic Plan - Status Report Update: 7
Academic Excellence Goal 1; Objective 1 – Aligned Plans: Staffing Plan, PFM Plan, TCO Plan 7-13
Academic Excellence Goal 1; Objective 2 – Aligned Plan: Staffing Plan 14-16
Academic Excellence Goal 1; Objective 3 – Aligned Plans: Staffing Plan, PFM Plan, TCO Plan 17-21
Academic Excellence Goal 1; Objective 4 22-25
Academic Excellence Goal 1; Objective 5 – Aligned Plans: Technology Plan, TCO Plan 26-29
Academic Excellence Goal 1; Objective 6 30-32
Academic Excellence Goal 1; Objective 7 – Aligned Plan: Staffing Plan 33-35
Academic Excellence Goal 1; Objective 8 – Aligned Plan: Staffing Plan 36
Academic Excellence Goal 2; Objective 1 – Aligned Plans: Staffing Plan, TCO Plan 37-39
Student Enrollment: 40
Unduplicated Enrollment Status 40
Unduplicated Enrollment by Ethnicity and Gender 40-41
Unduplicated Enrollment by Age 41
Unduplicated Enrollment in degree applicable credit courses 41-42
Headcount Enrollment in pre-collegiate credit courses 41-42
Student Achievement: 43
Institution-Set Standard for Course Completion 43
Institution-Set Standard for degrees 43
Institution-Set Standard for certificates 43
Institution-Set Standard for student transfers to 4-year colleges/universities 43
Job placement rates for students completing certificate programs and degrees 43
Conferred Degrees: 43-44
AA degrees conferred by Program 44
AS degrees conferred by Program 44-45
Certificate of Proficiency conferred by Program 45
B.Ed. degrees conferred by Program 45
Student Learning Outcome: 46
Total number of ASCC Courses 46
Number of ASCC courses with ongoing assessment of learning outcomes 46
Number of ASCC academic programs 46
Number of ASCC programs with ongoing assessment of learning outcomes 46
Total number of student services and learning support activities 46
Number of Student Services programs with ongoing assessment of learning 46

Program Review: **47**
2017 Survey Responses *47-51*
Financial Resources: **52**
Stability of ASCC Revenues *52*
Expenditures/Transfer *52*
Cash Position *52*
Annual Audit Information *52-53*
Other Information *53*
Employee Data: **54**
Employee Status: *54*
Full Time *54*
Part Time *54*
Employee Ethnicity *54*
Employee Gender *54*

2016 Committee Recommendations:

The IPECC 2016 recommendations listed below have been updated to include status indicators on actions taken by the College to address the Committee's recommendation. Status descriptions are provided according to each Academic Excellence strategic goal in the 2018-updated report of the Institutional Strategic Plan 2015-2020.

1. To change the implementation cycle of assessment/program review to the fall of each year to allow adequate time for the institution to review and assess institutional data, processes, and shared governance; *(Status: Completed)*[3]

2. To initiate an annual professional recognition of all ASCC employees; *(Status: Pending)*

3. To link student opinion data to service divisions for planning and improvement of SOPs; *(Status: Pending)*

4. To reemphasize the linkage of each divisional mission to ASCC's Mission and provide training accordingly and consistently; *(Status: Pending Completion)*[4]

5. To review service missions of all divisions to review and assess appropriateness of annual allocation; *(Status: Completed)*[5]

6. To reemphasize the importance of internal program review and transparency of divisional mission effectiveness and resource allocation and to review the appropriateness and accuracy of institutional protocol and all institutional forms; *(Status: Pending Completion)*[6]

7. To review access policies to data systems and confidentiality pertaining to access and data; *(Status: Pending)*

8. To increase funding sources for software updates, improvement of email services, and increase network improvements/connectivity; *(Status: Pending)*[7]

9. To reemphasize the importance of ADA and OSHA compliance, facility maintenance, and safety; and, *(Status: Pending Completion)*[8]

10. To reemphasize transparency of institutional newsletters and updates on governance, institutional processes and activities to accommodate employees who are not required computer/internet access. *(Status: Completed)*[9]

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[3] Evidence: IPECC Memo: ASCC 2017 Divisional Program Review Recommendation for Changes and Implementation (pp. 4-5)
[4] Evidence: PAC Meeting: Referencing Professional Development Needs Survey *(Pending Approval)*
[5] Evidence: Budget Planning Ad Hoc Committee Memo: Process and Presentation Proposal for FY 2018 Planning and Resource
[6] Evidence: Document Control Form (President's Email dated on the 09/26/17 titled Request for Form Changes)
[7] Evidence: President's Memo: Implementation of New Fees – 08/09/17
[8] Evidence: President's Memo: Appointment of Title IX Coordinator – 08/23/17
[9] Evidence: President's Memo: Institutional Documents and Reports – 02/23/18

2018 Committee Recommendations:

In an effort to ensure that the College maintains its commitment to monitor the achievement of the Institutional Strategic Plan 2015-2020, the Committee provides the following recommendations for the review of the President and possible actionable plans to help improve institutional effectiveness.

1. Increase program review training for all divisions with particular focus on the evaluation of services offered;

2. Reassess the appropriateness of all technology resources and systems, and its conduciveness to instruction and administrative services;

3. Provide annual professional recognition for all ASCC employees, and to identify a source of funding for sustainability purposes;

4. Increase local MOU/MOA and grant funding opportunities for academic programs particular to the needs of the community and workforce;

5. Compile a program manual to include the curriculum and assessment framework for all academic and degree programs;

6. Determine the appropriateness of setting Institution-Set Standards for graduation, transfer, gainful employment, and CTE by definition of degree programs;

7. Expand the hours of support services to accommodate instructional services offered during the evening session and to seek funding for sustainability purposes, and to devise a plan for alternating staff hours;

8. Review the College's classification/reclassification system for employment to ensure competitive salaries for employees, and for hiring in technical and high need areas;

9. Improve and link student opinion data to service divisions for planning and decision-making;

10. Assess the linkage of each divisional mission to ASCC's Mission and provide appropriate training accordingly and consistently;

11. Identify a timeline/cycle of review to improve the appropriateness and accuracy of ASCC policies, governance protocol, SOPs, and service forms;

12. Develop policies for data systems and confidentiality particular to access and data;

13. Assess technology resources for system upgrades, software upgrades, improvement of email services, and increase network improvements/connectivity; and,

14. Provide awareness in reporting and a timeline or schedule of ongoing maintenance projects to ensure ADA and OSHA compliance for all College facilities.

2018 Institutional Strategic Plan - Status Report Update:

The report is organized into sections following the sequence of the Academic Excellence strategic plan goals, objectives, and expected outcomes as listed in the 2015-2020 Institutional Strategic Plan. The Physical Facilities and Maintenance, Staffing, Technology, and Total Cost of Ownership strategic plans are separated by goal(s) and expected outcome(s) and are aligned to the Academic Excellence plan within the status report. Status updates are formatted in each table according to the IPECC 2016 recommendations along with sources of evidence, noted updates, and current recommendations.

The status report includes additional sections particular to statistical data for referencing purposes. Statistical data includes student enrollment data, student achievement data, data on student learning outcomes, program review, finance, and employee data.

ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 1

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 **FY 2018** **FY 2019** **FY 2020**

Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Academic Excellence Objective 1: ASCC will provide qualified faculty, appropriate facilities and a curriculum driven by outcome qualities and competencies.

Expected Outcomes (EO):

1. A comprehensive institutional process has been defined to designate faculty and staff according to expertise and is aligned to divisional operations; **Status: Partially Completed (Ongoing)**
2. Processes and policies are reviewed and are updated accordingly to institutional internal and external trends. **Status: Partially Completed (Ongoing)**
3. Trends on student enrollment are documented and analyzed to determine high need areas in teaching and learning, and professional services; **Status: Partially Completed (Ongoing)**
4. Vacant positions and high need content and service areas continue to be fulfilled. **Status: Partially Completed (Ongoing)**
5. An institutional scheduling process is defined for the scheduling of all courses offered at ASCC to determine the maximization of classroom, labs, resource, and office space and occupancy intervals. **Status: Partially Completed (Ongoing)**
6. A Student Learning Outcome Awareness and Implementation Plan is defined and implemented to all ASCC employees. **Status: Partially Completed (Ongoing)**

Academic Excellence: Goal 1 – Objective 1 – Expected Outcomes 1 and 2				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Define a comprehensive institutional process for designating faculty and staff based on expertise.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	HR SOP – Personnel Files: resumes, job description, credentials, and reference letters.	Recommendation: To review the classification/reclassification of ASCC positions for salary equivalency (skilled areas) in comparison to other community

			(The HR SOP Manual was last amended in September 2016) HR 2016 SOP Manual	colleges such as Guam, Palau, Saipan, Hawaii, etc. Note: There is a lack of applicants with expertise in advertised job position submissions received by HR for high-need areas. This resulted to the re-advertisement of position(s) and/or hiring of applicants with degreed credentials, but not necessarily in the field of expertise as advertised.
b.	Clarify processes for reviewing of policies.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Board 2017 Retreat Minutes – Review of Board Policies and Policy Manual President's notification and schedule for the review of Board Policies – (2017-11-24) Review of Chapter 1 Policies – Minutes (2017-11-29) Review of Chapter 4 Policies – Minutes (2017-11-29, 2017-12-01, 2017-12-04, 2017-12-05) Review of Chapter 5 Policies – Minutes (2017-11-29, 2017-12-01, 2017-12-04) Review of Chapter 6 Policies – Minutes (2017-11-28) Review of Chapter 7 Policies – Minutes (2017-11-28, 2017-11-30) Review of Chapter 8 Policies – Minutes (2017-11-28, 2017-12-01)	2017 Update: Chapters 1, 2 and 3 Board policies where also reviewed by Board of Higher Education during their August 2017 Retreat, in an effort to merge the 'Board Policy Manual' and Chapters 1, 2, and 3 of the 'ASCC Governance Manual' The Board completed their review and approval of the final document is pending. Board Policy chapters 1, 4, 5, 6, 7, and 8 was fully reviewed by the President, President's Advisory Council, and administrator(s) particular to policy statement services in November and December 2017. All recommendations on Board Policies will be presented to the Board of Higher Education during their 2018 Retreat. 2018 Update: The Board's approval of all policies is pending to be discussed in their upcoming 2018 Retreat. Recommendation: The College President defines a Policy Review process and timeline documenting procedures, timeline, cycle, and administrators responsible to monitor the review process. This will address the Committee's 2016 recommendations noted in sections b, c, d, e, and f of Expected Outcome 2. (Referencing Staffing Plan)
c.	Set a timeline cycle for 5 years for Policy review.			
d.	Designate Divisions/Committees to clarify processes for reviewing policies.			
e.	Clarify the role of HR in the Policy review process.			
f.	Refer to Staffing Sub Committee for policy review.			

Academic Excellence: Goal 1 – Objective 1 – Expected Outcomes 3 and 4				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Clarify high need areas based on number of students enrolled in development courses.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Academic Services Data Sets – 2017-03-17 – IIIB: External Partnerships; IV: Resource Management and Allocation; V.A: Recruitment; and, V.B: Retention (slides 11-14) Core Curriculum Committee Minutes: Review of CAPP	2018 Update: The Core Curriculum Committee reviewed course options for students in the CAPP Math and English program and revised the CAPP policies that prevented students from taking College level courses. The Core proposed changes to CAPP policies to allow students to take program degree introductory courses with no pre-requisites linked

			Policies - 2018-07-06 Minutes (p. 2)	to general education requirements. Recommendation: It is recommended that academic programs develop plans that cater to the needs of the community. This will focus program discussions on possible MOUs/MOAs with local agencies and the business community as a mean to articulate the workforce needs. Also, to seek grant opportunities based on program plans.
b.	Define, review and assess tracking processes for job placement.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Academic Services Data Sets – 2017-03-17 – IIIB: External Partnerships - III.B.3.a: External Articulation of courses; and, III.B.3.b: Internal and External Articulation of Gainful Employment (slide 11)	2017 Update: The deans of Academic Affairs and Student Services along with the Director of IE collaborated on defining Data Sets particular to Academic Services in March 2017. The discussion led to the improving of tracking services with much focus on gainful employment/job placement. As a result of the discussion, the deans agreed that the current methods used by the College to track placement in the workforce and student matriculation to other institutions of higher learning are not efficient enough to give a true picture of students that transfer or enter into the workforce. Data Sets III.B: External Partnerships was identified and collaboration between academic program chairpersons and student services units.
c.	Provide annual analysis of Academic Program Review results for Academic Departments.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	IPECC Committee Minutes: 2017-10-25 IPECC Final Review of Program Review Instrument – 2017-10-25 2017 Program Review Summary: 2018-04-18	2017 Update: The IPECC Committee met on October 25, 2017 to review the program review instrument to ensure that academic programs were captured by program, versus being compiled under the division of academic affairs. The ASCC Divisional/Annual Program Review was implemented in the Fall of 2017 following the approval of the President to change the cycle of Program Review implementation as recommended by the IPECC in their 2016 Report. 2018 Update: Program Review summaries were released to all academic program faculty, units, and divisions in April 2018. A Program Review summary was compiled and submitted to the President and Vice Presidents. Copies of all program review summaries are available
d.	Share analysis for planning and allocation of resources.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	2017 Program Review Summary: 2018-04-18 All program review summaries are available in the ASCC Gallery on Compliance Assist.	2018 Update: Program Review Analysis continues to be disseminated to internal stakeholders. The Institutional Researcher (IR) disseminated summaries of program review results to all units and divisions in April 2018 and an overall

				summary was disseminated to the President and Vice presidents.
e.	Differentiate hard to fill areas from high need areas.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	President's Memo #014-17: Committee for Reclassification and Professional Development.	2017 Update: A Reclassification and Professional Development Committee was appointed by the President to address institutional needs in the areas of employment and employee training. 2018 Update: Enrollment trends continue to facilitate the need for faculty teaching preparatory and General Education courses. Recommendation: Revisit the classification of college positions for instruction and services. There is a limited pull of applications particular to the needs of the College based on expertise. Current salary ranges are not competitive to attract applicants with expertise in the advertised positions. ASCC continues to lose staff to local agencies/private sectors due to higher salaries.

Academic Excellence: Goal 1 – Objective 1 – Expected Outcome 5				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Refer to Physical Facility Maintenance Plan – Comprehensive Maintenance Plan on Occupancy.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing		Ongoing
b.	Request Accessibility of the 2nd floor to the Administrative Building to be incompliance with ADA policies.	☒ No Action ☐ Pending ☐ Complete ☐ Ongoing		Recommendation: To schedule a timeline of facility and maintenance major projects to ensure compliance to ADA federal requirements.
c.	Revisit SOP on Campus Security and Support Services afterhours.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		2018 Update: ASCC continues to offer courses during the 10-week session (afterhours). Campus security continue to monitor campus facilities during these sessions however, there are no support services offered at 4:00pm. Recommendation: To devise a plan to ensure that support services are offered to students during the evening 10-week session to ensure access to learning support facilities and services.
d.	Compile evidence in a report file.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		Recommendation: To ensure that a schedule of major projects (facilities and maintenance) is reported in a status report for the assessment of facilities and compliance.

Academic Excellence: Goal 1 – Objective 1 – Expected Outcome 6				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Need an outcome awareness and	☐ No Action	Presentation of Divisional	2017 Update: An outcome awareness

	implementation Manual for all Divisions.	☒ Pending ☐ Complete ☒ Ongoing	Outcome Plans: 2017-05-24 – Leadership Team Divisional Outcome Plans and Resource Allocation FY 2018: 2017-07-06	plan was introduced in the Budget planning for FY 2018. The outcome plan focused on mission effectiveness for divisions in review of services offered and the achievement of plans and divisional outcomes, aligned to the College's institutional priorities. 2018 Update: During the review of the 2018-2020 ASCC General Catalog, the President advised the removal of all staff from the catalog draft, only to include administrators and faculty as required in the ACCJC Commission policies. The justification provided was that the catalog details services and programs offered to the community, and not necessarily internal services that keep the College running. Recommendation: A divisional/academic program handbook or manual is developed encompassing the division/program mission, staff positions (not necessarily names of employees), services/SOPs, etc. The document will provide an overview for all external stakeholders to understand opportunities and services offered here at the College. This document will also serve as a justification for the expansion of division/mission plans based on the needs and overall mission of the College.
b.	Revisit process on outcome awareness to be inclusive of all divisions on SLO at all levels (Course outcomes, Program Learning Outcomes, Institutional Outcomes, and Divisional outcomes).	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing		Recommendation noted in Expected Outcome 6a.
c.	Continue to improve on outcome awareness for all faculty and adjuncts:	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Signature and Capstone Assignments Presentation: 2017-03-02 Innovating Assessment Practices Presentation: 2017-08-15 Moodle Training Presentation: 2017-08-15 ASCC Fall 2018 Convocation - Institution-Set Standards Update Presentation: 2018-08-14 Academic Services Data Sets Presentation – 2017-03-17 - Program Outcome Statistics	2017 Update: Outcome awareness workshops were conducted on the usage of capstones and signature assignments in degree programs. Workshops also include outcome assessment and competencies alignment in degree programs. 2018 Update: The deans of Academic Affairs and Student Services continue to provide outcome awareness during faculty orientations. Updates include status on Institution-Set Standards, changes in academic policies, and general education and program outcomes. The presentations are offered each year during the ASCC Fall convocations. Recommendation: To schedule an ongoing training for outcome assessment for adjunct faculty. Revive the Assessment 101 and 201

				for adjunct faculty.
	i. TED has assessment data for all TED courses internally and gives data for the institution following the Assessment Cycle.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	ASDOE/TED 2018 - Memorandum of Understanding.	2018 Update: Teacher Education has contracted IE in its 2018 MOU to provide evaluation services to include program assessment data and enrollment trends. The Evaluation will be completed in December 2018, to coincide with the TED MOU reporting cycle. (Ongoing)
	ii. All adjunct faculty are required to take the College offered Assessment 101 before being considered for adjunct positions.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		Recommendation: Human Resources staff effectively documents faculty to include adjuncts that complete the Assessment 101 and 201 trainings. This will ensure outcome awareness for faculty that teach at the College, and that faculty files/records are updated frequently.
	iii. SLO assessment is part of the Performance Evaluation for all FT and PT faculty to include adjunct faculty as well.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	Faculty Performance Evaluation Form –Amended February 2016	2016 Update: Faculty Performance Evaluation Form - Section 3.A Responsibilities to Institution (SLO Assessment) – Ongoing

Academic Excellence: Goal 1 – Objective 1 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.					
Strategic Focus:	**Goals:**	**Objectives:**	**Expected Outcomes:**	**Status:**	**Recommendations/Updates:**
Staffing Plan: ***(Aligned to Academic Excellence Expected Outcome 4)***	1	1	1, 2, and 3	EO 1: Incomplete EO 2: Incomplete EO 3: Partially Completed	The Committee recommends that the Staffing Review Committee (SRC) be developed and roles and scope be clarified.
Staffing Plan: ***(Aligned to Academic Excellence Expected Outcome 1)***	1	1	1 and 2	EO 1: Partially Completed EO 2: Partially Completed	The Committee recommends that the schedule of institutional training should be part of the SRC and is implemented according.
Staffing Plan: ***(Aligned to Academic Excellence Expected Outcome 3)***	1	1	3 and 4	EO 3: Partially Completed EO 4: Partially Completed	The Committee recommends that there be established standard criteria for awarding recognition for both faculty and staff. The Committee recommends that the SRC stipulate criteria for faculty and staff recognition for serving in institutional standing/task force committees.
Staffing Plan: ***(Aligned to Academic Excellence Expected Outcome 3)***	1	1	5	EO 5: Incomplete	The Committee recommends the establishing of the SRC and initiate plan of action.
Physical Facilities and Maintenance Plan: ***(Aligned to Academic Excellence Expected Outcome 5)***	1	1	4 and 5	EO 4: Completed EO 5: Completed	Ongoing
Total Cost of Ownership Plan: ***(Aligned to Academic Excellence Expected***	1	3	5 and 6	EO 5: Partially Completed EO 6:	Ongoing

Outcome 1)				Completed	

ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 2

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 **FY 2018** **FY 2019** **FY 2020**

Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Academic Excellence Objective 2: ASCC will Assess, Evaluate, and Document recommendations to improve institutional effectiveness.

Expected Outcomes:

1. A document has been finalized and approved emphasizing processes for institutional program review; **Status: Completed (Ongoing)**
2. Institutional policies are updated and routed accordingly for approval to include program review; **Status: Completed (Ongoing)**
3. A document has been finalized and approved emphasizing processes for institutional assessment and planning; **Status: Completed (Ongoing)**
4. Institutional policies are updated and routed accordingly for approval to include institutional assessment and planning; **Status: Completed (Ongoing)**
5. An institutional manual is compiled, approved, and disseminated on institutional program review, assessment, and planning and aligned to institutional policies; **Status: Completed (Ongoing)**
6. SLO updates and reports are compiled, analyzed, and disseminated accordingly by all academic and administrative divisions. **Status: Completed (Ongoing)**

Academic Excellence: Goal 1 – Objective 2 – Expected Outcomes 1 and 2				
	2016 Committee Recommendations	**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	ASCC has in place two Program Review instruments with set timeline cycles for implementation. Institutional Program Review and Divisional Assessment – Program Review. All divisions are encouraged to participate in both program reviews for continuous improvement.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	IPECC Committee Minutes: 2017-10-25 IPECC Final Review of Program Review Instrument – 2017-10-25 2017 Program Review Summary: 2018-04-18	Recommendation: Divisions establish an internal evaluation based on the quality of services offered. Utilizing the annual and biennial program review instruments does not represent the depth and breathe of services offered and the need facts that differs the types of services offered.
b.	ASCC through its Board Policies on Assessment and Program Review are in place for accountability purposes. One of the following Board policies: Policy 1004 – Comprehensive Program Review and Assessment of Instructional Program, Students Services and Administrative Services documents the inclusion of Program Review.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	Review of Chapter 1 Policies – Minutes (2017-11-29) IPECC Committee Minutes: 2017-10-25 IPECC Final Review of Program Review Instrument – 2017-10-25 2017 Program Review Summary: 2018-04-18	2017 Update: During the review of Chapter 1 policies, there were not revisions made to Policy 1004.

Academic Excellence: Goal 1 – Objective 2 – Expected Outcomes 3 and 4				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Continue to improve outcome assessment and planning processes.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	ASCC Participatory Governance Structural Manual – Planning and Assessment Processes – 2015-09-25 IE Divisional SOPs – Planning, Program Review, and Assessment – 2016-10-25 IPECC Final Review of Program Review Instrument – 2017-10-25 2017 Program Review Summary: 2018-04-18	Recommendation: To update the ASCC Participatory Governance Structural Manual to incorporate changes to ASCC Organization Structure and committees particular to assessment and program review.
b.	Provide analysis and results of Program Review instruments to all divisions.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	IPECC Final Review of Program Review Instrument – 2017-10-25 2017 Program Review Summary: 2018-04-18	2018 Update: The 2017 Program Review results were disseminated in April 2018. Access for all program review results are available in the ASCC Gallery on Compliance Assist.
c.	Use analysis and results of Program Review for resource allocation.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	IPECC Final Review of Program Review Instrument – 2017-10-25 2017 Program Review Summary: 2018-04-18	2018 Update: The College's FY 2019 budget is currently pending the approval of the Fono, to include the 1.9 million dollar proposal. The processes for resource allocation will commence in September.

Academic Excellence: Goal 1 – Objective 2 – Expected Outcomes 5 and 6				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Use assessment data and program review analysis for instructional improvement of SLOs at all levels.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	Academic Services Data Sets Presentation – 2017-03-17 - Program Outcome Statistics Establishment of the Core Curriculum Committee – President's Memo #029-18 - 2018-04-25 Core Committee Minutes and Resources: • 2018-04-25 • 2018-05-02 • 2018-05-09 • 2018-05-21 • 2018-05-22 • 2018-05-23 • 2018-05-24 • 2018-05-25 • 2018-05-29 • 2018-05-30 • 2018-05-31 • 2018-06-01 • 2018-06-04	2018 Update: The Core Curriculum Committee was established in April 2018 to provide guidance for academic program chairperson as mean to expand programs with emphasis on utilizing program SLO data. The Committee by Memo of the President now serves as a Standing Committee with bylaws that focus on the improving general education, programs, and support services through the use of institutional process that include program review and program data. An analysis of program review data was implemented in the summer of 2018 allowing program chairpersons to review three main categories of program review that include a) program proposed changes and academic policy reviews b) review of program data based on course offerings, and student data based on

			• 2018-06-05 • 2018-06-06 • 2018-06-07 • 2018-06-08 • 2018-06-14 • 2018-06-21 • 2018-07-06 • 2018-07-09 • 2018-07-10 • 2018-07-11 • 2018-07-12	degrees conferred, transfer, gainful employment, and program enrollment. The Chair of the General Curriculum and Core Curriculum committees provided an analysis of recommendations to the Vice President of Academic and Student Affairs. *(Refer to VP of Academic and Student Affairs)*
b.	Continue to be SLO driven in planning and decision-making.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing		Update noted in EO 5 and 6 (a)
c.	Use analysis and results for resource allocation and program improvement.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing		Update noted in EO 5 and 6 (a)

Academic Excellence: Goal 1 – Objective 2 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.					
Strategic Focus	**Goals:**	**Objectives:**	**Expected Outcomes:**	**Status:**	**Recommendations/Updates:**
Staffing Plan: ***(Aligned to Academic Excellence Expected Outcome 4)***	3	1	1	EO 1: Completed	Ongoing

ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 3

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 **FY 2018** **FY 2019** **FY 2020**

Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Academic Excellence Objective 3: ASCC will emphasize High Quality Teaching and Services.

Expected Outcomes:

1. A report is generated annually assessing the accurateness of institutional resources, utilization of these resources, cost of maintenance, and projection of new resources for future resource allocation; **Status: Partially Completed (Ongoing)**
2. Divisional organizational charts emphasize alignment of all employment positions to divisional operations (Standard Operating Procedures) and outcomes; **Status: Completed (Ongoing)**
3. An analysis on faculty/staff performance evaluations is compiled annually emphasizing professional needs; **Status: Completed (Ongoing)**
4. Increasing improvements on data collection methods, analysis and dissemination of student achievement and institutional/divisional outcome achievement. **Status: Partially Completed (Ongoing)**

Academic Excellence: Goal 1 – Objective 3 – Expected Outcome 1				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Need to determine whether the ASCC Annual Report or Comprehensive Plan 2015-2020 addresses the Expected Outcomes.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Divisional Outcome Plans and Resource Allocation FY 2018: 2017-07-06 President Action Plan – Amendments to College reports and reporting cycle: 2017-08-29 ASCC FY 2018: 1st Quarter Report: 2018-01-15 ASCC FY 2018: 2nd Quarter Report: 2018-04-15 ASCC FY 2018: 3rd Quarter Report: 2018-08-15 ASCC Connections Newsletters: • 2017-10 • 2017-11 • 2017-12 • 2018-01 • 2018-02 • 2018-03	2017 Update: In August 2017, the President revamped the reporting protocol for all divisions at the College to ensure accountability in reporting and reporting of program operational statuses. The new protocol for reporting was implemented in September 2017 holding the Division of Institutional Effectiveness for monitoring of all reports. IE is now held accountable for providing quarter-based status reports regarding accomplishments and ongoing action plans. Reviving of the Connections Newsletter. The President also revived the Connections Newsletters publications as a measure to keep both internal and external constituencies aware of the College's decision and plans.

			• 2018-04 • 2018-05 • 2018-06 • 2018-07	
b.	Refer to the PFM Plan to initiate the FRC to address expected outcome one.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	President's Memo #046-18: Appointment of Internal Control Audit Committee. 2019-06-01	2018 Update: The President established the Internal Control Audit Committee with purposes to a) Ascertain the reliability and integrity of accounting, financial and operating information and the means of generating and reporting information; b) Ensure that systems comply with ASCC policies, objectives, standards and procedures, and with federal and local laws and regulations; c) Evaluate computer-based systems in production, in development or undergoing change; and evaluate systems development process and computer operations; and, d) Evaluate the adequacy of methods used to safeguard ASCC assets.

Academic Excellence: Goal 1 – Objective 3 – Expected Outcomes 2 and 3				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Provide an annual analysis of faculty/staff performance evaluation.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	Refer to HR annual employee performance evaluation summaries.	Recommendation: To identify how these summaries are used to determine employee needs and linked to professional development and internal trainings.
b.	Identify responsible divisions/committee in providing analysis.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Refer to HR annual employee performance evaluation summaries.	Refer to EO 2 and 3 Section a recommendation.
c.	Use analysis to identify Professional Needs and set priorities.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Refer to HR annual employee performance evaluation summaries.	Refer to EO 2 and 3 Section a recommendation.
d.	Use analysis of faculty/staff performance evaluation to determine appropriate classification based on qualifications and expertise.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Refer to HR annual employee performance evaluation summaries.	Refer to EO 2 and 3 Section a recommendation.

Academic Excellence: Goal 1 – Objective 3 – Expected Outcome 4				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Continue college wide discussion on Student achievement - its meaning and alignment to program outcomes, course and student.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	Signature and Capstone Assignments Presentation: 2017-03-02 Academic Services Data Sets Presentation – 2017-03-17 - Program Outcome Statistics Innovating Assessment Practices Presentation: 2017-08-15 Review of the Colleges	2017 Update: In September of 2017, the President approved the proposal for the review of the College's Institution-Set Standards (ISS) and schedule for review. The review of the College's ISS encompassed all benchmarks that include target statuses and recommendations to improve the set percentages. The ISS Committee an Ad Hoc Committee with member representation from all academic programs, student support services, and administrators

			Institution-Set Standards: 2017-09-11 ISS Presenters (deans of Academic Affairs and Student Services, IE Director) Preparations and Meeting Minutes: • 2017-08-30 • 2017-09-07 • 2017-09-20 • 2017-09-27 • 2017-10-04 • 2017-10-11 • 2017-10-18 • 2017-10-25 ISS Committee Review Minutes: • 2017-09-14 • 2017-09-28 • 2017-10-12 • 2017-10-26 • 2017-11-30 ASCC Fall 2018 Convocation - Institution-Set Standards Update Presentation: 2018-08-14	thoroughly reviewed each of the standards. Documented evidence has been captured in meeting minutes and presentations not limited to meeting minutes during the preparation portion of the ISS review. 2018 Update: During the Fall 2018 Faculty Orientation/Convocation, the Vice President/Dean of Academic Affairs presented an update status addressing recommendations submitted by the ISS Review Committee in 2017. Recommendation 1: Set achievement standards for each academic program that includes plans to: • Expand Program Mission and services • Increase enrollment • Set graduation rates appropriate to the program • Set persistence rates appropriate to the program Recommendation 2: Set Career Technical Education rates for applicable programs and the possibilities to offer interdisciplinary options based on the need of the Community.
b.	Need a manual aside from Academic Affairs SOP on processes and procedures for data collection.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	ASCC Participatory Manual – Student Achievement and SLOs: 2015-09-25 Appointment of the Institutional Researcher in Assessment: 2018-04-19	2018 Update: In April 2018, the President appointed the former Director of Curriculum and Assessment as the new Institutional Researcher in Assessment to be housed at the Office of Institutional Effectiveness. The transfer of the Institutional Researcher fin Assessment shifts accountability of academic programs assessment to monitored by IE. Recommendation: IE Institutional Researcher in Assessment (staff) works closely with all academic program chairpersons to develop/establish a program curriculum framework manual to solidify curricula and outcomes practices.
c.	Clarify SOP on exit clearances for faculty and adjuncts as required by Academic Affairs.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	2018-09-06 – Academic Affairs #140009062018 – Updated ASCC Faculty Semester Clearance Form	2018 Update: The Vice President/Dean of Academic Affairs revised the Faculty Clearance Form to remove the signatures of the Director of Curriculum and Assessment and President.

Academic Excellence: Goal 1 – Objective 3 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.					
Strategic Focus	**Goals:**	**Objectives:**	**Outcomes:**	**Status:**	**Recommendations/Updates:**

Staffing Plan: ***(Aligned to Academic Excellence Expected Outcome 3)***	1	1	4	EO 4: Partially Completed	Ongoing
Staffing Plan: ***(Aligned to Academic Excellence Expected Outcomes 2 and 3)***	2	1	3 and 4	EO 3: Partially Completed EO 4: Completed	The Committee recommends a thorough review of the expected outcomes three and four not limited to the monitoring of evaluation processes for all employees.
Physical Facilities and Maintenance Plan: ***(Aligned to Academic Excellence Expected Outcome 1)***	1	1	1, 2, and 3	EO 1: Incomplete EO 2: Incomplete EO 3: Partially Completed	The Committee emphasizes the need to establish this committee and its roles and responsibilities. In addition, there is a need to document processes in reviewing ASCC's physical facilities to ensure it is compliant with local and federal regulations.
Physical Facilities and Maintenance Plan: ***(Aligned to Academic Excellence Expected Outcome 1)***	1	1	6	EO 6: Partially Completed	The Comprehensive Maintenance Plan 2015-2020 identifies possible funding sources through federal grants and local funds but it is yet to be implemented through annual institutional budget review. The Committee recommends that maintenance, repairs, new constructions, etc. to be included in all future grant proposals as it applicable.
Physical Facilities and Maintenance Plan: ***(Aligned to Academic Excellence Expected Outcomes 2 and 3)***	1	2	1 and 2	EO 1: Partially Completed EO 2: Incomplete	The Committee emphasizes the need for qualified technical/specialized air conditioning personnel. The Committee recommends that support staff receive training in specialized/skilled areas. The Committee recommends that the institution utilize the TTD Apprenticeship Program. The Committee also recommends for the institution to assist all maintenance personnel to get certification as per requirement in their area of expertise.
Physical Facilities and Maintenance Plan: ***(Aligned to Academic Excellence Expected Outcome 1)***	2	1	1 and 2	EO 1: Partially Completed EO 2: Incomplete	Committee Inquiries: Are blueprints for existing buildings such as the Library, Lecture Hall, and other recent constructions available or archived? If so where?
Physical Facilities and Maintenance Plan: ***(Aligned to Academic Excellence Expected Outcome 1)***	2	1	3 and 4	EO 3: Completed EO 4: Completed	Ongoing
Physical Facilities and Maintenance Plan: ***(Aligned to Academic Excellence Expected Outcome 1)***	2	1	5	EO 5: Partially Completed	The Committee recommends reviewing the Comprehensive Maintenance Plan to be integrated with the annual budget preparation and review process. The Committee recommends establishing the FRC to assess the Maintenance Plan 2015-2020, and to make recommendations for institutional dialogue in ASCC's budget preparation as applicable to local and federal funding.
Physical Facilities and Maintenance Plan: ***(Aligned to Academic Excellence Expected Outcomes 1, 3, and 4)***	3	1	1, 2, and 3	EO 1: Completed EO 2: Completed EO 3: Completed	Ongoing
Physical Facilities and Maintenance Plan: ***(Aligned to Academic***	3	1	4, 5, and 6	EO 4: Partially Completed	The Committee recommends that training across the board for proper care and usage of facilities and equipment to reduce ASCC overhead cost on maintenance. This training should be

Excellence Expected Outcomes 1)				EO 5: Incomplete EO 6: Partially Completed	headed by PFM and TTD. The Committee recommends to include Finance and MIS versus TTD and to clarify the role of FRC in the implementation process.
Physical Facilities and Maintenance Plan: ***(Aligned to Academic Excellence Expected Outcomes 1)***	4	1	1	EO 1: Completed	Ongoing
Physical Facilities and Maintenance Plan: ***(Aligned to Academic Excellence Expected Outcomes 1)***	4	1	1	EO 2: Partially Completed	The Committee recommends that the FRC be established for the review, assessment, and implementation of this expected outcome. A review of the budget ceiling for maintenance/facilities and resource allocation according to the PFM Plan 2015-2020.
Total Cost of Ownership Plan: ***(Aligned to Academic Excellence Expected Outcome 1)***	1	2	1, 2, and 3	EO 1: Completed EO 2: Partially Completed EO 3: Completed	The Committee recommends for the PFM to implement a regular maintenance schedule: Weekly, Bi-Weekly, Monthly, or Quarterly. This is to assist in the reduction of emergency repairs for our facilities. (Transparency plans to be included in reports) It is noted that maintenance are done based on Job Orders. The Committee noted a routine maintenance of A/C is currently practiced. The Committee recommends to link schedules (SOPs) to the Comprehensive Maintenance Plan 2015-2020 and implement.
Total Cost of Ownership Plan: ***(Aligned to Academic Excellence Expected Outcome 2)***	1	2	4 and 5	EO 4: Incomplete EO 5: Partially Completed	The Committee emphasized the need for qualified technical/specialized air conditioning personnel. The Committee recommends that support staff receive training in specialized/skilled areas. The Committee recommends that the institution utilize the TTD Apprenticeship Program to assist maintenance personnel to receive certification as per requirement in their area of expertise.
Total Cost of Ownership Plan: ***(Aligned to Academic Excellence Expected Outcomes 1 and 3)***	1	3	3 and 4	EO 3: Partially Completed EO 4: Completed	The Committee recommends reviewing the appropriateness of a long-term professional development plan based on growth, compliance, and continuous improvements.

ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 4

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 **FY 2018** **FY 2019** **FY 2020**

Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Academic Excellence Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.

Expected Outcomes:

1. Institutional publicity has increased in research, awareness, and program salient accomplishments; **Status: Completed (Ongoing)**
2. Constant reviews and updates on all (Current and New) ASCC MOUs, job placements, and transfers are documented and centralized institutionally and archived; **Status: Completed (Ongoing)**
3. An increase in community advisory council participation in program affairs has been documented and centralized institutionally and archived; **Status: Completed (Ongoing)**
4. A service-learning plan has been identified and implemented. **Status: Partially Completed (Ongoing)**

Academic Excellence: Goal 1 – Objective 4 – Expected Outcome 1				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Need to improve on availability of services provided to students and parents/community.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	Environment Protection Agency Leadership Professional Training: 2018-03-14 ASCC College Awareness Day: 2018-04-23 Bluesky MOU – Training Services: 2018-04-26 ASCC and Bluesky Excel Professional Training: 2018-06-07 StarKist and ASCC Training MOU: 2018-08-30	2018 Updates: The College through the President has emphasized the importance of Community Outreach through offering services particular to the skilled needs of the community. Several MOUs with local government agencies and the private sectors has been approved for the offering of skilled based training that include: • Leadership Training (Environmental Protection Agency) • Excel Training (Bluesky) • Science, Math, Computer Basic trainings (StarKist) In April, the College hosted a College Awareness Day for local high schools and principals.
b.	Recommend Press Release and Recruiting needs to be increased.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	ASCC Connections Newsletters: • 2017-10 • 2017-11 • 2017-12 • 2018-01 • 2018-02	2018 Update: Reviving of the Connections Newsletter. The President also revived the Connections Newsletters publications as a measure to keep both internal and external constituencies aware of the College's decision and plans.

			• 2018-03 • 2018-04 • 2018-05 • 2018-06 • 2018-07 Hiring of the Public Communications Liaison	The President established a new position – Public Communications Liaison to spearhead an awareness programs for the College's programs and services to the community. The position was developed to ensure that a representative from the College is out in the community to provide awareness utilizing local media communications.

Academic Excellence: Goal 1 – Objective 4 – Expected Outcomes 2 and 3				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Revisit processes in regards to Advisory Council:	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	Community Advisory Council Approved Memo Approved Community Advisory Council Handbook. (October 2016)	Update: The Community Advisory Handbook was reviewed in the spring of 2016 and amendments were approved in October 2016. Note: In the review of the 2018-2020 general catalog (spring/summer 2018) several programs list advisory council members that are not in the capacity to advocate for academic programs. After reviewing the Community Advisory Council Handbook, the following statement "No Advisory Council shall serve in an administrative or policy-making capacity." (p. 7).
	i. Review the role and purpose of advisory council and its link to all academic programs.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing		Updated in EO 2 and 3 Section (a)
	ii. Set timeline for Advisory council meetings for all academic departments.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing		Updated in EO 2 and 3 Section (a)
	iii. Submit and centralize all academic departments advisory council meeting minutes and agendas.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing		Updated in EO 2 and 3 Section (a)
	iv. Provide summaries on the impact of activities and inclusion of advisory council to instruction programs and student achievement.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing		Updated in EO 2 and 3 Section (a)
	v. Report on how advisory council assist with workforce placement and curriculum.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing		Updated in EO 2 and 3 Section (a)
	vi. Include as a component of the academic program review instrument.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing		Updated in EO 2 and 3 Section (a)
b.	Draft/update the Advisory Council Handbook.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing		Updated in EO 2 and 3 Section (a)

c.	Initiate review, assessment and timeline of advisory council handbook.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		Updated in EO 2 and 3 Section (a)
d.	Recommendation that all ASCC MOUs are archived institutionally at IE.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	**MOUs Archived:** **ASDOE:** Teacher Education: 2013-09-10 Teacher Education: 2016-06-07 Dual Enrollment Program: 2018-05-25 Integrated Data Services: 2018-06-14 **ASDOH:** ASAHEC: 2013-12-23 PIHOA and USPIJ: 2014-02-28 **Bluesky Communications:** Skilled Training: 2018-04-26 **LBJ:** Nurse Field Work Experiences: 2018-04-04 **USDOL:** Supplemental Training: 2015-01-06 **Starkist Samoa:** Skilled Training: 2018-08-30 **USCRI:** Trafficking Victim Assistance Program: 2018-08-02	2017 and 2018 Update: IE continues to archive all MOUs received in the ASCC Gallery on Compliance Assist. Several MOUs have not been submitted to IE for archiving purposes.
e.	Internal allocation of funding for Research, community and outreach services.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	President's Memo #058-16: Appointment of the Research Foundation Director: 2016-12-06 Research Foundation Holds Golf Tournament: 2017-06-12 Research Foundation receives confirmation of the approval of its 501(c) (3) application: 2017-11	2017 Update: ASCC received confirmation of the approval of its 501(c)(3) application. The 501(c)(3) exempts ASCC donors from federal income tax on charitable contributions made under Title 26 of the United States Code. The Research Foundation has finalized its Board members and has begun its effort to produce a schedule of fundraising events.

Academic Excellence: Goal 1 – Objective 4 – Expected Outcome 4				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Need to identify and implement a Service Learning plan.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	FY 2019 Budget Presentation – Public Hearing: • ASCC Budget Justification Presentation: 2018-08-29 • ASCC Budget - $1.9 Million Proposal: 2018-	2018 Update: Currently, the only programs linked to MOU/MOA funding include the Trade and Technical Department, Teacher Education Department, and Nursing Department with work-field requirements linked to funding. The Board of Higher Education and

			08-29 • ASCC Budget - $1.9 Million Proposal Detailed: 2018-08-29	President strategized in their presentation to the Fono in August 2018, the need of funding support based on public laws, to expand the vision and mission of the College. Recommendation: It is recommended that academic programs develop plans that cater to the needs of the community. This will focus program discussions on possible MOUs/MOAs with local agencies and the business community as a mean to articulate the workforce needs. Also, to seek grant opportunities based on program plans.
b.	Lack of funding source.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	President's Memo: ASCC Budget Cuts and Cost Containment – 2016-11-14 President's Memo #025-17: Reduction of Employee Hours – 2017-04-19 President's Memo #041-17: Recovery of Working Hours – 2017-07-05 President's Memo #051-17: Regular Full Time Working Hours – 2017-07-21 President's memo #076-17: Reduction of Hours – 2017-08-26	2017 and 2018 Update: The College continues to be on Cost Containment. Refer to recommendation for EO 4 in Section (a). Recommendation: To seek funding opportunities through grants and MOU/MOA.
c.	Revisit the Service Learning for academic programs.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Academic Services Data Sets – Presentations of the deans of Academic Affairs and Students Services – 2017-08-15	Refer to recommendation for EO 4 in Section (a).
d.	Psychology courses require students to complete a 40-hour Service Learning project.	☐ No Action ☒ Pending ☐ Complete ☐ Ongoing		Refer to recommendation for EO 4 in Section (a). Note: After reviewing the Catalog, and program learning outcomes, there is no statement indicating 40 hours of Service Learning.
e.	Need to reassess courses that use Service Learning not to confuse with practicums.	☐ No Action ☒ Pending ☐ Complete ☐ Ongoing		Refer to recommendation for EO 4 in Section (a).
f.	Refer to Staffing Sub Committee for policy review.	☐ No Action ☒ Pending ☐ Complete ☐ Ongoing		Refer to recommendation for EO 4 in Section (a).
g.	To further assess and research how programs integrate service learning in the achievement of Program Learning Outcomes.	☐ No Action ☒ Pending ☐ Complete ☐ Ongoing		Refer to recommendation for EO 4 in Section (a).

ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 5

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 **FY 2018** **FY 2019** **FY 2020**

Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Academic Excellence Objective 5: ASCC will increase the Quality and Availability of Educational Technology.

Expected Outcomes:

1. A plan has been reviewed, implemented, and assessed for professional development on technological system upgrades and multimedia technological devices appropriate to instruction and services offered at ASCC; **Status: Partially Completed (Ongoing)**
2. An assessment on the need of outreach courses is documented and a plan of implementation has been identified. The plan should include possible outreach designated site MOUs, resources, technical support, and stability of instructional delivery; **Status: Incomplete (Ongoing)**
3. An assessment on all ASCC's current technologies and its impact on SLOs are documented with recommendations on the trends in educational technologies listed for future planning and budgeting; **Status: Partially Completed (Ongoing)**

Academic Excellence: Goal 1 – Objective 5 – Expected Outcome 1				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Need ongoing professional development for faculty and staff on Moodle, Smart-board, etc.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Teacher Education Workshop – Moodle Training: 2017-02-17 Moodle Training – Faculty Orientation – Guidelines for Minimum Standards for Moodle: 2017-08-15	2017 Update: Moodle trainings continue to be implemented. 2018 Update: The Teacher Education Director worked closely with the CIO and IE Director to revamp Moodle courses for Teacher Education to follow guidelines for all education courses offered on Moodle. The TED Director continues to work on standardizing all courses and rubrics for TED faculty to monitor SLOs on Moodle. Note: All TED courses are offered on Moodle. The program does not offer distance education or correspondence education. Recommendation: There is a need for more Smartboard training for faculty.
b.	Continue to provide professional development off-island for staff to improve services on DATATEL, Compliance Assist, IPEDs, etc.	☐ No Action ☒ Pending ☐ Complete ☐ Ongoing		Recommendation: To seek funding opportunities through grants and MOU/MOA.
c.	Improve implementation of technology plan for professional development and system	☐ No Action ☒ Pending		Recommendation: To seek funding opportunities through grants and MOU/MOA.

	upgrades.	☐ Complete ☐ Ongoing		
d.	Provide an update, presentation or training to the institution in regards to upgrades of technology.	☐ No Action ☒ Pending ☐ Complete ☐ Ongoing		Recommendation: To seek funding opportunities through grants and MOU/MOA.
e.	Compile all professional development recommendations from each of the plans to cover institutional high need areas that include trends in technology, TCO, compliance, and high needed areas/skills.	☐ No Action ☒ Pending ☐ Complete ☐ Ongoing		Recommendation: To seek funding opportunities through grants and MOU/MOA. Professional Development recommendations have been removed from all budgets due to cost containment measures.

Academic Excellence: Goal 1 – Objective 5 – Expected Outcome 2				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Encourage faculty to use Moodle or a related program to enhance teaching and curriculum. To provide training for faculty to use Moodle annually.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Teacher Education Workshop – Moodle Training: 2017-02-17 Moodle Training – Faculty Orientation – Guidelines for Minimum Standards for Moodle: 2017-08-15	2017 Update: Moodle trainings continue to be implemented. 2018 Update: The Teacher Education Director worked closely with the CIO and IE Director to revamp Moodle courses for Teacher Education to follow guidelines for all education courses offered on Moodle. The TED Director continues to work on standardizing all courses and rubrics for TED faculty to monitor SLOs on Moodle. Note: All TED courses are offered on Moodle. The program does not offer distance education or correspondence education.
b.	Consider expanding instructions through distance learning.	☐ No Action ☒ Pending ☐ Complete ☐ Ongoing		Recommendation: To devise an action plan for the offering of distance learning courses and to submit a substantive change proposal to ACCJC.

Academic Excellence: Goal 1 – Objective 5 – Expected Outcome 3				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Does ASCC have an assessment SOP to assess current status of technologies in place? Review.	☐ No Action ☒ Pending ☐ Complete ☐ Ongoing		Recommendation: To revisit the Technology Plan and provide biweekly updates on the status.
b.	Need to see plan and share with all stakeholders on Technology.	☐ No Action ☒ Pending ☐ Complete ☐ Ongoing		Recommendation: To revisit the Technology Plan and provide biweekly updates on the status.
c.	SOP Manual for Technology shared with all.	☐ No Action ☒ Pending ☐ Complete ☐ Ongoing	ASCC Archives: Management Information Systems – SOP Manual: 2013-10-03	Update: Standard Operating Procedures are archived in the ASCC Gallery on Compliance Assist. Updates to SOPs are also archived based on approval from the Vice President(s) or President. The following divisions with archived SOPs include: • Academic Affairs (amended in 2017) • Book Store (2017)

				• Finance (2014) • IE (amended in 2016) • MIS (adopted in 2013) • PFM (adopted in 2013) • Procurement (adopted in 2015) • SBDC (adopted in 2013) • Student Services (adopted in 2015)
d.	Need an annual assessment of ASCC technologies in place such as Smart-board, computers, etc.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		Recommendation: To include the assessment of technologies to include computers and smartboards in biweekly and monthly reports.

Academic Excellence: Goal 1 – Objective 5 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.					
Strategic Focus	**Goals:**	**Objectives:**	**Expected Outcomes:**	**Status:**	**Recommendations/Updates:**
Technology Plan: ***(Aligned to Academic Excellence Expected Outcomes 1)***	1	1	1, 2, 3, 4, 5, and 7	EO 1: Partially Completed EO 2: Partially Completed EO 3: Partially Completed EO 4: Partially Completed EO 5: Partially Completed EO 7: Partially Completed	The Committee recommends to clearly establish the Technology Resource Committee (TRC) with clarification of roles and responsibilities. The Committee recommends submitting all processes dealing with technology into evidence and assign someone in TRC to review local and federal regulations. Request someone in IE to collect all data from all labs to make a "semester based report" on computer accessibility for students. The Committee emphasizes that the "Minimum Specs" for computers needs to be reviewed and updated every three years to keep up with the ever-changing technological environment. Operating systems, internet browsers, Microsoft office, and antivirus should be included. Connectivity should also be considered in minimum specs. Internet connection is conducive to student learning, so speed matters.
Technology Plan: ***(Aligned to Academic Excellence Expected Outcome 3)***	1	1	6	EO 6: Partially Completed	The Committee recommends that training should include all staff and faculty utilizing internal resources and programs.
Technology Plan: ***(Aligned to Academic Excellence Expected Outcomes 2 and 3)***	1	1	7, and 8	EO 7: Partially Completed EO 8: Partially Completed	There is no evidence of a plan for an annual assessment is in place. Expected outcome eight mentions a replacement and purchase plan. There is a maintenance plan but not in technology evidence. The Committee recommends the review of the TRC roles to include the technological needs of the institution.
Technology Plan: ***(Aligned to Academic Excellence Expected Outcome 3)***	1	1	9	EO 9: Partially Completed	The Committee recommends the review of the TRC roles to include the technological needs of the institution.
Technology Plan: ***(Aligned to Academic Excellence Expected Outcome 3)***	1	2	1 and 2	EO 1: Partially Completed EO 2: Partially Completed	The Committee recommends that an upgrade for software be updated periodically. Note: Accessibility (administrative privilege) and confidentiality clarification in policies and institutional procedures for ASCC operations.
Technology Plan: ***(Aligned to Academic Excellence Expected***	2	1	1	EO: 1: Incomplete	The Committee recommends that network design should be reviewed. Sub-networks should be implemented for security issues.

Outcome 2)					The Committee recommends that the phone system should be upgraded to a PBX system that is based on an SIP standard. The Committee recommends to initiate the roles of the TRC
Technology Plan: ***(Aligned to Academic Excellence Expected Outcome 1)***	2	1	2 and 3	EO 2: Incomplete EO 3: Incomplete	The Committee recommends that status Reports be based on data usage for random users to be studied. Note: Refer to the review of the TRC. The Committee recommends that an external consultant should be hired to assess the connectivity, network stability and future expansion to be assessed every three years. (Review appropriateness)
Technology Plan: ***(Aligned to Academic Excellence Expected Outcome 2)***	3	1	1	EO 1: Incomplete	The Committee recommends that Distant Learning technologies be re-visited. Note: Revive Distance Learning (Compatibility with Moodle) Review efficacy of distance learning and asynchronous online learning. The Committee recommends that online support services be available after hours so that continuing education students have access to these services.
Total Cost of Ownership Plan: ***(Aligned to Academic Excellence Expected Outcome 1)***	1	1	1 and 2	EO 1: Partially Completed EO 2: Completed	Fixed Asset Inventory only captures PO with amounts of $5,000 and above. The Committee recommends the review of the inventory process to capture all technology equipment. In addition, it is recommended that the institution review Policy 7000.6 of Inventories of Materials and Equipment that all divisions are responsible to keep their own inventories.
Total Cost of Ownership Plan: ***(Aligned to Academic Excellence Expected Outcome 1)***	1	1	3 and 4	EO 3: Partially Completed EO 4: Partially Completed	The Committee recommends that MIS support staff receive their required annual update training and/or get the required certification to support the institution technology needs. The Committee recommends across board training for the institution on proper usages of all technology and equipment. The Committee recommends including training during ASCC's Annual Convocation.
Total Cost of Ownership Plan: ***(Aligned to Academic Excellence Expected Outcomes 2 and 3)***	1	1	5	EO 5: Partially Completed	The Committee recommends to revise language on expected outcomes #5 to reflect institutional assessment of internet instead to software accessibility etc.
Total Cost of Ownership Plan: ***(Aligned to Academic Excellence Expected Outcomes 1, 2, and 3)***	1	1	6	EO 6: Completed	For ongoing quality assurance, a recommendation to link budget processes to the 2015-2020 Comprehensive Maintenance Plan.

ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 6

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 **FY 2018** **FY 2019** **FY 2020**

Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Academic Excellence Objective 6: ASCC will continue to strengthen its services in Academic Advising, Counseling, Tutoring, Finances, Resources, and Campus Life.

Expected Outcomes:

1. An assessment of student awareness and the reporting of student information based on the effectiveness of ASCC's academic advising, tutoring services, counseling services, are documented; **Status: Partially Completed (Ongoing)**
2. Outreach recruiting procedures is institutionalized, documented, and centralized; **Status: Partially Completed (Ongoing)**
3. A process for a calendar of institutional activities are generated annually and disseminated accordingly; **Status: Partially Completed (Ongoing)**
4. An assessment of the ASCC safety plan is documented and archived. **Status: Completed (Ongoing)**

Academic Excellence: Goal 1 – Objective 6 – Expected Outcomes 1 and 2				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Improve processes on student services available to students.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		Existing Services
b.	Identify a comprehensive support service in alignment with Student Achievement.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Academic Services Data Sets Presentation – 2017-03-17 - Student Support Services Statistics	2017 Update: The Deans of Academic Affairs and Student Services collaborated on academic services data sets to ensure statistical data linked to student achievement data.
c.	Improve on Tutorial services available to students.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		Existing Services
d.	Conduct a program review on assessment of all Services available to students similar to academic program review of instructions.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	2017 Divisional/Annual Program Review conducted by units: • DOSS • Library • Records • Counseling • Admissions • Financial Aid • Student Support	2017/2018 Update: The Division of Student Services follows the annual Divisional Assessment Program Review survey compiled by the IPECC. A summary of findings was disseminated to all units under the Division of Student Services in April of 2018.

			Services	
e.	Revisit assessment and review of CLP course to put back in GE for students.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	ASCC Catalog	2018 Update: The Core Curriculum Committee in the review of the 2018-2020 Catalog added College Life Planning CLP 150 to General Education Domain (GE) Outcome 5.D: Career, Personal and Professional Growth – Develop career goals and plans and apply lifelong learning skills for personal and professional growth.
f.	Need to improve services provided to students and parents/community.	☐ No Action ☒ Pending ☐ Complete ☐ Ongoing		Existing Services
g.	Need to share process and procedures for recruiting and where that data is stored on numbers recruited. *Not sure where that data is, and how it is shared with the College.*	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Division of Student Services Standard Operating Procedures Manual – (Adopted 2015)	Recommendation: To identify a process and review cycle for updates to the Student Services Division SOPs Manual for necessary updates, transparency, and archiving.
h.	Need to know SOP for counseling, etc., advising, etc., transfer process to other colleges, etc. (institutionally available and archived.)	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	Division of Student Services Standard Operating Procedures Manual – (Adopted 2015)	Existing Services
i.	Need to provide and improve on Marketing, outreach, and recruitment processes also in programs such as scholarships, financial aid, and work-study.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	Updating of the ASCC Marketing Ad Hoc Committee: Approved List of Marketing Committee Members – 2018-02-06 College Awareness Day: 2018-04-23	2018 Update: The ASCC Marketing Committee an Ad Hoc Committee continues to provide awareness services to the community in its effort to recruit, outreach, and expand services to the community.
j.	Need to improve on Marketing, outreach, and recruitment processes and activities.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	Updating of the ASCC Marketing Ad Hoc Committee: Approved List of Marketing Committee Members – 2018-02-06 College Awareness Day: 2018-04-23	2018 Update: The ASCC Marketing Committee an Ad Hoc Committee continues to provide awareness services to the community in its effort to recruit, outreach, and expand services to the community.
k.	Marketing committee needs to have a solid plan in place.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing		2018 Update: The Marketing Committee continues to plan ways to market college services.
l.	SOPs be archived at IE.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	SOP manuals archived in the ASCC Gallery on Compliance Assist: • Academic Affairs *(Amended in 2017)* • Book Store *(Adopted in 2017)* • Finance (Amended in 2014) • Human Resources *(Amended in 2016)* • Institutional Effectiveness *(Amended in 2016)* • MIS *(Adopted in 2013)* • PFM *(Adopted in 2013)*	2017 Update: IE continues to archive all SOP manuals as received from each division. Recommendation: To identify an annual review cycle for review/updates of service/division SOPs and specify dates for the approval for archiving purposes. Possibly to coincide with the review of ASCC Board policies.

			• Procurement *(Amended in 2015)* • SBDC *(Adopted in 2013)* • Student Services *(Adopted in 2015)*	

Academic Excellence: Goal 1 – Objective 6 – Expected Outcomes 3 and 4				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Clarify process for an institutional calendar of activities.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		Recommendation: To determine a cycle for the review of institutional processes, as a mean to calendar important College priorities and affairs that include the review of: • ASCC Mission • ASCC priorities • ASCC plans • ASCC policies • ASCC committees • ASCC procedures (SOPs)
b.	Identify accountable divisions for review and assessment of process.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	Pending approval of the Emergency and Evaluation Plan for archiving.	2018 Update: In the review of the ASCC Evacuation and Emergency plan, internal constituencies are identified to include responsibilities. Campus zones have been identified as well.
c.	Need to revisit Your Are Not Alone (YANA), etc. for your people (Student Services).	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Review of the 2018-2020 Catalog.	Yana is no longer a service offered at Student Services
d.	Revisit opening library on weekends for the community encourage services like summer reading for kids, etc.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		Pending discussion
e.	Revisit the ACNR Wellness Center usage, no advertising for that these days? Wellness is important for safety too (Awareness of Services).	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		2018 Update: Currently the Wellness Center is under construction. Upon completion, the Fitness Coordinator will facilitate a schedule for internal and external usage of the facility for fitness/access purposes.
f.	Institutionally archive ASCC Safety Plan, Maintenance Plan, Campus Safety Plan and to make available to all internal constituents.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	ASCC Archives: 2015-2020 Comprehensive Maintenance Plan	2018 Update: IE continues to archive all College plans. The ASCC Safety and Emergency Plan is pending completion and approval.

ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 7

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 **FY 2018** **FY 2019** **FY 2020**

Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Academic Excellence Objective 7: ASCC will enhance opportunities for student academic, career, and personal success.

Expected Outcomes:

1. An institutional process for collecting data on alumni, student transferability, and job placements are documented and centralized institutionally and archived and publicized; **Status: Partially Completed (Ongoing)**
2. A document that specifies updates on current and new articulation agreements is centralized institutionally and archived; **Status: Completed (Ongoing)**

Academic Excellence: Goal 1 – Objective 7 – Expected Outcome 1				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Need to request data from ASG Human Resource, semiautonomous agencies, local Army Reserve and other military branches, and private sectors in collecting the number of ASCC graduates employed.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	ASCC and ADOE MOU – Integrated Data Services: 2018-06-14	2018 Update: The College signed an MOU with the AS Department of Education for integrated data services. Although the MOU focuses on the tracking of data for students beginning from primary to secondary; secondary to postsecondary; and, postsecondary to the workforce. The SLDS Board consists of members representing ASDOE, ASCC, ASG-Human Resources, ECE, Social Services, and ASDOE-ERATE.
b.	Continue to improve mechanisms to ensure meeting institutional student achievement standards.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing		
c.	Clarify processes and timeline cycles for data collection, transfer to Higher Education, and job placement.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Division of Student Services Standard Operating Procedures Manual – (Adopted 2015)	Existing Services
d.	Centralize all data for continuous improvement and tracking.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Academic Services Data Sets Presentation – 2017-03-17 - Student Support Services Statistics	2017 Update: The Deans of Academic Affairs and Student Services collaborated on academic services data sets to ensure statistical data linked to student achievement data.
e.	Need manual on employment counseling.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Division of Student Services Standard Operating Procedures Manual – (Adopted 2015)	Existing Services

f.	Need an office for employment counseling.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	MPC Building	All Student Services counselors are housed at the Multi-Purpose Center.
g.	Host more career days.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		
h.	Need to have a centralized office and staff for alumni information.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	MPC Building	All Student Services counselors are housed at the Multi-Purpose Center.
i.	Improve and update methods of collecting this data and information.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Academic Services Data Sets Presentation – 2017-03-17 - Student Support Services Statistics	2017 Update: The Deans of Academic Affairs and Student Services collaborated on academic services data sets to ensure statistical data linked to student achievement data.
j.	Review institutional data sets appropriate to services offered for transferability and tracking of students.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	Academic Services Data Sets Presentation – 2017-03-17 - Program Outcome Statistics Innovating Assessment Practices Presentation: 2017-08-15 Review of the Colleges Institution-Set Standards: 2017-09-11 ISS Presenters (deans of Academic Affairs and Student Services, IE Director) Preparations and Meeting Minutes: • 2017-08-30 • 2017-09-07 • 2017-09-20 • 2017-09-27 • 2017-10-04 • 2017-10-11 • 2017-10-18 • 2017-10-25 ISS Committee Review Minutes: • 2017-09-14 • 2017-09-28 • 2017-10-12 • 2017-10-26 • 2017-11-30 ASCC Fall 2018 Convocation - Institution-Set Standards Update Presentation: 2018-08-14	2017 Update: In September of 2017, the President approved the proposal for the review of the College's Institution-Set Standards (ISS) and schedule for review. The review of the College's ISS encompassed all benchmarks that include target statuses and recommendations to improve the set percentages. The ISS Committee an Ad Hoc Committee with member representation from all academic programs, student support services, and administrators thoroughly reviewed each of the standards. Documented evidence has been captured in meeting minutes and presentations not limited to meeting minutes during the preparation portion of the ISS review. 2018 Update: During the Fall 2018 Faculty Orientation/Convocation, the Vice President/Dean of Academic Affairs presented an update status addressing recommendations submitted by the ISS Review Committee in 2017. Recommendation 1: Set achievement standards for each academic program that includes plans to: • Expand Program Mission and services • Increase enrollment • Set graduation rates appropriate to the program • Set persistence rates appropriate to the program Recommendation 2: Set Career Technical Education rates for applicable programs and the possibilities to offer interdisciplinary options based on the need of the Community.

Academic Excellence: Goal 1 – Objective 7 – Expected Outcome 2				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Continue to expand articulation agreements with US accredited colleges and universities as majority of signed articulations are with Hawaii colleges and universities.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	ASCC Catalog 2018-2020 (p. 31).	The continues with the following Articulation agreements with colleges and universities that include: • Chaminade University • Bringham Young University • Hawaii Pacific University • University of Hawaii at Manoa • University of Hawaii at Hilo • Kapiolani Community College • Alfred State College • Dixie State University • Portland State University • Southern Utah University • Union College • University of Maine
b.	Improve tracking of transfer students in order to initiate articulation agreements with other US accredited colleges.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing	Division of Student Services Standard Operating Procedures Manual – (Adopted 2015)	Existing Services

Academic Excellence: Goal 1 – Objective 7 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.					
Strategic Focus	**Goals:**	**Objectives:**	**Expected Outcomes:**	**Status:**	**Recommendations/Updates:**
Staffing Plan:	3	1	4	EO 4: Completed	2018 Update: An MOU has been signed between ASDOE and ASCC.

ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 8

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 **FY 2018** **FY 2019** **FY 2020**

Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Academic Excellence Objective 8: ASCC will continue to expand academic programs to meet the needs of the community.

Expected Outcomes:

1. Institutional dialogue is documented towards the transitioning to a four-year institution under the purview of WASC ACSCU; **Status: Completed (Ongoing)**
2. Program and workforce developments for local expansion are documented; **Status: Partially Completed (Ongoing)**
3. ASCC's mission and vision statement is assessed to determine institutional and community needs biennially. **Status: Partially Completed (Ongoing)**

Academic Excellence: Goal 1 – Objective 8 – Expected Outcomes 1, 2, and 3				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Aside from the Bachelor in Elementary Education, what other academic programs have initiated or planned to offer a four-year program(s)?	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		2018 Update: Discussions had taken place but not were formally documented. Possible programs include the Samoan Studies Institute, Nursing, Business programs as noted in the IPECC's 2016 recommendations.
b.	Has the institution initiated dialogue on transitioning to a four-year college? If so, what would be the next program or emphasis based on the need by the community or local MOU?	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		

Academic Excellence: Goal 1 – Objective 8 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.					
Strategic Focus	**Goals:**	**Objectives:**	**Expected Outcomes:**	**Status:**	**Recommendations/Updates:**
Staffing Plan: ***(Aligned to Academic Excellence Expected Outcome 1 and 2)***	3	1	2 and 3	EO 2: Incomplete EO 3: Incomplete	The Committee recommends that personnel needs be institutionally documented and referred through the process of prioritization.

ACADEMIC EXCELLENCE GOAL 2: OBJECTIVE 1

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 **FY 2018** **FY 2019** **FY 2020**

Academic Excellence Goal 2: ASCC will support Faculty and Staff Performance Commitment.

Academic Excellence Objective 1: ASCC will continue to provide a work environment that encourages professional growth, recognizes and supports excellence in services, and provides advancement opportunities.

Expected Outcomes:

1. Review and improve processes for faculty/staff recognition, professional improvement, and degree advancements; **Status: Partially Completed (Ongoing)**
2. The plan for reclassification has been reviewed and implemented; **Status: Partially Completed (Ongoing)**
3. Faculty ranks have been reviewed and implemented. **Status: Incomplete (Ongoing)**

Academic Excellence: Goal 2 – Objective 1 – Expected Outcome 1				
	2016 Committee Recommendations	**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	Need to recognize staff's work and/or have a staff appreciation day.	☐ No Action ☐ Pending ☐ Complete ☒ Ongoing	ASCC Connections Newsletter – July 2018 ASCC Press Releases: ASCC Website	2018 Update: In July, representatives of the ASCC staff organized a Field Day of activities and avenues for staff to socialize and participate in a half-day filled with field games. Highlight pertaining to faculty and staff continue to be published on the ASCC newsletters and ASCC Website. This includes years of service not limited to recognition as reported in divisional reports to be included in the College's publications. Recommendation 1: To specify merit criteria for faculty, staff and administrators and a cycle for conducting annual recognitions that may coincide the annual convocation. Recommendation 2: Revive the faculty (Teacher) of the year to include staff and administrator.
	i. Revisit the Connections Newsletter and the Taulogologo Newsletter.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	ASCC Connections Newsletters: • 2017-10 • 2017-11 • 2017-12 • 2018-01 • 2018-02 • 2018-03	2018 Update: Reviving of the Connections Newsletter. The President also revived the Connections Newsletters publications as a measure to keep both internal and external constituencies aware of the College's decision and plans.

			• 2018-04 • 2018-05 • 2018-06 • 2018-07	
b.	Need to recognize administrators.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		Refer to the recommendations in EO 1 Section (a)
c.	Recognition of staff.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		Refer to the recommendations in EO 1 Section (a)
	i. Review written processes for faculty/staff recognition.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		Refer to the recommendations in EO 1 Section (a)
d.	Communication transparency of institutional updates and decision-making. Emphasis of staff recognition and merit (Referencing Governance policies 3018 and 4003.2).	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing		Refer to the recommendations in EO 1 Section (a)

Academic Excellence: Goal 2 – Objective 1 – Expected Outcomes 2 and 3				
2016 Committee Recommendations		**Status**	**Evidence**	**2018 Recommendation(s) or Update(s)**
a.	A clear process and plan must be defined in the reclassification of staff and faculty.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		Identify possible plans
b.	Need to review faculty ranks through Faculty Senate.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		Identify possible plans
c.	Need to host a Staff Recognition Dinner.	☐ No Action ☒ Pending ☐ Complete ☒ Ongoing		Refer to the recommendations in EO 1 Section (a)
d.	Need to host Employee Day.	☐ No Action ☐ Pending ☒ Complete ☒ Ongoing	ASCC Connections Newsletter – July 2018	2018 Update: In July, representatives of the ASCC staff organized a Field Day of activities and avenues for staff to socialize and participate in a half-day filled with field games.

Academic Excellence: Goal 2 – Objective 1 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.					
Strategic Focus	**Goals:**	**Objectives:**	**Expected Outcomes:**	**Status:**	**Committee/Updates:**
Staffing Plan: ***(Aligned to Academic Excellence Expected Outcome 2)***	2	1	1	EO 1: Partially Completed	The Committee recommends the initiation of the SRC to review the planning processes.
Staffing Plan: ***(Aligned to Academic Excellence Expected Outcome 2)***	2	1	2	EO 2: Partially Completed	The Committee recommends clarifying current drafts for clarity and continuous improvements.
Total Cost of Ownership Plan: ***(Aligned to Academic Excellence Expected***	1	3	1 and 2	EO 1: Partially Completed EO 2: Partially	There is evidence that there has been some reclassification done within the institution based on the Governor's mandate in reference to the Bachelor and Master Degree. The Committee recommends the need to

Outcomes 1 and 2)				Completed	clarify and outline the process for the institutional reclassification.

I. Student Enrollment Data:

I.A. Unduplicated Enrollment by Academic Year:

Academic Year (AY)	Fall	Spring	Summer	Total
AY 2009-2010	2188	1799	1265	**5252**
AY 2010-2011	2193	1859	1108	**5160**
AY 2011-2012	2091	1659	781	**4531**
AY 2012-2013	1795	1262	803	**3860**
AY 2013-2014	1488	1220	711	**3419**
AY 2014-2015	1276	1152	681	**3109**
AY 2015-2016	1284	1092	537	**2913**
AY 2016-2017	1254	1015	489	**2758**
AY 2017-2018	1095	924	560	**2579**

Data Source: ASCC Registrar and MIS

I.B. Unduplicated Enrollment Status:

Fall and Spring semesters: Full Time Students – 12 credits or more; Part Time Students – 1-11 credits
Summer Session: Full Time Students – 6 credits or more; Part Time Students 1-5 credit(s)

Academic Year	*Full Time*	*Part Time*	Fall	*Full Time*	*Part Time*	Spring	*Full Time*	*Part Time*	Summer	Total
AY 2009-2010	*991*	*1197*	**2188**	*681*	*1118*	**1799**	*766*	*499*	**1265**	**5252**
AY 2010-2011	*811*	*1382*	**2193**	*775*	*1084*	**1859**	*667*	*441*	**1108**	**5160**
AY 2011-2012	*1024*	*1067*	**2091**	*777*	*882*	**1659**	*449*	*332*	**781**	**4531**
AY 2012-2013	*562*	*1233*	**1795**	*550*	*712*	**1262**	*510*	*293*	**803**	**3860**
AY 2013-2014	*735*	*753*	**1488**	*517*	*703*	**1220**	*404*	*307*	**711**	**3419**
AY 2014-2015	*691*	*585*	**1276**	*558*	*594*	**1152**	*458*	*223*	**681**	**3109**
AY 2015-2016	*705*	*579*	**1284**	*590*	*502*	**1092**	*338*	*199*	**537**	**2913**
AY 2016-2017	*702*	*552*	**1254**	*495*	*520*	**1015**	*189*	*300*	**489**	**2758**
AY 2017-2018	*615*	*480*	**1095**	*486*	*438*	**924**	*384*	*176*	**560**	**2579**

Data Source: ASCC Registrar and MIS

I.C. Unduplicated Enrollment by Ethnicity and Gender *(F – Female; M – Male)*

Academic Year	Fall			Spring			Summer			Total (%)
	Ethnicity	*F*	*M*	*Ethnicity*	*F*	*M*	*Ethnicity*	*F*	*M*	*Ethnicity*
AY 2016-2017	Caucasian:	*2*	*1*	Caucasian:	*2*	*0*	Caucasian:	*3*	*0*	***8*** *(0.29%)*
	Chinese:	*3*	*2*	Chinese:	*3*	*2*	Chinese:	*2*	*4*	***16*** *(0.58%)*
	Fijian:	*5*	*1*	Fijian:	*4*	*0*	Fijian:	*3*	*0*	***13*** *(0.47%)*
	Filipino:	*10*	*9*	Filipino:	*11*	*8*	Filipino:	*6*	*3*	***47*** *(1.70%)*
	German:	*0*	*0*	German:	*1*	*0*	German:	*0*	*0*	***1*** *(0.04%)*
	Korean:	*4*	*1*	Korean:	*2*	*1*	Korean:	*1*	*1*	***10*** *(0.36%)*
	Mexican:	*1*	*0*	Mexican:	*0*	*0*	Mexican:	*0*	*0*	***1*** *(0.04%)*
	New Zealand:	*1*	*0*	New Zealand:	*0*	*0*	New Zealand:	*0*	*0*	***1*** *(0.04%)*
	Samoan:	*817*	*396*	Samoan:	*643*	*302*	Samoan:	*323*	*124*	***2605*** *(94.45%)*
	Tongan:	*0*	*0*	Tongan:	*0*	*2*	Tongan:	*1*	*1*	***4*** *(0.15%)*
	Vietnamese:	*0*	*0*	Vietnamese:	*1*	*0*	Vietnamese:	*1*	*0*	***2*** *(0.07%)*
	Missing:	*0*	*0*	Missing:	*21*	*11*	Missing:	*8*	*8*	***48*** *(1.74%)*
	Other:	*0*	*1*	Other:	*0*	*1*	Other:	*0*	*0*	***2*** *(0.07%)*

Totals by Gender	*Total:*	*843*	*411*	*Total:*	*688*	*327*	*Total:*	*348*	*141*	**(2758)**
Gender %	*Percentage:*	*67%*	*33%*	*Percentage:*	*68%*	*32%*	*Percentage:*	*71%*	*29%*	*F – 1879 (68%)*
		1254			**1015**			**489**		*M – 879 (32%)*

Academic Year	Fall			Spring			Summer			Total (%)
	Ethnicity	*F*	*M*	*Ethnicity*	*F*	*M*	*Ethnicity*	*F*	*M*	*Ethnicity*
AY 2017-2018	Caucasian:	*2*	*1*	Caucasian:	*2*	*1*	Caucasian:	*0*	*1*	***7*** *(0.27%)*
	Chinese:	*3*	*4*	Chinese:	*2*	*4*	Chinese:	*0*	*3*	***16*** *(0.62%)*
	Fijian:	*4*	*1*	Fijian:	*1*	*1*	Fijian:	*3*	*0*	***10*** *(0.39%)*
	Filipino:	*10*	*16*	Filipino:	*11*	*9*	Filipino:	*9*	*2*	***57*** *(2.21%)*
	German:	*0*	*0*	German	*0*	*0*	German	*1*	*0*	***1*** *(0.04%)*
	Japanese:	*1*	*0*	Japanese:	*0*	*0*	Japanese:	*0*	*0*	***1*** *(0.04%)*
	Korean:	*1*	*1*	Korean:	*1*	*1*	Korean:	*0*	*0*	***4*** *(0.16%)*
	New Zealand:	*1*	*0*	New Zealand:	*0*	*0*	New Zealand:	*0*	*0*	***1*** *(0.04%)*
	Samoan:	*680*	*332*	Samoan:	*593*	*267*	Samoan:	*373*	*141*	***2386*** *(92.52%)*
	Tongan:	*1*	*0*	Tongan:	*1*	*0*	Tongan:	*2*	*0*	***4*** *(0.16%)*
	Vietnamese:	*1*	*0*	Vietnamese:	*1*	*0*	Vietnamese:	*0*	*0*	***2*** *(0.08%)*
	Missing:	*22*	*13*	Missing:	*17*	*11*	Missing:	*11*	*12*	***86*** *(3.33%)*
	Other:	*0*	*1*	Other:	*0*	*1*	Other:	*1*	*0*	***3*** *(0.12%)*
Totals by Gender	*Total:*	*726*	*369*	*Total:*	*629*	*295*	*Total:*	*401*	*159*	**(2579)**
Gender %	*Percentage:*	*66%*	*34%*	*Percentage:*	*68%*	*32%*	*Percentage:*	*72%*	*28%*	*F – 1756 (68%)*
		1095			**924**			**560**		*M – 823 (32%)*

Data Source: ASCC Registrar and MIS

I.D. Unduplicated Enrollment by Age:

Academic Year	Fall			Spring			Summer			Total (%)
	Age Range	*F*	*M*	*Age Range*	*F*	*M*	*Age Range*	*F*	*M*	
AY 2016-2017	15 – 18 years:	*211*	*122*	15 – 18 years:	*9*	*4*	15 – 18 years:	*47*	*22*	***415*** *(15.04%)*
	19 – 25 years:	*496*	*256*	19 – 25 years:	*550*	*286*	19 – 25 years:	*222*	*93*	***1903*** *(68.99%)*
	26 – 35 years:	*85*	*18*	26 – 35 years:	*86*	*24*	26 – 35 years:	*49*	*17*	***279*** *(10.11%)*
	36 – 45 years:	*29*	*9*	36 – 45 years:	*26*	*8*	36 – 45 years:	*18*	*5*	***95*** *(3.44%)*
	46 – 55 years:	*15*	*4*	46 – 55 years:	*9*	*3*	46 – 55 years:	*8*	*2*	***41*** *(1.49%)*
	56 plus years:	*7*	*2*	56 plus years:	*8*	*2*	56 plus years:	*4*	*2*	***25*** *(0.91%)*
	Total:	*843*	*411*	*Total:*	*688*	*327*	*Total:*	*348*	*141*	**2758**
		1254			**1015**			**489**		

Academic Year	Fall			Spring			Summer			Total (%)
	Age Range	*F*	*M*	*Age Range*	*F*	*M*	*Age Range*	*F*	*M*	
AY 2017-2018	15 – 18 years:	*7*	*3*	15 – 18 years:	*9*	*3*	15 – 18 years:	*25*	*10*	***57*** *(2.21%)*
	19 – 25 years:	*609*	*329*	19 – 25 years:	*509*	*259*	19 – 25 years:	*282*	*129*	***2117*** *(82.09%)*
	26 – 35 years:	*72*	*26*	26 – 35 years:	*70*	*22*	26 – 35 years:	*57*	*12*	***259*** *(10.04%)*
	36 – 45 years:	*25*	*6*	36 – 45 years:	*28*	*4*	36 – 45 years:	*22*	*4*	***89*** *(3.45%)*
	46 – 55 years:	*9*	*3*	46 – 55 years:	*8*	*4*	46 – 55 years:	*8*	*2*	***34*** *(1.32%)*
	56 plus years:	*4*	*2*	56 plus years:	*5*	*3*	56 plus years:	*6*	*0*	***20*** *(0.78%)*
							Total	*400*	*157*	
							Male - Missing Age (2)			***2*** *(0.08%)*
							Age 51 - Missing Gender (1)			***1*** *(0.04%)*
	Total:	*726*	*369*	*Total:*	*629*	*295*	*Total:*	*400*	*160*	**2579**
		1095			**924**			**560**		

I.E.1 Unduplicated headcount enrollment in degree applicable credit courses.	**I.E.2 Headcount enrollment in pre-collegiate credit courses (which do not count toward degree requirements).**	***Total:***

Term:	Unduplicated Count:	Term:	Unduplicated Count:	
Fall 2014:	787	Fall 2014:	489	***1276***
Fall 2015:	888	Fall 2015:	396	***1284***
Fall 2016:	766	Fall 2016:	488	***1254***
Fall 2017:	669	Fall 2017:	426	***1095***

Data Source: ASCC Registrar and MIS

II. Student Achievement Data:

II.A.1. Institution-Set Standard for Course Completion:

Term:	Institution-Set Standard:	Actual Completion Rate:
Fall 2014:	80%	89%
Fall 2015:	80%	85%
Fall 2016:	80%	79%
Fall 2017:	80%	84%

Data Source: ACCJC Annual Reports

II.A.2. Institution-Set Standard for degrees:

Term:	Institution-Set Standard:	Percentage of actual degrees awarded:
Fall 2014:	Did not set Standard	96%
Fall 2015:	90%	99%
Fall 2016:	90%	93%
Fall 2017:	90%	93%

II.A.3. Institution-Set Standard for certificates:

Term:	Institution-Set Standard:	Percentage of actual certificates awarded:
Fall 2014:	Did not set Standard	4%
Fall 2015:	90%	1%
Fall 2016:	90%	7%
Fall 2017:	90%	7%

Data Source: ACCJC Annual Reports

II.A.4. Institution-Set for student transfers to 4-year colleges/universities:

Term:	Institution-Set Standard:	Actual Percentage of student transfers to 4-year colleges/universities:
Fall 2014:	Did not set Standard	17%
Fall 2015:	18%	18%
Fall 2016:	18%	9%
Fall 2017:	18%	5%

Data Source: ACCJC Annual Reports

II.A.5. Job placement rates for students completing certificate programs and degrees:

Term:		Institution-Set Standard:	Percentage of job placement rates:
AY 2013-2014:			
1.	Teacher Ed. *(AA, B.Ed.)*	50%	69%
2.	Nursing *(AS, COP)*	50%	83%
3.	Trade and Technical *(AS, COP)*	50%	27%
AY 2014-2015:			
1.	Teacher Ed. *(AA, B.Ed.)*	50%	33%
2.	Nursing *(AS, COP)*	50%	100%
3.	Trade & Technical *(AS, COP)*	50%	14%
AY 2015-2016:			
1.	Teacher Ed. *(AA, B.Ed.)*	50%	88%
2.	Nursing *(AS, COP)*	50%	65%
3.	Trade & Technical *(AS, COP)*	50%	89%
AY 2016-2017:			
1.	Teacher Ed. *(AA, B.Ed.)*	50%	75%
2.	Nursing *(AS, COP)*	50%	100%
3.	Trade & Technical *(AS, COP)*	50%	54%

Data Source: ACCJC Annual Reports

II.B.1 Degrees and Certificates Conferred:

Conferred Degrees and Certificates	AY 2016-2017			AY 2017-2018		
	Fall	Spring	*Total*	Fall	Spring	*Total*
Bachelor Degree in Elementary Education:	1	7	***8***	4	6	***10***

Associate of Arts Degree:	81	45	***126***	62	53	***115***
Associate of Science Degree:	62	34	***96***	44	66	***110***
Certificate of Proficiency:	7	9	***16***	2	12	***14***
Total:	**151**	**95**	***246***	**112**	**137**	***249***
Unduplicated count of degrees conferred per Graduate:	*139*	*88*	***227***	*103*	*132*	***235***
Double Majors:	*12*	*1*	***13***	*7*	*5*	***12***
Triple Majors:	*0*	*3*	***3***	*1*	*0*	***1***

Data Source: ASCC Registrar and MIS

II.B.2 AA degrees conferred by Program:

Associate of Arts Degree:	**AY 2016-2017**			**AY 2017-2018**		
	Fall	**Spring**	***Total***	**Fall**	**Spring**	***Total***
Liberal Arts:	60	33	***93***	42	41	***83***
Art:	0	0	***0***	0	0	***0***
Education:	1	0	***1***	1	0	***1***
Emphasis in Elementary Education:	14	7	***21***	8	7	***15***
Emphasis in Human Services:	0	0	***0***	1	2	***3***
Emphasis in Music:	0	0	***0***	1	0	***1***
Emphasis in Political Science:	2	2	***4***	1	2	***3***
Emphasis in Pre-Law:	2	3	***5***	6	1	***7***
Emphasis in Visual Art:	1	0	***1***	1	0	***1***
Human Services:	0	0	***0***	0	0	***0***
Music:	0	0	***0***	0	0	***0***
Pre-Law:	1	0	***1***	1	0	***1***
Samoan Studies:	0	0	***0***	1	0	***1***
Total per AY:	***81***	***45***	***126***	***62***	***53***	***115***

Data Source: ASCC Registrar and MIS

II.B.3 AS degrees conferred by Program:

Associate of Science Degree:	**AY 2016-2017**			**AY 2017-2018**		
	Fall	**Spring**	***Total***	**Fall**	**Spring**	***Total***
Accounting:	9	6	***15***	9	11	***20***
Agribusiness:	1	1	***2***	0	1	***1***
Architectural Drafting:	1	1	***2***	0	0	***0***
Automotive Body Repair:	0	0	***0***	0	0	***0***
Automotive Mechanic:	0	0	***0***	0	0	***0***
Automotive Technology:	0	3	***3***	1	0	***1***
Business Management:	6	1	***7***	4	5	***9***
Civil Engineering Technology:	0	0	***0***	0	2	***2***
Criminal Justices:	22	14	***36***	18	23	***41***
Electrical Technology:	2	0	***2***	0	1	***1***
Electronics:	2	2	***4***	0	3	***3***
Family Consumer Science:	0	0	***0***	0	0	***0***
Forensic Science:	0	0	***0***	0	0	***0***
General Agriculture:	1	5	***6***	3	7	***10***
Health Science:	13	0	***13***	5	9	***14***
Marine Science:	1	1	***2***	3	2	***5***
Natural Resources:	3	0	***3***	1	1	***2***
Nursing:	1	0	***1***	0	1	***1***
Welding:	0	0	***0***	0	0	***0***

Total per AY:	***62***	***34***	***96***	***44***	***66***	***110***

Data Source: ASCC Registrar and MIS

II.B.4. Certificate of Proficiency (COP) conferred by Program:

Certificate of Proficiency:	**AY 2016-2017**			**AY 2017-2018**		
	Fall	**Spring**	***Total***	**Fall**	**Spring**	***Total***
Accounting:	0	0	***0***	0	1	***1***
Advanced Automotive Technology:	1	4	***5***	1	0	***1***
Basic Automotive Technology:	1	4	***5***	1	0	***1***
Business Management:	1	0	***1***	0	0	***0***
Civil Engineering Technology:	0	0	***0***	0	0	***0***
Electrical Technology:	2	0	***2***	0	0	***0***
Electronics Computer System:	0	1	***1***	0	1	***1***
Guidance and Counseling:	0	0	***0***	0	0	***0***
Information and Communication Technology:	0	0	***0***	0	0	***0***
Marine Option Program:	0	0	***0***	0	0	***0***
Practical Nursing:	0	0	***0***	0	10	***10***
Public Health:	2	0	***2***	0	0	***0***
Total per AY:	***7***	***9***	***16***	***2***	***12***	***14***

Data Source: ASCC Registrar and MIS

II.B.5. B.Ed. degrees conferred by Program:

Bachelors of Education:	**AY 2016-2017**			**AY 2017-2018**		
	Fall	**Spring**	***Total***	**Fall**	**Spring**	***Total***
Elementary Education:	1	7	***8***	4	6	***10***
Total per AY:	***1***	***7***	***8***	***4***	***6***	***10***

Data Source: ASCC Registrar and MIS

III. Student Learning Outcomes Data:

III.A.1. Total Number of ASCC Courses:		III.A.2. Number of ASCC courses with ongoing assessment of learning outcomes:	
Term:	**Courses**	**Term:**	**Ongoing Assessment - Total**
Fall 2014:	309	Fall 2014:	216
Fall 2015:	309	Fall 2015:	230
Fall 2016:	324	Fall 2016:	243
Fall 2017:	324	Fall 2017:	253

Data Source: ACCJC Annual Reports

III.B.1. Programs – Number of ASCC programs *(all certificates and degrees, and other programs as defined by the College):*		III.B.2. Number of ASCC programs with ongoing assessment of learning outcomes:	
Term:	**Total**	**Term:**	**Ongoing Assessment - Total**
Fall 2014:	55	Fall 2014:	47
Fall 2015:	55	Fall 2015:	52
Fall 2016:	55	Fall 2016:	52
Fall 2017:	55	Fall 2017:	54

Data Source: ACCJC Annual Reports

III.C.1. Student Services – Total number of student services and learning support activities:		III.C.2. Number of Student Services programs with ongoing assessment of learning outcomes:	
Term:	**Total**	**Term:**	**Ongoing Assessment - Total**
Fall 2014:	3	Fall 2014:	3
Fall 2015:	1	Fall 2015:	1
Fall 2016:	1	Fall 2016:	1
Fall 2017:	1	Fall 2017:	1

Data Source: ACCJC Annual Reports

IV. ASCC 2017 Program Review Data:

The Program Review data was collected from the online and paper form surveys of the 2017 Divisional Program Review. IE entered the paper form survey results manually into the online database used to collect responses due to internet fluctuations experienced by employees while taking the online survey. The number of participants reported is purely based on the count of surveys registered online excluding incomplete surveys. Personal information is confidential, however, responses to questions are reported as summaries by department, program, or division. The following tables and information below is a compilation of results based on surveys received to include the count of questions that were skipped, yet completed by acknowledging completion on the online survey. Copies of the program review surveys are available in the ASCC Gallery on Compliance Assist for review and transparency purposes.

Q.1: Participant Status:	
Employee Survey Participants	**Total**
Faculty	64
Staff	149
Administrator	18
Total:	**231**

Q.2: Department/Program/Division Mission links to ASCC Mission:		
ASCC Mission Indicators:	**Yes (Ioe)**	**No (Leai)**
Transfer to institutions of higher learning:	88.89%	11.11%
Successful entry into the workforce:	94.74%	5.26%
Research and extension in human and natural resources:	83.16%	16.84%
Awareness of Samoa and the Pacific:	84.77%	15.23%

Q.3: Does the Program/Department conduct/undergo a periodic evaluation on the effectiveness of instruction and services?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
80.69%	5.94%	13.37%

Q.4: Check the following used for evaluating the effectiveness of the Program/Department/Division:		
Mechanisms/Plans/Reports:	**Yes (Ioe)**	**No (Leai)**
ASCC Annual Reports:	80.46%	19.54%
ASCC Quarter Reports:	80.23%	19.77%
Bi-weekly Reports:	80.66%	19.34%
Student Learning Outcomes:	80.70%	19.30%
Institutional Strategic Plan:	80.98%	19.02%
Performance Evaluation:	93.60%	6.40%
Program Review:	82.63%	17.37%
Course Evaluation:	66.46%	33.54%
Student Satisfactory Survey:	66.07%	33.93%
Fact Sheets:	64.38%	35.63%
Other Evidence:	61.60%	38.40%

Q.5: Have evaluation processes resulted in recent/continuous improvements?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
67.88%	6.74%	25.39%

Q.6: Were there any recommendations from the previous Divisional Assessment (Spring 2016) that were not completed/acted on in the past year?			
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**	**No Response**
18.97%	22.56%	51.79%	6.68%

Q.7: Does your Department/Program/Division recognize and implement feedback from faculty and staff in decision-making for continuous improvement to the institution?			
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**	**No Response**
74.75%	2.53%	12.12%	10.60%

Q.8: Are Department/Program/Division SOP and decisions regularly communicated to staff/faculty?			
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**	**No Response**
84.02%	5.15%	10.82%	0.1%

Q.9: Are the decisions systematically documented and archived?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
73.44%	3.13%	23.44%

Q.10: Is the Number of personnel adequate to support your Program/Division/Department?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
55.61%	38.27%	6.12%

Q.11: Do personnel possess all specialized skills or credentials required to support the Department/Program/Division?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
81.96%	10.82%	7.22%

Q.12: Are all proper documentation (degrees, certificates, etc.,) on file and continuously updated?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
69.84%	3.70%	26.46%

Q.13: Are the personnel in the Department/Program/Division careful in protecting the security, confidentiality and integrity of student information according to FERPA.		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
85.13%	1.03%	13.85%

Q.14: Does your Department/Program/Division effectively use its personnel to achieve its mission?			
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**	**No Response**
87.24%	3.57%	9.18%	0.1%

Q.15: Are you a Full Time or Part Time employee?	
Full Time	**Part Time**
97.96%	2.04%

Q.16: Have faculty/staff in the Department/Program/Division involved themselves in in-service training and other professional development?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
78.07%	9.63%	12.30%

Q.17: Are there any unmet needs for professional development among personnel in this Department/Program/Division?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
51.34%	24.06%	24.60%

Q.18: Are faculty/staff evaluated on an annual basis by the immediate Supervisor (i.e., director, dean, vice president, chairman)?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
86.17%	3.19%	10.64%

Q.19: Are evaluations consistent and completed in a timely manner as documented in ASCC policies?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
65.61%	15.34%	19.05%

Q.20: Are all facilities adequate to support the mission of your Department/Program/Division?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
48.13%	45.99%	5.88%

Q.20: Does the Institution operate and maintain physical facilities that are adequate to serve the needs of this Department/Program/Division?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
67.38%	24.60%	8.02%

Q.21: Does the Institution take reasonable steps to provide a healthy, safe, and secure environment for this Department/Program/Division?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
72.58%	17.20%	10.22%

Q.22: Are the physical facilities accessible to persons with disabilities?			
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**	**No Response**
70.53%	14.74%	6.32%	8.41%

Q.23: Are additional facilities required to support the Department/Program/Division?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
62.90%	18.28%	18.82%

Q.24: Are there any additional equipment required to support the Department/Program/Division?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**

62.43%	23.76%	13.81%

Q.25: Does the Department/Program/Division account for its equipment through regular inventory?			
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**	**No Response**
79.26%	4.79%	12.23%	3.72%

Q.26: Does the Department/Program/Division account for preventive maintenance of its equipment?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
71.20%	12.50%	16.30%

Q.27: Is the equipment used by this Department/Program/Division similar to that used in the workplace or at a higher-level institution?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
59.57%	22.34%	18.09%

Q.28: Is there a need to update/upgrade equipment for improvement of services?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
85.41%	8.65%	5.95%

Q.29: Is the budget information available to this Department/Program/Division?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
55.25%	22.65%	22.10%

Q.30: Are faculty/staff involved in Department/Program/Division annual budget planning?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
43.96%	34.62%	21.43%

Q.31: Does the Department/Program/Division provide guidance on budget processes, analysis, and preparation?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
46.45%	25.68%	27.87%

Q.32: Is adequate financial support available to meet the needs of this Department/Program/Division?			
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**	**No Response**
30.56%	36.67%	27.22%	5.55%

Q.33: Does the Department/Program/Division effectively use its current financial resources to achieve its mission?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
66.85%	7.61%	25.54%

Q.34: Does the Department/Program/Division have any budget priorities to implement for continuous improvement to achieve its mission?		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**

53.55%	7.65%	38.80%

Q.35: Is technology used to improve student learning and services?			
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**	**No Response**
87.36%	7.14%	5.49%	0.01%

Q.36: Check the following technologies sufficient to perform your duties:			
Technologies:	**Available / Accessible**	**Appropriate**	**Current**
ASCC Online Systems (Moodle, Compliance Assist, Colleague, Webmail, Website etc.)	59.51%	25.77%	14.72%
Software (Microsoft Office, SPSS, CAD, Autodesk, etc.)	57.14%	29.87%	12.99%
Internet Connectivity (speed, etc.)	54.32%	26.54%	19.14%

Q.37: Are the following support services available and accessible to students when needed?			
Technologies:	**Yes (Ioe)**	**No (Leai)**	**Do not know (Leiloa)**
Computer Labs (Potu Komepiuta)	89.76%	5.42%	4.82%
Counseling (All types of Counseling)	80.41%	4.05%	15.54%
Financial Assistance (ex. Financial Aid, Work-Study, Scholarship, Deferred Payment Plans)	84.51%	4.23%	11.27%
Library	93.38%	1.32%	5.30%
Academic Tutoring	82.14%	4.29%	13.57%
Academic Advising (i.e., Online Information, Faculty Availability)	84.62%	1.40%	13.99%
Campus Life (i.e., Security, Extra Curricular, Co-Curricular, etc.)	88.44%	3.40%	8.16%
Admissions and Records (Application, Transcripts, etc.)	90.00%	2.14%	7.86%

Q.38: Does your Department/Program/Division help to ensure safety awareness and emergency procedures for its personnel, students and community?			
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**	**No Response**
73.22%	16.39%	10.38%	0.01%

Q.39: Are you aware of the College's processes and procedures for grievances? (i.e., harassment, abuse, inequity, etc.)		
Yes (Ioe)	**No (Leai)**	**Do not know (Leiloa)**
78.38%	16.22%	5.41%

V. ASCC Financial Resources Data:

IV.A. Stability of ASCC Revenue:

Fiscal Year (FY)	Annual General Fund revenues from all sources *(Operating Revenues, CCC Fund 10)*	Revenue from other sources *(non-general fund)*	Net Beginning Balance *(Using same fund as included in Annual General Fund revenues from all sources)*
FY 2013-2014	$8,740,352.00	$6,315,933.00	$458,404.00
FY 2014-2015	$8,450,558.00	$7,390,005.00	$1,835,643.00
FY 2015-2016	$8,441,753.00	$5,916,114.00	- $1,295,671.00
FY 2016-2017	$7,895,652.00	$4,717,129.00	- $1,396,157.00

Data Source: ACCJC Annual Fiscal Reports

IV.B. Expenditures/Transfer:

Fiscal Year (FY)	Total annual general fund expenditures *(Operating Expenditures matching the same fund as included Annual General Fund revenues from all sources)*	Salaries and Benefits *(General Fund)*	Other expenditures/outgo *(difference between total annual general fund expenditures, and salaries and benefits)*
FY 2013-2014	$7,148,731.00	$5,268,254.00	$1,880,477.00
FY 2014-2015	$7,331,737.00	$5,594,642.00	$1,737,095.00
FY 2015-2016	$7,384,706.00	$5,579,528.00	$1,805,178.00
FY 2016-2017	$8,173,339.00	$5,805,574.00	$2,367,765.00

Data Source: ACCJC Annual Fiscal Reports

IV.C. Cash Position:

Fiscal Year (FY)	Cash Balance (Unencumbered cash): Unrestricted General Fund
FY 2013-2014	$1,104,502.00
FY 2014-2015	$1,189,880.00
FY 2015-2016	$1,874,317.00
FY 2016-2017	$1,207,509.00

Data Source: ACCJC Annual Fiscal Reports

IV.D. Annual Audit Information:

Fiscal Year (FY)	Date annual audit report for fiscal year was electronically submitted to ACCJC, along with responses to any audit exceptions.	Summary of Audit Findings:
FY 2013-2014	03/30/2015	*Summary of two findings*: (1) Special Tests and Provisions Verification Process: Auditor noted when reviewing their samples of student's records that a dependent student parent's tax return had Rental Income however on the FAFSA/ISIR had no value for assets. (2) Special Tests and Provisions Verifications Documentations: The documentation required to be obtained for verification could not be provided to auditors for one student.
FY 2014-2015	03/30/2016	*Summary of three findings*: (1) Special Tests and Provisions: Auditors noted that of the 1,290 students receiving financial aid, they tested 85 students for the verification process and 19 of these student's submitted incomplete verification forms. (2) Special Tests and Provisions: Auditors noted that the 1,290 students receiving financial aid, the tested 85 students for the verification process and 3 of these student's showed discrepancies in documents collected. (3) Special Tests and Provisions: Auditors noted that of the 1,290 students receiving financial aid, the school indicated to auditors that only 7 had withdrawn from the College after being awarded their financial aid. Of these 7, 2 were tested and both of them had incorrect R2T4 calculation and the college paid money back to the Department that should not have been

		paid back.
FY 2015-2016	03/24/2017	*Summary of 3 Findings*: (1) Special Tests and Provisions: Auditors noted that the Financial Aid Department had 4 example of items related to the verification process that was conducted incompletely: a) One student used prior year verification form instead of current year, b) One student had no V6 form, c) One student had no tax return form, d) One student verification form and tax form did not match the iSIR (2) Activities allowed – Under Award: Auditors noted that The College under awarded two students tested one by $100 and the other by $591. (3) Activities Allowed – Student Record: Auditors noted The College Financial Aid Counselors did not reflect or update the student records to show proper enrollment status.
FY 2016-2017	03/29/2018	*Summary of 2 Findings*: (1) Special Test and Provisions: Auditors noted that the verification process for the Financial Aid Office was not completed correctly. Of the 1,117 students receiving financial aid, the auditors tested 157 students file of which 105 were flagged for verification process and 23 of those students verification process were not completed correctly. (2) Activities Allowed – Student Records: The Auditors noted that the College Financial Aid Office did not use all the days in the Spring semester to calculate R2T4 correctly. IT should have been 116 days and not 109 days. By the Financial Aid Department not using the full semester days award could be calculated incorrectly.

Data Source: ACCJC Annual Fiscal Reports

IV.E.1. Other Information:

Fiscal Year (FY)	Budgeted Full Time Equivalent Students (FTES) *(Annual Target)*	Actual FTES:	Funded FTES:
FY 2013-2014	1,351	1,224	1,224
FY 2014-2015	1,214	1,030	1,030
FY 2015-2016	1,181	1,009	1,009
FY 2016-2017	1,053	916	916

Data Source: ACCJC Annual Fiscal Reports

IV.E.2. Other Information:

Fiscal Year (FY)	Percentage of total tuition/fees received from federal financial aid programs *(Title IV, HEA)*:	Federal Financial Aid Programs in which the ASCC participates:
FY 2013-2014	70%	Pell, FSEOG, FWS
FY 2014-2015	78%	Pell, FSEOG, FWS
FY 2015-2016	87%	Pell, FSEOG, FWS
FY 2016-2017	72%	Pell, FSEOG, FWS

Data Source: ACCJC Annual Fiscal Reports

VI. Employee Data:

ASCC Full Time Headcount by Employee Status:				
Employee Type:	**Fall 2016**	**Spring 2017**	**Fall 2017**	**Spring 2018**
Faculty:	61	60	61	60
Staff:	191	188	183	184
Administrators:	21	23	21	21
Total:	**273**	**271**	**265**	**265**

Data Source: Human Resources Officer

ASCC Part Time Headcount by Employee Status:				
Employee Type:	**Fall 2016**	**Spring 2017**	**Fall 2017**	**Spring 2018**
Faculty:	14	10	14	13
Staff:	2	1	1	1
Administrators:	0	0	0	0
Total:	**16**	**11**	**15**	**14**

Data Source: Human Resources Officer

ASCC Employee Status by Ethnicity:				
Ethnicity:	**Fall 2016**	**Spring 2017**	**Fall 2017**	**Spring 2018**
Samoan:	249	246	242	243
Caucasian/White:	10	10	12	12
Filipino:	8	8	8	8
African American/Black:	3	4	1	0
Chinese:	1	1	0	0
Indian:	1	1	1	1
Fijian:	1	1	1	1
Total:	**273**	**271**	**265**	**265**

Data Source: Human Resources Officer

ASCC Employee Status by Gender								
Status:	**Fall 2016**		**Spring 2017**		**Fall 2017**		**Spring 2018**	
	Female	Male	Female	Male	Female	Male	Female	Male
Career Service:	100	83	110	95	121	96	125	98
Contracts: (Temporary & Specialists)	40	50	31	35	20	28	15	27
Adjunct:	10	6	2	9	2	13	7	7
Total Number of Employees:	**150**	**139**	**143**	**139**	**143**	**137**	**147**	**132**
AY Headcount Totals:	**289**		**282**		**280**		**279**	

Data Source: Human Resources Officer