

# American Samoa Community College



## 2021-2026 Strategic Plan

***“Tofāmanino o Nei ma a Taeao”  
“Vision for Today and Tomorrow”***



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## Signature Page

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### Institutional Strategic Plan – Certification Page

Dr. Rosevonne Pato, President  
American Samoa Community College

Mr. Tauvela Fale, Chairperson- IPECC  
Executive Director of Institutional Effectiveness

Mrs. Okenaisa Fauolo, IPECC Member  
Director of Samoan Studies

Mr. Aufa'i Ropeti Areta, IPECC Member  
Director of Agriculture, Community & Natural  
Resources

Dr. Siamaia Ropeti, IPECC Member  
Dean of Academic Affairs

Mr. Jude K. Chun, IPECC Member  
Faculty Senate Chairman

Dr. Emilia Le'i, IPECC Member  
Dean of Student Services

Ms. Shirley De La Rosa, IPECC Member  
Program Director of Teacher Education  
Department/ASBEP





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## ASCC Administration

### Board of Higher Education:

**Chairman**, Rev. Dr. Leanavaotaua Sekuini Seva'aetasi,  
**Vice Chairman**, Very Rev. Monsignor Father Viane Etuale-Vicar General  
**Member**, HC Tauili'ili Lauifi  
**Member**, Rev. Elder Dr. Siulagi Solomona Jr.  
**Member**, Dr. Annie Fuavai  
**Member**, Rev. Dr. Moreli Niuatoa  
**Ex-Officio**, Talauega Dr. Samasoni Asaeli  
**Student Representative**, Mr. Isaac Misa

### ASCC Administration:

#### *ASCC President*

Dr. Rosevonne Makaiwi-Pato

*Vice President of Academic, Community & Student Affairs/  
Assistant Accreditation Liaison Officer*  
Mrs. Letupu Tauanu'u-Moananu

*Vice President of Administration and Finance/Accreditation  
Liaison Officer*  
Mr. Sonny J. Leomiti

*Executive Director of Institutional Effectiveness/Title IX  
Coordinator*  
Ma'auga Tauvela Fale

*State Director of University Center for Excellence on  
Developmental Disabilities*  
Ms. Tafaimamao Tua-Tupuola

*State Director of Adult Education, Literacy, & Extended Learning*  
Dr. Fa'aletino Roberts

*State Director of Small Business Development Center*  
Mr. Jason Betham

*Dean of Academic Affairs*  
Dr. Siamaua Eliapo-Ropeti

*Dean of Student Services*  
Dr. Emilia Sabado-Le'i

*Director of Agriculture, Community & Natural Resources*  
Aufa'i Apulu Ropeti Areta

*Director of Samoan Studies Institute*  
Aiono Keseta Okenaisa Fauolo-Manila

*Program Director of Teacher Education*  
Ms. Shirley De La Rosa

*Program Director of Trades*  
Mr. Fredrick Suisala

*Program Director for Nursing*  
Ms. Lele Ah Mu

#### *Bookstore Officer*

Mrs. Alofia Lobendahn-Afalava

*Program Director of Counseling*  
Ms. Annie Masele Panama

*Program Director of Library Services*  
Mrs. Faailoa Afalava

*Registrar/Records Officer*  
Mrs. Sifagatogo Eli-Tuitasi

*Admissions Officer*  
Mrs. Elizabeth Fuimaono-Leuma

*Acting Financial Aid Officer*  
Mrs. Josie Tuisamoa

*Financial Officer*  
Ms. Elsie Lesa

*Acting Information Officer*  
Mr. Sonny J. Leomiti

*Physical Facilities Management Officer*  
Mr. Lokeni Lokeni

*Human Resources Officer*  
Mrs. Sereima Sitanilei-Asifoa

*Procurement Officer*  
Mrs. Jessie Peters-Su'esu'e

*Security Officer*  
Mr. Toetu Saili



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## President's Message

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“Tofāmanino o Nei ma a Taeao” (Vision for Today and Tomorrow), the title of the 2021 – 2026 Institutional Strategic Plan for the next 5 years, sets a precedence for the American Samoa Community College by putting as its strategic focus, the institutional mission. As we enter into this new era and wave of change, we remain focused on what is central to all stakeholders, our students and our community. What could be more central to our purpose but to direct the next five years in achievement of the mission – S T A R.

S – Successful entry into the workforce

T – Transfer to institutions of higher learning

A – Awareness of the Samoan culture and the Pacific

R – Research and extension in human and natural resources

The American Samoa Community College begins this planning phase of its third five-year cycle with huge strides in its 50 years since its establishment. The COVID 19 pandemic has brought on the move toward technological system advances and development of online program and services components. The economic struggle and development throughout the nation and territory supports a move in the direction of workforce development and emphasis on accountability through trade and skill certification, language and technical proficiency, and higher degree attainment. The closure of our territory borders has emphasized the need for local sustainability in natural and human resources looking within our own territory resources and building local capacity. The use of technology to connect to the outside world has moved all learning platforms to a broader scope of regional and global resource sharing.

The ASCC Institutional Strategic Plan 2021 – 2026 puts as its focus, the mission of S T A R. Our hopes in implementing this plan are to always keep in sight our vision of mission achievement, no matter what challenges we face. With the support of our local government, local/regional/national partnerships, and the many established global connections, ASCC will continue to build, strengthen, and develop the opportunities for students and community to become the S T A R that we aim to achieve.





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## Vision

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The American Samoa Community College holds as its central theme “Saili le Atamai” or to “Seek Knowledge”. Our journey pushes us forward to achieve our mission to provide high quality educational programs and services. We remain grounded in the core values of student centeredness, respect for diversity, collaboration and teamwork, respect for tradition and culture, and lifelong learning while meeting the challenges of the 21<sup>st</sup> Century. We envision an active impact in the development of the educational, social, cultural, political, economic, technological, and environmental well-being of American Samoa and the Pacific.

## Mission

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The mission of the American Samoa Community College is to foster successful student learning by providing high quality educational programs and services that will enable students to achieve their educational goals and to contribute to the social, cultural, political, economic, technological, and environmental well-being of American Samoa.

To fulfill this mission, the College, as an open admissions United States accredited Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for:

- **S**uccessful entry into the workforce
- **T**ransfer to institutions of higher learning
- **A**wareness of the Samoan Culture and the Pacific
- **R**esearch and extension in human and natural resources

## Institutional Core Values

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Through the missions of our programs and services, we hold ourselves accountable to the following:

- **Student Centeredness:** ASCC commits to provide high quality programs and services focusing on student learning.
- **Respect for Diversity:** ASCC embraces individuality and appreciation of global perspectives and viewpoints that enhance quality of life.
- **Collaboration and Teamwork:** ASCC promotes a sound environment for networking opportunities through effective communication, partnerships and growth.
- **Respect for Tradition and Culture:** ASCC embraces cultural heritage, traditions, language, and customs and their impact in education and research.
- **Lifelong Learning:** ASCC encourages continuation of learning and provides pathways for personal, ethical, and professional growth.



## **Institutional Strategic Plan Committee – Governance Group**

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### **Institutional Planning Executive Core Committee (IPECC)**

#### **Chairperson: Executive Director of Institutional Effectiveness**

Mr. Tauvela Fale

#### **Director of Samoan Studies**

Mrs. Keseta Okenaisa Fauolo

#### **Director of Agriculture Community & Natural Resources**

Mr. Aufa'i Ropeti Areta

#### **Dean of Academic Affairs**

Dr. Siamaua Ropeti

#### **Dean of Student Services**

Dr. Emilia Le'i

#### **Faculty Senate Chairman**

Mr. Jude K. Chun

#### **Program Director of Teacher Education Department/ASBEP**

Ms. Shirley De La Rosa



## **Planning Process:**

The College's Mission is an integral component of all programs and services provided to students at ASCC. Guided by the institutional mission to provide high quality programs and services, all academic and administrative divisions set annual outcomes aligned to student learning outcomes. Stakeholders review the mission statement every two years. The institutional mission is incorporated in all ASCC programs and services mission statements. These mission statements are included in the catalog which is published and printed for distribution and posted on the ASCC website <http://www.amsamoa.edu>.

Since January 2017, progress made toward all divisional outcomes and objectives has been tracked through monthly and quarterly reports. These reports are compiled by the Institutional Effectiveness Division and prepared for review by the Board of Higher Education and the President. These reports are accessible to administrative and academic programs allowing for more accountability and transparency in meeting the divisional outcomes. These reports allow for better planning and implementation of operations that are aligned to the institutional mission of preparing our students for successful transfer to other institutions, career opportunities, and contribution to the community.

Integrated and broad-based planning continues to be the forefront of ASCC's efforts in strategic planning. The Institutional Strategic Plan is reviewed for progress updates through the process of institutional assessment, program review, and strategic planning. The College's institutional assessment, program review process, and strategic planning allow the Institution to determine its institutional priorities. In 2020, the College identified (4) Strategic Focus Areas congruent to its Mission:

- Successful entry into the workforce
- Transfer to institutions of higher learning
- Awareness of the Samoan Culture and the Pacific
- Research and extension in human and natural resources

Annual progress updates were done to monitor the plan. In September 2020, a closing was provided to the 2015-2020 ISP. An additional component was included in the ISP that encompasses annual priorities added to the existing divisional accountability, budget integration, and a timeline for outcome completion. To ensure and improve ASCC's strategic planning practices, a timeline of processes and actions have been included in the appendices section of the ISP.



## **Strategic Vision, Key Goals, Objectives:**

ASCC strives to provide its stakeholders with a plan preparing our students to be contributors in an ever-changing environment. The key goals and objectives in the four identified strategic areas of the College's 2021-2026 Institutional Strategic Plan are listed below and categorized by goals and objectives.

### **Academic Strategic Focus Area 1:**

#### **Successful entry into the workforce**

**Goal 1:** Optimize Community partnerships and strengthen relationships with government and non-government agencies and organizations through the increase of MOU's each year by at least 3%.

*Objectives:*

- a. Track students who successfully transition into the workforce after graduation.
- b. Track all students under MOU's with government and non-government agencies and organizations.

**Goal 2:** Conduct a Public and Private survey yearly to assess workforce needs and review job qualifications to align with instruction, services and technical skills offered at ASCC.

*Objectives:*

- a. Conduct workshops with entities in partnership with ASCC on how to improve relationship to benefit students.
- b. Continuously improve instruction and services based on survey results.

**Goal 3:** Increase enrollment of students in Apprenticeship (job training and certification) courses by at least 5% annually at ASCC.

*Objectives:*

- a. Implement strategies to recruit students by at least 3% each year.
- b. Offer multiple sections of apprenticeship courses and hire more qualified instructors.

### **Academic Strategic Focus Area 2:**

#### **Transfer to Institutions of Higher Learning**

**Goal 1:** Improve tracking mechanisms of student who transfer to institutions of Higher Learning.

*Objectives:*

- a. To participate in the National Clearinghouse
- b. To connect with the Statewide Longitudinal Data System (SLDS)
- c. To create an Alumni Volunteer Organization

**Goal 2:** Increase the number of Four-Year degree programs.

*Objectives:*



- a. Establish a Four-year Business baccalaureate degree program
- b. Establish a Four-year Samoan Studies baccalaureate degree program
- c. Establish a Four-year Nursing baccalaureate degree program
- d. Develop other programs towards baccalaureate possibilities

**Goal 3:** Implement technological means and resources.

*Objectives:*

- a. Subscribe to the National Clearinghouse.
- b. Use Internet communication: Email, Website, Webinar, ZOOM, Chat to reach out to alumni.
- c. Establish the STEAM Center.
- d. Establish the Education Opportunity Center (EOC).

### **Academic Strategic Focus Area 3:**

#### **Awareness of the Samoan Culture and the Pacific**

**Goal 1:** Promote the awareness of the Samoan Culture and the Pacific.

*Objectives:*

- a. Establish a certification for teaching Samoan language
- b. Establish an online Samoan Language course on any Learning Management System platform for learners worldwide
- c. Establish a Samoan Village
- d. Establish archive of publications in Samoa and especially American Samoa
- e. Explore and create a digital archive for Samoa Culture and Pacific Publications, reports, studies and videos.
- f. Centralize a display of the Samoan and Pacific artifacts and craftwork obtained in various ASCC divisions.

**Goal 2:** Publish college official documents in the English and Samoan languages.

*Objectives:*

- a. Translate disseminated college documents in the Samoan Language to ensure effective delivery to dominantly Samoan speaking stakeholders. (brochures, pamphlets, newsletters)

### **Academic Strategic Focus Area 4:**

#### **Research and Extension in Human and Natural Resources.**

**Goal 1:** Establish the College Institutional Review Board.

*Objectives:*

- a. Review institutional policies for the establishment of an IRB
- b. Determine protocols for IRB
- c. Determine criteria used to evaluate IRB services



- d. Establish a Research and Development unit/committee of the IRB for potential research projects or program development studies.

**Goal 2:** Increase awareness of research and extension programs and services.

*Objectives:*

- a. Implementation of Research and Extension Awareness programs and services not limited to LSAMP, EXITO, AHEC, ACNR and SSI.
- b. Plan Research and Extension events to showcase achievements.
- c. Continue community and Government partnerships to support Research and Extension programs and services
- d. Continue to encourage more student involvement in Research and Extension Services



## 2021-2026 Institutional Strategic Plan Annual Priority Timeline:

The Annual Priority Timeline serves to provide the necessary guidance per fiscal year to address the Institutional Strategic Plan five-year priorities. This timeline will coincide with the 2016-2021 Comprehensive Maintenance Plan that will facilitate the costs of implementing the College's ISP.

Annual Priorities:	Strategic Areas (SA):	Goals:
<b>Year 1: 2021-2022</b>	Successful entry into the workforce.	1 and 2
	Transfer to Institution of Higher Learning.	1, 2, and 3
	Awareness of the Samoan Culture and the Pacific.	1 and 2
	Research and Extension in Human and Natural Resources.	1 and 2
<b>Year 2: 2022-2023</b>	Successful entry into the workforce.	1 and 2
	Transfer to Institution of Higher Learning.	1 and 3
	Awareness of the Samoan Culture and the Pacific.	1 and 2
	Research and Extension in Human and Natural Resources.	1 and 2
<b>Year 3: 2023-2024</b>	Successful entry into the workforce.	1 and 2
	Transfer to Institution of Higher Learning.	1, 2, and 3
	Awareness of the Samoan Culture and the Pacific.	1 and 2
	Research and Extension in Human and Natural Resources.	1 and 2
<b>Year 4: 2024-2025</b>	Successful entry into the workforce.	1 and 2
	Transfer to Institution of Higher Learning.	1 and 3
	Awareness of the Samoan Culture and the Pacific.	1 and 2
	Research and Extension in Human and Natural Resources.	1 and 2
<b>Year 5: 2025-2026</b>	Successful entry into the workforce.	1 and 2
	Transfer to Institution of Higher Learning.	1, 2, and 3
	Awareness of the Samoan Culture and the Pacific.	1 and 2
	Research and Extension in Human and Natural Resources.	1 and 2



## **I. Academic Strategic Focus Area 1: Successful entry into the workforce**

<b>Goal 1: Optimize Community partnerships and strengthen relationships with government and non-government agencies and organizations through the increase of MOU's each year by at least 3%.</b>	
<b>Objectives:</b> <ul style="list-style-type: none"><li>a. Track students who successfully transition into the workforce after graduation.</li><li>b. Track all students under MOU's with government and non-government agencies and organizations.</li></ul>	
<b>Performance Indicators:</b>	<b>Expected Outcome:</b>
<ul style="list-style-type: none"><li>a. Increase employment opportunities for ASCC graduates.</li><li>b. Increase involvement with government and Private agencies and organizations.</li></ul>	<ul style="list-style-type: none"><li>• More skilled and qualified students entering the workforce+</li><li>• Increase enrollment in CTE Programs required by workforce.</li></ul>
<b>Timeline:</b> <ul style="list-style-type: none"><li>• Annual increase of 3% in local MOU's</li></ul>	
<b>Divisions Accountable:</b> <ul style="list-style-type: none"><li>• Division of Student Services, Office of Institutional Effectiveness, Counseling Service, Registrar's Office, Admission Office, Financial Aid Office, Management Information Systems, Academic Affairs, Trades and Technology, All instructional Programs.</li></ul>	

<b>Goal 2: Conduct a Public and Private survey yearly to assess workforce needs and review job qualifications to align with instruction, services and technical skills offered at ASCC.</b>	
<b>Objectives:</b> <ul style="list-style-type: none"><li>a. Conduct workshops with entities in partnership with ASCC on how to improve relationship to benefit students.</li><li>b. Continuously improve instruction and services based on survey results.</li></ul>	
<b>Performance Indicators:</b>	<b>Expected Outcome:</b>
<ul style="list-style-type: none"><li>a. Meaningful training for students to prepare for the workforce.</li></ul>	<ul style="list-style-type: none"><li>• Improvement of instructional strategies based on workforce surveys (exception for ISS defined CTE programs.</li></ul>
<b>Timeline:</b> <ul style="list-style-type: none"><li>• Annual submission of Needs survey to all Public and Private entities to better prepare students for gainful employment.</li></ul>	
<b>Divisions Accountable:</b> <ul style="list-style-type: none"><li>• Office of Institutional Effectiveness, Office of the Vice President of Administration and Finance, Office of the Vice President of Academic, Community and Student Affairs.</li></ul>	





**Goal 3: Increase enrollment of students in Apprenticeship (job training and certification) courses by at least 5% annually at ASCC.**

**Objectives:**

- a. Implement strategies to recruit students by at least 3% each year.
- b. Offer multiple sections of apprenticeship courses and hire more qualified instructors.

<b>Performance Indicators:</b>	<b>Expected Outcome:</b>
a. Increase enrollment of students by at least 20% in five years.	<ul style="list-style-type: none"><li>• Increased qualified instructors at ASCC.</li><li>• Improvement of student support in need of employment.</li></ul>

**Timeline:**

- Annual increase of 2% in students transitioning into the workforce.

**Divisions Accountable:**

- Office of Institutional Effectiveness, Trades and Technology Division, Student Support Services Division, Finance, Office of Registrar/Financial Aid/Admission.



## II. Academic Strategic Focus Area 2: Transfer to Institutions of Higher Learning

### Goal 1: Improve tracking mechanisms of student who transfer to institutions of Higher Learning.

#### Objectives:

- To register ASCC on the National Clearinghouse.
- To connect with the Statewide Longitudinal Data System (SLDS).
- To create an Alumni Volunteer Organization.

Performance Indicators:	Expected Outcome:
<ol style="list-style-type: none"> <li>Improvement of tracking ASCC graduates who transfer to institution of higher learning.</li> </ol> <p><i>Note:</i> Students who register for TED/BED program (or any other bachelor program to be created), is also considered a transfer to higher learning.</p>	<ul style="list-style-type: none"> <li>Incorporate reliable mechanism to track students.</li> <li>Use SLDS to retrieve data pertinent to tracking students after they have attended ASCC.</li> <li>Long term communication with alumni via technology, printed ads, hotlines, word of mouth, reunion activities, periodicals.</li> </ul>

#### Timeline:

- 2021-2026

#### Divisions Accountable:

- Student Support Services Division, Office of Institutional Effectiveness, Academic Affairs Division, Office of the Vice President of Academic, Community and Student Affairs.

### Goal 2: Increase the number of Four-Year degree programs.

#### Objectives:

- Establish a Four-year Business baccalaureate degree program.
- Establish a Four-year Samoan Studies baccalaureate degree program.
- Establish a Four-year Nursing baccalaureate degree program.
- Develop other programs towards baccalaureate possibilities.

Performance Indicators	Expected Outcome
<ol style="list-style-type: none"> <li>Increase Four-year programs at ASCC.</li> </ol>	<ul style="list-style-type: none"> <li>Baccalaureate degree programs for Business, Samoan Studies and Nursing will be established within the year ISP 2021-2026.</li> <li>The other ASCC academic programs will be in the planning process to develop Baccalaureate degree programs within the ISP 2021-2026.</li> </ul>

#### Timeline:

- 2021-2026

#### Divisions Accountable:

- Academic Affairs Division, Student Support Services Division, Office of the Vice President of Academic, Community and Student Affairs, Office of the Vice President of Administration and



Finance, Management Information Systems, Finance, Office of Procurement, Human Resources, Physical Facilities Maintenance, Security Office, Office of Registrar/Financial Aid/Admission.

### Goal 3: Implement technological means and resources.

#### Objectives:

- To participate in the National Clearinghouse.
- Use Internet communication: Email, Website, Webinar, ZOOM, Chat to reach out to alumni. (COVID-19)
- Establish the STEAM Center.
- Establish the Education Opportunity Center (EOC).

#### Performance Indicators:

- Utilizing technology and other resources to track students/alumni.
- Utilizing technology to communicate with alumni.
- Provide a resources center for research grant opportunities for programs, community based partnership, grant writing training and to include STEAM activities.
- Provide a center for non-traditional students to have greater support and assistance in completing their higher educational pursuits.

#### Expected Outcome:

- Reliability in tracking students.
- Improved communications with alumni, strengthen alumni participation in the college activities, have on campus reunions every two to five years and establish ASCC Alumni Chapter in different locations to keep track where and what alumni are: at institutions of higher learning or in the work force.
- Programs will write grant proposals with online and on island mentorship assistance, have access to resources with community and industry support.
- Non-traditional students will complete their higher education pursuits and be able to enter the workforce.

#### Timeline:

- 2021-2026

#### Divisions Accountable:

- Management Information Systems, Office of the Vice President of Administration and Finance, Office of Institutional Effectiveness, Office of the Vice President of Academic, Community and Student Affairs, Department of Student Support Services, Physical Facilities Maintenance, and Finance.



### III. Academic Strategic Focus Area 3: Awareness of the Samoan Culture and the Pacific

#### Goal 1: Promote the awareness of the Samoan Culture and the Pacific.

##### Objectives:

- Establish a certification for teaching Samoan language.
- Establish an online Samoan Language course on any Learning Management System platform for learners worldwide.
- Establish a Samoan Village.
- Establish archive of publications in Samoa and especially American Samoa.
- Explore and create a digital archive for Samoa Culture and Pacific Publications, reports, studies and videos.
- Centralize display of the Samoan and Pacific artifacts, craftwork obtained in various ASCC divisions.

Performance Indicators:	Expected Outcomes:
<ol style="list-style-type: none"> <li>Increase the number of teachers certified to teach Samoan Language.</li> <li>Increase the enrollment in Samoan language programs.</li> <li>Increase resources and publications in Samoa.</li> <li>Increase opportunities of collaborations amongst Samoan practitioners local and off island.</li> <li>Maintenance of Samoan culture.</li> </ol>	<ul style="list-style-type: none"> <li>Increase by 50% Certified local and off island teachers to teach Samoa Language.</li> <li>Increased resources, publications for Samoa studies by 2% annually.</li> <li>Improved facilities for Samoan studies to conduct practicum.</li> <li>Improved technology.</li> </ul>
<b>Timeline:</b> <ul style="list-style-type: none"> <li>2021-2026 Ongoing</li> </ul>	
<b>Divisions Accountable:</b> <ul style="list-style-type: none"> <li>Office of the Vice President of Academic, Community and Student Affairs, Samoan Studies Institute, Office of the Vice President of Administration and Finance, Physical Facilities Maintenance, Finance, Human Resources, Procurement, Management Information Systems</li> </ul>	

#### Goal 2: Publish of college official documents in the English and Samoan languages.

##### Objectives:

- Translate disseminated college documents in the Samoan Language to ensure effective delivery to dominantly Samoan speaking stakeholders. (brochures, pamphlets, newsletters)

Performance Indicators:	Expected Outcomes:
<ol style="list-style-type: none"> <li>Increased awareness in the community on College programs and services.</li> </ol>	<ul style="list-style-type: none"> <li>Wider reach of ASCC mission statement, not just internal but also its external stakeholders.</li> </ul>
<b>Timeline:</b> <ul style="list-style-type: none"> <li>2021 2026 Ongoing</li> </ul>	

**Divisions Accountable:**

- Office of the Vice President of Academic, Community and Student Affairs, Samoan Studies Institute, Office of the Vice President of Administration and Finance, Office of Institutional Effectiveness, Finance, Human Resources, Physical Facilities Maintenance, and Procurement.



#### IV. Academic Strategic Focus Area 4: Research and Extension in Human and Natural Resources.

Goal 1: Establish the College Institutional Review Board.	
<b>Objectives:</b> <ul style="list-style-type: none"><li>a. Review institutional policies for the establishment of an IRB.</li><li>b. Determine protocols for IRB.</li><li>c. Determine criteria used to evaluate IRB services.</li><li>d. Establish a Research and Development unit of the IRB for potential research projects or program development studies.</li></ul>	
Performance Indicator:	Expected Outcome:
<ul style="list-style-type: none"><li>a. Establishment of IRB to increase the number of internal and external research opportunities.</li><li>b. Establishment of an Institutional Policy in support of the ASCC IRB.</li></ul>	<ul style="list-style-type: none"><li>• American Samoa Community College Institutional Review Board evaluates all of the existing research and extension services it offers.</li></ul>
<b>Timeline:</b> <ul style="list-style-type: none"><li>• 2021-2026</li></ul>	
<b>Divisions Accountable:</b> <ul style="list-style-type: none"><li>• Office of the Vice President of Academic, Community and Student Affairs, Office of the Vice President of Administration and Finance, Office of Institutional Effectiveness, Leadership Team.</li></ul>	

Goal 2: Increase awareness of research and extension programs and services.	
<b>Objectives:</b> <ul style="list-style-type: none"><li>a. Implementation of Research and Extension Awareness programs and services not limited to LSAMP, EXITO, AHEC, ACNR and SSI.</li><li>b. Plan Research and Extension events to showcase achievements.</li><li>c. Continue community and Government partnerships to support Research and Extension programs and services.</li><li>d. Continue to encourage more student involvement in Research and Extension Services.</li></ul>	
Performance Indicator:	Expected Outcome:
<ul style="list-style-type: none"><li>a. Awareness of Research and Extension programs.</li><li>b. Student portfolios include participation in extension programs and services.</li><li>c. Number of students from ASCC and community participating in internships and other research and extension activities.</li></ul>	<ul style="list-style-type: none"><li>• Research and Awareness programs and services.</li><li>• Hosting of research and extension events.</li><li>• Continuation of community and government partnerships.</li><li>• Maintain number of students participating in research programs and services.</li><li>• Recruitment of scientists, research assistants and research technicians.</li><li>• Recruitment of extension specialist and</li></ul>



	agents. <ul style="list-style-type: none"><li>• Reclassification of staff.</li><li>• Dedication of new community extension Center.</li></ul>
<b>Timeline:</b> <ul style="list-style-type: none"><li>• 2021-2026</li></ul>	
<b>Divisions Accountable:</b> <ul style="list-style-type: none"><li>• Office of the Vice President of Academic, Community and Student Affairs, Office of the Vice President of Administration and Finance, Samoan Studies Institute, Agriculture Community and Natural Resources, Academic Affairs, and Student Support Services.</li></ul>	



## Institutional Planning Timeline and Review Cycle:

### Fiscal Year 2021:

	<b>1<sup>st</sup> Quarter: October - December</b>	<b>2<sup>nd</sup> Quarter: January - March</b>	<b>3<sup>rd</sup> Quarter: April - June</b>	<b>4<sup>th</sup> Quarter: July - September</b>
<b>Planning:</b>	<ul style="list-style-type: none"> <li>- Institutional Awareness of Strategic Plan Presentation (IPECC);</li> <li>- Annual Review of Divisional Outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>- IPECC Review of Strategic Plan Progress (Status Update of Strategic Focuses based on Timeline of Outcomes).</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of the Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- IPECC annual review of Strategic Plan status on expected outcomes.</li> </ul>
<b>Assessment:</b>	<ul style="list-style-type: none"> <li>- Implementation of Strategic Plan;</li> <li>- 1<sup>st</sup> Quarterly Divisional Reports.</li> </ul>	<ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Quarter Divisional Reports.</li> </ul>	<ul style="list-style-type: none"> <li>- 3<sup>rd</sup> Quarter Divisional Reports;</li> </ul>	<ul style="list-style-type: none"> <li>- 4<sup>th</sup> Divisional Quarter Reports;</li> <li>- Annual Divisional Outcome Summary Reports;</li> <li>- <b>Divisional Assessment</b> Conducted by IE.</li> </ul>
<b>Budgeting:</b>	<ul style="list-style-type: none"> <li>- Implementation of Strategic Plan.</li> <li>- Monitoring of divisional budget based on institutional/divisional operations.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of divisional budget based on institutional/divisional operations.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Institutional Budget Review for FY 2022</b> ASCC Divisions submit budget proposals for internal approval;</li> <li>- Budget is submitted for review and approval to the BHE;</li> <li>- Monitoring of divisional budget based on institutional/divisional operations.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of divisional budget based on institutional/divisional operations;</li> <li>- ASCC Budget submitted to ASG for approval.</li> </ul>
<b>Reporting:</b>	<ul style="list-style-type: none"> <li>- 4<sup>th</sup> Quarterly Report 2020 submitted to the President and BHE for review.</li> </ul>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> Quarter Report 2021 compiled and submitted to the President and BHE for review.</li> </ul>	<ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Quarter Report compiled and submitted to the President and BHE for review.</li> </ul>	<ul style="list-style-type: none"> <li>- 3<sup>rd</sup> Quarter Report compiled and submitted to the President and BHE for review.</li> <li>- A Status Report on the Strategic Plan is compiled and submitted by IPECC to the President &amp; BHE.</li> </ul>
<b>Accreditation:</b>	<ul style="list-style-type: none"> <li>- Implementation of Strategic Plan.</li> <li>- WASC Visitation</li> </ul>	<ul style="list-style-type: none"> <li>- Annual Report submitted to ACCJC.</li> </ul>		

### Fiscal Year 2022:

	<b>1<sup>st</sup> Quarter: October - December</b>	<b>2<sup>nd</sup> Quarter: January - March</b>	<b>3<sup>rd</sup> Quarter: April - June</b>	<b>4<sup>th</sup> Quarter: July - September</b>
<b>Planning:</b>	<ul style="list-style-type: none"> <li>- Annual Review of Divisional Outcomes;</li> <li>- Monitoring of Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of the Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- IPECC annual review of Strategic Plan status on expected outcomes;</li> <li>- Review of ASCC Catalog.</li> <li>- 2021-2026 ISP Update released by IPECC</li> </ul>
<b>Assessment:</b>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Quarter Divisional</li> </ul>	<ul style="list-style-type: none"> <li>- 3<sup>rd</sup> Quarter Divisional</li> </ul>	<ul style="list-style-type: none"> <li>- 4<sup>th</sup> Divisional Quarter</li> </ul>





	Divisional Reports.	Reports.	Reports.	Reports. - Annual Divisional Outcome Summary Reports; - <b>Divisional Assessment</b> Conducted by IE.
<b>Budgeting:</b>	- Monitoring of divisional budget based on institutional/divisional operations.	- Monitoring of divisional budget based on institutional/divisional operations.	- <b>Institutional Budget Review for FY 2023-</b> ASCC Divisions submit budget proposals for internal approval; - Budget is submitted for review and approval to the BHE; - Monitoring of divisional budget based on institutional/divisional operations.	- Monitoring of divisional budget based on institutional/divisional operations; - ASCC Budget submitted to ASG for approval.
<b>Reporting:</b>	- 4 <sup>th</sup> Quarterly Report 2021 submitted to the President and BHE for review.	- 1 <sup>st</sup> Quarter Report 2022 compiled and submitted to the President and BHE for review.	- 2 <sup>nd</sup> Quarter Report compiled and submitted to the President and BHE for review.	- 3 <sup>rd</sup> Quarter Report compiled and submitted to the President and BHE for review. - A Status Report on the Strategic Plan is compiled and submitted by IPECC to the President & BHE.
<b>Accreditation:</b>		- Annual Report submitted to ACCJC.		

### Fiscal Year 2023:

	<b>1<sup>st</sup> Quarter: October - December</b>	<b>2<sup>nd</sup> Quarter: January - March</b>	<b>3<sup>rd</sup> Quarter: April - June</b>	<b>4<sup>th</sup> Quarter: July - September</b>
<b>Planning:</b>	- Annual Review of Divisional Outcomes; - Monitoring of Strategic Plan.	- Monitoring of Strategic Plan.	- Monitoring of the Strategic Plan.	- IPECC annual review of Strategic Plan status on expected outcomes.
<b>Assessment:</b>	- 1 <sup>st</sup> Quarterly Divisional Reports.	- 2 <sup>nd</sup> Quarter Divisional Reports; - <b>Institutional Program Review.</b>	- 3 <sup>rd</sup> Quarter Divisional Reports.	- 4 <sup>th</sup> Divisional Quarter Reports; - Annual Divisional Outcome Summary Reports; - <b>Divisional Assessment</b> Conducted by IE.
<b>Budgeting:</b>	- Monitoring of divisional budget based on institutional/divisional operations.	- Monitoring of divisional budget based on institutional/divisional operations.	- <b>Institutional Budget Review for FY 2024-</b> ASCC Divisions submit budget proposals for internal approval; - Budget is submitted for review and approval to the BHE; - Monitoring of divisional budget based on institutional/divisional operations.	- Monitoring of divisional budget based on institutional/divisional operations; - ASCC Budget submitted to ASG for approval.



<b>Reporting:</b>	<ul style="list-style-type: none"> <li>- 4<sup>th</sup> Quarterly Report 2022 submitted to the President and BHE for review.</li> </ul>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> Quarter Report 2023 compiled and submitted to the President and BHE for review.</li> </ul>	<ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Quarter Report compiled and submitted to the President and BHE for review.</li> </ul>	<ul style="list-style-type: none"> <li>- 3<sup>rd</sup> Quarter Report compiled and submitted to the President and BHE for review.</li> <li>- A Status Report on the Strategic Plan is compiled and submitted by IPECC to the President &amp; BHE.</li> </ul>
<b>Accreditation:</b>		<ul style="list-style-type: none"> <li>- Annual Report submitted to ACCJC.</li> </ul>		<ul style="list-style-type: none"> <li>- Midterm Report</li> </ul>

### Fiscal Year 2024:

	<b>1<sup>st</sup> Quarter: October - December</b>	<b>2<sup>nd</sup> Quarter: January - March</b>	<b>3<sup>rd</sup> Quarter: April - June</b>	<b>4<sup>th</sup> Quarter: July - September</b>
<b>Planning:</b>	<ul style="list-style-type: none"> <li>- Annual Review of Divisional Outcomes;</li> <li>- Monitoring of Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of the Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- IPECC annual review of Strategic Plan status on expected outcomes;</li> <li>- Review of ASCC Catalog.</li> <li>- 2021-2026 ISP Update released by IPECC</li> </ul>
<b>Assessment:</b>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> Quarterly Divisional Reports.</li> </ul>	<ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Quarter Divisional Reports;</li> <li>- <b>Institutional Program Review.</b></li> </ul>	<ul style="list-style-type: none"> <li>- 3<sup>rd</sup> Quarter Divisional Reports.</li> </ul>	<ul style="list-style-type: none"> <li>- 4<sup>th</sup> Divisional Quarter Reports Due.</li> <li>- Annual Divisional Outcome Summary Reports;</li> <li>- <b>Divisional Assessment</b> Conducted by IE.</li> </ul>
<b>Budgeting:</b>	<ul style="list-style-type: none"> <li>- Monitoring of divisional budget based on institutional/divisional operations.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of divisional budget based on institutional/divisional operations.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Institutional Budget Review for FY 2025-</b> ASCC Divisions submit budget proposals for internal approval;</li> <li>- Budget is submitted for review and approval to the BHE;</li> <li>- Monitoring of divisional budget based on institutional/divisional operations.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of divisional budget based on institutional/divisional operations;</li> <li>- ASCC Budget submitted to ASG for approval.</li> </ul>
<b>Reporting:</b>	<ul style="list-style-type: none"> <li>- 4<sup>th</sup> Quarterly Report 2023 submitted to the President and BHE for review.</li> </ul>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> Quarter Report 2024 compiled and submitted to the President and BHE for review.</li> </ul>	<ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Quarter Report compiled and submitted to the President and BHE for review.</li> <li>- <b>Institutional Program Review Update Report.</b></li> </ul>	<ul style="list-style-type: none"> <li>- 3<sup>rd</sup> Quarter Report compiled and submitted to the President and BHE for review.</li> <li>- A Status Report on the Strategic Plan is compiled and submitted by IPECC to the President &amp; BHE.</li> </ul>
<b>Accreditation:</b>		<ul style="list-style-type: none"> <li>- Annual Report submitted to ACCJC.</li> </ul>		



## Fiscal Year 2025:

	<b>1<sup>st</sup> Quarter: October - December</b>	<b>2<sup>nd</sup> Quarter: January - March</b>	<b>3<sup>rd</sup> Quarter: April - June</b>	<b>4<sup>th</sup> Quarter: July - September</b>
<b>Planning:</b>	<ul style="list-style-type: none"> <li>- Annual Review of Divisional Outcomes;</li> <li>- Monitoring of Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of the Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- IPECC annual review of Strategic Plan status on expected outcomes.</li> </ul>
<b>Assessment:</b>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> Quarterly Divisional Reports.</li> </ul>	<ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Quarter Divisional Reports.</li> </ul>	<ul style="list-style-type: none"> <li>- 3<sup>rd</sup> Quarter Divisional Reports.</li> </ul>	<ul style="list-style-type: none"> <li>- 4<sup>th</sup> Divisional Quarter Reports Due.</li> <li>- Annual Divisional Outcome Summary Reports;</li> <li>- <b>Divisional Assessment</b> Conducted by IE.</li> </ul>
<b>Budgeting:</b>	<ul style="list-style-type: none"> <li>- Monitoring of divisional budget based on institutional/divisional operations.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of divisional budget based on institutional/divisional operations.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Institutional Budget Review for FY 2026</b> ASCC Divisions submit budget proposals for internal approval;</li> <li>- Budget is submitted for review and approval to the BHE;</li> <li>- Monitoring of divisional budget based on institutional/divisional operations.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of divisional budget based on institutional/divisional operations;</li> <li>- ASCC Budget submitted to ASG for approval.</li> </ul>
<b>Reporting:</b>	<ul style="list-style-type: none"> <li>- 4<sup>th</sup> Quarterly Report 2024 submitted to the President and BHE for review.</li> </ul>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> Quarter Report 2025 compiled and submitted to the President and BHE for review.</li> </ul>	<ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Quarter Report compiled and submitted to the President and BHE for review.</li> </ul>	<ul style="list-style-type: none"> <li>- 3<sup>rd</sup> Quarter Report compiled and submitted to the President and BHE for review.</li> <li>- A Status Report on the Strategic Plan is compiled and submitted by IPECC to the President &amp; BHE.</li> </ul>
<b>Accreditation:</b>		<ul style="list-style-type: none"> <li>- Annual Report submitted to ACCJC.</li> </ul>		

## Fiscal Year 2026:

	<b>1<sup>st</sup> Quarter: October - December</b>	<b>2<sup>nd</sup> Quarter: January - March</b>	<b>3<sup>rd</sup> Quarter: April - June</b>	<b>4<sup>th</sup> Quarter: July - September</b>
<b>Planning:</b>	<ul style="list-style-type: none"> <li>- Annual Review of Divisional Outcomes;</li> <li>- Monitoring of Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of the Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- IPECC annual review of Strategic Plan status on expected outcomes</li> <li>- Review of ASCC Catalog.</li> <li>- 2021-2026 ISP Final Assessment released by IPECC.</li> </ul>
<b>Assessment:</b>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> Quarterly Divisional Reports.</li> </ul>	<ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Quarter Divisional Reports;</li> <li>- <b>Institutional Program Review.</b></li> <li>- <b>Divisional Assessment</b> Conducted by IE.</li> </ul>	<ul style="list-style-type: none"> <li>- 3<sup>rd</sup> Quarter Divisional Reports;</li> <li>- <b>5-year Strategic Plan</b></li> </ul>	<ul style="list-style-type: none"> <li>- 4<sup>th</sup> Divisional Quarter Reports;</li> <li>- Annual Divisional Outcome Summary Reports Due.</li> </ul>
<b>Budgeting:</b>	<ul style="list-style-type: none"> <li>- Monitoring of</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Institutional Budget</b></li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of</li> </ul>



	divisional budget based on institutional/divisional operations.	divisional budget based on institutional/divisional operations.	<b>Review for FY 2027</b> ASCC Divisions submit budget proposals for internal approval; - Budget is submitted for review and approval to the BHE; - Monitoring of divisional budget based on institutional/divisional operations.	divisional budget based on institutional/divisional operations; - ASCC Budget submitted to ASG for approval.
<b>Reporting:</b>	- 4 <sup>th</sup> Quarterly Report 2025 submitted to the President and BHE for review.	- 1 <sup>st</sup> Quarter Report 2026 compiled and submitted to the President and BHE for review.	- 2 <sup>nd</sup> Quarter Report compiled and submitted to the President and BHE for review.	- 3 <sup>rd</sup> Quarter Report compiled and submitted to the President and BHE for review. - A Status Report on the Strategic Plan is compiled and submitted by IPECC to the President & BHE.
<b>Accreditation:</b>		- Annual Report submitted to ACCJC.		