AMERICAN SAMOA COMMUNITY COLLEGE

2020 Divisional Program Review-Overall Report

Date: April 20, 2019

1. DEPARTMENT/PROGRAM/DIVISION INFORMATION

Participating Campus Divisions and Departments:

- Admissions
- Adult Education, Literacy and Extended Learning
- Agriculture, Community, and Natural Resources (ACNR) Department
- College Accelerated Preparatory (CAPP) English
- Computer Science Department
- Counseling
- Finance
- Financial Aid
- Human Resources
- Institutional Effectiveness
- Language and Literature Department
- Le Bookstore
- Library Resource Center
- Management Information Systems (MIS)
- Math Department
- Nursing Department
- Physical Facilities Maintenance
- President's Office
- Procurement
- Records
- Samoan Studies Institute
- Science Department
- Small Business Development Center (SBDC)
- Social Science Department
- Student Services Division
- Student Support and Learning Services
- Teacher Education Department/American Samoa Bachelors of Education Program
- Trades and Technology Department
- University Center for Excellence on Developmental Disabilities (UCEDD)

Participating personnel:

- Administrators = 17
- Faculty = 36
- Staff = 134
- Total = 187

4. Explain how your mission and outcomes support the institution's mission

Al Responses:

1. ACNR's (Land Grant Program) mission and outcomes support the ASCC's mission in the following areas: 1. Transfer to institutions of higher learning. 2. Successful entry into the workforce. 3. Research and Extension programs in human and natural resources. 4. Awareness of Samoa and the Pacific. ACNR's Mission: "While honoring the Fa'a-Samao (the Samoan Way), we will serve American Samoa's diverse community by providing research, extension and educational programs in agriculture, natural resources and wellness to enhance the quality of life and to preserve our fragile ecosystem.

2. The mission of the Division of Student Services (DOSS) is to support the educational pursuits of all students attending ASCC through an active concern for high quality services, student access, learning, progress, and success. DOSS ensures ease in enrollment procedures, increase overall student enrollment and retention, and provide all information, services, and assembling financial resources that are available to ASCC prospective and enrolled students. We will strive to provide quality service to students, faculty, staff, alumni, and other constituents of the college community DOSS commits to providing support for students' academic pathways to success by providing educational information resources and other facets of learning resources available. We are also dedicated to ensuring the progression and success of students through the academic arena in the areas of testing, admission, registration, degree planning and graduation.

3. "Our mission is to develop a high-performance organization – one that would earn the respect of the federal grantors for our ability to timely file required reports, for the management to receive monthly financial reports, to the safeguarding assets of the ASCC, and the timely disbursement of students' Pell Grants; one that puts people first – in a way that delights those who are employees of the department and those who enters the halls of the department working environment; and so the overall vision and the mission of the College might fully be accomplished". Our Values: Service with sincerity, kindness and respect for all. Pride in a job well-done. Intergrity to the values of the Vision and Mission statement. Passion to serve the students and clients in the best way possible. Enthusiasm towards all clients, rooted from self fulfillment that comes from the working environment – own responsibilities and daily interaction with co-workers.

4. Our Office helps contribute to the College's transfer and retention efforts. We help prepare students to be responsible financial stewards when they enter the workforce or continue with their education after ASCC. Some of the ways we help to achieve these are through workshops for prospect graduates, visiting high schools, and one-on-one counseling with students.

5. Human Resources mission and outcomes support the institution's mission by: Recruiting and hiring, maintain employment of administrators, faculty and staff who are qualified by education, training and experience to provide and support programs and services to ensure that we foster successful student learning by

provide high quality educational programs and services. Qualified staff provide successful students that will achieve their educational goals and contribute to the social, cultural, political, economic, technological and environmental well-being of American Samoa; Ensure that the administration of recruitment and hiring by administrators in recruiting highly qualified applicants to ensure that the knowledge of content area and requisite skills of demonstrated performance contribute to: Transfer to institutions of higher learning; Successful entry into the workforce. Research in human and natural resources, and; Awareness of Samoa and the Pacific. Human Resources support a healthy and safe working environment by complying with state, federal mandates and established College policies and procedures to ensure employees responsibility to perform duties to sustain institutional effectiveness and academic quality. Human Resources support the mission of the College by ensuring that the effectiveness of its faculty and staff in understanding their role in equal employment opportunity and affirmative action, capacity building and promoting and fostering positive employee relation through the evaluation of its personnel in a systematic manner and encouraging improvement in a timely manner, and promoting diversity, equity and inclusiveness, and providing professional development to ensure the ongoing assessment, continuity of high educational programs and services and meeting standards for the successful accomplishment of its mission. The timeliness and accurate processing of personnel transactions ensure the maintenance, sustainability and support for its faculty and staff for the serviceability of educational program and service.

6. All of our completed and continued daily library work and services addresses generally the ISP "Strategic Goal #1: ASCC will enhance and deliver innovative, effective education & support programs to facilitate Student Academic Success" through Library Services' Management, Services, and Technology. Services means any and all library student centered services provided by all staff, to include Cataloging because students cannot access or find collection materials or books if they are not cataloged into the library's Follet/Destiny Computer System and placed on the shelves. And Technology means maintenance of available facility and technology used by both staff and students to complete library mission of helping students meet their informational needs during regular hours of operation, to include maintenance of facilities, air conditioning units, and all library inventory equipment, as well as connecting with troubleshooting personnel within the college and outside of the college. In a nutshell, all of the above library primary operations are aimed at meeting ASCC students' informational need and access to academic resources that will support their selected academic degree and certificate program(s) success.

7. Explained in #5 below.

8. Outcome 1: MIS will provide satisfactory technology services to students in ASCC Computer Labs. Outcome 2: Faculty, staff and students will receive appropriate technology support from MIS in a timely manner. Outcome 3: Faculty, staff and students will receive improved network accessibility. Outcome 4: Faculty, staff and students will receive improved access to

technology. Outcome 5: Faculty, staff and students will receive improved access to online resources.

9. The mission of the nursing department focuses on providing quality education to prepare students to successfully pass the National Council Licensure Exam (NCLEX). The NCLEX qualifies the graduate to transition to the workforce and/or transfer to a four year institution for their Bachelor of Science in Nursing.

10. Procurement's mission is to obtain the necessary goods and services, for all ASCC departments, in a cost effective, efficient and timely manner and to safeguard all tangible and non tangible assets by updating accurate records and performing annual physical inventory. To ensure that ASCC Procurement as well as Federal Rules and Regulations are adhered to all times. This supports the institution by Ensuring that programs, instructions, and support services are equipped with the right tools, supplies are available and are obtain as needed. Procurement's outcome looks at planning for future orders to be placed utilizing bulk purchase methods, which is cost saving and will guarantee that the work, instructions and other miscellaneous services will be on hand and when needed. It also supports the institution by utilizing our Purchase Orders as much as possible through better communication with suppliers in ensuring that ASCC will honor and pay on time when set terms of 30 Days orders are due.

11. The Records Office's mission is inclusive of the DOSS mission. The mission of the Division of Student Services (DOSS) is to support the educational pursuits of all students attending ASCC through an active concern for high quality services, student access, learning, progress, and success. DOSS ensures ease in enrollment procedures, increase overall student enrollment and retention, and provide all information, services, and assembling financial resources that are available to ASCC prospective and enrolled students. We will strive to provide quality service to students, faculty, staff, alumni, and other constituents of the college community. DOSS commits to providing support for students' academic pathways to success by providing educational information resources and other facets of learning resources available. We are also dedicated to ensuring the progression and success of students through the academic arena in the areas of testing, admission, registration, academic/degree planning, and graduation

12. The mission of the SBDC is focused on the development of the local business community. Indirectly however the SBDC can support the mission of the college in providing opportunities for students to participate in our workshops and providing technical assistance as needed for special business related class assignments or projects.

13. SSI mission and outcomes support the College mission for 1. It offers an Associate of Arts with emphasis in Samoan Studies degree program as stated in SSI Divisional outcome 1 and connected to College Mission on providing Quality Degree Programs 2. SSI degree does prepare students for employment and or transfer off island 3. It conducts research and publications, as stated in College mission bullet 3. 4. It promotes awareness in Samoa as stated in its Divisional outcomes 2 & 3, which is connected to College mission bullet 4.

14. Our program mission and outcomes are aligned to the institution's mission in that it supports student's learning and encourages high learning, prepare students for

the workforce, is open to research and supports the awareness of Samoa, the Pacific and the entire world.

15. Prepare students for entry-level employment 2. Provides preparatory training for students to further their education and training beyond ASCC

16. The interdisciplinary pre-service preparation would lead to award an academic degree and transfer to a Four-Year institution. Preparing students/trainees in the field of education and early-intervention, emergency preparedness, employment, healthcare, and other aspects of life. 2. Prepare students/trainees for the workforce in various disciplines. Delivering Community Base Training and Technical Assistance in the various fields of disability. 3. Research conducted is Cultural and Linguistic competent to deliver best practices in the community and workforce.

17. The IE mission directly supports the ASCC mission in that it provides data that can assist with verifying the accomplishment of the institutional mission measuring the four pillar of its mission 1.Transfer to institutions of higher learning. 2. Successful entry into the workforce 3. Research and extension in human and natural resources 4. Awareness of Samoa and the Pacific

18. It is aligned towards the objectives of ASCC mission in general

19. ACNR's Mission supports the Institution's Mission by 1. Providing quality education, enabling students to transfer to higher learning institutions 2. or enter into the workforce prepared for life's challenges 3. conducting research and providing support via extension work in human and natural resources and 4. remembering that we are in Samoa with our relatives in the neighboring countries/islands in the Pacific.

20. Foster successful student learning by providing educational services to all the adult learners

21. It helps by providing educational services for non-traditional students and adult learners by offering on credit courses in which provides development, improvement, and advancement of specific and general work-related skills.

22. The AELEL mission is to enable every adult learner in American Samoa to acquire the necessary basic skills in math, reading, writing, speaking, and listening in order to compete successfully in today's workplace, strengthen their family foundation, and exercise full citizenship. The American Samoa Community College (ASCC) Division of Adult Education Literacy and Extended Learning (AELEL) is designed to make educational services available to the non-traditional student population of American Samoa by offering non-credit classes. Continuing education courses provide development, improvement, and advancement of specific and general work-related skills. AELEL supports the institutions mission by providing preparatory instructions to prepare students for the HiSET Exam (equivalent to a High School Diploma) that can be used by students to enter into the workforce, transition to institutions of higher learning or join the military.

23. The mission of the American Samoa Community College (ASCC) Division of Adult Education Literacy and Extended Learning (AELEL) aka American Samoa Adult Basic Education program, is to enable every adult learner in American Samoa to acquire the necessary basic skills in math, reading, writing, speaking, and listening in order to compete successfully in today's workplace, strengthen

their family foundation, and exercise full citizenship. The AELEL support the institution's mission by assisting, educating, providing its participants to: obtain a GED or Secondary School Diploma; enter employment; retain employment; and, enter post-secondary education or training. The AELEL is designed to fulfill the College's mission of making educational services available to the non-traditional student population of American Samoa by offering credit and non-credit courses. Continuing Education courses provide development, improvement, and advancement of specific and general work related skills.

24. Our mission and outcomes help students improve on their comprehensive, thinking, reading, and writing skills. For instance, reading and writing focus on basic writing skills such as applying the part of speech into writing complete sentences. Another skill is developing to write topic sentences and making enough evidence to support their arguments or beliefs on certain matter. As for reading, students are exposed to skills that will help them with continuing education in the another institution or they will be able to apply for job and be able to function appropriately in the workforce completing all given tasks. All these comprehensive and critical thinking skills will enhance students' abilities to survive in the real world.

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26. CAPP English, derived from ELI, still holds the mission to help our students learn basic reading and writing skills to help them with job skills and personal learning and in the long run – helping them with life experiences. Our learning outcomes at the same time enhance this mission by going into details about each areas of reading and writing. In all, we would like our students to be good readers and writers before they move on to work and complete their majors.

27. Mission: The mission of the English College Accelerated Preparatory Program (CAPP) is to help students with English limitations to improve their thinking, speaking, listening, reading and writing skills. Students apply these skills to higher education and real-life experiences.

28. Computer Science Department strives for excellence by providing quality and comprehensive educational programs Assist students in realizing their maximum potential for personal and professional development. Collaborate with the industry to meet the educational needs of the community to ensure graduates are equipped with the necessary computer literacy skillset required in the ever-changing work environment.

29. Quantitative Competent Individuals: ASCC graduates organize, and critically examine written, oral, visual, and numerical information. Graduates efficiently use

technology as a tool to gather and evaluate information from a variety of perspectives. Graduates use the information ethically, respecting the legal restrictions that exist when using published, confidential, and proprietary information.

30. Computer Science Department strives for excellence by providing quality and comprehensive educational programs. Assist students in realizing their maximum potential for personal and professional development. Collaborate with the industry to meet the educational needs of the community to ensure graduates are equipped with the necessary computer literacy skillset required in the ever-changing work environment.

31. The institution's mission is to "foster successful student learning by providing high quality educational programs and services." The Language and Literature department is in support of this mission in helping student develop their critical thinking skills, and to help them become proficient in college level reading and writing. The department mission is aligned with the institution's mission in terms of providing quality learning and education for the students.

32. There are a number of ways that the learning outcomes and departmental mission support the institution's mission. First, L & L department's learning outcomes focus on fostering and building effective communication skills for our students. With competence and expertise in communication, students will be able to fulfill requirements to transfer and do well in other institutions of higher learning. Expertise in communication will also allow for successful entry into the workforce on island, off-island, in the military or wherever our students decide to start entry-level careers. Second, the focus on synthesizing, evaluating, and analyzing information in reading and writing courses enhance critical thinking skills and again these skills - the ability to draw from different sources of information and to make effective decisions are vital when students transfer to institutions of higher learning and when students enter the workforce, military or career of their choosing. Third, the study and analysis of Pacific genres (L & L department mission) raise awareness in students of the cultures in Samoa and the Pacific. Students critique and evaluate Pacific writers and their work and int his way they build an appreciation for diversity and values and beliefs of our own cultures and the cultures of brothers and sisters across the Pacific rim. Lastly, the institutional mission mentions that students will "contribute to the social, cultural, political, economic, technological" aspects of American Samoa as well as to the well-being of its environment. It is the hope of the L & L department that through its courses, the importance of civic duty and responsibility as well as an enhanced awareness and sense of responsibility for the well-being of our island (even global) environments is instilled in each student. Each of the faculty members of the L & L department model these values in our content, teaching methods and even our work outside of the classroom

33. ASCC's mission is to foster successful student learning by providing high quality programs and services that will enable students to achieve their educational goal, in which they will be able to contribute to the development of American Samoa. To uphold the mission of ASCC, it is the mission of the Language and Literature Department to offer literature and writing courses that will help students develop

and strengthen critical thinking skills, become proficient college-level readers and writeirs, and become effective communicators, which in turn supports the ultimate mission of ASCC.

34. Round demonstration; class assignments, class discussion; presentations, math lab and chapter test

35. The mission of the Mathematics Department is to provide quality education in various areas of mathematics to support certificate and degree programs. The department offers course that promote critical thinking and logical reasoning while developing and strengthening problem solving skills. Aligned with the Institution mission by transferring to institutions of higher learning as well as one of the institutional learning outcomes of having students to develop knowledge as critical thinkers.

36. The mission of the Mathematics Department is to provide quality education in various areas of mathematics to support certificate and degree programs. The department offers courses that promote critical thinking and logical reasoning while developing and strengthening problem solving skills. The Math department is committed to prepare all students who lack basic math skills by offering developmental courses in arithmetic and introductory algebra. In addition, the department also offers courses in vocational technical math, college algebra and trigonometry, statistics and calculus to ensure that ASCC students acquire the necessary mathematical foundation for entry into the work force or for transferring to four-year institutions.

37. The department outcomes and mission are directly aligned with the institution's mission to prepare students for off island transfers and into the workforce. The math department commits to providing high quality education in mathematical courses to ensure that students exit the college with the necessary skills and knowledge needed to enroll in off island colleges at the junior level and are ready for the workforce upon graduation.

38. The mission of the Science department and its outcomes support ASCC's mission 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." Students from the Marine Science program transfer to institutions of higher learning, successfully enter the workforce, complete research in natural resources, and graduate with a greater awareness of Samoa and the Pacific. (Science department does program review, assessment and planning every semester. Every semester the data, when requested from IE personnel, is collected. Those assessments are then used to prepare reports to support the ASCC Academic core and co foundational area program/course review. These reports are supported by rubric summaries and submitted to the assessment director during the final grades submission. Assessment director analyzes the reports and sends the summaries to the IE department.) ILO 2: Quantitative Competent Individuals: ASCC graduates organize, and critically examine written, oral, visual, and numerical information. Graduates efficiently use technology as a tool to gather and evaluate information from a variety of perspectives. Graduates use the information ethically, respecting the legal restrictions that exist when using

published, confidential, and proprietary information. (PLO-1 mentioned in the previous question is aligned to ILO-2) ILO 3: Critical Thinkers: ASCC graduates engage in the examination of ideas, issues, and problems, drawing on established bodies of knowledge and means of analysis. Graduates organize information logically and consider alternate strategies. They recognize the need for multiple voices and seek opportunities for those voices to be heard. (PLO-3 & 5 mentioned in the previous question are aligned to ILO-3) By providing and inspiring student community through quality educational services, research, and outreach programs in the broad areas of sciences, as well as all the courses offered. Our mission and program learning outcomes provides

39. The mission of the office of Institutional Effectiveness (IE) is to support the college by providing information necessary for improving student learning and student achievement through the academic programs and administrative services offered by ASCC. IE is responsible for collecting data for research, evaluation accreditation analysis. It is also responsible for analyzing and presenting results for program review, assessment and planning. (Science department does program review, assessment and planning every semester. Every semester, the data collected based on the assessments done are used to prepare reports to support the ASCC Academic core and co foundational area program/course review. These reports are supported by rubric summaries and submitted to the assessment director during the final grades submission. Assessment director analyzes the reports and sends the summaries to the IE department.) ILO 2: Quantitative Competent Individuals: ASCC graduates organize, and critically examine written, oral, visual, and numerical information. Graduates efficiently use technology as a tool to gather and evaluate information from a variety of perspectives. Graduates use the information ethically, respecting the legal restrictions that exist when using published, confidential, and proprietary information. PLO-1 mentioned in the previous question is aligned to ILO-2) ILO 3: Critical Thinkers: ASCC graduates engage in the examination of ideas, issues, and problems, drawing on established bodies of knowledge and means of analysis. Graduates organize information logically and consider alternate strategies. They recognize the need for multiple voices and seek opportunities for those voices to be heard. (PLO-3 & 5 mentioned in the previous question are aligned to ILO-3)

40. ASCC Mission: Transfer to institutions of higher learning. Social Science Dept: We offer A.A degree with emphasis in Political Science AND transferable courses for students planning to further their education at off island colleges and universities. ASCC Mission: Successful entry into the workforce Social Science Dept: Provide knowledge (history, government, psychology, etc..) and skills (reading, writing, presenting info, etc..) that is utilized in the workplace/careers. ASCC Mission: Research and extension in human and natural resources. Social Science Dept: Provide students with the knowledge and skills in conducting research and resources in the community.

41. Social Science Department (SSD) mission is to provide "students with introductory information in History, Psychology, Sociology, Anthropology, Geography, Philosophy and Political Science. The department provides a diverse spectrum of courses acquainting students with their places in historical processes,

cultural developments, interrelationships amongst people and the dynamics of societal elements reflected in social, cultural, political and technological progress. The department offers the Associate of Arts degree program with an emphasis in Political Science and transferable courses for students planning to further their education at off-island colleges and universities." In providing such courses as stated above with rigor and quality, SSD helps the institution foster student learning enabling students to achieve their educational goals and contribute so the "social, cultural, political, economic, technological, and environmental well-being of American Samoa."

42. The Social Science Department provides students with introductory information in History, Psychology, Sociology, Anthropology, Geography, Philosophy and Political Science. The department provides a diverse spectrum of courses acquainting students with their places in historical processes, cultural developments, interrelationships amongst people and the dynamics of societal elements reflected in social, cultural, political and technological progress. The department offers the Associate of Arts degree program with an emphasis in Political Science and transferable courses for students planning to further their education at off-island colleges and universities.

43. SSI mission and outcomes support the College mission for 1. It offers an Associate of Arts with emphasis in Samoan Studies degree program as stated in SSI Divisional outcome 1 and connected to College Mission on providing Quality Degree Programs 2. SSI degree does prepare students for employment and or transfer off island 3. It conducts research and publications, as stated in College mission bullet 3. 4. It promotes awareness in Samoa as stated in its Divisional outcomes 2 & 3, which is connected to College mission bullet 4.

44. Effective Academic Instruction and Community Awareness

45. The mission of the Teacher Education Department is to "provide preparatory courses for pre- and in-service teachers in the areas of Early Childhood, Elementary Education, Special Education, Educational Technology, and Teaching Samoan Language and Culture. In addition, Teacher Education Department emphasizes fundamental theories to pedagogical practices, methods and research that will improve the quality of standard-based teaching as an instrument that reflects best teaching and learning practice" (2018-2020 ASCC Catalog, p. 97). Every program learning outcome (PLO) is embedded into each course the Teacher Education Department (TED) offers. It supports the mission by instilling the skills and knowledge pre-and in-service teachers need whether they are transferring to a higher institution or transitioning into the workforce. The awareness of the Samoan culture and the Pacific is taught within the courses and is mostly emphasized in ED 285: Teaching Samoan Language and Culture and ED 440: Elementary Samoan Language Methods. These are also practicum courses where they are required to demonstrate the acquired skills and knowledge in the field. Within each course, students are also required to conduct research pertaining to a variety of methods, theoretical approaches and issues in the teaching profession and how it could encourage best teaching and learning practice.

46. The TED Mission prepares teachers to enter the workforce, transfer students to institutions of higher learning, and also bring awareness of Samoa and the Pacific. These factors coincide with the mission of ASCC.

47. Our TED mission and outcome support the institution's mission by focusing on the individual to obtain educational goals, and to contribute to effectively teach in American Samoa within the global demands of the twenty-first century.

48. TED's mission is to meet the professional development needs of pre and in-service teachers that will enable them to effectively teach in American Samoa and within the context of the global demands of the twenty-first century. With this mission, TED offers several outcomes such as COP in Elementary Education, COC of Early Childhood Education, AA degree with an emphasis in Elementary Education, and B.Ed. in Elementary Education to meet the needs of teachers teaching in American Samoa with global exigencies in the twenty-first century. With the TED's mission and its outcomes, it aligns with the institution's, American Samoa Community College (ASCC), mission, which is to foster successful student learning by providing high-quality education programs, and services that will enable stud3ents to achieve his/her educational goals and to contribute to the social, cultural, political, economic, technological, and environmental well-being of American Samoa.

49. TED mission supports ASCC mission in meeting diverse needs of ALL students, supporting in-service and preservice students achieve their goals in getting degrees, and also teaching Samoan Language and Culture. In addition, the Teacher Education Department emphasizes fundamental theories to pedagogical practices, methods and research that will improve the quality of standard-based teaching as an instrument that reflects best teaching and learning practices.

50. Providing high quality educational programme to enable students to achieve their goals that will contribute to the well-being of American Samoa in all aspects.

51. TTD develops programs that prepare students for entry level employment, upgrade skills of incumbent workers, and prepares them for professional licensure and certification. Aligns with providing quality education, ASCC mission.

52. We serve the community through instructional services offering agricultural courses to the diverse community of A.S. We also provide research services in agriculture that can help the community with pest problems.

53. Through providing research services in agriculture, natural resources and wellness, by enhancing the quality of food varieties while honoring the faasamoa.

54. Through providing research services in agriculture, natural resourceds and wellness, by enhancing the quality of food varieties while honoring the fa'asamoa.

55. Through providing research services in agriculture, natural resourcs and wellness, by enhancing the quality of food varieties while honoring the fa'asamoa.

56. Research and extension in human and natural resources.

57. To educate our children in research, extension and understanding the faasamoa.

58. Transfer to institutions of higher learning. Successful entry into the workforce. Research and extension in human and natural resources. Awareness of Samoa and the Pacific.

59. Research and Extension. 4 majors. Fa'asamoa

60. Ia auauna ma tautua mo galuega e tautua ai le atunuu auaunaga mo galuega uma. Ina ai aoga mo le atunuu tele tamaiti ua faauu, faamanuia i atunuu i fafo.

61. le fesootaiga o le tulaga tau aoga, tulaga tau suesuega. Aoga mo fanau aoga e faaiu ma toe foi mai, faataua le faasamoa.

62. Transfer to institutions of higher learning. Successful entry into the workforce. Research and extension in human and natural resources. Awareness of Samoa and the Pacific.

63. Transfer to institution of higher learning. Successful entry into the workplace. Research & extension in human & natural resources. Awareness of Samoa & the Pacific.

64. Ioe tulaga tau i aoaoga, a maea aoaoga, ona toe foi mai lea e faigaluega. Sootaga tau aoaoga ma le faalauteleina tau suesuega. Faatauaina o le aganuu ma le pasefika.

65. Tamaiti aoga e o'o atu I univesite maualuluga. Toe foi mai tamaiti e faigaluega. Su'esu'ega ma le fa'alauaitele o le malamalama. O le aganu'u ma le gagana Samoa

66. The ACNR Mission and outcomes support the Institution's mission because ACNR provides access to associate degree programs of study to prepare all students majoring in Agriculture majors such as General Agriculture, Natural Resources, Family & Consumer Sciences, for Research and Extension in human and natural resources.

67. Tamaiti aoga e o'o atu i aoaoga univesite. Toe fo'I mai tamaiti ua i'u aoaoga e faigaluega. Su'esu'ega ma le fa'alaua'itele le malamalama. O le aganu'u ma gagana Samoa.

68. To serve American Samoa's diverse community by providing research, extension and educational programs and services in agriculture, natural resources and wellness, enhancing the quality of life and fragile ecosystem while honoring the Fa'asamoa (the Samoan Way).

69. The ACNR Mission and outcomes support the Institution's mission because ACNR provides access to associate degree programs of study to prepare all students majoring in Agriculture majors such as General Agriculture, Natural Resources, Family & Consumer Sciences, for Research and Extension in human and natural resources.

70. Ioe, o tamaiti aoaoga ia e masani ona ave i fafo, ma toe foi mai galulue i ai tatou, ma le faatauaina o le aganuu ma le faasamoa.

71. Ioe - Toa 4 teine. Tapega olaga faigaluega

72. Suesue ina o galuega faalauteleina o aoga

73. Students from ACNR can transfer to college & university off island. Returning students can get jobs within the Land Grant & ASCC. Providing knowledge of extension & natural resources to the community. Using the Samoan language in our workplace.

74. At Land Grant we try our best to service our community as best as we can

75. It incorporates our culture and help serve our community with the service that are provided for low income families. The goal is to raise up families to new ways of farming and saving.

76. Transfer to institutions of higher learning - ACNR provides 4 Associate of Science Degrees. Successful entry into the workforce - ACNR assists with

networking opportunities and provides job skills useful and in demand in the community. Research and extension human and natural resourcs - ACNR conducts research to provide solutions to agricultural, community and natural resources problems. Awareness of Samoa and the Pacific - ACNR acknowledges agricultural practices that are cultural and study its relevance to modern, scientific practices.

77. It supports the institutions mission by providing an excellent learning experience to students as well as quality information for the betterment of the community through outreaches and different services that if offers.
78. Providing opportunities for students through quality and relevant extension programs
79. Provides essential education and services for the community
80. Relates mostly to the institution's mission by providing learning and high quality information and educational programs to not only students and local farmers with numerous farm methods and increasing of farm production through dissemination and demonstration of research-based information.
81. The goals of ASCC are to help students achieve educational goals and then contribute to society in American Samoa. ACNR's goals are to provide the Agriculture and Natural Resources portion of the ASCC education and also to the community so that students and community may contribute to society
82. By providing education based services to the communities
83. We provide outreach program to the community and empower our local people to become entreneurship
84. We provide outreach program to the community and empower our local people to become entreneurship
85. Our instructional programs provide students with high-quality education in our college as well as preparing and assisting them to transfer to institutions of higher learning for further education. Our extension program, which deals with outreaches to the community teaches students how to interact with the public and enables them to acquire the skills and tools for successful entry into the workplace. Lastly our Research programs provide a great service to our society in natural resources and this allows the students to be aware of Samoa and the Pacific.
86. Scientific research and data strongly suggests that people who follow a healthy lifestyle, which includes making healthy food choices and getting regular physical activity are two lifestyle behaviors that can positively influence a person's ability to perform well in an academic setting
87. We treat our clients, students, colleagues and collaborators with respect and empower them to be equal partners in their own success.We strive to be the leader in responsible stewardship and development of the community and natural resources of American Samoa.
88. Students will receive academic support and administrative services to support the DOSS /ASCC mission.
89. The Mission of AELEL is to enable every adult learner in American Samoa to acquire the necessary basic skills in reading, math, writing, speaking and listening in order to compete successfully in today's workplace, strengthen family

foundation, and become productive member of the community. These values aligns with ASCC mission statement which "to foster successful student learning high quality educational programs and services that will enable students to achieve their education and to contribute to the social, cultural, political, economic, technology, and environment in American Samoa.

90. Excellent customer service

91. Our mission and outcomes help students improve their comprehensive, thinking, reading, and writing skills. Reading and writing focus on basic writing skills such as applying parts of speech into writing complete sentences. Another skill is developing to write topic sentences and using enough evidence to support their arguments or beliefs. As for reading, students are exposed to skills that will help them with continuing education in another institution or they will be able to apply for jobs and be able to function appropriately in the workforce completing all given tasks. All these comprehensive and critical thinking skills will enhance students' abilities to survive in the real world.

92. The mission of the Division of Student Services (DOSS) is to support the educational pursuits of all students attending ASCC through an active concern for high quality services, student access, learning, progress, and success. DOSS ensures ease in enrollment procedures, increase overall student enrollment and retention, and provide all information, services, and assembling financial resources that are available to ASCC prospective and enrolled students. We will strive to provide quality services to students, faculty, staff, alumni, and other constituents of the college community. DOSS commits to providing support for students' academic pathways to success by providing educational information resources and other facets of learning resources available to ASCC prospective and enrolled students. We will strive to provide quality service to students, faculty, staff, alumni, and other constituents of the college community. DOSS commits to providing support for students' academic pathways to success by providing educational progression and success of students through the academic arena in teh areas of testing, admission, registration, degree planning, and graduation.

93. To serve the students

94. To serve the students and especially timely issuing of funds in support of all students and institutional events or activities

95. Our mission is to develop a high-performance organization – one that would earn the respect of the federal grantors for our ability to timely file required reports, for the management to receive monthly financial reports, to the safeguarding assets of the ASCC, and the timely disbursement of students' Pell Grants; one that puts people first – in a way that delights those who are employees of the department and those who enters the halls of the department working environment; and so the overall vision and the mission of the College might fully be accomplished. Our Values: Service with sincerity, kindness and respect for all. Pride in a job well-done. Intergrity to the values of the Vision and Mission statement. Passion to serve the students and clients in the best way possible. Enthusiasm towards all clients, rooted from self fulfillment that comes from the working environment –

own responsibilities and daily interaction with co-workers. All aspects of our mission supports the mission of ASCC

96. If bills and purchases are left unpaid, the college would not be standing right now.
97. We support financially, things get late from the other side , the collection helps.
98. It supports it financially. Sometimes our subsidies from ASG are late, so our collection helps.
99. The mission of the Financial Aid Office (FAO) is to ensure student access to, and succeed in, higher education by helping students and their families apply, obtain, and make the best use of all financial resources they are eligible to receive. 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." The Financial Aid mission adheres to the mission of ASCC by servicing them with available financial resources to be successful in their educational journey.
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101.   To accomplish this mission, the FAO establishes the following program objectives: Mo le faataunuuina o lenei faamoemoe tau'ave, ua faavae e le Ofisa o Fesoasoani Tautupe (FAO) autu: Process aid packages efficiently, in an accurate and timely way. Faasolo lelei tapenaga ta'itasi ia sa'o ma ia mulimuli i taimi faatulaga. Make timely disbursements of aid to all eligible students. Ia tuuina atu fesoasoani tautupe i taimi faatulagaina mo tagata a'oga ua agavaa. Provide quality advising services by addressing individual student needs, responding to student inquiries in a timely manner, and providing quality publications. Saunia ma faatamalii le auaunaga faafautua e ala i le faafeiloa'i o mana'oga ta'itasi o tagata a'oga, tali ia latou fesili i taimi tatau, ma faia lolomiga 'anoa mo faasalalau. fesili. Employ professional judgment to ensure access to financial aid in unusual cases, and to ensure limited funds are provided to students who demonstrate the greatest financial need. Fuafua ma faaaoga le tofa faaporofesa ia mautinoa le oo i fesoasoani tautupe i mataupu e le tupu soo, ma talu ai e 'uti'uti tupe o loo faaavanoa mai, ia faamautinoa ua ave le faamuamua i tagata aoga e aupito mana'omia le fesoasoani tautupe. Comply with all federal, state, and local regulations, laws, and policies in the administration of financial aid and scholarship programs. Usita'ia tulafono ma aiaiga uma o le Malo Tele, Setete, ma le Teritori i le faatautaia o fesoasoani tautupe ma porokalama o sikolasipi.

102.   Through outreach
initiatives, we support incoming students in making a successful transition to
American Samoa Community College (ASCC). Furthermore, we contribute to the
College's transfer and retention efforts by providing financial literacy workshops
and guidance to our continuing students to help make their academic endeavors
attainable, and to help make better life and financial decision beyond ASCC.
While complying with Federal, State, and Institutional regulations and guidelines,
we ensure equity and consistency in the delivery of funds to students.Provide
courteous and efficient service and financial aid support to students, faculty, and
administrative services to foster institutional effectiveness. Assist qualified
students in meeting their educational goals through effective utilization of grants
and dissemination of scholarship information. Promote and encourage valuable
work experiences beneficial to the student, ASCC, and the community. Distribute
available financial assistance to as many eligible students as possible; many of
whom might otherwise be unable to attend the college without such assistance.
Further the ASCC's recruitment and retention efforts through participation in a
variety of service activities involving students, families, faculty, staff, and
members of the community.

103.   Our office mission
and outcomes support the institution's mission by providing comprehensive and
timely human resources services with respect to recruitment and employment,
benefits administration, classification and salary administration, staff development
and training and employee relations for all staff employees subject to American
Samoa Code Annotated (ASCA) and ASCC Personnel Governance.

104.   HR Mission
Statement To support ASCC's goals by providing comprehensive and timely
human resources services with respect to recruitment and employment, benefits
administration, classification and salary administration, staff development and
training and employee relations for all staff employees subject to the ASCA and
ASCC Personnel Governance. Mission of ASCC - The mission of the ASCC 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 AS. To fulfill this mission, the College, as an open
admissions, US 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: Transfer to institutions of higher learning. Successful entry
into the workforce. Research and extension in human and natural resources.
Awareness of Samoa and the Pacific. High Quality Educational programs and
service rests with hiring qualified personnel to serve and cater to the needs of the
mission of the College. In retaining that qualification, HR provides services in the
course of employment, administering benefits, classification and salary
administration, staff development and training and employing a positive, helpful,
healthful employee relation for all employees subject to governing regulations,
policies and adherence to standard operating procedures.

105. Providing comprehensive and timely human resources services.

106. Explained in #5 below.

107. Explained in #5 below.

108. All of our completed and continued daily library work and services addresses generally the ISP "Strategic Goal #1: ASCC will enhance and deliver innovative, effective education & support programs to facilitate Student Academic Success" through Library Services' Management, Services, and Technology. Services means any and all library student centered services provided by all staff, to include Cataloging because students cannot access or find collection materials or books if they are not cataloged into the library's Follet/Destiny Computer System and placed on the shelves. And Technology means maintenance of available facility and technology used by both staff and students to complete library mission of helping students meet their informational needs during regular hours of operation, to include maintenance of facilities, air conditioning units, and all library inventory equipment, as well as connecting with troubleshooting personnel within the college and outside of the college. In a nutshell, all of the above library primary operations are aimed at meeting ASCC students' informational need and access to academic resources that will support their selected academic degree and certificate program(s) success.

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112.   The primary mission of the Management Information System (MIS) Division is to provide the American Samoa Community College (ASCC) community access to a modern and secure computing infrastructure that enables them to make efficient use of information technology in their respective tasks. MIS is concerned with assessing new technology and working towards applying these in innovative way towards the support and furtherance of ASCC's mission and goals.

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117. My goal/mission is to help provide the best service I possibly can, and to assist in any way I can to help make everyone else's job easier. By doing this, we will be able to provide better service for our students and for our staff and faculty so that they can access and use the tools and whatever they need to use on a daily basis. This will make workflow smooth and easier, and make our daily tasks easier too.

118. Vave ona talia talosaga tuuina atu I vaega taitasi. Pei o mea e faatino ai galuega efesootai ma e o loo gafa ma le taliaina o talosaga.

119. Working together as a team to accomplish any task given.

120. Taumafai lea e faamama ma faaleleia laufanua ma potu aoga aua le aoaoina o fanau aoga.

121. Maintain and keep classroom and all the college safe for the kids.

122. le fesootaiga o manu lauti o le galulue faatasi ma faamaoni.

123. Everything is ok at ASCC

124. PFM division have 4 division: maintenance, custodial, grounds, security. Same department but different titles in our area sections. Our mission is to take care of ASCC services/ repair what needs to be done.

125. The safety of students and employees ensures them a good and safe learning environment.

126. To provide and active crime precention program in partnership with the community, to reduce their risks of crminal activities on campus.

127. Faleaiga: Faamama ma aveesea mea ua leaga ma faaleaogaina e termites. Faamama potu ma AELEL , faamama potu aoga.

128. Aoaoga ia manuia faaleleia faleaoga aua le aoaoga o aluo ma fanau, faamatagofie ia ausia sini ma le autu, saogalemu ma le soifua maloloina.

129. le tapena o potuaoga mo le soifua maloloina ma faamauina o le lotoa mo le alualu I luma o aoaoga a le fanau

130. le faamatagofieina le laumua mo alo ma fanau o le atunuu.

131. faamama ma faalelei potu aoga aua le aoaoina o alo ma fanau ae maise ai foi le faamamaina o le kolisi atoa ma ia manaia I le vaaiga a le atunuu.

132. Taking care the properties for students, help to keep cleaning the environment for their good health and mind; not only that but we can help, and encourage them to be strong in every subject, advice to be focus on their school.

133. Our mission in the custodial services department is to maintain and sustain the high qualityof cleanlines, safety ffree of inside th classrooms, bathrooms, hallways, offices and all facilities here in ASCC. Our department actively participate in cultural, educational and environmental well being of ASCC.

134. le sootaga o le tapenaina o potu aoga ma le faamamaina o le lapisi aua le faatinoina o polokalama a alo ma fanau o loo aoaoina I le Kolisi faapea foi tagata o loo asiasi mai I totonu o le Kolisi.

135. We support the faculty and staff and students who are employed or attend ASCC that they are safe, and that we do our duty to keep everyone safe and follow rules and regulations of ASCC.

136. To promote safety and security among the ASCC property and the whole administration.

137. To promote safety and security among the ASCC property and the whole administration!

138. The President's Office provides the support service to those who come in for signatures and or meet with the President regarding College issues and or concerns if they are not being at the respective levels of protocol.

139. The high quality of the programs and services 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.

140. As a member of the President's staff, it is our responsibility to ensure that the President, administration, staff, faculty and students are provided high quality service.

141. Procurement's outcome supports the institution by procuring the different services provided to the institution. It is vital that we protect institutions' assets and assist the different departments to further support our students.

142. To obtain the necessary goods and services, for all ASCC departments, in a cost effective, efficient and timely manner.

143. Through a collective effort between our department and others we all work together to ensure that products and services are provided on a timely manner to ensure that the college is operational on a daily basis.

144. We as procurement have the role of obtaining goods and services in response to the internal needs of the institution in order to be able to provide students the best quality of a higher education possible. Procurement data helps to manage the institution's spending and to protect it and its students from risks. Should we execute these functions daily and diligently, we will have performed OUR major role of Supporting Operations.

145. On my side as a receiver is to pick up orders from vendor and deliver to department as they needs in class or to success what they been learning in class.

146. By striving to provide Quality Services to student, faculty, staff, alumni and other constituents of the College Community. This service will also include the progression of students through the academic arena such as Registration, Degree Planning and Graduation.

147. Teamwork and Interpersonal Skills.. Maintains professional conduct and demonstrate courtesy to others

148. The SBDC strives to enhance economic growth and assist individuals in American Samoa by developing entrepreneurial skills among small businesses and the broader community through counseling, training, research, advocacy, and other resources and activities. The primary goal of the center is to create a broad-based system of assistance for the small business community by linking the resources of federal, state, and local governments with the resources of the educational community and private sector.

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150. SBDC's mission is to invest in the economic growth of the community especially the business community, by providing and offering counseling, training, research, advocacy to help develop entrepreneurial skills. It works hand in hand with the mission of the ASCC. While ASCC works on fostering successful student learning to students, through the use of high quality educational programs and services that help strengthens the student's ability to achieve their goals, we, at SBDC works with the community by providing the services mentioned above to help them reach another level of learning in the business world.

151. Our mission is to promote and ensure the continuit of Samoan language, culture and traditions and is accomplished through our outcomes and programs. We support the institution's mission which is aligned with our own mission and outcomes.

152. SSI offers an AA degree with an emphasis in Samoan Studies to prepare studeents for employment, transfer to institution of higher learning, and to be knowledgeable in Samoan culturture and skillful in Samoan Language. Community and cultural extension programs are to reinforce partnerships between the college and government agencies, nongovernment agencies; and for the SSI to conduct workshops and presentations that promote cultural stuies. Moreover, extracurricular activities to promote and increase knowledge, understanding and skills in any aspect of the Samoan culture through hands-on learning are offered through the year. The SSI research component maintains an active research program which includes fieldwork and documentation as well as archival research and collections. Research and publications may focus on such topics as both written and oral history, legends, indigenous art forms, music, language, geography, natural resources and archaelogy, anthropology, political science, current affairs, and other relevant topics. The purpose of this research is to collect, develop and publish materials on Samoa that will enhance and maintain Samoan and Pacific Studies designated courses and programs. The Media Directory, which catalogs a collection of numerous video clips and DVD's of Samoa and the Pacific, is available on the College website. Samoan Language Translation and Interpretation - The Samoan Studies Institute provides translation and interpretation services for Samoan and English languages for government and nongovernment agencies, local and off island communitites. Students majoring in Samoan Studies are encouraged to participate in these office projects for professional and life experiences. Budget logic and alignment of Divisional Outcomes to the College Priorities in accordance to Institutional Program Review.

153. SSI mission and outcomes support the College mission for: (1)It offers an Associate of Arts with emphasis in Samoan Studies degree program as stated in SSI Divisional outcome 1 and connected to College Mission on providing Quality Degree Programs. (2)SSI degree does prepare students for employment and or transfer off island. (3) It conducts research and publications, as stated in College mission bullet 3 (4)It promotes awareness in Samoa as stated in its Divisional outcomes 2 & 3, which is connected to College mission bullet 4.

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155. Samoan Studies Institute Mission Statement: To ensure and promote the continuity of Samoan culture, traditions, language and heritage through an interdisciplinary, comprehensive, educational approach that focuses on four major areas: 1) Academic 2) Community and Cultural Extension Programs 3) Research and Publications 4) Samoan Language Translation. Samoan Studies Department Samoan Studies Institute, through its Samoan Studies Department offers an Associate of Arts degree with an emphasis in Samoan Studies to prepare students for employment, transfer to institution of higher learning, and to be knowledgeable in Samoan culture and skillful in Samoan Language. Community and Cultural Extension Programs Community and cultural extension programs are to reinforce partnerships between the college and government agencies, nongovernment agencies; and for the Samoan Studies Institute to conduct workshops and presentations that promote cultural studies. Moreover, extracurricular activities to promote and increase knowledge, understanding and skills in any aspect of the Samoan culture through hands-on learning are offered throughout the year. Research and Publications The Samoan Studies Institute research component maintains an active research program which includes fieldwork and documentation as well as archival research and collections. Research and publications may focus on such topics as both written and oral history, legends, indigenous art forms, music, language, geography, natural resources and archaeology, anthropology, political science, current affairs, and/or other relevant topics. The purpose of this research is to collect, develop and publish materials on Samoa that will enhance and maintain Samoan and Pacific Studies designated courses and programs. The Media Directory, which catalogs a collection of numerous video clips and DVD's of Samoa and the Pacific, is available on the College website. Samoan Language Translation and Interpretation The Samoan Studies Institute provides translation and interpretation services for Samoan and English languages for government and nongovernment agencies, local and off island communities. Students majoring in Samoan Studies are encouraged to participate in these office projects for professional and life experiences. Budget logic and alignment of Divisional Outcomes to the College Priorities in accordance to Institutional Program Review

156. Academic (AA with emphasis in Samoan Studies) 2. Transferrable Credits Research (Community Outreach) 3. Translation 4. Samoa, Pacific and Community are aware of SSI's program through it community outreach, publication, research, translation and

programs aired on t.v, social media (fb), news paper (article), radio program (faasamoa pea)

157. As said over the years, Samoan Studies Institute of the American Samoa Community College exists to "promote the continuity of Samoan culture, tradition, language and heritage through an inter disciplinary, comprehensive educational approach that focuses on four major areas; Academics, Community and Cultural Extension programs, Research and Publication and Samoan Language Translation." Each of the four different sections of SSI are involved with "Creating Awareness of Samoa and the Pacific". The courses taught in Samoan classes deal with Samoan language, History, politics, other traditions and culture, use of resources, Oral and Written Literature etc. Students are introduced a signature Faasinomaga/Identity assignment across the board in Language classes where they after research present on their faasinomaga (Chiefly titles, land pertaining to titles, language and spirituality/religion etc). SSI does Community Outreach and have annual projects that maintain this stance of promoting Faasamoa. This includes: teaching Samoan and Language and Culture upon invitation from; DOE. Churches/Youth Groups/Sunday schools or Translating/Interpreting for government, NGOs. Visiting researchers, auditors, Samoan educators off island etc . Hosting annual writing competitions-Lau Gagana. Radio weekly story broadcasts-Faasamoa Pea 9am Saturdays. Using Facebook social media to showcase online material and resources promoting Samoan lifestyles etc. Personal contribution of staff and faculty for research and literature on outside platforms – Sharing Samoan Language resources -Uliuli pe sinasina stories and articles read Samoa Capital Radio- Wellington by LF.Leasi (free) Samoa Observer Tusitala Writing Competition for Pacific stories-in English

158. Our mission and outcomes support the institution's mission through various aspects. ASCC's mission 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. As student leaders, the SGA also serves to support students by hosting various awareness outreach programs by the ASG government and other private sectors.

159. Mission: To support the educational pursuits of all students attending ASCC through an active concern for high quality services, student access, learning, progress, and success. Student Support and Learning Services (SSLS) supports the academic mission of the college by providing free tutoring and computer services to assist ASCC students with their academic needs. Further, provides consultation, scheduling, and tutorial services for the diverse populations of educationally underserved, challenged, traditional or non-traditional students to achieve their educational goals.

160. The mission of the Division of Student Services (DOSS) is to support the educational pursuits of all students attending ASCC through an active concern for high quality services, student access, learning progress, and success. DOSS ensures ease in enrollment

procedures, increase overall student enrollment and retention, and provide all information services, and assembling financial resources that are available to ASCC prospective and enrolled students. We will strive to provide quality service to students, faculty, staff, alumni, and other constituents of the college community. DOSS commits to providing support for students' academic pathways to success by providing educational information resources available. We are also dedicated to ensuring the progression and success of student through the academic arena in the areas of testing admission, registration, academic/degree planning, and graduation. The Tutorial program provides instructional support to all ASCC students who have identified for themselves a need for instructional/learning assistance outside the regular classroom experience. The Tutorial program offers free tutorial assistance to help improve and increase their chances to succeed in their courses and attain personal goals.

161. The mission of the Division of Student Services is to supportthe educational pursuit of all student attending ASCC characterized by a concern for high quality services, student access, learning, progress and success

162. Our mission offers preparatory courses to preservice and inservice for ECE, Elementary Education, Educational Technology and teaching Samoan language and culture. To meet our mission, we offer AA with an emphasis in Elementary Education, Certificate of Proficiency in Elementary Education, certificate of completion in Early Childhood Education and Bachelor's degree in Elementary Education. TED's mission and programs offers high quality educational programs and services that will help students reach their educational goals. It also teaches students to get involved in the community, schools and social arena to try and better the welfare of American Samoa.

163. I do not know

164. The interdisciplinary preserve development would manage to grant an academic degree and transfer to a Four-Year Institution for students in the field of education and early intervention, emergency preparedness, employment, healthcare, etc. Next is preparing students/trainees for the workforce in various disciplines to directing Community training and Technical Assistance in the different fields of disability.

165. To do public awareness and marketing the institution's program and services that is offered at the Institution. Awareness given out to the community.

166. The mission of the Office of Institutional Effectiveness is to support the College by providing information necessary for improving student learning and student achievement through the academic programs and administrative services offered at the ASCC. The office is responsible for collecting data for research, evaluation, and accreditation analysis. It is also responsible for analyzing and presenting results for program review, assessment, and planning. The functions of IE are as follows: 1. Planning, research and evaluation that helps to improve institutional

effectiveness and the achievement of student learning; 2. Maintaining positive public relations by providing the community with information about the College's affairs through newsletters, press releases and other media; and, 3. Collecting, editing, organizing and disseminating College documents and reports to the College community and stakeholders to help to ensure a culture of evidence and accountability.

167.   IE Supports the mission of the college by Planning, research and evaluation that help to improve institutional effectiveness and the achievement of student learning; Public relations that help to provide the community with information about the College affairs, through newsletters, press releases and other media; Collecting, editing, organizing and disseminating of College documents and reports to the College community and stakeholders that help to ensure a culture of evidence and accountability.

168.   IE supports the College by providing data for any function which requires data. This could include program review, accreditation review, grant application, and any form of reporting.

169.   IE supports the institution by providing information to help improve the services within the college. IE is responsible for compiling student data, program data as well as other necessary information as needed.

Please check/mark how your Department/Program/Division's Mission link to ASCC's Mission:

Transfer to institutions of higher learning			
	No	Yes	Blank	Total
Administrator	0	15	2	17
Faculty	2	32	2	36
Staff	26	96	12	134
Total	28	143	16	187
Percentage	15%	76%	9%	100%

All Responses:

1. First Point of Contact for enrollment; Transfer-In: students transferring from other colleges and universities;
2. We provide counseling to prospective graduates through workshops and one-one-counseling. We provide general information about student loans and the importance of not being in debt as a young adult.

3. Qualified faculty and staff to teach high educational programs that are transferable. Sufficient number of and appropriate qualifications of support staff to support programs and services to meet the student learning and conducive learning environment.

4. Help students meet their informational needs, physical facility, and equipment to complete their course assignments to graduate and/or transfer to beyond 2 year college. This is captured indirectly in our former Library Bi-Weekly reporting now called Monthly Report to Dean of Student Services used at both the Institutional and Divisional Levels.

5. By supporting students' academic degrees and certificates programs completion through the various student majors use of library services, facility, and equipment. As a result, students graduate and either continues college on island, off island, or enter the workforce.

6. Associate of science degree and RN license will advance the student to a 2 or 1 year program for the BSN.

7. Procurement's main function is to equip the college with goods and services needed to fulfill the mission of the school. Orders of books, office supplies, technological equipment, services to upgrade classrooms, office etc.

8. Please refer to the Records Office 1. Outcomes as listed in #3 above 2. Records Office's Monthly Reports

9. SSI offers courses that are transferable to off island institution such as SAM 101, 111. Also, SAM 151 is a language course 4 credits that is transferable

10. We have data of our students transferring and graduating to institutions of higher learning, some of them are now our adjuncts.

11. The interdisciplinary preservice preparation would lead to award an academic degree and transfer to a Four-Year institution. Preparing students/trainees in the field of education and early-intervention, emergency preparedness, employment, healthcare, and other aspects of life.

12. Planning, research and evaluation that helps to improve institutional effectiveness and the achievement of student learning certainly assist in this part of our institution mission in helping students achievements lead towards transferring to institutions of higher learning.

13. UH Hilo and one at USP Alafua

14. Please refer to State Director of AELEL Survey

15. Students will be able to understand and write in English. For instance, students will be independent and staying focus and being on-time. Students will be able to complete all assignments given to them without waiting on someone to tell them what to do!

16. Students will be able to understand and write in English. For instance, students will be independent and staying focus and being on-time. Students will be able to complete all assignments given to them without waiting on someone to tell them what to do!

17. We teach our students the basic skills for reading and writing to prepare them for general education/majors and thus for their lifelong skills.

18. Comprehensive instruction covering the fundamental computer skills to prepare a student for further learning

19. Courses offered are transferrable
20. students left home to attend official school.
21. It's given on the mission of the math department.
22. Math 151, Math 155, Math 250, Math 260, and Math 280
23. Most of the marine science students here at ASCC matriculate or transfer to UH Hilo to continue with their Marine Science degrees
24. From some basic tracking of our students we are aware of many students who have matriculated in a four year institutions.
25. After successful completion of the courses at ASCC, students acquire admissions at various universities of Hawaii and other mainland universities of United States. Students also acquire admissions at various universities in NewZealand, and Europe, and Asia.
26. See SOCIAL SCIENCE DEPT. Tracking MATRIX
27. SSI offers courses that are transferable to off island institution such as SAM 101, 111. Also, SAM 151 is a language course 4 credits that is transferable
28. SAM 101 (A & B) Conversational Samoan I & II, SAM 111 Introduction to Samoan Language, and SAM 151/151L Freshman Samoan and Freshman Samoan Lab courses are all transferrable to institutions where ASCC courses are articulated and transferred to.
29. Students who graduate with an AA/Bed degree in Elementary Education are able to transfer to institutions of higher learning. Evidence can be found within our data for tracking.
30. After obtaining the AA or B.Ed. degrees, students are able to transfer to other institutions to further their education.
31. TED tracks students who graduate and then return to teach as adjuncts.
32. With the completion of the AA emphasize in Elementary Education, the candidate can continue pursuing a bachelor degree with ASCC's Bachelor degree (B.Ed.) in Elementary Education or decide to continue pursuing his/her four-year degree with other higher learning institutions such as Chaminade University of Honolulu, HI., Brigham Young University, Laie, Hi., Hawaii Pacific University, HI., University of Hawaii at Manoa, HI., University of Hawaii at Hilo, HI., Kapiolani Community College, HI., Alfred State College, NY., Dixie State University, UT., Portland State University, Southern Utah University, Union College, and University of Maine
33. Most of our students after getting their degrees were hired from the DOE and some further their education off Island.
34. Upon completion of offered degree
35. None of TTD"s credits are transferrable.
36. ACNR course are transferrable to Universities off-island.
37. Our division is not a prerequisite for school.
38. Students transfer off island
39. Ia faaau atu i fafo
40. ACNR Student majors are accepted to University of Hawaii Hilo for higher learning and to further education in the agriculture field.
41. After two years at the community college the students are also to continue off island

42. Offers student courses that can become part of Bachelor's degree. Also offers staff opportunity to obtain higher education.
43. We support our local students with scholarship
44. We support our local students with scholarship
45. ACNR has been funding opportunities for students to pursue and further their education in all fields of Agricultural Studies.
46. Four ACNR staff members, who have been hired within the past two years, were ASCC graduates who successfully transferred to and graduated from a four- year university. Three of these staff members, graduated from ASCC with a degree offered by ACNR.
47. We have an Instruction program that teaches Agriculture and Natural Resources.
48. Counseling has a Transfer Counselor. Records print official transcript via transcript requests.
49. AELEL students are employed in various work places, and do not wish to continue or transfer to institutions of higher learning
50. Students will be able to understand and write in English. For instance, students will be independent learners and will be able to transfer into regular ASCC college courses.
51. For all workstudy and interns that do get to work in our department, they are trained with high standards and we have got compliments from students at how they had learned valuable asset from our office before learning it at the university level
52. Some students cannot afford to pay for school. With the help of Financial Aid, students are able to receive financial resources to help pay for their tuition, books, etc. to achieve their educational goals, thus allowing them to be able to transfer to other institutions of higher learning.
53. Through outreach initiatives, we support incoming students in making a successful transition to American Samoa Community College (ASCC). Furthermore, we contribute to the College's transfer and retention efforts by providing financial literacy workshops and guidance to our continuing students to help make their academic endeavors attainable, and to help make better life and financial decision beyond ASCC.
54. Through Financial Aid (FAFSA)
55. HRO promotes higher learning to staff and faculty for continued progress in performance, increased in salary and supports student learning as they travel off-island to higher institutions for training or learning symposium.
56. Qualified effective faculty and staff provide quality services and programs to meet the transferability requirements. This includes in classroom management and supporting services by employing qualified and satisfied employees.
57. By supporting students' academic degrees and certificates programs completion through the various student majors use of library services, facility, and equipment. As a result, students graduate and either continue college on island, off island or enter the workforce.
58. By supporting students' academic degrees and certificates programs completion through the various student majors use of library services, facility, and

equipment. As a result, students graduate and either continue college on island, off island or enter the workforce.

59. Help students meet their informational needs, physical facility, and equipment to complete their course assignments to graduate and/or transfer to beyond 2 year college. This is captured indirectly in our former Library Bi-Weekly reporting now called Monthly Report to Dean of Student Services used at both the Institutional and Divisional Levels.

60. Help students meet their informational needs, physical facility, and equipment to complete their course assignments to graduate and/or transfer to beyond 2 year college. This is captured indirectly in our former Library Bi-Weekly reporting now called Monthly Report to Dean of Student Services used at both the Institutional and Divisional Levels.

61. Help students meet their informational needs, physical facility, and equipment to complete their course assignments to graduate and/or transfer to beyond 2 year college. This is captured indirectly in our former Library Bi-Weekly reporting now called Monthly Report to Dean of Student Services used at both the Institutional and Divisional Levels.

62. Help students meet their informational needs, physical facility, and equipment to complete their course assignments to graduate and/or transfer to beyond 2 year college. This is captured indirectly in our former Library Bi-Weekly reporting now called Monthly Report to Dean of Student Services used at both the Institutional and Divisional Levels.

63. Our dept. can be linked to this because we help to maintain and manage the connection between our students and teachers with each other both within our domain and outside of it as well. We manage the network and internet connection for our students and college.

64. It relate in performance and set goals of aiming high to make sure every tasks is taken care of.

65. le faalauteleina o le malamalama.

66. not enough money to pay.

67. Higher learning makes successful community.

68. Aua a uma loa le Kolisi ona faaauau atu lea I fafo

69. We procure the necessary items or equipment's that is needed within the classrooms and throughout campus so that faculty and administration are able to do their part in fulfilling this goal.

70. ASCC gives students a selection of programs they can choose from, as part of ASCC fostering learning programs. These programs will teach the students with the chance to graduate from their area of studies before transferring to institution of higher learning. It is similar to SBDC's mission for their clients. We offer counseling and trainings so our clients will learn about the business world, and are able to make decisions that will bring them to the next level of understanding. It may not be to other institutions of higher learning, but it will surely give them the chance to start a business and become successful in the future.

71. Transferrabl creits from SSI courses

72. Transfer of credits to off island school

73. SSI offers courses that are transferable to off island institution such as SAM 101, 111. Also, SAM 151 is a language course 4 credits that is transferable
74. SSI offers courses that are transferable to off island institution such as SAM 101, 111. Also, SAM 151 is a language course 4 credits that is transferable
75. Transfer of credits to offisland school.
76. loo i ai vasega a le SSI e mafai ona transfer ana credits mo aoga maualuluga i fafo
77. eg. UH accept credits from ASCC-SSI. Recommendation from a visiting. Community Partnership & Research Specialist for Pasefika Student Success Services (PSSS) at University of Hawaiʻi, Mānoa: encourage students to take all Samoan classes here where they are affordable instead of waiting to get there where it is more expensive.
78. Outreach by other schools, businesses and ASG departments to raise awareness on their principles.
79. Academic Preparations
80. Preservice and In Service teachers are able to earn their bachelor's degree in Elementary Education through our TED program. After earning their B.Ed they can enroll in an online program or go off island to earn Mas.
81. The interdisciplinary preserve development would manage to grant an academic degree and transfer to a Four-Year Institution for students in the field of education and early intervention, emergency preparedness, employment, healthcare, etc
82. Data from IE creates awareness of the institution, which facilitates the transfer of ASCC students to other institutions.
83. IE compiles transfer data from other programs for ISS

Successful entry into the workforce				
	No	Yes	Blank	Total
Administrator	0	15	2	17
Faculty	0	34	2	36
Staff	13	108	13	134
Total	13	157	17	187
Percentage	7%	84%	9%	100%

All Responses:

1. Comments
2. Skills learned here are used for future jobs
3. Every new skill learned is an asset for any workforce.
4. Every new skill learned is an asset for any workforce.
5. Students return and work in research and extension.
6. In Hilo and Kauai about more that 6 are employed, two at Federal Post Office and four at a private Horticultural establishment in kauai island. Three

returning UH Hilo graduates are now employed at ACNR, one at ASDOE teaching in Elementary level.

7. ACNR Staff (general & professional) have full experience to implement Research, Extension and Instructional program activities.
8. That students have degreesan are coming back to help
9. Many ACNR graduates are currently working at the Department of Agriculture, DMWR, ASEPA, NPAS, DPS, DOE, DPW, LBJ, DOH, NRCS, and the Private Sector. Three (3) ACNR recent (2018 - 2019) graduates with Bachelor degree from UH-Hilo are now working for ACNR Research (Horticulture) and Extension (Livestock & Crops) programs.
10. Several ASCC-ACNR graduates are now employed locally at DOA, ACNR, as teachers, private enterprises, and off island in various positions.
11. Hiring of Ag. Major Students with Degrees
12. Hiring of Ag. Major Students with Degrees
13. Outreaches to the community and our 4-H program for students allows students to develop ethical work habits and an idea of how much goes into one's occupation.
14. Four ACNR staff members, who have been hired within the past two years, were ASCC graduates who successfully transferred to and graduated from a four-year university. Three of these staff members, graduated from ASCC with a degree offered by ACNR. Many of ACNRs current and previous staff members, graduated from ASCC and successfully entered the workforce. Referring specifically to college graduates who successfully entered the workforce at ACNR after graduating from ASCC and/or an accredited four-year university, these staff members continue to honor the Faʻa-Samoa (the Samoan Way) by serving American Samoa's diverse community by providing research, extension, and educational programs in agriculture, natural resources and wellness to enhance the quality of life and to preserve American Samoa's fragile ecosystem.
15. We recruit students who majored in our fields of studies.
16. Counseling has a Transfer Counselor. Records print official transcript via transcript requests.
17. First Point of Contact for enrollment;
18. Please refer to State Director of AELEL Survey
19. As these adults were former high school students, and they have families of their own. They desire to return to school and complete a GED Certificate.
20. Students are learning how to operate a computer with basic technical skills such as creating e-mails, using Microsoft applications like word, excel, powerpoing, and conducting online search.
21. Students learn how to operate computers with basic technical skills such as creating e-mails, using Microsoft applications like word, excel, power point, and conducting online searches.
22. Students are learning how to operate a computer with basic technical skills such as creating e-mails, using Microsoft applications like word, excel, powerpoing, and conducting online search.

23. We teach our students the basic skills for reading and writing to prepare them for general education/majors and thus for their lifelong skills.
24. Computer literacy and skillsets are entry level ready for the workforce
25. For all workstudy and interns that do get to work in our department, they are trained with high standards and we have got compliments from students at how they had learned valueable asses from our office that was useful at their workplace.
26. Financial Aid covers a generous amount of a student's tuition. Because of that, students are able to complete their educational goals, and once they do – they get better chances at successfully entering the workforce.
27. Through outreach initiatives, we support incoming students in making a successful transition to American Samoa Community College (ASCC). Furthermore, we contribute to the College's transfer and retention efforts by providing financial literacy workshops and guidance to our continuing students to help make their academic endeavors attainable, and to help make better life and financial decision beyond ASCC.
28. We provide counseling on money management and how to become responsible financial stewards.
29. HRO is responsible for advertising employment openings, supports ASG work based learning programs, completes transfers, recruitment process until a new hire starts working.
30. Qualified effective faculty and staff provide quality services and programs to enable students with skills, knowledge and ability to find gainful employment and remain employed.
31. Qualified faculty and staff to teach high educational programs that enable institutional learning outcomes to prepare students for entry into the workforce. Hiring expertise in technical areas to enable student to attain practical experience for workforce entry and gainful employment. Sufficient number of and appropriate qualifications of support staff to support programs and services that provides a conducive learning environment.
32. Students develop and strengthen their critical thinking skills, proficient writers as well as effective communicators.
33. By supporting students' academic degrees and certificate programs completion through the various student majors use of library services, facility, and equipment. For example, Accounting, Business, Education, Nursing, trades, etc. students graduate and enter the workforce.
34. By supporting students' academic degrees and certificate programs completion through the various student majors use of library services, facility, and equipment. For example, Accounting, Business, Education, Nursing, trades, etc. students graduate and enter the workforce.
35. Help students meet their informational needs, physical facility, and equipment to complete their course assignments to succeed in their ASCC learning experience and/or graduate in an A.S. Degree Program or Certificate of Proficiency.
36. Help students meet their informational needs, physical facility, and equipment to complete their course assignments to succeed in their ASCC learning

experience and/or graduate in an A.S. Degree Program or Certificate of Proficiency.

37. Help students meet their informational needs, physical facility, and equipment to complete their course assignments to succeed in their ASCC learning experience and/or graduate in an A.S. Degree Program or Certificate of Proficiency.

38. Help students meet their informational needs, physical facility, and equipment to complete their course assignments to succeed in their ASCC learning experience and/or graduate in an A.S. Degree Program or Certificate of Proficiency.

39. Learning will assure them of getting better jobs in the workforce

40. Help students meet their informational needs, physical facility, and equipment to complete their course assignments to succeed in their ASCC learning experience and/or graduate in an A.S. Degree Program or Certificate of Proficiency.

41. By supporting students' academic degrees and certificates programs completion through the various student majors use of library services, facility, and equipment. For example, Accounting, Business, Education, Nursing, Trades, etc. students graduate and enter the workforce.

42. If students don't go off-island they find work.

43. It's given on the mission of the math department.

44. Math 250 or 280 Math 151 or 260

45. We assist those students that are interested in working in a similar career field like ours. We have had interns and work studies join us to learn more about what it is we do and to help them get the work experience and knowledge they may need in the future.

46. Completing the COP and ASN will qualify the student to take the NCLEX-PN or NCLEX-RN examination for licensure and transition to the workforce at various healthcare agencies.

47. le faamaoni

48. by working everytime at ASCC.

49. Helps family for its cost of living

50. By providing proper interview and opportunity.

51. Procurement's main function is to equip the college with goods and services needed to fulfill the mission of the school. Orders of books, office supplies, technological equipment, services to upgrade classrooms, offices etc.

52. We procure the necessary items or equipment's that is needed within the classrooms and throughout campus so that faculty and administration are able to do their part in fulfilling this goal.

53. Goods & Services provided to support the institution and its students learning will make for a more confident and successful student, thus helping our students make an easier transition into the workforce.

54. Please refer to the Records Office 1. Outcomes as listed in #3 above 2. Records Office's Monthly Reports

55. Students are welcome to attend SBDC trainings free of charge.

56. NA

57. NA
58. A number of students that graduated with an AS in Marine Science continued on to get their Bachelor's in Marine Science and are now working with the local government as well as Federal Agencies in the Territory
59. Several have returned and are in the workforce here at ASCC as well as other local government agencies
60. After successful completion of courses at ASCC, students have the basic qualification and knowledge to enter the workforce. However, for job areas that need higher skills, students have to go to Hawaii or other US mainland universities or outside USA to acquire the degrees or diplomas required for the professional jobs in the field of microbiology, environmental/ civil/mechanical/ electrical/computer engineering, medicine degree, CFA or masters in science and math.
61. See SOCIAL SCIENCE DEPT. Tracking MATRIX
62. SSI degree holder tracking data.

63. Through tracking, Samoan Studies graduates are employed by DOE and or organizations such as Intersection.
64. Through tracking, Samoan Studies graduates are employed by DOE and or organizations such as Intersection.
65. Graduates of Samoan Studies through tracking, were found at most were employed by DOE as teachers for Samoan courses, and some who work in Non Profit Organizations such as the Intersection.
66. Through tracking, Samoan Studies graduates are employed by DOE and or organizations such as Intersection.
67. Samoan Studies degree holders now are hired by ASG – Several are teaching in DOE and locally hired as researchers and translators in SSI.
68. faamaumauina o i latou sa faauu atu i le tikeri lenei o le Samoan Studies. O le tele o tagata aooga ua faauu ua faigaluega faafaiaoga ona ua leai ni faiaoga Samoa i totonu o aoga a le malo.
69. eg. 2020 -SSI Assistant Researcher /Translator post filled by SAFF leader; Samoan Studies Majors always snapped by DOE etc due to need for teachers. Samoan majors in Tafuna, Fagaitua etc. 2019. Samoan major (AA Samoan Studies) chosen over Bachelors candidates due to ability to write and speak well in Samoan. 2018 -Former adult student staff of TED-ASCC after stint in Fagaitua and SSI—teaching Samoan Language courses for teachers.
70. Awareness Outreach programs provided by the ASG departments.
71. With the Memorandum of Understanding (MOU) the Teacher Education Department (TED) has with the American Samoa Department of Education (AS-DOE), graduates from the program are guaranteed a teaching job. Evidence can be found in the MOU and our data for tracking.
72. Almost all of our graduates become teachers for ASDOE as soon as they graduate, either with an AA or the B.Ed. The need is always there for teachers.
73. TED tracking.
74. Candidates who obtain their AA or B.Ed. in Elementary Education from ASCC are hired by the American Samoa Department of Education (ASDOE)

75. We have data of inservice and preservice teachers in the the workforce, mainly ASDOE and other places in the USA
76. I graduated from this program and the first TED Bed graduates. I went down to DOE to find my way here and now a TED faculty. All our graduates are in the DOE and and some of them are our Adjunct
77. About 95% of our students and in service teachers are hired by ASDOE after graduation.
78. Upon completion of COP
79. Preparing students/trainees for the workforce in various disciplines to directing Community training and Technical Assistance in the different fields of disability.
80. Prepare students/trainees for the workforce in various disciplines. Delivering Community Base Training and Technical Assistance in the various fields of disability. Trainees/Students currently work in Special Education, DD Council, and Department of Health.
81. Data provided by IE through surveys and publications assist in institutional decisions on how to successfully enter its serving population in to the workforce.
82. Data from IE establishes awareness of the College's training programs which are of benefit to the workforce.
83. IE compiles transfer data from other programs for ISS

Research and extension in human and natural resources				
	No	Yes	Blank	Total
Administrator	3	12	2	17
Faculty	7	23	6	36
Staff	30	85	19	134
Total	40	120	27	187
Percentage	21%	64%	14%	100%

All Responses

1. Breeding taro varieties and important crops and evaluate yield, disease resistance and taste.
2. Coming up with elite taro cultivars and important vegetable crops and evaluate progenies for yield, disease resistance and taste.
3. The three now hired at ACNR/ASCC, two are with Extension and one with Research Division
4. ACNR Division implements Research, Extension and Instructional program services to the community.
5. Helping out with each other
6. ACNR currently offers Research programs in Entomology and Horticulture. ACNR is recruiting for a Forestry Researcher, Plant Pathologist, Food

Scientist, and a Health Communications Researcher. ACNR provides Extension programs and services to the people of American Samoa in 4-H & Youth Development, Forestry, Family & Consumer Sciences/EFNEP, and Agriculture.

7. 100%
8. We provide labs to the students for science projects. With the results from our scientist, extension agents then bring it to the community for safety awareness.
9. We provide labs to the students for science projects. With the results from our scientist, extension agents then bring it to the community for safety awareness.
10. ACNR Research Programs are always looking for ways to improve Natural Resources use and ways to resolve plant diseases and safe pesticide use. Then sharing the info to help the community.
11. This is exactly what we do.
12. First Point of Contact for enrollment;
13. Please refer to State Director of AELEL Survey

14. During their courses, students were given the opportunity to perform research through technology system and using different research engines on Social Science concepts.
15. Students will easily socialize with other people and be civilized human being living in our society and abide all rules and standards anywhere they maybe settle.
16. Students learn skills in both Reading and Writing courses. They are then able to make conclusions based on the information given to them through research.
17. We teach our students the basic skills for reading and writing to prepare them for general education/majors and thus for their lifelong skills.
18. Course work introduce students to continued research findings where student is also introduced to analysis information from research that are aligned to their course content and requirement
19. Confidentiality of documents that do flow within our office speaks a lot about how it should also be done at Human Resources
20. HRO caters to the needs of employees regardless of backgrounds and student learning by supporting the Land Grant division that conducts research in natural resources.
21. Qualified effective faculty and staff provide quality services and programs to conduct, implement and provide purposeful research and extension services for the improvement, betterment and awareness of the community and its serving population.
22. Qualified faculty and staff to carry out research and extension in human and natural resources. Providing training and technical assistance for the community in areas of research, extension and awareness
23. Writing courses help students become competent and skillful writers.
24. By supporting those who do research and extension in human and natural resources. For example, getting specific Professional and Scholarly Agricultural Articles from UH at Manoa Libraries for ACNR researchers.

25. By supporting those who do research and extension in human and natural resources. For example, getting specific Professional and Scholarly Agricultural Articles from UH at Manoa Libraries for ACNR researchers.
26. By supporting those who do research and extension in human and natural resources, i.e. various academic departments and programs like SSI and Samoan Studies, Social Science Department, Health and Human Services, as well as ACNR Researchers in getting specific Professional and Scholarly Agricultural Articles from UH-Hawaii at Manoa Libraries.
27. By supporting those who do research and extension in human and natural resources, i.e. various academic departments and programs like SSI and Samoan Studies, Social Science Department, Health and Human Services, as well as ACNR Researchers in getting specific Professional and Scholarly Agricultural Articles from UH-Hawaii at Manoa Libraries.
28. By supporting those who do research and extension in human and natural resources, i.e. various academic departments and programs like SSI and Samoan Studies, Social Science Department, Health and Human Services, as well as ACNR Researchers in getting specific Professional and Scholarly Agricultural Articles from UH-Hawaii at Manoa Libraries.
29. By supporting those who do research and extension in human and natural resources, i.e. various academic departments and programs like SSI and Samoan Studies, Social Science Department, Health and Human Services, as well as ACNR Researchers in getting specific Professional and Scholarly Agricultural Articles from UH-Hawaii at Manoa Libraries.
30. Understanding their environment
31. By supporting those who do research and extension in human and natural resources, i.e. various academic departments and programs like SSI and Samoan Studies, Social Science Department, Health and Human Services, as well as ACNR Researchers in getting specific Professional and Scholarly Agricultural Articles from UH-Hawaii at Manoa Libraries.
32. By supporting those who do research and extension in human and natural resources. For example, getting specific Professional and Scholarly Agricultural Articles from UH-Hawaii at Manoa Libraries for ACNR researchers
33. Students understand that the influence of foreigners are coming to us.
34. Applications by using power point presentations, students are engaged with real life situation through research based on the career choices.
35. It's given on the mission of the math department.
36. math 151, 250 & math 260 (PowerPoint projects)
37. learning and trying
38. Procurement's main function is to equip the college with goods and services needed to fulfill the mission of the school. Orders of books, office supplies, technological equipment, services to upgrade classrooms, offices etc.
39. We procure the necessary items or equipment's that is needed within the classrooms and throughout campus so that faculty and administration are able to do their part in fulfilling this goal.
40. NA

41. Through the services we provide, we assist all students pursuing degrees within the areas (i.e. registration, educational records, etc.). We also provide requested student/course data to faculty and staff for research and extension.
42. NA
43. NA
44. While ASCC provides programs and services that gives students the opportunities to research and extends their knowledge in human and natural resources, SBDC offers similar services to their clients as well. Such as giving clients the chance to observe their target market (people) and conduct their personal research on how people react to new ideas and new resources, or new product and services. `
45. Land grant currently has retuned ASCC students employed.
46. Students interact with the community members, government agencies, voluntary organizations, private organizations, while doing science research related interviews, surveys, observations etc.

47. published data and projects.
48. Yes because we have publications of research every year collected from public.
49. SSI research and publications in Samoan Oral traditions (Tala le Taui), Resources for learning Samoan Language, Resources for teaching Samoan Language, MOA with CRAG for translation; MOA with CJPA for TCF; MOA with CJPA for Juv
50. SSI research and publications in Samoan Oral traditions (Tala le Taui), Resources for learning Samoan Language, Resources for teaching Samoan Language, MOA with CRAG for translation, MOA with CJPA for TCF, MOA with CJPA for Juv
51. SSI research and publications in Samoan Oral traditions (Tala le Taui), Resources for learning, Samoan Language, Resources for teaching Samoan Language, MOA with CRAG for translation, MOA with CJPA for TCF, MOA with CJPA for Juv
52. SSI research and publications in Samoan Oral traditions (Tala le Taui), Resources for learning Samoan Language, Resources for teaching Samoan Language, MOA with CRAG for translation; MOA with CJPA for TCF; MOA with CJPA for Juv
53. Yes because we have publications of research every year collected from public
54. Lotonuu Project, Ua Tālā le Ta'ui (3 Volumes)
55. E tele ma anoa: pei o le aoina mai o tala o Manu'a. Ua tatala le finagalo o Faatui ma Tootoo. Pule alofa le Atua ia tatala le lomiga 4 o le tala le taui ia Iuni o le tausaga nei 2020. ma isi.
56. SSI continues to collect folklores of the territory as in the past (with Tala le Taui 1-3) -this year continuing on Tala le Taui 4 –collection of Manu'a narratives. A collection of Herbal medicine from local healers was launched

together with Tala le Taui 1 in 2009. Translation of Coral Reef terms (CRAG) into Samoan –makes available a resource for locals.

57. I do not know
58. This is evident in our course syllabi
59. Relate to American Samoa
60. Published 2 research pertaining to American Samoa.
61. Research and extension can be expended with data and research component of the Office of Institutional Effectiveness.
62. Data from IE creates awareness of the College's activities involving human and natural resources.
63. IE does research according to the institution's needs.

Awareness of Samoa and the Pacific				
	No	Yes	Blank	Total
Administrator	1	14	2	17
Faculty	5	27	4	36
Staff	26	91	17	134
Total	32	132	23	187
Percentage	17%	71%	12%	100%

All Responses:

1. Taro and vegetables are important crops in Samoa and the Pacific.
2. Taro and vegetables are very important crops in Samoa and the Pacific.
3. ACNR Division implements Research, Extension and Instructional program activities to honor the Samoan way.
4. To practice the culture in the classroom
5. ACNR's programming and services are offer in the Samoan and English languages. Samoan cultural protocols are observed and adhered to during the implementation of programs and services in the community and presentations to visitors and funders. PSAs and written materials are in Samoan and English languages.
6. Hold many Samoan cultural events for elementary, high school, community and off island visiting leadership. Research conducted addresses current topics affecting the Pacific and Samoa. Effects of climate change on agriculture, food security and environment. Topics include change in traditional agriculture and lifestyle and effects on physical, social and environmental status.

7. We offer services not only in Natural Resources but in nutrition/fitness as well. The work we do gives us an idea of where the land and Natural Resources is and the overall health of our island as well as the Pacific.
8. Our Mission appreciates very much the finest of the Fa'asamoa.
9. First Point of Contact for enrollment; Culture awareness – customer service, diversity;
10. Please refer to State Director of AELEL Survey
11. AELEL students participate in varieties of activities on topics relation to the Samoan islands and the Pacific.
12. We teach our students the basic skills for reading and writing to prepare them for general education/majors and thus for their lifelong skills.
13. Awareness of and acknowledge the pros and cons of technology, and its impact to our culture and society, and be able to maximize their potential
14. Cultural standards are of big importance in attire and image within our office

15. Further the ASCC's recruitment and retention efforts through participation in a variety of service activities involving students, families, faculty, staff, and members of the community
16. During these counseling and workshops, we share being responsible financial stewards does not mean one has to stop practicing fa'asamoa. We try to counter the misconception fa'asamoa can only lead to debt.
17. HRO participates in cultural events and stays connected with the Samoan Studies Institute to be aware of the current events in the Pacific.
18. Qualified effective faculty and staff provide quality services and programs to provide awareness and preservation of the Samoan culture and language, and provide awareness of the Pacific region and its developing strengths and challenges in this century.
19. Qualified faculty and staff provides educational means and medium to ensure that our serving population has an awareness of Samoa and the Pacific.
20. Courses evaluate and examine cultures, specifically, Samoa and the Pacific.
21. Help students and general community meet their information needs via the Library's 1st floor Pacific Islands Collection Room.
22. Help students and general community meet their information needs via the Library's 1st floor Pacific Islands Collection Room.
23. Help students and general community meet their informational needs via the Library First Floor Samoa and Other Pacific Islands Collection Room
24. Help students and general community meet their informational needs via the Library First Floor Samoa and Other Pacific Islands Collection Room
25. Help students and general community meet their informational needs via the Library First Floor Samoa and Other Pacific Islands Collection Room

26. Help students and general community meet their informational needs via the Library First Floor Samoa and Other Pacific Islands Collection Room
27. To understand their culture better
28. Help students and general community meet their informational needs via the Library First Floor Samoa and Other Pacific Islands Collection Room
29. Help students and general community meet their informational needs via the Library First Floor Samoa and Other Pacific Islands Collection Room
30. Understand the coronavirus is coming to the pacific and us.
31. It's given on the mission of the math department.
32. Graduates of the COP and ASN are required to gain awareness of Samoa and their culture and language to further understand how to care for the patient in acute setting and public health. Community Outreach Projects are planned and conducted to further provide experience for students in health teaching using the Samoan language and culture awareness to further understand health practice and dietary intake that affects individual health.
33. by computer and learning
34. Proud of my Samoa, respect is the way of the Polynesian people.
35. We keep the culture and how we live in this society.
36. Procurement's main function is to equip the college with goods and services needed to fulfill the mission of the school. Orders of books, office supplies, technological equipment, services to upgrade classrooms, offices etc.
37. We procure the necessary items or equipment's that is needed within the classrooms and throughout campus so that faculty and administration are able to do their part in fulfilling this goal.
38. Searching for goods & services daily has made us aware of what our island has to offer and what it may look forward to having available.
39. Through the services we provide, we assist all students pursuing degrees within the areas (i.e. registration, educational records, etc.). We also provide requested student/course data to faculty and staff for awareness programs in Samoa and the Pacific.
40. NA
41. NA
42. In the Biology classes specifically the BIO 150 and BIO 180, whenever possible examples of the concepts discussed in class are in the context of American Samoa and the Pacific. There is also a lecture specifically talking and discussing local flora and fauna (Please see BIO 150 and BIO 180 syllabi)
43. Specifically, the Marine Science Program provides a wealth of knowledge about Samoa and the Pacific as part of the curriculum.
44. The science department has research oriented programs, especially the marine science department that provide students scientific awareness about American Samoa and the other island nations of South Pacific. Occasional field trips.
45. See SOCIAL SCIENCE DEPT. LIST OF COURSES OFFERED.
46. Through Ssi programs such as: Faaamoa pea radio program, Student Association for Faasamoa, Semester Campus Lectures, High Outreach, TCF Outreach, SSI Publications, etc.

47. Faasamoa Pea Radio Program Campus Lecture every spring semester. Lau Gagana Writing competition every fall semester Outreach for High Schools every semester; Samoan Program for High School students every summer ASCC SSI Facebook page

48. Faasamoa Pea Radio Program. Campus Lecture every spring semester. Lau Gagana Writing competition every fall semester. Outreach for High Schools every semester. Samoan Program for High School students every summer. ASCC SSI Facebook page

49. Faasamoa Pea Radio Program, Campus Lecture every spring semester, Lau Gagana Writing competition every fall semester, Outreach for High Schools every semester, Samoan Program for High School students every summer, ASCC SSI Facebook page

50. Faasamoa Pea Radio Program, Campus Lecture every spring semester, Lau Gagana Writing competition every fall semester, Outreach for High Schools every semester, Samoan Program for High School students every summer, ASCC SSI Facebook page

51. Faasamoa Pea radio program (aired on FM 92.1 KSBS), Lau Gagana writing competition done annually on campus, recruiting students to become members of the Samoan Association for Faasamoa, High School outreach programs, and the Territorial Correctional Facility outreach program (now pending SSI will also do one for the Juvenile Detention Center).

52. E tele fo'i. pei o le Faasamoa pea, uunaia o fanau aoga maualuga ina ia silafia le iai o le tikeri Samoa i le tatou Kolisi Tuufaatasi. Ma faatupulaia le lagona fiafia o tagata aooga e o mai i le tatou Kolisi na i loo le malaga atu i isi iunivesite ma kolisi.
    1) All the courses taught by SSI-are about Samoa with some comparisons during Pacific/Samoan History as well as Samoan Mythology SAM 204 and SAM 244 Faleaitu where parallels are made with other Polynesian and Pacific neighbors such as Tonga, Fiji etc. The Lab practicals hone in on what is taught with a hands on approach eg. Oratory learnt –practised out over the years in ava ceremony hosted by students in class or on campus 2). SSI Outreach programs take Samoan learning off campus to share on Faasamoa as per invitation etc eg. DOE outreaches, Weekly Lau Gagana etc, Radio program of stories in the Samoan language. Bilingual Publications and Translations promoting awareness of Samoan material, Annual Campus Lecture on a Samoan topic of interest to the students/SAFF, Teaching Samoan Culture to help inmates at TCF come to terms with who they are.

53. This portion of the mission is done through the required courses students must take to complete the program. These courses include ED 285: Teaching Samoan Language and Culture and ED 440: Elementary Samoan Language Methods. The practicum component is also part of these courses where students must demonstrate and apply knowledge attained within the teaching field.

54. Our coursework includes teaching the Samoan language, issues with the Pacific child, and other areas relating to Samoa and the Pacific.

55. PLO/CLO/Gen Ed Requirements
56. One of the program learning outcomes of the AA and B.Ed. degrees in elementary education anchors to the awareness of Samoan culture, language, and custom and its impact on the Pacific as a whole
57. This is evident in our course syllabi
58. Teacher Education courses provides preparatory for Pre-and In-Service teachers in the areas of Teaching Samoan Language and Culture and other areas relating to Samoa and the Pacific
59. The TED program helps students to be competent in using the Samoan language, history and culture as a foundation to enhance learning and helps students contribute to the welfare of the community.
60. Published 2 researches relating to Disability and Samoan Culture.
61. Published 2 research pertaining to Disability and Samoan Culture.
62. Making sense of data that has been collected by various divisions who dealt with Samoa and the Pacific can help the programs improve on their existing process and procedures to better serve their mission.
63. Data from IE establishes that ASCC has educational programs that promote awareness of Samoa and the Pacific.

IIa. EVALUATION (EFFECTIVENESS)

1a. Does the Department/Program/Division conduct/undergo a periodic evaluation on the effectiveness of instruction and services?

	Do not know	No	Yes	Blank	Total
Administrator	0	2	15	0	17
Faculty	2	2	32	0	36
Staff	20	7	103	4	134
Total	22	11	150	4	187
Percentage	12%	6%	80%	2%	100%

1b. Please Explain:

1. Each staff undergoes annual evaluation to increase effectiveness and efficiency
2. Our department evaluates the type of service, fine tune its effectiveness and efficiency.
3. The 3 majors branches of land grant encourages students - hands on experience through community outreach, in-classroom activities and related subject to everyday life situation.
4. Faatinoga o galuega ia mama ma lelei
5. Ia faaauau pea suesuega ma auaunaga ina ia faamatala ai le taua o auaunaga.
6. Ua telel le tomai ile galuega, ma tele le mea e faaleleia
7. Io alualu i luma le tulaga i le malosi lava manu ele iaia se mea o faaletonu

8. Annual reporting to USDA-NIFA, bi-weekly reports, "plans of work", etc.
9. E uma ifo le tausaga ua tele ituaiga fualaauaina eseese, o fai ma tiapula eseese ma le faatinoina.
10. Ioe, e fai pepa iloiloga mai tagata.
11. Yes, ACNR Division provide evaluations and hold stakeholders' sessions during and after Program outreach and workshops to the community.
12. Ioe, e fai pepa fesili/tali mai i tagata asiasi po'o
13. Managers biweekly report for Time & Effort. Extension Monthly report. USDA NIFA Annual Accomplishment Report and Plan of Work
14. E ala lea i le alualu i luma o lea galuega faatalatala ona e ala i galuega
15. Ioe tatau ona fai le galuega
16. Ua ou iloa faaoga le masini palu palapala totoina o tiapula
17. By collecting information from clients & tours that visit ACNR and keep record of outgoing plants
18. I am not sure with this
19. Evaluation is done through curriculum reviews with ACNR's Instructional Program and the ASCC Curriculum Committee.
20. Evaluation of ACNR instructors, courses, and services are conducted on a semester and annual basis.
21. Every Friday we have meeting to give instruction and services to our clients
22. Data, surveys, annual reports to justify programs
23. ACNR Instruction is evaluated regularly and in association with the Division of Academic Affairs and Student Services
24. We have monthly meetings, submit weekly reports, and go through yearly evaluations to enforce the effectiveness of our instructions and services
25. Through surveys
26. The submission of bi-weekly reports, Monthly reports as well as Highlights is our way of evaluating the progress of each program each month. It is a good way to outline strengths and weaknesses and ways to improve each program as a whole.
27. Annual, monthly, and quarterly reports are compiled to help us to review our progress. These reports help us to see how our instruction and other services measure up to our program outcomes and to our division's mission.
28. We consider the number of students enrolling in Agriculture & Natural Resources as evidence of evaluation. We report to the Federal government all outreach and trainings, experiments, etc. done from time to time.
29. Our department does not deal directly with Academic Affairs.
30. Student Evaluation/Customer Services survey of department activities and services, i.e., admission, student orientation, registration, recruitment activities.
31. We are formally and informally evaluated.
32. Please refer to State Director of AELEL Survey
33. The ASABE program is regularly evaluated based on its: measurable objectives; its indicators; data used to monitor program progress such as the number of classes held, the annual population count of participants, the

program report, and the number of GED participants passing the test for their high school diplomas.

34. Every session we meet as a department and discuss our form of assessment and review our rubrics that we used based on the data of the previous semester. This is where we make recommendation of what needs to change and our grading system so our students have a better chance of surviving for the upcoming sessions.

35. Every session we meet as a department to discuss our assessments and review our rubrics that were used based on the data of the previous semester. This is where we make recommendations based on the data collected.

36. At the end of each session, we meet as a department and discuss the type of assessments to give as well as the set rubrics to use. Based on the data (students' strengths and weaknesses) compiled from assessments, we then discuss the areas of change that needs to be made.

37. We have survey to help us understand our students and the services that we offer from our department. We have regular team meetings per levels (70/71 and 80/81 and 90/91) every pre and post sessions (6 week sessions). Before we start a new session we always meet in groups and as a whole team to make sure we are all aligned to each other's work and assignments and tasks … i.e. making sure we sing the same song.

38. CAPP ENGLISH DEPT hold regular assessment meetings on a monthly basis. Also, special meetings, when deemed necessary.

39. General education course are periodically student evaluated for course satisfaction

40. Gen Ed Course – the student evaluated for the course satisfaction.

41. Counseling servies satisfaction survey; Student Services Satisfaction Survey for graduates only per semester

42. Trainings to review SOPs' and improve our services to the college

43. One on one meetings on how practices can be improved within each persons field of work are conducted monthly

44. We do not evaluate the effectiveness of instruction and services. But we do evaluate the funds that are to support instruction and services.

45. Employee evaluations are conducted annually, individually

46. We update our SOP's to stay in compliance.

47. We update our SOP's to stay in compliance.

48. We consistently have group huddles and one on one meetings with our immediate supervisor.

49. Department is required to submit reports and go through a yearly audit to evaluate its services and utilization of grants.

50. We do weekly staff huddles on Friday. This is to ensure transparency in our services. Also, to build a cohesive and positive working environment. Since Fall 2019, we started conducting surveys with our students. This is gauge their feedback on our customer service and timely processing of aid.

51. Annual Audit conducted. Bi-monthly NSLDS reporting

52. Yes, there is a periodic evaluation completed for each department/program/division to measure progress and effectiveness of program to better ASCC.
53. Program Review, Quarterly, Monthly, Bi-weekly, Weekly and Daily Reporting and Review. Program Review uses the human resources responses to engage the administering of appropriate services and processes in place to meet the human resources needs of the College. Annual Report provides an overview of statistical data collected for each area of service. Eg. Leave Report for liability calculation, Employee Annual Performance Evaluation Rating Report. Quarterly Reports provides a three months overview of personnel data. Eg Workforce Headcount of Personnel and Professional Development conducted by Division and respective services and programs. Leave Reports for all employees. Overload and Adjunct Teaching Listing. Monthly Report provides an overview to the Administrative Services of a cohesive and concerted effort to support student learning outcomes in the management of resources. Eg. Leave Reports for all divisions, Employee Performance Evaluation Reports, Divisional unmet or pending actions on personnel issues. Accomplishments on specific service area. Bi-weekly provides a summary of accomplishments by tasks and responsibilities at a divisional level. Eg. Payroll process, Labor Workforce Headcount, No. of Hire, No. of Resignation/Retirement/Termination. No. of forms processed, No. of leave requests, etc Weekly and daily reporting through divisional meetings and regular inter-office to address personnel issues promptly and in a professional manner.
54. Division Program Review. Divisional Meeting. Monthly Reporting. Quarterly Reporting. Annual Reporting. Divisional Professional Development
55. Periodic evaluation on the effectiveness of services through professional development, divisional trainings and meetings.
56. The department does evaluation to determine the effectiveness of instructions given to the students to better affirm the quality of learning and services provided for the students. The department is evaluated by our chairperson to ensure instructions comply with the Department's outcome and institution learning outcome. It is also evaluated on what assessments are used to assess students.
57. Monthly meeting and other meetings when warranted
58. Through the use of monthly staff meetings, L &L faculty discusses various modes of effective instruction methods as well as the services that the department provides.
59. Yes, the library submits Monthly Library Reports, conducts an annual Library User Surveys for students as well as faculty, and completes IE staff surveys.
60. Yes, the library submits Monthly Library Reports, conducts an annual Library User Surveys for students as well as faculty, and completes IE staff surveys.
61. Yes, the library submits Monthly Library Reports, conducts an annual Library User Surveys for students as well as faculty, and completes IE staff surveys.
62. Yes, via monthly, quarterly, and annually reports as well as this survey.
63. Yes, via monthly, quarterly, and annually reports as well as this survey.

64. Yes, via bi-weekly, quarterly, and annually reports as well as this survey.
65. Yes, via bi-weekly, quarterly, and annually reports as well as this survey.
66. Yes, via completed library monthly reports, annual library user surveys for both faculty and students, and annual Divisional Program Review Survey.
67. The CAPP is taught in 6 weeks instead a whole semester. This expedite their progress to complete their educational program.
68. The department reviews the instruction and services provided by each faculty via evaluations done annually and the whole department undergoes thorough review of the courses offered every 2 years at the renewal of the catalog during department meetings.
69. To evaluate an employee and their value to ASCC Stakeholders. An opportunity to determine weaknesses of an employee and provide guidance to them as they continue employment. To create a record for standing within their roles at ASCC for advancement, development and proper placement with ASCC.
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74. During my time here, I haven't ever had a single evaluation, I have had sit-downs where we all have a meeting and we talk about what we have been doing, how we are doing, and what our next plans and strategies will be for the dept.
75. Evaluation of nursing courses and clinical component is done throughout the semester and at the end of each semester to gain an understanding of how the faculty can assist students to understand nursing concepts and hands-on skills performance. The PN and RN programs and curriculum is evaluated through the successful or unsuccessful outcome of the NCLEX by the student at the end of their program due to changes of the national exam every 3 years. With changes to the NCLEX, assessment of the program and its courses must be

done to further prepare nursing students to pass their exam and transition to the workforce.

76. Always follow-up with the president and vice president for the outcoming of our jobs.

77. Ia faamanatu ai poo e mulimuli ma e tumau I le manulauti.

78. Everytime our Director explain to us the way and the important of the Program that we struggle.

79. It is important to conduct a periodic evaluating to examine the quality of the programmic of study and assess how it is adapted to current and future needs of knowledge and competence, both in society and the working community.

80. Fonotaga I taeao uma mo galuega faatino ma mea faaleleia mo le saogalemu.

81. Fono taeao uma galuega le maea ma galuega faaauau ma galuega e toe fai.

82. Aua o tausaga taitasi e faatino ai tonotaga a vaega taitasi a matagaluega a le Kolisi

83. We have yearly evaluation on how each individual performans his/her job.

84. IE Division and Department with all of the effectiveness on instructional and all other campus services !

85. The President of the American Samoa Community College and the Board of Higher Education regularly meet during quarterly meetings and annual retreats to review budget, services and policies that are all part of instruction and services provide by the American Samoa Community College.

86. An annual evaluation is done to help improve individuals with their occupation. This helps employees to understand certain things that needed to improve throughout their procedures.

87. I know that on the academic side, they do undergo periodic evaluation on effectiveness of instructions. However, on the services side the only periodic evaluation is done through scheduled meeting of leadership members and divisional meetings such as Procurement's monthly meetings to assess and review for improvement if needed of our services to the college.

88. We do not deal with instructions and other services such as SGA, counseling, computers labs, and etc…

89. NA

90. Not clear now as the periodic evaluation on the effectiveness of services was centralized with IE as done with other surveys before in looking at the resources and services. I could be wrong. But the evaluation on the effectiveness of the Records' services is done monthly by looking at the achievements and reporting for the month. It is also important to note the verbal feedback from the students, faculty, and the general college community that we serve is also used as an evaluation method.

91. Doing evaluation is important, it will help me move forward and try to accomplish the goals that it needs to complete.

92. The SBDC is subjected to annual program reviews by the Small Business Administration.

93. The SBDC is subjected to annual program reviews by the Small Business Administration.

94. An annual program review is conducted by the Small Business Administration. An annual financial review is conducted by the Small Business Administration. Program Accreditation is conducted every three years by the America's Small Business Development Center (ASBDC).
95. Annual program review by SBA (Small Business Administration)
96. Informally, yes, each instructor reviews and evaluates the effectiveness of instruction and services after and before the semester. No formal review or evaluation conducted since I was hired.
97. This is constantly being reviewed and discussed not only in department meetings but during informal discussions with science faculty on almost a daily basis.
98. The IE department does periodic evaluations on the effectiveness of instruction for each course. The science department has one departmental evaluation of each course per semester.
99. Following are used as References or Sources for our overall evaluation as a department, the courses we offer and our program degree of study for the continuous discussions during department meetings and/or per semester. Last Fall 2019 semester our department did not physically meet but there were continuous memos and emails to keep faculty updated. Social Science Dept.Monthly Meetings per semester. Social Science Dept.Tracking Matrix Updated every semester. Course Assessments, Rubric Assessments, Rubric (Formative) Summary Assessments, Social Science Dept. Program Review 1-2 AY and Social Science Dept.Catalog Review. Curriculum Meetings
100.   Office meetings and regular project reviews.
101.   PROJECTS ARE EVALUATED TO DETERMINE CONTINUITY OR CHANGES 1. Spring Semester, SSI hosts its' Campus Lecture. Through the events' evaluation, SSI decides on its continuity during its office faculty and staff meeting when the report is presented. 2. Summer Samoan Program for High School Students: This is a one week program. Again, it follows the evaluation of the program and its instructors. After compilation of the evaluations, the SSI faculty and staff review the report not only for improvement but the continuity of the program 3. Fall Semester, Lau Gagana Samoan Writing Competition. For instance, last year 2019 SSI faculty and Staff decided to include the community members. 4. Every regular semester, SSI outreach team goes to High Schools. Again, a number of changes had been made to the outreach. Such as, connecting the outreach to the SSI Summer program, changing in the evaluation questions, and changing approaches with DOE of SSI going straight to the principals and teachers who are teaching Samoan classes. 5. From Divisional Program Review, SSI created its Facebook Page (using free media outlets to promote Samoan studies and events)

102.   All SSI projects follow a set process. SSI with its annual calendar have the following on going events. 1. Spring Semester, SSI hosts its' Campus Lecture. Through the events' evaluation, SSI decides on its continuity during its office faculty and staff meeting when the report is presented. 2. Summer

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104.　　　High School Outreach programs are always evaluated AND ALL SSI projects are carefully evaluated. As a matter of fact, that is how we know if these projects are going to continue and continue to be effective.

105.　　　Outreach presentations/programs are always evaluated and reported upon. Eg. DOE outreaches (ML), Lau Gagana Writing Competition (TMC). 2) Contract evaluation before renewal -

106.　　　After each activity, the SGA conducts a survey from students based on the outcome of the event/activity. This assists us with feedback provided by the students to help us work towards improvement for our association. This also helps us evaluate the effectiveness of the services provided by the SGA.

107.　　　Yes. At the end of every semester, students complete a survey of each course where they evaluate the instructor, course and methods used. The results of these surveys are used to improve the teaching of the courses. Annual evaluations are also conducted by the supervisor to scrutinize the performance of each faculty member.

108.   We constantly meet as a department to discuss issues that need to be addressed to improve our program. We also evaluate our courses after each semester to make recommendations for improvement. These recommendations are discussed after the 2 year cycle in order to make changes using data collected at the end of each semester within the 2 year cycle—closing the loop.

109.   Only when asked to do so. Otherwise, because of the LACK of transparency, I'm not sure what our leads are doing.

110.   All the courses offered within the COP, COC, AA and B.Ed. degrees in elementary education are evaluated by students once each course comes to an end. The institution, American Samoa Community College (ASCC), evaluates TED courses' ED 240, ED 280 for AA degree, and TED evaluates each course a week before its ending.

111.   We have monthly meetings and PD's where pertinent matters are discussed, reviewed and evaluated. Example: we participate in callibration each semester during PD to stay abreast with our mutual understanding of our assessment tool, namely Rubrics. We discuss thoroughly on understanding and clarification on criteria in that inter-rater reliability can be established between faculty.

112.   At the end of every Semester, a survey to assessed the teacher's performance and how the course runs throughout the whole semester constantly taken care by our Administrator. Department meeting every two weeks discussed some of the issues to improve our performances in our own field or course

113.   At the end of every Spring, Fall semesters and Summer seessions TED administers to all students a Student Satisfaction Survey to evaluate the instructor, the course and welcomes any suggestions.

114.   I AM NEW IN THE DEPARTMENT AND AM NOT AWARE OF ANY PERIODIC EVALUATION
   • Discontinued years ago
   • Improve in numbers of enrolement. 2. Feedback from Employers

115.   Conducts activities and 5-Year State Plan review with its Community Advisory Council.

116.   UCEDD conducts activities and 5-Year State Plan review with its Community Advisory Council.

117.   Program review and the review of our SOP can assess the effectiveness of our division performance.

118.   To evaluate an employee and their value to ASCC and work performance.

119.   IE does not do this evaluation collectively, but branches of IE are involved with this kind of evaluation.

120.   Yes, IE assist with providing Course Evaluation survey for students and faculty; Student Satisfaction Survey evaluates the services provided for our students; and Annual Employee Evaluation provided by the Human

Resource Office evaluates individuals' job description and how they've improvements.

3. Check the following used for evaluating the effectiveness of the Department/Program/Division:									
	No		**Yes**		**Do Not Know**		**Blank**		**Total**
All Responses	N	%	N	%	N	%	N	%	
Annual Reports	24	13%	127	68%	0	0%	36	19%	187
Quarterly Reports	28	15%	127	68%	0	0%	32	17%	187
BiWeekly Reports	37	20%	116	62%	0	0%	34	18%	187
Student Learning Outcomes	53	28%	107	57%	1	1%	26	14%	187
Institutional Strategic Plan	40	21%	113	60%	1	1%	33	18%	187
Performance Evaluation	11	6%	157	84%	0	0%	19	10%	187
Program Review	27	14%	127	68%	0	0%	33	18%	187
Course Evaluation	61	33%	95	51%	4	2%	27	14%	187
Student Satisfaction Survey	45	24%	110	59%	3	2%	28	15%	186
Fact Sheets	50	27%	92	49%	1	1%	44	24%	187
Other Evidence	32	17%	80	43%	0	0%	75	40%	187

Annual Reports:

1. Ripoti USDA
2. Ia ripoti uma mea uma ina ia manino
3. USDA - NIFA
4. USDA - NIFA
5. USDA - NIFA
6. Ave i le USDA-NIFA
7. USDA
8. All programs within Division are to submit Annual Reports. USDA-NIFA
9. USDA - NIFA
10. USDA NIFA annual accomplishment report
11. Ave i le NIFA
12. NIFA
13. Ripoti e ave i le USDA
14. Submit Annual Reports to NIFA
15. We provide Annual reports every month
16. ACNR is required by USDA-NIFA to submit an Annual Accomplishment Report and an Annual Plan of Work update in order to receive funding.
17. Annual reports to NIFA/USDA check to see if we are doing what was planned and allow funding for the next round. Annual reports to ASCC, I am not sure how they are used.

18. All these reports when available are used
19. Provided to our USDA grantors
20. All different programs of ANCR work to put this together for which we submit to our Federal Grants suppliers.
21. Local & Federal
22. Please refer to State Director of AELEL Survey
23. (refer to Program State Director)
24. A monthly report of how AELEL Program progresses through year, a compilation information is then used to solidify integrity of program under Title II Act Mandates
25. We have our lab and no pass survey that each student as individual have to complete at the end of the session.
26. We have our lab and no pass survey that each student has to complete at the end of the session.
27. We have our lab and no pass survey that every individual student has to complete at the end of the session.
28. Financial reports are provided to assist the Leadership in planning and decision-making
29. FISAP, IPEDS
30. FISAP, NSLDS, IPEDS
31. Annual Performance Evaluation Rating Report. Annual, Sick and Compensatory Leave Report. HR Divisional Annual Report. IPEDs
32. IPEDs, ASCC Annual Reports, Budget Planning and Resources Allocation. Performance Rating Report, Annual Personnel Statistics Report.
33. Not sure
34. Not sure, have only worked 2 months
35. Annual reports shows the total of how many students are needing to utilize the library daily. Our director will be able to confirm student's needs for reading materials as well as research informations.
36. Gradesheets are submitted for admissions
37. We can use annual reports to see how we've progressed, see how we have been doing with the company's mission and history, as well as providing other statistical reports such as finance and such.
38. At the end of each program, data collection is performed to determine the NCLEX pass rate and possible changes needed to help students achieve success.
39. Galuega faatino uma e tatau ona lipoti totonu
40. No meetings at all about this.
41. To review the year jobs.
42. Faamaumauga o galuega faaletausaga.
43. Sometimes they show us
44. Amy Silafau compiles and writes annual reports.
45. Annual Reports are very important help out the performance and employees attendance.
46. Aus o tausaga uma e fai ai ripoti a matagaluega taitasi
47. It evaluates each individual on their work status, performance and attendance

48. President uses all of these for her vision.
49. Annual reports are provided by the President to the Board of Higher Education.
50. Procurement's Bi-Weekly Reports to divisions and its monthly reports which is forwarded to VP Administration and Finance for compilation of Administrative Services side and submitted to IE to informs leaders of the challenges/achievements and updates to make inform decisions.
51. To ensure that we achieved our goals for the year.
52. One of the reports submitted annually by Procurement is the 'Fixed Assets Inventory'. This report is crucial as it makes us aware of what valuable equipment etc. is available for our Staff and Students use.
53. There are no analyses or feedback provided from the submitted reports
54. You will know what is need to accomplish and not.
55. Submitted annually to SBA
56. Submitted annually to SBA
57. Annual report submitted to SBA.
58. I have not received nor seen any department annual report
59. Annual reports offer useful information used to consider changes in the department
60. The department chairperson makes annual reports based on the monthly meetings.
61. Yes, SSI does annual reports if requested by College Administration. No, SSI does not do annual reports for the purpose of evaluating its effectivenss.
62. I just started with SSI
63. Yes, SSI does annual reports if requested by College Administration. No, SSI does not do annual reports for the purpose of evaluating its effectivenss.
64. Yes, SSI does annual reports if requested by College Administration. No, SSI does not do annual reports for the purpose of evaluating its effectivenss.
65. Submit to IE
66. We look at what we did the previous year to improve our efforts for the following year.
67. I do not know.
68. Used to report activities within a 12 month period.

Quarterly Reports:

1. Ripoti Annual
2. Am. Samoa
3. ASG, Governor's Office
4. ASG/Governor's Office
5. American Samoa
6. ASG
7. All programs within Division are to submit Monthly Reports that make up Quarterly reports. ASG.

8. ASG
9. Planned Purchases
10. Ave i le malo o Amerika Samoa
11. Faatonu
12. Ripoti malo
13. Submit to Governor's office
14. If every three month giving out highlights and goals of the program
15. ACNR submits quarterly reports to ASCC and ASG to report accomplishments, challenges, and needs.
16. Same as above
17. to evaluate and make improvements in the
18. Provided to our USDA grantors
19. Quarterly assessment of what each program has done in the time period.
20. Local & Division
21. Please refer to State Director of AELEL Survey
22. (refer to Program State Director)
23. The AELEL is evaluated on a monthly basis, and a report is submitted to the Institutional Executive Director for review
24. We don't have to do a quarterly report, because we have our own data at the end of the semester.
25. NA
26. We don't have to do a quarterly report, because we have our own data at the end of the semester.
27. We have assessments for our students every session – that is every 6 weeks!
28. Financial reports are provided to assist the Leadership in planning and decision-making
29. PELL Consolidation Report. NSLDS
30. Workforce Headcount Report. Annual, Sick and Compensatory Quarterly Leave Reports
31. Administrative Services Monthly to Quarterly Reports; ASCC Performance Reports, ASCC Workforce Labor Headcount Report,
32. Not sure, have only worked 2 months
33. Quarterly reports can assist us with what we can do to better assist our patrons and of-course also show how many students are utilizing the library
34. Data collected after every semester
35. We can use quarterly reports to see how we are progressing that quarter and to see how we are doing financially and to see what we can do to help with any issues such as costs and effective spending and such.
36. Quarterly program report is done mainly for the faculty to evaluate students' performance in each course.
37. Taua foi lipoti faalekuata
38. To confirm if everything is fine or not.
39. Amy Silafau compiles and writes reports according to our weekly reports.
40. Keep updates the quarterlys every month.
41. kuata e tolu pe fa o le tausaga

42. Quarterly reports are provided by the President to the Board of Higher Education
43. To ensure we are on track with our quarterly goals.
44. Quarterly reports are submitted to the IE Department. Our reports state the quantities, costs and other variables that are important to become more cost efficient – and to show that purchases were made with the intent to provide services to our students.
45. No analyses/feedback
46. You will see the strength within that month
47. Submitted quarterly for budget and financial planning
48. Submitted quarterly for budget and financial planning
49. Quarterly Planned Purchase Template submitted to ASCC for budget and financial planning purposes
50. I have not received nor seen any department quarterly report
51. The Science department chairperson makes quarterly reports based on the monthly meetings.
52. Yes SSI director submits quarterly reports
53. I just started with SSI
54. Yes SSI director submits quarterly reports
55. Yes SSI director submits quarterly reports
56. e tauaao lea i le faatonu
57. Quarterly reports help us follow up on what is happening in our department.
58. I do not know.
59. Tracking purposes
60. UCEDD uses its activity reports submitted through its NIRS system and with its Community Advisory Council.
61. Used to report activities within a Quarter.

BiWeekly Reports:

1. Comments
2. Ripoti Ta'ita'i
3. ASCC
4. ACNR (Director)
5. ACNR (Director)
6. Ave i le ASCC
7. ASCC
8. All programs within Division are to sbumit Bi-weekly Reports. ASCC IE
9. ASCC
10. Managers biweekly report due when timesheets are due
11. Ave i le ASCC. Aumai i le faatonu.
12. Lipoti
13. Ripoti ile faatonu
14. Submit to Director & ASCC IE
15. Bi-weekly reports may help us keep track of what accomplishment we did

16. ACNR managerial/supervisory staff are required to submit Bi-weekly reports on accomplishments, challenges, and needs from the respective programs.
17. Utilizing/documenting each accomplishments done bi-weekly by each division(s).
18. Allow ACNR director understanding of status of projects and work done during the week or month.
19. preparation and teaching of the different
20. Provided to IE office
21. Submitted every two weeks to show progress in each program.
22. Division
23. I submit biweekly/monthly reports to my supervisor.
24. Bi-weekly reports are submitted
25. Weekly attendance and end of course report
26. Please refer to State Director of AELEL Survey
27. (refer to Program State Director)
28. A bi-weekly visit by the IE to the AE Office to verbally connect with the State Director and staff
29. Our department meets almost every week to discuss our teaching strategies with our student's weaknesses and strengths so we can use alternate teaching methods for the betterment of our students.
30. Our department meets almost every week to discuss our teaching strategies and what we are seeing in the classroom.
31. Our department meets almost every week to discuss our teaching strategies with our student's weaknesses and strengths so we can use alternate teaching methods for the betterment of our students.
32. Monthly reports are submitted to PD for monthly data collection
33. Our office has weekly or bi-weekly group huddles to discuss our current procedures, if they are effective or not, and what we can do to improve.
34. Monthly DOSS Report
35. Divisional Weekly Reports for update and progress of personnel actions or requests.
36. Has been changed to monthly reports
37. Has been changed to monthly reports
38. Bi-weekly reports are there to assist us on what our patrons are actually seeking for and other needs that is really needed for resources
39. We can use Bi-weekly reports to see how we are doing with our daily tasks and such, and to see how we are doing.
40. Bi-weekly reports are done only to evaluate students' performance to assist them in improving their knowledge and skills as meeded/
41. Faapena lava ona faaauau lipoti o le vaiaso.
42. To update job orders.
43. Amy Silaufau compiles and writes reports according to our weekly report
44. We do reports for incidents that happens daily
45. Our department utilizes bi-weekly reports to look at the processes that were done and how we can improve it.

46. Procurement's Bi-Weekly Reports to divisions and its monthly reports which is forwarded to VP Administration and Finance for compilation of Administrative Services side and submitted to IE to informs leaders of the challenges/achievements and updates to make inform decisions.
47. status update for POs and PRs to the department
48. To ensure that departments know the status for their orders.
49. Bi-Weekly reports are submitted to our Supervisor to have a gauge on what we have on order, what was received and also to ensure our vendors have been paid.
50. Set your goals and make sure it will accomplish within that month
51. I have not received nor seen any department bi-weekly report
52. Science department conducts informal meetings almost every day. The DH includes the main points from these discussions in his meeting agendas and minutes.
53. SSI does not do bi weekly reports. SSI does monthly reports.
54. I just started with SSI
55. SSI does not do bi weekly reports. SSI does monthly reports.
56. SSI does not do bi weekly reports. SSI does monthly reports.
57. On and Off and sometimes cancelled
58. ua alu tasi lava i le ripoti faalekuata ina ia aloese mai i le tulaga o le copy and paste
59. Continuing with this, though there was a time IE did not seem to require it—transition period?
60. If anything, these reports help our department maintain a steady course with what we do.
61. I do not know.
62. Not sure
63. Used to report activities within a week.

Student Learning Outcomes:

1. Faiaoga
2. Instructional Program
3. Instructional Program
4. Ave i le ASCC
5. ASCC
6. ASCC Teachers
7. ASCC
8. Faatumu i faiaoga
9. Faatonu
10. Faia e faiaoga
11. Submit to student learning
12. We have a lot of students that are graduating and coming back to serve our territory
13. ACNR instructional staff are required to develop Student Learning Outcomes in addition to course syllabi to ensure student learning and achievement.

14. Not in the education division of ACNR
15. classes on a/an semestral/annual basis
16. Provided to IE office
17. I believe these outcomes need to updated.
18. Please refer to State Director of AELEL Survey
19. (refer to Program State Director)
20. AELEL students are assess pre and pottest to determine success.
21. Students can engage in group discussions, they can participate in class activity, and they are able to use all different search engines for help.
22. SLO's are assessed via rubrics and pre-designated assessments.
23. Students engage in group discussions, participate in class activities, and they are able to use all different search engines for help.
24. For every session we have SLO that helps us place our students on whether they pass or no pass our courses.
25. CLP 150 course
26. We give out surveys for students to fill out letting us know if they are satisfied with our customer service, and what we can do to improve.
27. Position Descriptions of Faculty, Support Staff and Administrators
28. Standardize rubric
29. Students will be able to learn so much from researching online information as well checking out materials from the library
30. Keep students records in record books.
31. Department Meetings
32. Each math faculty submits data of rubric summaries at the end of the semester that assesses Student Learning Outcomes.
33. NA
34. NA
35. NA
36. NA
37. NA
38. NA
39. NA
40. SLO are evaluated at midterm and final period of the semester.
41. Sa'o lelei, tatau lava ona ausia faatatau i mea faatino ai aoga.
42. No
43. We have goals set for each year
44. NA
45. NA
46. Enforce them to stay in school until they graduate
47. I have not received nor seen any student learning outcomes feedback
48. Used to determine efficacy of our programs
49. Each faculty prepares the syllabus for the semester's instructional activities based on the student learning outcomes, which is provided to each student.

The course learning activities that occur during the semester follow the CLOs in the course syllabus.

50. Every Semester our Faculty complete Rubric assessments for the GEN.Ed courses. Social Science Dept. offers 6 GEN.Ed courses and each require a Rubric Summary Assessment & Matrix. The RSA and Matrix are then used for Alignment for the ILO's, PLO's, and CLO's for each of these courses. Ref.Social Science Tracking Matrix.
51. Used by Instructors
52. This is for academic division
53. I just started with SSI
54. This is for academic division
55. This is for academic division
56. For Academics
57. Done by faculty
58. Student learning outcomes are set for each course of the program. They are assessed every semester/session and data is collected in the end. An analysis is done every other semester to compare the data and identify improvements that may be needed to improve the course or the teaching of the course.
59. We use SLO's to constantly check that what we teach are in line with what we are supposed to.
60. Every instructor is supposed to review his/her syllabus with the students and share the SLO.
61. Learning outcomes are statements that describe the knowledge or skills students should acquire by the end of a particular assignment, class, course, or program, and help students comprehend why such knowledge and those skills will be useful to them.
62. I can't imagine not having student learning outcome (SLO) these are indicators that the students has either met the essence of the course or not. Review our course matrices and you will see how every course in TED has this alignment from ILOàPLOàCLOàSLO
63. This deals with the TED MOU and how it is distributed out to the schools and mentors that are helping out with our students Practicum students Teaching program
64. Not sure
65. We do not generate SLOs, but we collect data on them.

Institutional Strategic Plan (ISP)

1. Mo le tagata faapitoa
2. ASCC
3. ASCC/IE
4. ASCC/IE
5. ASCC

6. ASCC
7. ASCC IE
8. ASCC
9. Monthly reports by each Extension Programs
10. Ma ile kolisi o loo ausia (Aufai)
11. Amerika Samoa
12. Faia faatonu
13. To make sure that ASCC accomplish all its goals
14. A little few changes that is been needed
15. ACNR uses the ISP to ensure its mission is aligned with ASCC mission in regards to 1. Transferability of credits 2. Entry into the work force 3. Research and Extension Programs & services 4. Awareness of Samoa and the Pacific.
16. Provided to IE office
17. Please refer to State Director of AELEL Survey
18. (refer to Program State Director)
19. ASCC has developed a institutional strategic plan, not only for regular college courses, but AELEL program.
20. NA
21. NA
22. NA
23. Budget is provided for the ISP and TCO
24. Planned Purchases Outcome planning and achievement
25. Resource Allocation Monthly, Quarterly provision of personnel data.
26. Not sure, have only worked for 2 months
27. Yes
28. As long as students are focus on their learning skill through studies, planning will assist them through college
29. Extend to days institutionally.
30. To plan and develop the needs of the institution for the students, faculty and staff.
31. To plan and develop the needs of the institution for the students, faculty and staff.
32. To plan and develop the needs of the institution for the students, faculty and staff.
33. To plan and develop the needs of the institution for the students, faculty and staff.
34. To plan and develop the needs of the institution for the students, faculty and staff.
35. This is needed so that we can develop and create plans that can benefit our students, faculty and staff.
36. To plan and develop the needs of the institution for the students, faculty and staff.
37. Information is shared with faculty during monthly meetings to update them on strategies approved by the College to be aware of their role.
38. Tau faaleleia fai ai, ma potu aoga.
39. Sometimes

40. always participate
41. Mo le agai I luma o le kolisi
42. we are reqard by our performance in our job status.
43. The Institutional Strategic Plan report is provided by the President to the Board of Higher Education.
44. Procurement's Bi-Weekly Reports to divisions and its monthly reports which is forwarded to VP Administration and Finance for compilation of Administrative Services side and submitted to IE to informs leaders of the challenges/achievements and updates to make inform decisions.
45. Allows for us to see if there are improvements that must be made so we can help with the ISP.
46. NA
47. We need to support whatever activities, seminar and meeting that is schedule
48. I have not received nor seen any department strategic plan
49. Science dept. follows the institutional strategic plan
50. SSI faculty and staff are made aware of some plans but not at all
51. I just started with SSI
52. SSI faculty and staff are made aware of some plans but not at all
53. SSI faculty and staff are made aware of some plans but not at all
54. The ISP helps us plan ahead and stay focused on the needs for the department.
55. I do not know.
56. Do we know really if the Institution is following this plan and what of this plan has been accomplished over the years?
57. ISP helps us plan ahead and stay focused on our department needs
58. Not sure
59. aligns activities with the institutions strategic guides.
60. UCEDD aligns its activities with the institutions strategic indicators.
61. IE contributes data to this

Performance Evaluation:

1. ASCC
2. HR/ASCC
3. HR/ASCC
4. ASCC
5. ASCC
6. ASCC HRO
7. ASCC
8. Annual Evaluation for each staff member
9. E auamai le kolisi tagata faigaluega
10. Lipoti faatonu
11. Faia e tagata faigaluega
12. Done by every employee every year
13. Each year I sit down with my supervisor to go one my performance. An what needed to be improved

14. ACNR staff are evaluated on an annual basis to improve performance, provide staff development opportunities, promotions, and appropriate staff placement
15. (sstaff performance evaluation?) employee and supervisor opportunity to plan for improvements. Measures employee's performance and records data if cation needs to be taken (promotion or termination)
16. Provided to HR office
17. Usually done with a supervisor to evaluate job performance of employees.
18. Annual
19. I have an annual performance evaluation done with my supervisor every year.
20. Annual Performance Evaluation for Staff
21. Please refer to State Director of AELEL Survey
22. (refer to Program State Director)
23. To determine success of Program, a Performance Evaluation Committee which the Director of ASDOE, member of ASCC, as well as the State Director of AELEL Program
24. Our chairperson conduct our professional evaluation based on her observation when she visits us when we are teaching throughout the sessions. She make recommendations/suggestions of how we can improve and giving students enough time to complete their assignments.
25. Our performance is evaluated through our chairperson.
26. The chairperson conducts evaluations based on class observations and other critical areas. From there recommendations are made to help meet student learning and program outcomes.
27. Annual performance evaluation of instructors
28. Annual employee evaluation on work performance.
29. To evaluate and improve the performance of staff
30. Annual Performance Evaluation of all Staff and Employees
31. Employee Performance Evaluations of divisions. Monthly Reporting for leave balances and takings or usage.
32. Students will be able to perform as learning is taking place
33. Evaluates instructors
34. Students Evaluation Forms
35. The chairperson submits an evaluation of the instructor"s performance annually.
36. his is needed so that we can see exactly where we are and how we are doing in our missions and goals.
37. Performed annually.
38. Occasionally
39. Poo lelei le faatinoina o galuega.
40. Toetu Saili, our head security conducts this once we reach our hire anniversary date.
41. Performance in attending our daily job
42. HRO to meet with individuals on working performance
43. HRO to meet with individuals on working

44. This is to improve our services for the institution and look at the things that we needed to improve.
45. Procurement's Bi-Weekly Reports to divisions and its monthly reports which is forwarded to VP Administration and Finance for compilation of Administrative Services side and submitted to IE to informs leaders of the challenges/achievements and updates to make inform decisions.
46. So I know what I need improvement on and where I stand in the department and in ASCC.
47. I've only been with ASCC for a little over a year; however I have had my Annual Evaluation. This included a sit down with my Supervisor whom explained to me my strengths and weaknesses.
48. Doing evaluation is important, so you know where you lack of and what is needed to improve.
49. Assess employee performance before each contract signing.
50. Assess employee performance before each contract signing.
51. Annual performance evaluations are complete as part of staff contract renewal process.
52. I have not seen any feedback
53. The instructor's performance evaluation is conducted once in every year.
54. Faculty evaluated based on required performance evaluation annually.
55. 2019, SSI staff reviewed our job descriptions in alignment of staff development who has achieved higher degrees, review of faculty credit loads and work load.
56. I just started with SSI
57. 2019, SSI staff reviewed our job descriptions in alignment of staff development who has achieved higher degrees, review of faculty credit loads and work load.
58. 2019, SSI staff reviewed our job descriptions in alignment of staff development who has achieved higher degrees, review of faculty credit loads and work load.
59. faatalanoaga ma le ta'ita'i aua alumaga ma gaoioiga faafaigaluega.
60. This is done on an annual basis
61. Annually
62. An annual performance evaluation is done by the supervisor to scrutinize the performance of each faculty member.
63. Faculty use these evaluations to improve their teaching and stay motivated to do their best.
64. In my time here, I have had my current director "pop" in from time-to-time. My chairperson stopped in once over a year ago.
65. If this is about the evaluation where people are rated in different areas by their immediate supervisor, it could be a plus or a farce. Let me explain. People tend to think that they deserve all high marks even though they do not perform up to par, granted in the past, they might have received all high marks, which is an indicator that there's no more room for improvement. But, there is always room for improvement so, when TRUE marks are given, the receiver feels disgruntle and cannot understand why, yet, it is explained why the lower

marks were given, but he/she refuses to sign, and at time the supervisor is FORCED to reconsider and give a higher score, to please the person. That should not be, and the evaluation in that sense is a farce and should be changed. So in the end, should increments be awarded or not? Hmmmmm. Good question. Performance Evaluation should be a TRUE indicator of the performance of an employee, but if it's not, it is not of any value and has no true merit.

66. As always, faculty are evaluated at the end of each semester
67. Conducted annually for personnel.
68. -promptness to work -meeting instructional contact hours -fairness, professional,
69. Not sure about this

Program Review:

1. ASCC
2. IE/ASCC
3. IE/ASCC
4. ASCC
5. ASCC
6. ASCC
7. ASCC
8. Annual Plan of Work
9. Aumai i le malo Tele
10. Lipoti faatonu
11. Polokalama polesi
12. Done by every employee every year
13. Achievements and quality that is here the staff and students
14. ACNR uses the data and information from the Program Review to improve programs and services to clients and the community. The data and information are also used for professional, staff recruitment, staff development, and improvement of facilities, techonology, and equipment to meet ACNR & ASCC missions.
15. Provided to USDA grantors
16. Federal
17. I submit a program review to IE every year when they request.
18. Please refer to State Director of AELEL Survey
19. (refer to Program State Director)
20. In the aforementioned, this apply.
21. We do meet and discuss if we need to change our learning outcomes to align with the institutional standards and make sure we meet the college's mission.
22. We do meet to discuss our learning outcomes to ensure that it aligns with the institutional standards and mission of the college.
23. We do meet and discuss if we need to change our learning outcomes so that they are aligned with the institutional standards

24. Annual review from IE office, completed yearly and sent for compilation & data collection
25. We keep inputting the same information and none has been implemented
26. Annual Single Audit
27. Divisional and Institutional
28. Divisional Program Review through IE
29. Program reviews are in place to make sure that not only students are taken care of but allowing us to be better workers
30. department meetings
31. Department Meetings
32. All faculty members are part of the program review every year and turns in the document to the IE office via email or in person.
33. As stated above, to see how we are doing and such in our missions and goals.
34. Program review is performed at the end of each semester and program.
35. The institution uses this evaluation to improve and look into the space and equipment adequate.
36. Procurement's Bi-Weekly Reports to divisions and its monthly reports which is forwarded to VP Administration and Finance for compilation of Administrative Services side and submitted to IE to informs leaders of the challenges/achievements and updates to make inform decisions.
37. NA
38. NA
39. To assess the SBDC program before grant proposal approval
40. To assess the SBDC program before grant proposal approval
41. Conducted annually by SBA prior to grant award.
42. No formal program review since I was hired
43. Used as feedback to determine when changes are required
44. Program review is conducted during departmental and institutional sub committee meetings
45. Presented during department meetings, and curriculum meetings. Helps to assess the level of improvement for teaching the courses and the competency levels of students per course using data.
46. The previous program review, SSI created facebook page to promote awareness
47. I just started with SSI
48. The previous program review, SSI created facebook page to promote awareness
49. The previous program review, SSI created facebook page to promote awareness
50. Staff and Faculty program reviews
51. Our program review is done through a two-year assessment cycle. Data is collected from each course every semester/session and analyzed every other semester/session. Recommendations on how to improve the course and assessment tools are also included on the data collection templates. Through the analysis, the data is compared to identify if the numbers reflect improvement within each course. A report is done at the end of the two-year

cycle and presented to the department. The discussion is then brought to the table on what changes need to be made to sustain the effectiveness of the program (closing of the loop).

52. The Program Review helps our department stay abreast on the needs and necessary changes in order to keep the program updated and flow with the needs of life and society.

53. We were bumped from presenting today February 10, 2020. It is rescheduled for after the ISS Review.

54. The program review is to guide the development of an academic program. Program review is a process that evaluates the status, effectiveness, and progress of the academic program, in this case, ASCC S B.Ed., in Elementary Education and helps identify the future direction, needs, and priorities of the program.

55. Good indicator to see what the program is doing right and what the program needs to improve on. Also, it helps program to review how else can it improve to meet the needs of students. Example: Summer Lab School was created based on In-service teachers need to expedient their BED program.

56. Program Review helps our department stay focus on the needs and necessary changes in order to keep the program updated and flow with the needs of life and society.

57. Not sure

Course Evaluation

1. Aoaoga
2. ASCC
3. Instructional Program
4. Instructional Program
5. ASCC
6. ASCC
7. ASCC
8. ASCC
9. Fai i tausaga uma
10. Lipoti masiga
11. Faia e faiaoga
12. To evaluate the effeciency of courses offered here at ASCC
13. The instructors are prepare to deliver lecture and assignments for the students
14. ACNR instructional staff use the results of Course Evaluation to improve the courses content, methodologies, resources, and instructors' performances.
15. Not in the education division of ACNR
16. NA
17. Instruction program
18. Please refer to State Director of AELEL Survey
19. (refer to Program State Director)

20. Using the Career and College Readiness Standards to established the AELE curriculum. Moreover, the Program Director determine success of students on the basis of course evaluation
21. Our Institutional Effectiveness (IE) provide course survey every sessions that students have to complete!
22. Our lab and no pass survey can be used to satisfy this survey.
23. The Institutional Effectiveness (IE) office provides course surveys every session for students to complete.
24. Semester course evaluation
25. CLP 150 course evaluation sent to IE office for data collection
26. A survey was administered in Fall 2019 however, results have not been provided.
27. Division meetings
28. Department Meetings
29. Faculty completes an evaluation forms for the courses he/she teaches at the end of the semester and are turned in to the IE office.
30. NA
31. NA
32. NA
33. NA
34. NA
35. NA
36. NA
37. Evaluated at the end of each course offered during the fall and spring semester and summer session.
38. To find out the important of the GE (General Education)
39. NA
40. NA
41. NA
42. It is very important to evaluate the courses
43. I have not received any feedback from course evaluations
44. Used as feedback to determine when changes are required
45. Is done every semester
46. Presented during department meetings and curriculum meetings.
47. SSI staff and director do not receive results of course evaluations
48. I just started with SSI
49. SSI staff and director do not receive results of course evaluations
50. SSI staff and director do not receive results of course evaluations
51. Done by faculty on selected courses
52. Every semester/session, students complete a survey to evaluate the course, instructor and delivery of methods. As previously stated above, results are used to improve the course and instruction.
53. We use these evaluations to assure that our courses follow the matrices and that students are learning what the courses claim to teach them.
54. Data provided to IE.

55. The course evaluation is to help instructors improve course content and pedagogies of content areas. Such a tool, course evaluation, enables faculty members to restructure and refine future improvement in the iteration of a course, which TED does twice a month.
56. At the end of each semester, all students in every TED course fills out a course evaluation form that is reviewed by instructor and TED staff. A good indicator to the instructor what improvements are needed and how the students think he/she is doing in the class.
57. These evaluations assure that our courses follow the matrices and that students are learning what the courses claim to teach them.
58. Not sure
59. Student data analyzed by IE

Student Satisfaction Survey:

1. Taimi o lo'o i ai vasega
2. ASCC
3. ASCC/ACNR
4. ASCC/ACNR
5. ASCC
6. ASCC
7. ASCC
8. ASCC
9. Program evaluation by the participants or clients
10. E ala nei i tamaiti aoga
11. Lipoti
12. loo faia e tamaiti aoga
13. Survey done after every semester
14. After each tour or working we give out a survey. Letting them rate us.
15. Student Satisfaction Surveys are used to improve the courses' content and methodologies, plus the instructors' performances.
16. Not in the education division of ACNR
17. NA
18. Instruction program
19. I would like to use this information when it is available.
20. Evaluations for Orientation, Registration, Recruitment activities
21. Please refer to State Director of AELEL Survey
22. (refer to Program State Director)
23. For Spring Semester, have not implemented
24. Our lab and no pass survey can be alternative choice.
25. Our lab and no pass survey can be used to satisfy this survey.
26. CAPP gives 2 surveys at the end of each session. Students discuss reasons why they have received a P/NP grade. Other issues regarding the course, content, resources (lab), teacher, and assignments are discussed as well.
27. Completed by graduates and/or students served under Student Services
28. Internal FAO survey

29. FAO Counselor Survey by students for each batch process
30. Not sure, will administer at the end of the term, if required to do so
31. Allowing students to do surveys will enable us to assist them better as they will let us know what types of reading materials that is needed for their research.
32. There is a survey for students
33. Students are given surveys at the end of every semester to be completed and submit to IE.
34. Survey is administered at the end of the program and after transitioning to the workforce to determine students' readiness and preparation for the job.
35. Most of our students participate in all the school functions.
36. NA
37. NA
38. There are no analyses or feedback provided from the submitted reports
39. Yes, we should know
40. I have not received any feedback from this survey as well
41. Used as feedback to determine when changes are required
42. Conducted once in every semester
43. Completed by Students towards end of each semester if available.
44. Used by instructors
45. Student Services responsibility
46. I just started with SSI
47. Faculty only- for morning classes only
48. Completed after every session
49. Done after every tutorial session
50. Because we are student-centered, these surveys are helping in assuring that our students are getting the best education we can offer them.
51. Usually, the last or second to last day of class the students will provide their opinions. Personally, I'd like to have copies made for my files after every class.
52. This is used to see what department need to address in improving, what needs to be provided, building improvements, etc.
53. Since we are student-centered, these surveys are helping in assuring that our students are getting the best education we can offer them.
54. Not sure
55. One of the surveys conducted by IE

Fact Sheets:

1. ASCC
2. ACNR Programs
3. ACNR Programs
4. ASCC
5. USDA
6. ASCC/USDA

7. ASCC
8. Brochures and Advertisements
9. E fai i tausaga uma
10. Lipoti
11. Faia e Folesi
12. For off island NIFA
13. List of information that's been needed for their students.
14. Fact sheets are used to disseminate information, evaluate clients' knowledge, and determine the adoption of recommended practices and behaviors.
15. Provided to USDA grantors
16. Research & Extension programs
17. I would like to use this information when it is available.
18. Working on it
19. Please refer to State Director of AELEL Survey
20. (refer to Program State Director)
21. Records of how the Program progresses is kept by the State Director
22. NA
23. NA
24. NA
25. Used for outreach purposes in the promotion of financial aid resources at ASCC
26. Provision of personnel data for institutional reporting
27. Not sure, have only worked for 2 months
28. The department utilizes fact sheets as an assessment for teachers and students" performance.
29. Students' midterm and final evaluation, monthly department meetings, workforce data, and NCLEX pass rate.
30. To tell the job is complete or not.
31. We oly write incident reports for things that actually happens
32. NA
33. NA
34. I have not seen any fact sheet
35. Are utilized
36. IE responsibility
37. I just started with SSI
38. From IE on website (not up to date website)
39. These are used when we promote our program and provide information for teachers who want to join.
40. I do not know
41. These are used when promoting our program and provide information for teachers who wanted to come into the program
42. Not sure
43. UCEDD uses fact sheets for research analysis.
44. Not sure

Other Evidence:

1. ASCC
2. ASCC
3. Highlight
4. Highlights to ASCC
5. Highlights to ASCC
6. Lipoti faatonu
7. Highlights, Accomplishment Report
8. Need a bachelors program at ASCC
9. Provided to USDA or ASCC
10. Weekly Plan of Work outlines what each individual will be working on each week.
11. We collect our own data concerning outreach and effectiveness of various Admissions activities that we refer to help improve services.
12. Monthly Reports
13. Attendance Report – monitor student attendance. This report is due every Friday to the State Director of AELEL. Final Grades Report – record and report students' progress, success, performance and achievements. Also used for accountability and program evaluation. End of the Semester Summary Report – report on the achievements, experiences, challenges, strengths and weaknesses of the courses taught.
14. Records of students and instructors are Kept in program office.
15. Our data, lab and no pass survey, and our department meeting can justify all changes made for the better of our students.
16. NA
17. Data from the two surveys as well as end of the session assessments are used to help with making improvements in the department.
18. Other surveys online.
19. VA students satisfaction survey
20. Our Finance Reports
21. IPEDs, Policy Review
22. Incident Reporting or Mishaps. Professional Development Listing and Data, Review College Policies from BHE approved meetings and agenda.
23. Data collected by the end of every semester are also used to evaluate the effectiveness of the department
24. Not sure, have only worked for 2 months
25. Suggestion boxes allows us to understand what our students are thinking about and also their needs from the students themselves
26. Money talks. Facilities are inadequate.
27. meeting minutes
28. NURSYS, an online national council data that provides active license holder and state/territory of employment.
29. To tell our needs.
30. People that you work with.
31. Daily and Monthly reports or services provided.

32. Client Satisfaction survey are given to clients to access the services provided to them.
33. Client Satisfaction survey are given to clients to access the services provided to them.
34. Client Satisfaction Survey conducted annually.
35. Observational evidence
36. Faculty, staff and administrators conduct general meetings many times every semester. All employees now know what is happening around.
37. Extra-curricular activities such as our Political Science Club promotes interest in our degree program in addition to community exposure & "fun" incentive for our students. We also support Health Science department w/ the EXITO program.
38. Monthly reports, project reports, tangible project outcomes (publications etc.)
39. Do our own reports because all projects are evaluated
40. I just started with SSI
41. All SSI projects are evaluated. None stands on its own. SSI Retreat 2018. - Discussion of direction, evaluation of Divisional outcomes take place.
42. SSI Retreat 2018. This is where discussion of direction, evaluation of Divisional outcomes takes place.
43. This is where we do our own evaluations in office. Again, all SSI Projects are evaluated using evaluation guides we created on our own.
44. ALL SSI projects are evaluated eg. Campus Lecture, Summer Program, Lau Gagana, Professional Development etc
45. Monthly reports are conducted to show evidence of activities and programs hosted by the SGA. Monthly highlight reports are also due each month to highlight events that have occurred.
46. Monthly Reports
47. I don't see Leadership Skills being used, as I never really know what's going on in the TED
48. This is a report that is turned in to the Dean's and IE Office once a month reporting on what the department is doing on top of teaching courses. It tells of activities the depart is involved in, field visitations at various schools both public and private, PD workshops at the schools, recruiting efforts, student teaching, culminating events of ST's ready to complete the BED program, community outreach, club service involvement, etc.
49. Not sure

IIb. EVALUATION (IMPROVEMENT)

1a. Have evaluation processes resulted in recent/continuous improvements?

	Do not know	No	Yes	Blank	Total
Administrator	2	1	14	0	17
Faculty	8	3	23	2	36
Staff	31	8	89	6	134
Total	41	12	126	8	187
Percentage	22%	6%	67%	4%	100%

1b. Please Explain:

1. I can only assume that continuous improvements on evaluation will help on getting and writing grants for funding.
2. I can only assume that continuous improvements on evaluation will help on getting and writing grants for funding.
3. Better working relations
4. Lelei atoatoa mea uma.
5. E tatau on fai ni suesuega ma iloiloga ina ia manino
6. Sa faaleleia le faatinoina o galuega
7. Continue to improve working functions based on program evaluation
8. Evaluation Processes (internal, professional, annually) are continually progressing, through ACNR various programs Extension, Research & Instructional Program.
9. Na aoga fautuaga a taitai I tulaga uma, mo le faaleleia ai galuega I le totoina o laau, ma le faamamaina o le lotoa, ma le lapisi
10. Ioe, e fa'alelei atili ai le galuega
11. Yes, staff have done better than before after evaluation meeting with Supervisor.
12. Ioe, e fa'alelei atili ai le galuega.
13. Stakeholders feedback is important in considering the needs of the community
14. Sa faapena ona faaleleia atili ai le galuega ia lelei le galuega
15. Facilities improved workplace improved
16. It hasn't been change, same old a lot needs to be change.
17. Not priviledged to this information
18. Evaluation processes resulted in improvements in staff performance, delivery of programs and services to clients, reporting, accountability, knowledge and skills of students and clients.

19. Able to learn strengths and weakness and areas needed for improvement
20. Removal of old vehicles via auction and securing new ones for field/office services. Re-roofing and repainting of Research building. Securing materials for new greenhouses. More storage space in new building for wood chipper machine, feeds and supplies, etc. More students exposed to off island and local internship experiences. More students taking interest and entering the agriculture fields.

21. Evaluations, such as program reviews, are critical and have improved numerous programs along with their goals and outcomes. It provides great insight, recommendations, and new ideas for the programs successes
22. Evaluations allows one to see their strengths and weaknesses. This is a good way to see what needs improvement and ensure efficient work outcomes.
23. I assume evaluation processes have resulted in recent/continuous improvements but I do not know to what extent.
24. There is always room for improvement.
25. I wish I could say yes and no. But it is mostly "No".There are a lot of examples I can bring up, but I will limit to three: Biweekly/monthly reports: I always report my (legitimate) challenges through these reports, however, nothing is ever done, and mostly ignored. Program Review: I am glad that there is a way to take our concerns directly to IE. However, there are many issues I report or "explain" that are not taken seriously. Student Satisfaction Survey: There has not been a recent survey of this sort published on our website since 2016. I believe this survey will be truly helpful to all departments on campus. It also needs to be updated.
26. Evaluation of activities and services has resulted in adjusting program activities, presentations for orientation, recruitment and planning of these activities.
27. Pre and post evaluation in which helps me as instructor improve my teaching skills.
28. Most definitely. The data and information collected helps improve and provide evidence on the effectiveness and successes of the program.
29. Instructors are more exuberant to provide education to the students, while students reflect a high desire to learn.
30. A few students excel in their ESL and HiSet courses that they wish to challenge the posttest, in which They did well.
31. We have review and edit our rubrics accordingly to what our students need to work on to survive in the regular college classes.
32. We have reviewed and edit our rubrics accordingly to alignment of general education courses.
33. We are constantly reviewing and making revisions on assessments as well as rubric guidelines for each. Depending on the level that instructors are teaching, each meet to discuss assessments/changes that need to be made.
34. Evaluation of program and our students helps us instructors and our team with our direction of the next move to take and helps us prepare for the next session/semester/school year.
35. Maintained and kept up with the assessment target by way of performance.
36. I have never received a summary of any evaluation to cater improvements too. However, as professional learner, I conduct research and implement self-improvements when needed.
37. There were a lot of evaluation for improvements done in previous years, and yet still nothing completes.
38. Summary of evaluation were not available for faculty review on students comments for course improvements and teaching methods.

39. It has assisted in restructuring of our division by evaluating the positions
40. There are none
41. Somewhat
42. Although evaluations are intact, our office is short staff. We need all positions filled in order to fully function and improve at the same time.
43. Through our weekly and bi-weekly report, It helps us improve and able to track our weaknesses.
44. Through our weekly and bi-weekly report, helps us identify our strength and weaknesses.
45. Trial and error. We come up with different approaches to learn what will better help our students and improve our services.
46. Financial Aid Office is currently conducting tri-annual evaluations for each counselor to make sure all are on the same page and are receiving proper feedback. Evaluations are also conducted to hold accountability on the goals and mission of the program to hold expectation levels individually and together as a team.
47. Evaluation has improved staff cohesiveness.
48. in term if student did not complete semester (unofficial withdrawals).
49. Improve on timeliness and update of Standard Operating Procedures. Allowing access for all employees in inquiries. Improved communication. Consistent reporting. Divisional meeting agenda and focus areas of improvement
50. Using the results or recommendation from evaluation processes to improve established procedures and processes on Standard Operating Procedures, Policies or College Regulations, Federal Mandates etc.
51. Improve processes and services,
52. Since being here, evaluations and data collected are used to improves what is necessary in improving student learning and achievements.
53. I have not been with the Department to provide a knowledgeable enough answer for this question. I started working for this department on January 6, 2020.
54. With constructive feedback and results of evaluations, improvements are continuous.
55. Students have requested more computers; additional computers for student use have been added in the library. Patrons have complained about the A/C's not working; a request for replacing broken and warm A/C's have been submitted in order for the library to facilitate a more conducive place for study. The library continuously strives to improve its facilities and staff in order to best serve its patrons.
56. Students have requested more computers; additional computers for student use have been added in the library. Patrons have complained about the A/C's not working; a request for replacing broken and warm A/C's have been submitted in order for the library to facilitate a more conducive place for study. The library continuously strives to improve its facilities and staff in order to best serve its patrons.

57. Yes, generally, sustained and improved continuous library services in services, and technology.
58. Yes, generally, sustained and improved continuous library services in services, and technology.
59. Yes, generally, sustained and improved continuous library services in services, and technology.
60. Yes, generally, sustained and improved continuous library services in services, and technology.
61. Evaluations are always an improvement whether its for students or we the staff only because were able to discuss various ways to better our services for everyone.
62. Yes, generally, sustained and improved continuous library services in services, and technology.
63. We know what immediate and continuous improvements needs to be made to improve library services and facility to best serve students' academic informational needs.
64. Changes for improvents are discussed in the Department meeting and addressed by the Department Chair within the Curriculum Meeting for approval.
65. If the improvements were due to the evaluation process, our office would have been fixed a long time ago, especially the air condition, the wall, and the floor. The floor is still not fixed yet. The new Xerox machine didn't have toner. We just got the Xerox machine and now that we have toner 3 years later, the machine is making noises, plus the copy have a line through it every time I made a copy. I'm not complaining, but answer according to your question on the survey.
66. The repairs made to the math faculty offices in the fall 2019.
67. The evaluation helped point out some needed improvements either from work ethics to professional development. Professional development - link professional goals to development tasks / opportunities. Also, cross training for everyone.
68. The evaluation helped point out some needed improvements either from work ethics to professional development. Professional development - link professional goals to development tasks / opportunities. Also, cross training for everyone.
69. The evaluation helped point out some needed improvements either from work ethics to professional development. Professional development - link professional goals to development tasks / opportunities. Also, cross training for everyone.
70. The evaluation helped point out some needed improvements either from work ethics to professional development. Professional development - link professional goals to development tasks / opportunities. Also, cross training for everyone.
71. The evaluation helped point out some needed improvements either from work ethics to professional development. Professional development - link

professional goals to development tasks / opportunities. Also, cross training for everyone.

72. It has helped us to see where we need to focus ourselves, where we are lacking and what we must do to improve and such for personal and professional development, as well as for our work ethics. It would also be good if we had some cross training so that we don't have to rely on certain people in order to get a task done.

73. The evaluation helped point out some needed improvements either from work ethics to professional development. Professional development - link professional goals to development tasks / opportunities. Also, cross training for everyone.

74. Evaluation of course and program outcome determines the need for new changes. The new skills' lab and storage room in M-4 and M-3 has improved students' performance due to its large space that allows for all supplies and equipment.

75. loo faatino pea ia tulaga. Ona e tatau ona faaleleia pea fale e faatino ai aoaoga.

76. Sometimes they don't explain to us these problems.

77. Performance, Improvement, Honesty

78. Evaluation will let you know what to work on to improve in certain areas you need to work on.

79. To improve and better individuals in all given tasks on the job or assigned duties.

80. Keep tracks of all data among the different services provided by ASCC Institutional Effectiveness!

81. Is there a note on these?

82. The evaluation of quarterly and annual reports provided to the Board of Higher Education by the President has resulted in policy reviews and changes made to uphold the mission and vision of the College, thus allowing for improvements in areas outside of the administrative scope.

83. For Procurement we were able to revise our Purchase Request process to align with changes to ensure that personnel are placed accordingly to meet this need and to reduce unnecessary steps in reaching the end result of getting the goods and services effectively, efficiently and on time… which means less time spent on unnecessary steps or signatures as was prior practices.

84. Cannot Say

85. As travel is new to Procurement, Evaluations have been very important to keeping our quotes low, which in return reduces spending. We have been able to create a Policy that suites Procurement, yet ties in with the existing Public and Institutional policies. Throughout this current year, lessons from last year will help to create more saving, and to save more time.

86. To Better the Services we Provide not only to students currently attending, but also to our Alumni.

87. No. Major impediment is funding which impacts improvements. However, improvements are driven on a day to day review of services provided.

88. My Supervisor always make sure that this evaluation process is done annual

89. The evaluation process has identified the need to expand the program and services to accommodate more clients.
90. The evaluation process has identified the need to expand the program and services to accommodate more clients.
91. The evaluation process has identified the need to expand services offered by the SBDC (ex: Computer Lab, Tax Filing Workshop, etc…) and the need to increase outreach (ex: Proposed network office in the Easter District).
92. Each semester I continuously improve the content of lectures and always available for students in need regarding science courses
93. Student evaluations aid in decision making at the instructional level
94. Drastic improvements have occurred comparing to the period before 2015 in regard to student-centeredness. Instructors, staff and college as a whole have adapted to changes in providing improved service to the students in terms of instruction, assessment, evaluation, after instructional hours, facilities in general, counselling, amenities, uplifting student mood etc.
95. Based upon the yearly evaluation, it has resulted in self improvement for teachers alone. Teachers improve on areas of the evaluation that need improvement.
96. I KNOW THERE IS AN INTEREST TO LEARN ON THE PART OF STUDENTS AND I HOPE….THERE IS TEACHING TAKING PLACE ON THE PART OF THE FACULTY ….YET THE ENROLLMENT REMAINS STAGNANT. AS A FACULTY, WE ARE TRAINED TO "MANUFACTURE" THE LEARNING FOR OUR STUDENTS, NOT TO BE "SALES PERSONS."
97. Job description review to pinpoint what each individual is actually doing and then tailoring the description to match.
98. Addition of personnel/Evulation/Job description/Classification of faculty
99. Improvements based on evaluation
100. Despite limitations due to financial constraints, SSI bi weekly meetings, allow for maintaining its direction per SSI Mission Statement, ensure divisional outcomes are met; develop team work in order to achieve set out projects. SSI at the beginning of the semester set out its calendar of activities, deadline for its projects.
101. Despite limitations due to financial constraints, SSI bi weekly meetings, allow for maintaining its direction per SSI Mission Statement, ensure divisional outcomes are met; develop team work in order to achieve set out projects. SSI at the beginning of the semester set out its calendar of activities, deadline for its projects.
102. Addition of personell/Evaluaton / Job description/Classification of faculty
103. Reshuffling staff around, for example faculty members are now converted to 12 months employees/status. So with new statuses, faculty members are now absorbing new workloads or work done by support staff members.
104. loo lafo i totonu kalena mo gaoioiga a le tagata lava ia ma lana matafaioi ona tuufaatasi lea e le failautusi ona toe faaoo mai lea ina ia nofo

silafia e le tagata faigaluega lana tiute tauave e fai mo le kalena ua uma ona faatulaga.

105. Due to evaluation of the SSI and its direction and services -reshuffling took place to fill in vacant positions and meet need trending. Eg. Faasamoa Pea prog is an ongoing program year in and year out. Faculty covers this and still has to do it during semester breaks.

106. TED is now ending the second year of the two-assessment cycle. During the process, we managed to identify changes that needed to be made to our course matrices to align to our Program Learning Outcomes (PLOs). Changes were also made to our assessment tools and assessment templates. An analysis is now included in our assessment to compare data collected for each course. This analysis will assist us in making our data meaningful in ways to identify improvements. Due to the workload the faculty members already have in place, we created the template in a way it is not overwhelming so that our assessment process may be sustainable in years to come. This evaluation process has definitely resulted to improvements for our program. Although we still have identified other areas that may need changes, this cycle works best for us.

107. The evaluations have helped us to continually improve our program and move it forward. They are very helpful in helping us make decisions for a better future of the program.

108. I have no idea if others are being reviewed, as transparency is not evident in TED. Leadership is quite poor; almost nonexistent (that is if you are referring to Teacher Evaluations). If you are referring to Student Evaluations, then "I do not know."

109. TED has gone through several discussions and collaborations based on evaluation to improve the serving and needs of its target population, which are In and Pre-Service teachers teaching in American Samoa, whether American Samoa Department of Education system, church schools system such as Manumalo Academy, Catholic school system, South Pacific International Christian Community and a private sector, South Pacific Academy. To name a few evaluations that improve In and Pre-Service teachers' academic proficiency in comprehending the courses are lesson plan format and rubrics.

110. Covered about

111. These evaluations helped out in pressing forward and improving our program

112. Slowly improving

113. Professional improvement in instructional methods, classroom provision for instructions.Example, installation of white boards for lectures, computer equipment"s, technical assistive devices, projector, new plotter for classes using computer software program.

114. The answer is yes and no. If evaluation is referring to program, then the answer is no. The only evaluation UCEDD participates in is Program Review which is done every other year.

115. Have not been in position long enough to draw conclusions on this issue.

116.   In theory, the evaluation processes result in continuous improvement, otherwise we wouldn't bother. I'm sure some report can establish the direct link between the evaluation processes and demonstrated improvements, but this is not the kind of information that can be referenced off-hand.

3a. Were there any recommendations from the previous Divisional Assessment (Spring 2019) that were not completed/acted on in the past year?					
	Do not know	No	Yes	Blank	Total
Administrator	6	3	8	0	17
Faculty	23	8	4	1	36
Staff	71	24	27	12	134
Total	100	35	39	13	187
Percentage	53%	19%	21%	7%	100%

3b. Please Explain:

1. Tele fautuaga e fai mana mai tali lelei aua le aga'i i luma o le matagaluega.
2. Manaomia le faaleleia o ni mea faigaluega
3. NA
4. Ua leiloa
5. All recommendation from previous Divisional Assessment have been met
6. Not sure
7. Not easily seen due to not being priviledged to this information
   • Recruitment of qualified staff
   • Salary adjustments
   • Construction of additional building such as the Food Science Laboratory and Training Facility and Extension Building.
8. NA
9. I was not part of the previous Divisional Assessment.
10. I usually raise a lot of issues on these program reviews, I don't remember what I put in 2016, but I know there are a lot of things that have not been addressed since I started in 2014.
11. Survey format was different and does not list responses or feedback.
12. Not Applicable
13. NA
14. NA
15. NA
16. NA
17. Office space and the rodent problem
18. A lot
19. We still have a terrible rodent issue all around campus.
20. Review of all College policies.

21. I am not sure as this is only the second semester being here.
22. See answer(s) to 1b.
23. This faculty member was not part of this assessment, nor was provided of any recommendations.
24. There is still a need to replace a few of the old Sanyo A/Cs which have been in the library since its opening in 2003. Also the Samsung ceiling cassette A/C units that were purchased in 2016/2017 have been continually in need of repair which has resulted in one of the units having to be replaced in 2019 due to unfixable Freon leak and another in need of replacement.
25. There is still a need to replace a few of the old Sanyo A/Cs which have been in the library since its opening in 2003. Also the Samsung ceiling cassette A/C units that were purchased in 2016/2017 have been continually in need of repair which has resulted in one of the units having to be replaced in 2019 due to unfixable Freon leak and another in need of replacement.
26. Complete replacement of three remaining 2003 old library air conditioning units that are on their last "leg" due to budget constraints. Once any of these old AC units break down that is it, each will be beyond repair. And as a result, if this happens, the library inside atmosphere will be intolerable due to heat. But more importantly the whole library collection of materials, especially books, will be at a very high risk of loss due to heat moisture, if the ACs breaks down beyond repair. Therefore, the aforementioned 3 old 2003 remaining AC units needs to be replace AS SOON AS POSSIBLE!
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29. Need to complete replacement of 3 remaining 2003 old and obsolete Sanyo air conditioning units that are on their last "leg". Once any of these old Sanyo AC units break down that is it, each will be beyond repair. And as a result, if this happens, the library inside atmosphere will be intolerable due to heat. But more importantly the whole library collection of materials, especially books, will be at a very high risk of loss due to heat moisture, if the ACs breaks down beyond repair. Therefore, the aforementioned 3 old 2003 remaining Sanyo AC units needs to be replaced AS SOON AS POSSIBLE!

30. One of the math courses Mat 150, Survey of Mathematics was considered as Dead Course, because it was not offered more than 10 years. This math course was designed to help out Elementary Teachers who are currently teaching basic mathematics skills. The recommendation was forwarding to the B. Ed program to include this course in their program as part of a requirement course.
31. Please, refer to 1b.
32. The nursing program does not have most of the equipment needed for training, but they have been ordered or will be ordered and covered by funds from grants and support of the Governor's special project such as manikins.
33. Yes, a lot of these.
34. Some was already been taken care of but some we didn't do it beause of financial needs.
35. Seems like the college's grow and get into good standard and successful uplifting for this last year.
36. E toatolu tagata faigalega ua faaopopo mo le faaleleia o galuega.
37. Toatolu tagata faigaluega faaopopo
38. New tagata faigaluega.
39. Hire new employees
40. Within the President's office I do not believe so. The projected review of ASCC policies have been ongoing. The President's office continues to maintain high quality service in perform the President's office's daily tasks.
41. Our department hired more employees to assist with improving our services.
42. Our number one outcome is to implement bulk purchases, however due funding restraints and cut in budget this has not been implemented and fulfilled… it is tentatively scheduled for the future and upon improvement in our budget.
43. NA
44. Cannot Say
45. Available at http://www.amsamoa.edu/
46. There are no recommendations from the previous divisional assessment.
47. There are no recommendations from the previous divisional assessment.
48. No recommendations from previous Divisional Assessment.
49. I have not seen any Divisional Assessment nor heard any feedback if there was
50. Recommendations were addressed in a timely manner. There may be new recommendations for the upcoming semesters.
51. There were many specific recommendations mentioned and discussed. The discussion of those recommendations from 2016 are now t being reviewed again this year 2020. The review process is still ongoing and not yet completed as I am writing the responses to this Survey.
52. Yes the new paper cutter for making publication books more easier
53. IE wasn't able to analyze date submitted to them so they returned the report to us as our responsibility
54. Due to financial constraints SSI could not purchase the needed equipment for its publications/printing needs.

55. Due to financial constraints SSI could not purchase the needed equipment for its publications/printing needs.
56. Yes the new paper cutter for making publication books more easier.
57. SSI utilized Facebook because it was free, however it was not done for other projects because Facebook cannot be evaluated and analyzed.
58. No recollection of Analysis from IE
59. Nothing that was ever discussed at a meeting. All our director ever asks is to do the Divisional Assessment. I don't know what becomes of all the data you get.
    - Facility upgrades and repairs 2. Equipment upgrades
60. Employment started in 2017
61. The Divisional Assessment from 2016 is not something I'm familiar with.

4. List significant achievements made to this Department/Program/Division over this past year.

1. Started on controlling little fire ants - newest pest found in A.S.
2. LFA treatment. Complete wih our garage project.
3. More taro varieties were created, planted, and taste tested. No sure what else because I started in January of 2020.
    - More cultivar varieties were created, planted and taste tested. 2. More vegetable varieties were planted and evaluated according to pest and diseases.
4. Less Theft
5. Having graduates in all graduation exercises in the past three years. Program's student enrollment gradually/steadily increasing.
6. There has been an increase in student enrollment because of the demand of credential in the field.
7. Tele galuega lelei ma matatia ua ausia i tausaga ua mavae
8. Faaleleia mea e fai ai suesuega o maua. Ua faaleleia ma e teu ai mea faigaluega mo aoga.
9. Improvements made, proved by outcome sustainability (to progress community extension projects)
10. Improvements have been made to progress services, research & education in the community.
11. Ua alualu i luma le tulaga o suesuega faalauteleina aoaoga.
12. Ua ausia uma polokalama suesue, aoaoga, ma le faalauaitele I le tausaga talu ai.
13. More than 1,000 students participated during Agriculture, Forestry, 4-H, FCS-EFNEP outreach and workshops in the community in Tutuila and the Manu'a Islands. The Forestry Program successfully completed its 1st Watershed Management LSR Project with 4 different village communities.
14. Ua ausia uma polokalama tau vaomatua

15. The programs were able to reach more than 5,000 clients, students farmers, and participants through outreach, tours, and in-school activities.
16. Lipoti faaletausaga. Lipoti faamasiga - Amerika Samoa. Lipoti i le faatonu
17. Not sure
18. Effective outreach to the public most especially
19. Garage/storage repairs and construction. Upgraded computer lab & employee workstations
    - 1. Completion of garage extension and Research storage sheds.
    - 2. Procurement of Hazard Materials Storage Facility.
    - 3. Approval from NIFA to procure five (5) new Extension vehicles and two (2) Research vehicles.
    - 4. Repainting of Wellness Center's entrance area plus painting of healthy slogans and messages.
    - 5. Five students (5) graduated with Ag. Majors.
    - 6. More than five (5) students participated in internship programs in AS, Samoa, Micronesia, Costa Rica, and US.
    - 7. Assistance with hosting of PPEC and REL Conferences.
    - 8. Recipient of the Pesticides Training Grant, Forestry & Fire Grant, LSR Forestry Grant, SARE Grant, CHL-Center Grant, NRCS-CIG grant, Little Fire Ant, others.
    - 9. Completed and submitted the 2018 Accomplishment Report to NIFA-USDA and other grants' reports.
    - 10. Research projects: Little Fire Ant, Agricultural Pest surveys, Smart Irrigation, Taro Breeding, Growing Media using coconut husks, Mosquito borne diseases (dengue, chikumgunya, Ross River, and Zika viruses) control, vegetable variety trials, others.
    - 11. Extension projects: Pesticides Safety Training, Farm Safety Days, Arbor Week, Sewing Classes, Nutrition & Food Safety Lessons, GIS mapping, Youth Development, 4-H camps, Farm visitations, field trips & tours, livestock, poultry, food demonstrations, traditional crops, fruit trees, vegetable garden, seed sales, rain garden, aquaponics, aquaculture, fish feed production, invasive species control, watershed restoration, others.
    - 12. Submitted monthly Connection Highlights and Reports to ASCC-IE.
    - 13. One ACNR staff member is pursing a Ph.D. degree in nutrition and public health at the University of Hawaii at Manoa.
    - 14. Another ACNR staff member is pursuing a Master in Agricultural Communication at Texas Tech University.
20. Successful outreaches programs to the community. Successful projects done by Research division. Successful instructional program through more students entering the ACNR instructional program each semester. A lot of ACNR students have also transferred to higher institutions while many more have achieved their undergraduate degrees and are continuing to graduate schools.

21. Successful aquarium loan program to locals schools to enhance their curriculum
22. Able to learn new skills that will improve and help the department's ability to provide essential services for the community
23. Clean and repaired office buildings. Increased number of students participating in summer internships locally, in USA, CostaRica, Vietnam, Thailand and Samoa. Completion and safe housing for chipper machine with increased storage space in 2018. Highest number of ACNR graduates in one semester - 10. A successful AI program injecting new genetic makeup into the local porcine population. Completion of the Swine Health Survey with no new problems found.
24. Granting more internship opportunities to our ACNR students, conducting 4 major watershed projects in 4 different villages, successfully assisting with the President of ASCC's request on the PPEC and REL events, completing more than 100 outreach activities, and many more.
25. New vehicle to carry out the program. Storages. Tools. Equipments.
26. New vehicle to carry out the program. Storages. Tools. Equipments.
27. The clients that come to the Wellness Center have grasped the best ways for physical activity as well as a good understanding of Nutrition.
28. At least six new staff members have joined ACNR within the past year. Several programs at ACNR now have more staff available to do more work to serve the people in our community more effectively.
29. Federal approved our Annual Report.
30. Nothing.
31. Less time spent in Registration for incoming/new students, students are more prepared and aware of program and services.
32. Increase in enrollment rate and program participation. Increase in course passing rate. Enhance student's basic skills in reading, writing, math, English language proficiency and problem solving. Increase in HISET Exam passing rate. Instructors Participation and Attendance in the HiSET Conference to improve instructional strategies learn best practices, emerging trends etc. Completion of the OSHA 30-Hour Training Course in Construction and General Industry. In-service training in CASAS Test Administration
33. More students have enrolled and taken the DOE HiSET Test; Ninety percent of the HiSET level students have challenged the DOE HiSET test and have passed more than 3 subject areas if not all; Seventy five percent of the instructors have enrolled and successfully completed excessive educational programs to enhance their professional and personal development skills for classroom instructional achievements. Educational programs such as, CASAS Test Administration, OSHA 30 HR. Construction, and 2020 Data Stewardship Awareness.
34. Daily sale
35. NA
36. NA

37. Over the past semester, CAPP was able to bring on a full staff. This has helped to lessen the workload for each teacher and additional responsibilities were designated to each member so that the operations of CAPP are run smoothly.
38. Students coming in and passing CAPP courses every session, few students are repeating each course per session. Students are quickly moving through the CAPP courses
39. High rate of retention, graduation in tracking.
40. Developed and proposed new programs
41. The Computer Science Department was able to create a Certificate of Proficiency in Information Technology for the Catalog year 2018-2020.
42. Computer training for all ASCC staff. Computer training for Bluesky employees. Computer training for Starkist employees. Proposed CS new programs and degree programs.
43. Our division's goals and outcomes are ongoing right now and in progress to achieving them
44. A clean audit
45. We are still in the process of improvement
46. NA
47. NA
48. NA
49. Program was able to hold an in-house audit that would help and assist in the annual federal audit. This change has significantly helped the program in re-evaluating the batching system; making sure corrections are made and proper systems are in place before annual audit begins. Program holds a weekly team huddle to discuss any updates throughout the week and to talk about improvements and experiences that can help better the program and its services.
50. Policy Review of Personnel Governance. Human Resources Accreditation Standard
51. Compliance to Federal Reporting: IPEDs
52. Literary Night, Writing Exhibition, writing materials by students, and improving the quality of work for and by each student.
53. Please see 1b.
54. Gained three (3) new faculty members. Revisions were made pertaining to course description.
55. Maintaining the library's mission in support of the college's mission despite budget restrictions.
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57. Sustaining and maintaining library mission readiness status each work day in management, services, and technology!
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59. Sustaining and maintaining library mission readiness status each work day in management, services, and technology!

60. Sustaining and maintaining library mission readiness status each work day in management, services, and technology!
61. Sustaining and maintaining library mission readiness status each work day in management, services, and technology!
62. Sustaining and maintaining library mission readiness status each work day by library staff despite four years of reduced budget - "Doing more with less".
63. One of our own mathematics student was awarded an internship program FAA in Washington and she was acknowledged during that time.
    1) New Air conditioner 2) New Wall 3) New doorway to the classroom 4) Received toner for the new Xerox Machine
64. The Math department offices underwent major/minor repairs in the past semesters due to rotten conditions and unsafe environment in both offices due to termites infested walls.
65. The minor changes/achievements are the website has been slowly upgraded from 2017 to the current information 2020. Installation and configuration of new firewall. Recommendation for our Network Infrastructure from NSRC Team
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70. We had our NSRC visit, completed our network mapping diagram, the installation of the new firewall and its configuration, the website update being handled by our supervisors and IO.
71. The minor changes/achievements are the website has been slowly upgraded from 2017 to the current information 2020. Installation and configuration of new firewall. Recommendation for our Network Infrastructure from NSRC Team
    - 2/3 of stipends awarded to 16 nursing graduates from the Governor's special project funds will assist in retaining their services for a few years. It is hopeful that more funds will be available to retain more nurses early during the beginning of each program to bind them before they leave for off-island employments.

- 2. The program continues to have a good NCLEX pass rate. At this writing, 18 graduates are employed at LBJ and DOH, and 2 off-island.
- 3. The ASCC Nursing Apprenticeship and Workforce Development program was developed and approved by the ASHSRB upon the request of TAOA for a Caregiver Training to the community.
- 4. Hiring new clinical adjunct faculty to assist with the growing number of nursing students enrolled.

72. Faaleleia potu aoga ma ofisa.
73. Many programs that all finish.
74. Old HR offce, VP's new office, Math/Science Classrooms, Student Services, Fine Arts, Old 17 & 18 housing- SSI housing.
75. Faaleleia lea o matou ofisa ma tor faatele ua faaopopoina faleaoga.
76. Faatele le ofisa ma clean; tele fale aoga faaopopo
77. Ua faaopopo mai le toalua
78. Mataia ausia ua faaopopo mai uisi se toalua I totonu o la matou vaega.
79. New employees for the department for the completion of their mission.
80. Work twenty four hours a day in securing the whole ASCC campus and to work with the Physical Facility Management in maintaining
81. Within the past year as part of a goal of the President and her administration, policies which were to be reviewed by the Board of Higher Education had been submitted, one chapter remains with the ongoing review of the Faculty senate 7 of 9 chapters have been reviewed and approved.
82. This is the approving of our revised/amended Purchase Request process… this process reduces the time spent on unnecessary signatures, returning the role of buying to Procurement Buyers… as was with past practices, almost all divisions took it upon themselves to go out and get quotes and then submitting to Procurement to accept and issue a PO.. but with this approved process, the responsibility as it should be lies with the Buyer, to work with their respective division to plan and work together to obtain the goods and services needed. The hiring of additional Buyers to meet the demands from the many divisions for Buyers to concentrate on divisions in a smaller scale versus having one Buyer responsible for so many divisions is and a big improvement and is a significant achievement in itself as it confirms to leaders that there is a need and this is through divisional program reviews as such. The same with the hiring of an additional (budgeted position) Receiver Technician to alleviate the backlog of orders to be received in the systems and this is due to Procurement having only one Receiver for the whole of ASCC. And last but not the least a new position was established within our Procurement division for a Travel Coordinator/Property Coordinator. The ASCC Travel was previously and for many years the responsibilities of our Finance division. But, due to re-alignment of roles/responsibilities within ASCC to have services move to the divisions they should be under, Travel was one of them as travel is a service to be obtained for ASCC and others to travel to ensure that the best route/price etc. sought, and this is the role of Procurement.
83. NA

84. Complete number of staff members. Travel going smoothly. Departments are not waging war over orders so far.
85. Have created a Travel Policy and Standard Operating Procedure guideline for official travels. Have been able to educate and inform the majority of departments at ASCC of the importance of Planned travels and what it means to the institution's spending. Have also been in very good communication with various ASCC departments and vendors. I am also very happy to say that I have caught up with the disposal items which was approx 15 years worth.
86. NA
87. Our Office was able to complete all the tasks given to us through Registrations, Add/Drops, Withdrawals, and also making sure Policies and Regulations were in order.
88. Please see Records Office monthly reports. No significant achievements except for the regular achievements in fulfilling the daily goals of providing quality services to those we serve.
89. Collaborates and encourages collagues to work together in completing office task.
90. SBA goals were met. Continuance of SBA grant award. Full ASBDC accreditation
91. Continuance of SBA grant award. Full ASBDC accreditation
92. 2019 Grant approved by SBA. Full accreditation (3 years) received from ASBDC.
93. Science symposium, Quest camp for Marine science, and outreach to secondary as well as participation at the annual STEM fair in American Samoa which was held on the ASCC campus. Also, the LSAMP grant was operating fully which allowed students to travel and to intern in Samoa as well as here in American Samoa along with funds to pay peer tutors in mathematics.
94. New instructors were hired, which filled up the deficit positions. Students are getting regular instructor, which has reduced hiring of adjunct instructors. Therefore, students have more flexibility in chosing/planning their courses for a semester. Students are getting opportunities for off-island internships and scholarships.
95. Political Science Club. See the accomplishments of the Political Science Club below.
96. We are still here physically……despite the lack of some office supplies and resources needed for the daily operations. With our active Advisers, our Political Science club have been very resourceful and consistent in inviting and engaging our student members with very prominent members of our Community. Many of these individuals have contributed greatly thru their distinctive professions and services to the government and our people. Many continue to serve with dedication and commitment in improving the lives of our young people as role models and professionals.
97. Lau Gagana writing competition up to the community, conducted Professional Development workshops for Laulii and Pavaai Elementary Schools as a direct result of SSI's participation at the DOE teacher orientation. Launch of

motumotuola o le Gagana writing compilation book as well as new flash card student learning aids.

98. Lau gagana writing completion open to the community. Posted professional development for Lauli'I and Pavaia'I elementary school teachers as a direct result participation by SSI at the DOE teacher orientation

99. 2019 Achievement. Launching of Pi Faitau, Tala le Taui Vol 3, Flash Cards for Samoan Food in the Spring Semester. Launching of Motumotuola in Fall Semester. Lau Gagana Competition opened up to the community. One week Samoan Summer Program for High School

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102. Lau gagana writing completion open to the community. Posted professional development for Lauli'I and Pavaiai elementary school teachers as a direct result participation by SSI at the DOE teacher orientation.

103. Book Launch in Spring 2019 (SSI Publications: Enugagana Bilingual Dictionary, Pi Faitau and Alphabet Cards, Samoan language Summer Program, Lau Gagana Samoa Competition, Samoan language training and workshop for Laulii Elementary School teachers, participation in DOE's week of Orientation for teachers, a Campus Lecture conducted by SSD Instructor Alofa T. Nuusila, SAFF Performance for PPEC, RELL and other visiting groups in ASCC.

104. 2019 January, –Launched –1) Tala le Taui 3, 2) Pi faitau, Enugagana 2019 Dec Motumotuola o le Gagana. Summer School 2019. PREL presentation to Pacific leaders at Sadies . Disaster Awareness Language Interpretation at MPC. DOE Orientation presentation per invitation. Follow up by Laulii and Pavaiai schools presentations

105. Continuing to host our Miss ASCC Pageant and getting more students involved in our student activities.

106. Don't Know

107. New Building (MPC)

108. · Summer Lab (practicum courses for In-Service/Pre-Service teachers)

1. All our rubrics are aligned to our matrices and the PLO's. 2. We periodically do calibrations to assure that faculty and adjuncts are on the same page as far as grading is concerned. 3. We keep finding vague parts in our rubrics and have discussed how they can be improved. 4. All our faculty and adjuncts are aware of changes within the department and thus, creating a 'togetherness' within.

109. NA with this department

110.   A lot of works and less help due to insignificant of funds, but the department moves forward and doing it best to improving its program and serving tis students, In-and-Pre-Service population.

111.   Significant achievements: Summer Lab Schools, Educator's Night, All out Recruiting reaching every single Elementary and High Schools including Aunuu and Manua, Lumana'i Club Community Outreach, Sign waving promoting Education and Drug Free, Read A Loud, increased number of BED graduates, having former students to Adjunct ED courses, etc.

112.   INCREASE IN STUDENT INTAKE IN FALL 2019, APPRENTICESHIP AND WORKSHOP PROGRAM, 2019, 2020
  - The apprenticeship program 2. Achieve 100 plus enrolment

113.   -Increase in enrollment -high percentage of success into workforce after graduation or certificate achievement

114.   Increased the use of Telehealth services to build local capacity.

115.   Install the new high tech copy machines. Print the Graduation Program

116.   It increased the awareness and started it's own TV producing it's own TV programs.

117.   IE has welcomed a new Director, and a new staff member who has expanded the scope of IE's influence by hosting a weekly information show broadcast by KVZK TV.

118.   ISS Reviewed

III. DECISION MAKING

1a. Does your Department/Program/Division recognize and implement feedback from faculty and staff in decision making for continuous improvement to the institution?

	Do not know	No	Yes	Blank	Total
Administrator	0	1	16	0	17
Faculty	2	1	27	6	36
Staff	23	4	107	0	134
Total	25	6	150	6	187
Percentage	13%	3%	80%	3%	100%

1b. Please Explain:

1. Through taste testing and planning evaluation
2. Through taste testing and planting evaluation
3. E amanaia tele fautuaga mai faiaoga aua le agai i luma
4. Fautua e faaleleia ia falelaau fia faafou nisi o ofisa.

5. Through reporting, professional evaluation, Program Review assessment
6. Through reporting, professional evaluation, program review assessment.
7. fautuaga tuuina mai mo le faaleleia ma le alualu i luma o le polokalama mo tamaiti aoga.
8. Ua fa'aleleia atili galuega
9. Ua fa'aleleia atili galuega tautua.
10. General staff meetings
11. Fautuaga a le taitai e ala I le faaleleia o galuega faatino
12. Lelei le manogi lelei mea uma. Falelei ai mea uma.
13. Ia manaomia le faamaoni iau galuega
14. The supervisor takes time to listen to what the employee has to say or feedback
15. Nothing has been changed from the previous years. An there is a lot that needs to be changed
16. Some things seem unplanned or spur of the moment implementation. No access to the feedback or meeitngs to discuss data
17. Feedback from students, faculty, and staff are used to improve ACNR's Research, Extension, and Instructional programs and services at the same time supporting the ASCC mission.
18. The ACNR director is very open to recommendations that will improve ACNR programs, staff conditions, etc.
19. Inputs from Faculty and Staff during meetings with the Director at least twice a month, apart from individual departments' regular meetings
20. The supervisors and management staff here at the ACNR accepts all feedback for program improvements. All feedback and recommendations form the staff are taken into great consideration, and more so, implemented and completed.
21. ctive criticism is important to help improve work and decision making at a institution.
22. Staff voice their opinions during Director and General staff meetings.
23. I don't believe that my supervisors ever take my feedback high enough to the administration level for it to ever be considered for improvement. Usually, my feedback will only be taken when I am acting or via casual conversation with a VP or President.
24. Admission work with Faculty and Staff in in the following areas – Transfer Credit Evaluations (students transferred in to ASCC); Placement Test (Reading, Writing and Math instrument review); recently Dual Enrollment program
25. Yes, AELEL recognizes and welcomes feedbacks to facilitate continuous improvements and aid to open communication.
26. State Director regularly relay discussed issues from the Leadership meetings to be implemented and amended for the betterment of the division.
27. We have discuss every possible solutions to our problems and we meet on weekly basis to share what we have done in helping students pass our assessments, and we also suggest new ideas that help each other in the classroom and growing professionally.

28. We discuss possible solutions to our problems and we meet on weekly basis to share what we have done in helping students pass our assessments, and we also suggest new ideas that help each other in the classroom.
29. There are weekly staff meetings to address any and all issues that the department faces whether it be with the students or teachers. CAPP is a very transparent department, so once issues are brought forth by students/teachers, they are addressed.
30. In CAPP ENGLISH, we all work together every step of the way to make sure we move up and move on with our program, our courses, our programs, and especially with our students.
31. During department meetings, there is open discussion.X
32. Im not really sure what feedback has been received from faculty/staff about our office
33. Some of our procedures, we ask staff and faculty for their help and input to help us with our decision-making.
34. Some of our procedures, we ask staff and faculty for their help and input to help us with our decision-making.
35. Our office has weekly or bi-weekly group huddles to discuss our current procedures, if they are effective or not, and what we can do to improve. Trial and error. We come up with different approaches to learn what will better help our students and improve our services.
36. Feedback and improvement is routed through a chain of command. Surveys are completed and submitted annually and throughout the year for continuous improvement to the institution.
37. We encourage subordinate feedback.

38. Through Divisional program review through the protocol of communication and through usual means of communication in its established processes and procedures.
39. During orientation, our department acquires other strategies and teaching methods from other educators to improve our own department, we also meet as a department once or twice a month to discuss what has been discussed in Department Chair meetings, Core Meetings, Senate Meetings etc. All these information and feedback does help for continuous improvement to not only the department, but also the institution.
40. I observe at our meetings and informal training sessions that input and feedback from every individual staff member is seriously considered and taken into account
41. Through the use of monthly staff meetings, continuous improvement to the institution is a constant topic. For instance, ensuring that GEO, CLO and SLO's are discussed and is a reflection of improving the institution as a whole.
42. Yes, the library connects with faculty and staff through group & face to face meetings, emails and telephone conversations.
43. Yes, the library connects with faculty and staff through group & face to face meetings, emails and telephone conversations.

44. Yes, continuous connection with both faculty and staff via face to face, email, or telephone. Faculty feedback and requests for particular services, i.e. class library tours, use of facility, EBSCO introduction and orientation, interlibrary loan-document delivery, and even email "thank-you" to the library from faculty for providing completed library tours for their courses. Staff feedback is face to face and through email for request for work order or purchase request to purchase order for needed restock of supplies.

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50. We tried to use constructive feedback from our graduates.

51. Definitely, the feedbacks from Instructors are recognized during our Department meeting and forwarded it to the Curriculum meeting.

52. It's only when something doesn't work or something happened like the termites ate the wall then it fell over or the smart board fell down, then the office got repaired. I mean things that didn't work like the air-conditioner for 3 or more years, copy machine for 3 years, floor tile is still not fixed yet, bathrooms to maintain the cleaning with no paper towels since the dryer for hands isn't working anymore, and door of each bathrooms need to be fixed. There is probably more, but these small things will make a difference. Thank you.

53. The department welcomes feedback from all stakeholders to aid in the decision making process towards improving the institution.

54. Each MIS staff has their own suggestions and expertise. Letting the MIS staff know and understand feedbacks from faculty and staff can help plan and implement improvements.

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58. Each MIS staff has their own suggestions and expertise. Letting the MIS staff know and understand feedbacks from faculty and staff can help plan and implement improvements.

59. Everyone has their own plans and ideas whenever we have an issue or something big come up, we all work together to figure out the best way to tackle the task and get it done

60. Each MIS staff has their own suggestions and expertise. Letting the MIS staff know and understand feedbacks from faculty and staff can help plan and implement improvements.

61. Faculty feedback is continuous through monthly meetings. At times when there are no feedback, outcome of assessment review is used to determine what the program's needs are.

62. E iai lava manatu lelei mai i isi matagaluega i totonu o le kolisi e aoga mo la matou vaega e matou te talia foi fautuaga.

63. When faculty needs help, we make sure to be there to get it done.

64. Taumafai lea e faamama le tatou lotoa

65. mo le puipuia o le soifua maloloina o alo ma fanau.

66. le ave lea o le faamuamua, aua le faaleleiga o le tatou kolisi.

67. yes by doing all works that need to do it, fix even everything using a job order.

68. We do respect and recognize the feebacks from the people.

69. Sa faaaoga fautuaga ma manatu na tuuina ma e faiaoga mo le faaleleia ai le kolisi.

70. We used constructure citizism for improvement of the department. Continuous supervision of the campus, job orders.

71. le aoga lena o matagaluega I totonu o le Kolisi o le lagolagoina o vaega e manaomia e le Kolisi.
72. We listen and try to help out according to the needs of faculty, staff; if it is within our jurisdiction. It is our duty to listen to their needs and wants, on what's right or wrong.
73. We should take the feedback from the ASCC personnel for we work twenty four hours on duty!
74. There are complaints of a disconnect between faculty and administration on the ASA side.
75. Quarterly and Annual reports provide feedback from the Institution through the President to the Board of Higher Education for continuous improvements and awareness.
76. Procurement recognizes and support faculty and other support staff with whatever is needed to fulfill their various programs etc. We are very supportive of having students work with us through the various Financial Aid and Work Study programs. This also showcases other divisions within the college that are a very big part of the support needed by the students and faculty to ensure not only growth within the classrooms but through on hands working experiences within various divisions of the college.
77. After leadership meetings, our Supervisor relays to us the concerns and frustrations for departments. We discuss as a department how we can either minimize the frustration and concerns by finding ways to improve our methods.
78. Procurement's monthly meeting allows for us as the supporting workers to make our Supervisor aware of any and all difficulties, concerns or situations that are or are not happening to, within or around our individual areas of Procurement. This feedback is compiled and presented by our Procurement Officer to upper management, which include the VPs and our President.
79. The Communication between our Office and the Staff/Faculty is used to improve our Services.
80. We do recognize and implement feedback to improve our services in providing timely completion of all requests received
81. We need to be on time and always serve the students with a smile. Make sure that the students have been helped before they leave the window
82. The ASCC administration is informed about any programs, purchases and activities as required.
83. The ASCC administration is informed about any programs, purchases and activities as required.
84. ASCC is advised of programs and purchases as required.
85. Our department has staff meetings twice a month. In these meetings, we discuss our weekly routine, our goals and accomplishment so far, and discuss ideas that helps improve our office, our goals, and our clients. We share our ideas and will always make sure that we make changes accordingly based on each staffs feedbacks and inputs. It works really well for our department. Our State Director is very open to discussion and can work with us well.

86. During meetings, at the department level, we pinpoint needs and work towards their realization. Things from repairs to facilities and acquisition of equipment to changes in instructional techniques and laboratory activities are constantly being discussed.

87. Science department has periodic meeting with agendas prepared based on discussions with each instructor. During the meetings the concerned matters are discussed and decisions are taken consensually for future actions.

88. There is a lot of discussions and dialogue that take place on campus, there is a lot of implementation that takes place supposedly in different divisions. I honestly do not know if the "feedback" is translated in a meaningful and time on task process. Some of the obstacles being circulated during meetings are lack of funding therefore leading to lack of resources needed for day to day operations. Some of the blame is referenced to the ASG financial agencies. Or perhaps the ASG personnel that make these kinds of financial decisions.

89. Open communication and meetings allow for ongoing discussion of programs and improvements.

90. Staff and faculty in Samoan studies surely works together side by side in conducting what needs to be done or what can be made to improve the institution

91. Recognition of ideas in cutting costs for operations such as using non glossary papers, re cycling of papers so not to waste, using own personal equipment to ensure a project is completed. (example, camera, laptops) Using free services such as facebook page.

92. Usually some feedback from classroom lessons, projects and work are recognized and used as parts of presentations like: campus lectures, and students who had performed well in presentation of oratorical speeches, cultural/customary tasks were and are chosen to perform these during formal past an present ceremonial 'ava' ceremonies and most of cultural events within ASCC campus.

93. Recognition of ideas in cutting costs for operations such as using non glossary papers, re cycling of papers so not to waste, using own personal equipment to ensure a project is completed. (example, camera, laptops) Using free services such as facebook page.

94. STAFF AND FACULTY in samoan studies surely works together side by side in conducting what needs to be done or what can be made to improve the institution.

95. Office biweekly meetings.

96. Faculty finally able to shift to building next to SSI, after years and months – for convenience. Although set up to use only fans, aircon are in the pipeline after recommendation from faculty. No budget for SSI operations, so this drains what SSI tries to bring in through selling books and translating for people.

97. Verbal or written feedback is usually provided for our improvement throughout our monthly meetings.

98. Yes. This is reflected not only in the two-year assessment cycle previously discussed but in various committees faculty members are involved in. These

committees include the faculty senate, Institutional Set Standards committee and other committees created for accreditation purposes.

99. We constantly meet to discuss and implement necessary changes to help improve our department. We have also helped with presentations for the Teacher Orientation Week at the start of the semesters, and this helps shed the light on assessment to the rest of the institution. We also go out to the public to help and serve in many capacities, like giving professional development presentations, judging in educational competitions, etc.

100. I suppose we are all waiting for the "Closing of the Loop." Perhaps then, some form of conversation will arise.

101. They are involved in various committees and are actively engaged in the process involving accreditation, curriculum, faculty senate, etc.

1. All our rubrics are aligned to our matrices and the PLO's. 2. We periodically do calibrations to assure that faculty and adjuncts are on the same page as far as grading is concerned. 3. We keep finding vague parts in our rubrics and have discussed how they can be improved. 4. All our faculty and adjuncts are aware of changes within the department and thus, creating a 'togetherness' within.

102. It is mandatory for faculty to turn in their assessment data and this includes any recommendations they may have to improve the course(s) they are teaching. Department meetings are scheduled twice a month to go over or discuss any changes or recommendations for the department.

103. Feedback from faculty helps in planning on moving forward

104. None. Analyzed data from program review is not provided for improvements at the Convocations. Would love to get feedback for effective changes.

105. The work order must complete on time

106. By suggesting ideas, in how to market the institution.

107. Information collected from surveys is factored-in to decision making.

2a. Are Department/Program/Division SOPs and decisions regularly communicated to staff/faculty?					
	Do not know	No	Yes	Blank	Total
Administrator	0	4	13	0	17
Faculty	8	2	24	2	36
Staff	19	21	92	2	134
Total	27	27	129	4	187
Percentage	14%	14%	69%	2%	100%

2b. Please Explain:

1. Ia e logo mai I taimi uma ia ia fuafuaga faifaatasi
2. E faia matou fono e faamautu ai tulaga tau ile galuega.
3. Upon approval from Director
4. Upon approval from Director
5. E masani ona faamanatu mai fonotaga ma isi tulaga mo galuega.
6. Fonotaga a le ta'ita'i
7. Line of communication is always open. ACNR General staff meetings are always on a monthly basis.
8. Fonotaga fa'a le masina
9. Weekly reminders by the Admins
10. E ala lea i le faamanatu lea e ala i tulafono o le galuega
11. Ioe faalelei. Faalelei ai mataupu aoga. Faamama uma mea uma
12. Logo lou taitai
13. Supervisor meet regulation with his/her staff or staff meeting
14. Not sure
15. SOPs and decisions are regularly communicated to staff and faculty through meetings (minutes), written memos, and email communications.
16. Director regularly conducts staff meetings on SOP
17. The ACNR director is very good at always relaying information/decisions from ASCC to ACNR staff. He also hold regular general staff meetings to communicate ACNR procedures, updates, upcoming events, etc.
18. Staff meetings on a regular basis
19. The ACNR Director, along with Coordinators, Managers, and Researchers, provide constant reminders on SOPs, policies, etc. to the staff on a weekly basis.
20. Staff meeting
21. Staff meeting
22. These are the cardinal rules and the correct process of doing certain things on the job. It is important to follow and implement on the job.
23. ACNR has regular staff meetings in which the director updates our staff about department/program/division decisions and achievements.
24. Director regularly calls General staff meetings.
25. Yes, I believe they communicate pretty well with us via memo's and emails. However, I believe there are some information that seem to not make it to staff from faculty side and I don't know if it's vice versa. I will say, in the recent case of the tropical cyclone week we had this February, I believe the communication to be so poor. We should not have to rely on a radio station to give us updates about our working day status. I think there should have been direct emails to the staff/faculty during these emergencies.
26. Decisions, concerns and matters relevant to Admission as well as Student Services in relation to students and institution.
27. Through leadership meetings
28. Regular monthly/quarterly meetings mandated by the State Director to allow faculty and staff the opportunity to assess, discuss and evaluate what the program may need or reassess for its betterment.

29. NA
30. NA
31. NA
32. Every meeting we have by session and weekly or biweekly at times, we are always updated by our Chairperson.
33. By means of meetings.
34. Haven''t heard of SOP''s since the Accreditation Show Cause Self-Study
35. Need to revise and update SOP to implement changes in place
36. Not regularly!
37. It doesn't seem like it, in all honesty.
38. Our staff only
39. Our staff only
40. Program SOP's are in place and discussed and updated regularly to make sure program is current with its systems.
41. Forwarded to requestors and divisions for clarification.
42. Through the provision of services and personnel requests.
43. As previously mentioned, our department meets once or twice a month to share ideas and feedback as to how we can improve our department and to communicate what is necessary for department improvement.
44. See 1b.
45. Yes, via continuous face to face contact, email, or telephone if need be. Each staff member has their individual SOP posted at their workstation. All library SOPs, along with other Student Service Offices' SOPs, were submitted to Dean of Student Services and have been compiled into a Division of Student Services (DOSS) Manual and disseminated to each DOSS Office/Department as well as the College's Administration.
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Further all library SOPs, along with other Student Service Offices' SOPs, were submitted to Dean of Student Services and compiled into a Division of Student Services (DOSS) Manual and disseminated to each DOSS Office/Department as well as the College's Administration.

50. Our Library Director will always keep us intact with whatever is going on or what is needed to be done in our working environment. There is never a time where he will lose connection with his staff. He will always connect with us and keeping a step ahead to make sure everything is smooth running in the library.

51. Yes, via continuous face to face contact, email, or telephone if need be. In addition, each staff has their individual SOP posted to their workstation. Further all library SOPs, along with other Student Service Offices' SOPs, were submitted to Dean of Student Services and compiled into a Division of Student Services (DOSS) Manual and disseminated to each DOSS Office/Department as well as the College's Administration.

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53. Issues are sending through electronic emails.

54. Yes, we get information through our own department meeting!

55. The emails from the president"s office and Academic Affairs Office are regularly reported to faculty on webmail at the earliest convenience and through multiple memorandums.

56. There is an SOP Manual existing but protocols and procedures were never practiced.

57. There is an SOP Manual existing but protocols and procedures were never practiced.

58. There is an SOP Manual existing but protocols and procedures were never practiced.

59. There is an SOP Manual existing but protocols and procedures were never practiced.

60. There is an SOP Manual existing but protocols and procedures were never practiced.

61. To my understanding there is an SOP manual, but when I joined, I was told to refer to the Wiki created by former IO Don Nelson, and this had a bunch of information on tasks and jobs required for my position, but I later found out these weren't procedures that were approved by higher up.

62. There is an SOP Manual existing but protocols and procedures were never practiced.

63. This sharing of information is done during monthly meetings.

64. E leo lelei le faatinoina o lea tulaga i totonu o le matou vaega.

65. Mo totino e fia faaleleia.

66. Because they are not calling us or send any job order.

67. Yes, daily work, everyay, bi-weekly report and quarterly.
68. SOP, the guidelines of all the things that we are communicating is very important to contact each other.
69. We have monthly meetings to make tie that we are working within the guidelines of our SOP. Making some tha we work within the rules and regulations within our jurisdiction.
70. Room for Improvement
71. All hands meetings are held at the beginning of each semester. Memorandums and emails are sent directly from the President's office when official decisions are to be communicated. Standard operating procedures that affect the College's daily functions and changes to those policies are also communicated via email with proper division approval.
72. We communicate SOPs regularly because of our daily operations.
73. Yes, these are disseminated via email and can also be obtained by going on ASCC web page and through leadership meetings where information are provided and each leaders are to inform their staff on any and/or all ASCC upcoming events; SOPs, changes etc.
74. SOP's are always implemented regularly
75. Meetings to discuss changes to SOP if needed. Presentations is provided to staff and faculty when changes are made to our department SOP's.
76. This is another reason that Procurement holds monthly meetings. To bring about what's working and what's not. This allows our supervisor to reiterate and to remind the staff of and current SOPs, policies, as well as to also explain any new ones.
77. When there is a change in SOP, then Faculty/Staff will be notified of the changes in procedures or processes within our Office.
78. The Records Office enforces and strengthens all ASCC policies, esp. academic policies – therefore, SOP's are regularly communicated in order for the policies to be carried through.
79. The administration is provided with the SBDC SOP and planned purchases.
80. The administration is provided with the SBDC SOP and planned purchases.
81. ASCC receives the SBDC SOP, Planned Purchases Template, and Annual Budget vs Actual statement.
82. We make use of emails, phone calls, group chat and our office meetings to discuss and communicate decisions fairly.
83. Any concern regarding science department issues are discussed with the Department Chair
84. This is still a routine in the science department.
85. Through departmental meetings as well as through every day informal meetings.
86. We have departments meetings, Curriculum meetings, electronic memos, electronic emails.
87. Discussed in meetings/memos.
88. Sometimes, I believe it is because that shows what we are suppose to followup each dy by day.
89. SSI faculty and staff meet every other week (pay week) on Wednesdays.

90. SSI faculty and staff meet every other week (pay week) on Wednesdays.
91. Sometimes during office meetings, we are informed of such.
92. SSI faculty and staff meet every other week (pay week) on Wednesdays.
93. Sometimes, I believe it is because that shows what we are suppose to followup each day by day.
94. Department chairperson to faculty members and Director to whole office
95. E fono i aso Lulu o vaiaso totogi le ofisa e iloilo ma faasoa galuega a le tagata faigaluega ma aumai fautuaga mo le aga'i i luga o le galuega.
96. Biweekly is ongoing
97. Yes. Department SOPs are regularly communicated to faculty by the supervisor and Director through bi-weekly meetings every month.
98. Everyone is aware of the SOPs because we are constantly being reminded of them.
99. Any information we get as a faculty comes by email. There is little direct involvement unless it's one of TED's meetings, which usually involve bad news.
100. Not on a regular basis, however each have received a copy of the Dept. SOP to refer to when needed.
101. SOPs is well aware due to constantly reminded
102. Discussed during department meetings.
    - The SOP's were developed but never went through the approval process that was stalled a few years back. These SOP's will be communicated to the faculty while awaiting the final approval
103. Currently there is no centralized platform or location of institutional SOPs. Each staff within our office is provided a hardcopy of program SOPs.
104. Divisional review of our SOPs did not take place due to time constraints as we are addressing other issues that are pertinent to the functions of our institution.
105. There is an SOP Manual existing but protocols and procedures were never practiced.
106. I would say our SOPs and decisions are communicated to faculty/staff to about the same degree as any other division in the institution.

3a. Are the decisions systematically documented and archived?					
	Do not know	No	Yes	Blank	Total
Administrator	2	1	14	0	17
Faculty	11	2	19	4	36
Staff	33	11	85	5	134
Total	46	14	118	9	187
Percentage	25%	7%	63%	5%	100%

3b. Please explain:

1. Tele faamaumauga e le'o magigo ma iloa tele le aufaigaluega.

2. E tatau ona teu faalelei ia faamaumauga
3. Meeting minutes, personnel files archives, etc.
4. Meeting minutes, personnel files archives, etc.
5. Maybe. There are meeting agendas but no meeting minutes
6. Polokalama su'esu'e. Polokalama aoga
7. E le lava tagata faigaluega
8. Files have been done on every division made in the office
9. Hasn't been changed and it need to been
10. Monthly reports, biweekly reports, and meeting agendas document decisions
11. Decisions are documented through meeting minutes, letters, written memos, email communications, website. Moreover, confidential decisions are archived in confidential files inside a locked cabinet.
12. All general staff and managers meetings have a printed agenda. Notes are taken by administrative staff. I am sure the director files copies of all discussion and decisions.
13. Someone else doing it?
14. NA
15. Administrative assistants take meeting-minutes.
16. All matters shared through meetings, important memorandums, emails, etc., are documented.
17. Instructors are to keep records of final decisions in department meetings
18. Regular monthly/quarterly meetings mandated by the State Director to allow faculty and staff the opportunity to assess, discuss and evaluate what the program may need or reassess for its betterment.
19. We have our department secretary that document every changes within our meetings and she put it in a folder.
20. Our department secretary documents decisions and changes and files them into a folder along with the minutes of our meetings.
21. There is a designated person who takes the minutes of all the meetings, and then brought forth in the following meetings to the staff for revisions. Upon approval, the minute taker then documents and archives meeting minutes.
22. Yes, every meeting we have whether scheduled or impromptu, we have a secretary who records our minutes down to the T, and she will in turn send this information back to every team member so we are in sync and "in the know!"
23. Minutes of meetings are usually submitted to the Office of the Dean of Instruction.
24. For Department Only.
25. Through webadvisor and email
26. Not to my knowledge
27. Decisions/Notes are taken regularly during every meeting or discussions to make sure everyone is aware and on the same page within the program and the direction of the program.
28. Emails and memorandums.
29. Documented through official forms and correspondences for clarification.
30. Official Records with Human Resources Division.

31. Yes, after every meeting, the department chair keeps record of the minutes and suggestions being made in a meeting. Minutes are also forwarded to each member of the department as well as the Dean of Academics for their own records.
32. Minutes that include staff feedback and individual/group decisions and consensus from each of the meetings I have attended so far are shared in a timely manner with all staff, however I would need more time to determine how records are systematically stored and archived.
33. Yes, Library staff turn in monthly statistics to the Program Director who in turn documents them into his Library Monthly Report which he submits to the Dean.
34. Yes, Library staff turn in monthly statistics to the Program Director who in turn documents them into his Library Monthly Report which he submits to the Dean.
35. Yes, the essential highlights are captured in the library directly submitted Monthly reports.
36. Yes, the essential highlights are captured in the library directly submitted Monthly reports.
37. Yes, via saved emails have been recently lost due to unexplained MIS phenomena with ASCC Email Account Server. However, the essential highlights are captured in the library directly submitted bi-weekly reports, since 2013, to Compliance Assist. Recently, since beginning of Fall Semester 2017, the library now submits its Bi-Weekly Report directly to Dean of Student Services instead of Compliance Assist.
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39. Yes, its always in his monthly reports.
40. Yes, via saved emails have been recently lost due to unexplained MIS phenomena with ASCC Email Account Server. However, the essential highlights are captured in the library directly submitted bi-weekly reports, since 2013, to Compliance Assist. Recently, since beginning of Fall Semester 2017, the library now submits its Bi-Weekly Report directly to Dean of Student Services instead of Compliance Assist.
41. Yes, they are reported in the Library Monthly Report submitted to the proper channels as well as library staff.
42. We have minutes in each departmental meeting, so I guess that is one way of documenting decisions.
43. Yes, IE has these documented and can also be retrieved in webmail.
44. Written and filed per agenda and minutes of meeting.
45. tele o taimi e fesuisui ai faaiuga fai a taitai ma faauluuluga.
46. E faamanatu mai ai mea e fai I lea tausaga ma lea tausaga.
47. No because not shown us what happened to these decisions.

48. We do our daily/weekly and aso we put everything together for our reports.
49. Our daily reports include incidents, how they were handled, and the decisions that follow. Those are then given to Amy who compiles and writes the Bi-weekly, Quarterly and Yearly report.
50. Aua o le aoga lena o fonotaga faalekuata.
51. Not all decisions are documented.
52. Any official memo approved by the President is systematically documented by the President's Executive Secretary and or the Board's secretary through a log maintained within the President's office. Memorandums are then archived both manually and electronically.
53. Procurement utilizes Datatel as a systematically documentation storage. We also scan our documents for internal backup.
54. The Institutional Effectiveness (IE) division of the college is tasked with this and thus far based on meetings and email disseminated from IE when the need arises; these are systematically documented and archived.
55. Supervisor is very informative, makes mention on email we can always refer back to
56. We have a monthly meeting and we get the updates on the notes for the meeting after.
57. Within our office, all meeting are recorded by minutes. This allows us all to refer to past meetings, whilst also bring up any current or amended changes. That documentation is important to us to make better decisions prior to procuring for different goods and services.
58. Because no matter what we put down SOP for us to follow but people still can't even focus on it or follow the direction. It has never been working it like people wanna do whatever is easy for them to do and process.
59. Not sure how to answer this. If it is an institutional decision, then I am sure it is documented and archived. If it is a decision that would involve only our office, then it is documented as to provide future references. Spur of the moment decisions are not documented.
60. All purchases are countersigned by ASCC administration. Hiring goes through ASCC process. Contracts and other documents are all routed through ASCC such as contracts, purchase requisitions and purchase orders and travel.
61. All purchases are countersigned by ASCC administration. Hiring goes through ASCC process. Contracts and other documents are all routed through ASCC such as contracts, purchase requisitions and purchase orders and travel.
62. All purchases are routed through ASCC Procurement and Business Office and all performance evaluations and hiring are routed through ASCC HR.
63. I'm not aware of any documentation aside from minutes being taken during Department meetings
64. The decisions have not been systematically archived which is an area being addressed by the department.
65. Minutes are made during each meeting and filed by the lab assistant, who also attended.
66. Yes, The Institutional Effectiveness office mostly documents and archives such information for any ASCC employee to see in the ASCC website. It is

there for our use….the problem is liken to a 10 page minisized policy about using a credit card…..too tedious and nobody wants to read it unless you have to for institutional purposes.

67. Documented by the director's admin assistant.
68. By our Directors assistant
69. Yes, through SSI minutes. Not sure what other decision this is referring to.
70. Yes, through SSI minutes. Not sure what other decision this is referring to.
71. By our Directors assistant
72. Recorded and filed by SSI Admin Assistant
73. They were, up to the time the previous Administrative Assistant left in Dec 2020. We just got our new admin assistant –less than 2 weeks and minutes etc are on the roll again.
74. Decisions are documented in monthly reports. Decisions, challenges and outcomes are also all discussed during our monthly DOSS leadership meeting.
75. Yes. The department chair takes minutes during every meeting and has them archived.
76. I believe our director documents everything that we do and report them to the necessary division.
77. At the first meeting we actually got minutes returned to us. That happened once.
78. Not systematically, but they are documented on meeting minutes when discussed, or via emails.
79. It is a continue responsible of our director and her administrator to collect everything and document them every Semester
80. Minutes to meetings are archived with TED filing system.
    • Electronically filed.
81. Each of us staffs within the office provide a hard copy of program SOPs.
82. Only stored on emailed across campus.
83. ASCC website on compliance assist.
84. This is done to the same degree as with any other division.

IV. PERSONNEL DATA

1a. Is the Number of personnel adequate to support your Department/Program/Division?					
	Do not know	No	Yes	Blank	Total
Administrator	0	11	6	0	17
Faculty	3	11	21	1	36
Staff	11	64	58	1	134
Total	14	86	85	2	187
Percentage	7%	46%	45%	1%	100%

1b. Please Explain:

1. Need more Researchers
2. Need more staff
3. Short staff
4. E le lava tagata faigaluega
5. E le lava tagata faigaluega
6. Manaomia ni tagata faigaluega
7. Need to hire more support staff
8. Need to hire more support staff
9. E manaomia nisi tagata faigaluega mo le faaleleia atili o le faatinoga o galuega
10. E le lava tagata faigaluega, ua tele matafaioi ae le lava le totogi.
11. Staff are very much needed in the areas of Extension and Research. More technicians and specialists are needed at the Research programs as well as agents and technicians with the Extension program.
12. lo'o manaomia, ua fesoasoani isi polokalama i isi polokalama
13. Sometimes there are not enough people because some call in sick or go on emergency leave.
14. Ona o le tele galuega e fai o le ala lea e manaomia ai tagata faigaluega
15. Fautuaga e faalelei atili mea tau o aoga. Faalelei ai mea e tatau ona fai ma aoga. Manaomia tagata
16. Ua le lava tagata faigaluega o galuega ua faaititia tagata faigaluega
17. Theres always a need of staff or employees for all programs
18. Some data don't know where its coming from
19. Staff are given multiple responsibilities from other positions that are vacant. This is usually longterm (2-4 years) of extra work outside of scope of work without compensation or filling of vacant positions
20. We need to recruit and hire more qualified professional and support staff.
21. Need more man powers we have a lot of outreach and other program and not enough man power
22. Still a need for more support and assistance. Outreach programs & data entry
23. Need several researchers with graduate degrees. Need several Ag. Extension agents with bachelor or master degrees. Need research technicians. Need employees who have studied or worked overseas who have knowledge and experience in these fields. Difficult to attract these professionals due to pay scale.
24. Fast turnover in the last year and recruitment ongoing
25. The ACNR is in dire need of hiring more staff members to achieve the goals and outcomes of the programs. Compared to other Land Grant institutions in the U.S. our Land Grant has the lowest amount of employees and limited resources. ACNR needs to hire more researchers and technicians to complete all tasks in a timely manner.
26. The people we have now are good at their job. But we all could use some extra hands in the programs that we implement.
27. Some programs could use additional personnel to help us do more work for the community (e.g., forestry researcher, additional staff to assist our

horticulturist researcher, etc.). However, over the past few years we have been able to hire many new staff members which has allowed some of our programs to have adequate staffing.

28. Just right for now.

29. This is a big fat NO. I have reported in my reports forever and have even brought it to the attention of administrators that we are severely understaffed. A major function for our office does not have a full-time employee dedicated to this function and work is distributed among the staff that it is not any of our job responsibilities to work on. This position has not been filled since 2018.

30. Admission office positions (Recruiter and Clerk) has been on hold since "Cost Containment" period. Currently, awaiting final decision to recent changes to position title for reinstatement as requested.

31. In need of an Administrative Assistant to fulfill duties and responsibilities of the admin. assistant that instructors have been tasked to fulfill.

32. With the absence of an Administrative Assistant for more than a year now, the instructors are assigned with administrative duties to fulfill the roles and tasks of operation in order for the program to continue with its daily requirements; More teachers may be necessary to fulfill increasing enroll population.

33. We have the most student population every fall semester and with the number of students we should have enough faculty for all available class offering and enough to cover for extra class offering so it doesn't overwhelmed other faculty throughout each sessions for each semester.

34. We have enough staff to carry our workload. Scheduling could be better.

35. Since CAPP serves majority of the student population every fall semester, it is only right and fitting to have a good amount of faculty to ease the workload. This way teachers are not overwhelmed.

36. YES VERY MUCH – the more the merrier especially for our team – 6 weeks – and we have a large population of students!!!

37. Maximized the number of faculty in our department through hiring.

38. The Computer Science already approved other two courses with the 2 new degree program. We definitely need an additional instructor for the new courses.

39. Currently we have vacant positions that needed to be filled to provide the full support and services to the college and to achieve our mission

40. Need more staff

41. We are short staffed

42. Negative. We are short staff.

43. 70% of staff are filled. Only two vacant positions.

44. Once all staff are hired then the division will be fully supported and adequate to serve all programs and services.

45. 2 positions are still vacant and in process of recruitment.

46. The Language and Literature Department has six members and the number is more than enough to support the department.

47. At this time the number of personnel are adequate to support the department

48. The number of personnel is quite adequate. We noticed that in the current semester, a few sections were closed due to low enrollment.

49. The library currently has a staff of 9 personnel; two of which hold a Master of Science in Library Sciences. The library is currently waiting on HRO to activate a newly hired staff member which will bring the library to a full staff of 10 personnel.
50. The library currently has a staff of 10 personnel; two of which hold a Master of Science in Library Sciences. We are now at full capacity.
51. The library is currently at full strength 100% staffed with total 10 staffers or personnel to support both the college and library missions
52. The library is currently at full strength 100% staffed with total 10 staffers or personnel to support both the college and library missions
53. The library is currently at full strength 100% staffed with total 10 staffers or personnel to support both the college and library missions
54. The library is currently at full strength 100% staffed with total 10 staffers or personnel to support both the college and library missions
55. We have a staff of 10 including our Director. We are always ready to serve our students and assist each other. We work as a team especially when someone is out sick.
56. The library is currently at full strength 100% staffed with total 10 staffers or personnel to support both the college and library missions
57. Total ten staff members. Two are American Library Association (ALA) credentialed professional librarians – Master of Science in Library Science Degree (program director and cataloger). The remaining eight staffers are qualified library paraprofessionals with continuous on the job-site training.
58. We are fine
59. We lost one member of our department whom moved off-island, so we need one more faculty member to take over the load of courses. I guessed it depends on the semester of the school year.
60. Currently, the math department is short of one instructor in the CAPP due to the recent resignation of one of the instructors last fall. Yet, arrangements were made to cover the classes. Also, this spring semester enrollment is low compared to the fall semester of 2019 so staffing is sufficed as of now.
61. We are in need of additional staff to help with the demands of the students, faculty and staff.
62. We are in need of additional staff to help with the demands of the students, faculty and staff.
63. We are in need of additional staff to help with the demands of the students, faculty and staff.
64. We are in need of additional staff to help with the demands of the students, faculty and staff.
65. We are in need of additional staff to help with the demands of the students, faculty and staff.
66. Sometimes we get so many tickets that we get swamped, a lot of times we don't even get tickets but just called while we are still out in the field working on other tickets. I feel that we may need more personnel to help with the workload.

67. We are in need of additional staff to help with the demands of the students, faculty and staff.
68. The number of interested students has increased over the last 20 years due to the shortage of nurses and increase in the availability of nursing jobs. Nursing graduates are employed soon after they pass their NCLEX because this is the requirement for licenses. Number of students enrolled is always high at the beginning of the year during fall semester and the number of faculty should be able to accommodate the number of students in many areas of nursing that are required each semester. The shortage of nurses in the territory has made it difficult to retain an adequate number of instructors each semester because they are needed here at ASCC, at LBJ and DOH. There are not enough to cover 3 important areas, though being a adjunct faculty will only require one or 2 days. There is a need for an administrative assistance but because of the highly confidential matters of the program, and exams, grades are kept locked away. Hopefully there will be sufficient funds to cover a part-time administrative assistance that will provide support by performing other tasks important to the program part time.
69. Mana'omia nisi tagata e faatinoina ai galuega a le PFM.
70. We need three more workers for the grounds Keeping crew.
71. E tatau ona faaopopo le fainumera a le matou vaega ona e le faigofie la matou galuega.
72. Laititi tagata faigaluega ae tele galuega.
73. E manaomia nisi tagata faigaluega.
74. Because sometimes we tell them we need working people to our department but they have no money to pay them.
75. Need more people to work for the department. Sometimes we work for 3 shifts
76. Short o staff since 2018
77. Currently, there are 8 security guards who rotate shifts on a daily basis. The college campus is big. We need the number to help with the beat both day and night. With an adequate number of security guards, I feel we can better serve and protect students, staff and campus.
78. As for security, we still need help; not enough force to keep all the people safe.
79. E le fetaui; e le lava tagata e faia galuega.
80. We don't have enough personnel in our department to keep faculty, staff, students and especially the ASCC campus from burglary, theft, break-in and etc.
81. Needed to hire more security officers as the whole campus/compound is open for trespassing!
82. The President's office in order to maintain quality services employs an executive secretary and the Board of Higher Education's secretary.
83. I believe that Procurement Office needs Property Management personnel. This will help the institution with inventory and to keep track of all institution assets.
84. Procurement still needs at least one more personnel; the most pressing thus far is our Property Management personnel. The role of taking care of all assets

(fixed and non- fixed) for the college has been neglected for too long. As it is now; whenever one of our people whether it is the buyer or the receivers are available after their main function then time is squeezed in to take care of inventory, data entry, and disposal/transfer updates etc. This has to be filled when funding permits.

85. Our office is currently fully staffed to accommodate the work flow

86. We have 4 buyers, 1 travel coordinator, and 2 receivers.

87. Procurement has a total of (1) Procurement Officer, (4) Buyers, (1) Receiver, (1) Asst. Receiver and a Travel/Property Coordinator, which would be me. I feel that in order for Travel to run smoothly, that there should be one individual devoted solely to it – as well as with the Property side. Though I have been keeping my head above water, I have absolutely no time to do things that I would really like to be seen done during my time at ASCC. Such things as a full scale inventory, cost analysis, relabeling equipment, updating all electronic files, etc. As Inventory is my forte, I would suggest bringing another individual, that could be sent off island for some well needed training in the field of Procurement and travel policies.

88. All departments need an admin to process the works for us who are trying to work on other people needs. Admin is important to all departments.

89. I always feel overworked. We have to cater to approximately 1,000 students or a little less per semester, plus Faculty/Staff and the General Public for transcript requests for an Office of 4 Staff members including the Registrar. Like really?

90. We are going on to 4+ years with a staff of 4 – so I guess it is adequate. The workload is shared amongst the staff to push through with office responsibilities and tasks.

91. Only 4 employees in our office. Our office is always busy and we need more staff especially when the time of registration.

92. With the proposed expansion, the SBDC is in need of administration assistants and a business counselor.

93. With the proposed expansion, the SBDC is in need of administration assistants and a business counselor.

94. Based on client feedback and review of goals for 2020 there is a need to expand SBDC services and outreach. This will require more staff. This expansion and staff requirement has been included in our 2020 proposal to SBA.

95. It is fair to say that yes it is enough for now. But we advertised for an office administrative assistance last year 2019, and until now, 2020 we do not know why it takes so long to hire this new incoming. As far as I know, two interested parties were been interviewed and until now, we still haven't hired any. Despite the fact that there are enough personnel, our office still needs an administrative assistance.

96. A lab technician is needed. At least another full time faculty is also needed

97. Could still use one more science faculty member and an assistant laboratory/assistant LSAMP coordinator person.

98. The numbers of instructors are sufficient now. However, if new courses and programs are added, there would be a requirement of new instructors.
99. There are courses that are not offered because there is no one within our dept in these fields of study. Ex: Archeology, Anthropology
100. We have sufficient number of qualified faculty for the courses being offered and the amount of students necessary to keep our program sustained.
101. Still need more people for research and other purposes
102. Everyone plays their own role where they at now
103. SSI faculty is becoming specialized and hard to fill. So is the case with staff. However, with the increase in publications, there is a need for this area too.
104. SSI faculty is becoming specialized and hard to fill. So is the case with staff. However, with the increase in publications, there is a need for this area too.
105. Everyone plays their own role where they at now.
106. Need one more faculty member
107. Mana'omia tagata faigaluega tumau ma o loo i ai le tomai i galuega faatino.
108. Short of a teacher. We just filled in our positions Admin Assist and Assistant Researcher/Translator so that need is now met. Took SSI a long time to find a third instructor. Months later, unfortunately, due to her child's critical health issues, resulting in off island transference, one of our hard working faculty resigned.

109. Yes, all decisions are noted down by the DOSS Administrative Assistant and archived as monthly meeting minutes once all have passed the minutes.
110. No comment
111. We have two English tutors and we do have peer tutors too!

112. Honestly, I believe the number of personnel is not adequate to support the department especially with one faculty member being absent during most of the semester due to medical purposes. This leaves the department to look for substitutions but unfortunately, the current core faculty members are limited to one overload so they are not able to take over the course. The director or chairperson is obligated to teach these courses for the rest of the semester. Although we may take on the obligation anyways because student centeredness is a priority for us, the well-being of our department is very important. They already have other responsibilities that could take up most of their time so this Is an added responsibility.We also have evening courses for the ASDOE session where we have to go through a process every semester in finding adjunct faculty. Again, due to the workload current core faculty members already have, they are unable to take on more courses. This forces the department to find part time faculty members.
113. Our secretary is on top of everything. Our recruiter, sad to say, has just resigned, so we are in the process of hiring another one. We have enough

faculty to teach our courses, and we also have a large pool of adjuncts that help us with extra courses.

114.   Yes, but very unfair in how the placement is being used.
115.   We need a Recruiter and an Instructor who's expertise is in Science.
116.   We have enough we the great help from our adjunct
117.   I think we need one more faculty member and one recruiter.
118.   NEED MORE STAFF TO HELP WITH STUDENTS PRACTICAL WORK
  • Most of the faculty are hired as adjuncts 2. Only three full time faculty
119.   Number of students attending various courses
120.   Currently short by one staff.
121.   We need a data clerk to assist in filing of the data and make sure data is secure for transparency and accountability.
122.   We have enough staff to help with the demands of the students, faculty and staff.

123.   "Adequate" is subjective. Seems adequate to me. Might not seem adequate to someone else.

2a. Do personnel possess all specialized skills or credentials required to support the Department/Program/Division?					
	Do not know	No	Yes	Blank	Total
Administrator	0	2	15	0	17
Faculty	1	1	32	2	36
Staff	16	16	99	3	134
Total	17	19	146	5	187
Percentage	9%	10%	78%	3%	100%

2b. Please Explain:

1. Many do not have the skills needed fro their jobs.
2. I believe that many unit have the skills
3. Certfied
4. Tele galuega faatino koe kusi luga computer ma faatino ai galuega
5. lo'o agavaa lava tagata faigaluega i faataunuuina o galuega
6. Manaomia ni tagata agavaa i mea faigaluega faapitoa
7. Need more qualified professional staff
8. Need more qualified professional staff
9. Manaomia ni sainitisi mea tau laau suamalie (sweet fruit specialist)
10. Manaomia saienitisi su'esu'e

11. Yes, majority of staff are mostly with years of experience and AS Degrees, BS Degrees with exception of MA's and PhD's in the Agriculture and natural resources field.
12. Manaomia saienitisi o le vaomatua
13. Staff need a lot of training
14. Manaomia tagata faigaluega
15. Faamanatu mai taimi amata taimi magava fai lau faagoi I lau taitai
16. Oute leiloa
17. All program personnel are required to take a staff development to better their skills.
18. From my perspective, ACNR staff (some) lack technological skills and writing skills. Pursuit of higher degrees would help (high school diploma to college level) with writing reports & seeking funding opportunities
19. We need to recruit and hire more professional and support staff with appropriate credentials and specialized skills.
20. Internships, workshops
21. I feel we can use more qualified personnel, as discussed above. I think if the pay scale was increased, we would be able to bring in experienced researchers who would be a source of improving local staff skills and knowledge, and conduct relevant research
22. Most personnel do possess the certifications and skills to effectively carry out their duties. Others who are not certified are required to take such certifications or attend more professional development opportunities such as conferences or trainings in the U.S. This is why travel is crucial to ACNRs programs. All personnel have
23. Our director continues to encourage our staff to seek professional development opportunities. Within the past two or three years ACNR has hired at least five or six employees who have obtained bachelor degrees related to agriculture, community, and natural resources. ACNR would definitely benefit by having more qualified researchers—especially Samoan people who speak the language and are familiar with the way of life in American Samoa. However, it can be challenging to recruit and hire researchers to come here because the salary is low compared to many other places such as Hawai'i and the US Mainland.
24. Just right.
25. Everyone in my office has a BA or higher, perfectly capable to work on Admissions work. However, I believe we lack specialized software and equipment that will help support the department and division.
26. Personnel possess credentials and some skills to support the department.
27. Instructors are all Master Degree holders. The State Director is a PhD holder.
28. State Director is a PhD holder while every faculty are Master degree holders.
29. We all have additional responsibilities aside from teaching. For instance, one is responsible for facilities, technical support, ordering our novels, maintaining count for our current novels and short stories; we even have an accountant, assessment, and a data person who compile all our data.
30. Yes, all staff is qualified to support the department.

31. The English CAPP faculty possess the basic skills of reading and writing. It is a lot of re-teaching and learning new concepts to help with student learning and achievement.
32. I speak highly of my CAPP team and EVERYONE in this team have credentials that excels and is great support to this team and our curriculum and our work!!!
33. Basic qualifications are met… sometimes due to lack of applicants, department would review the best candidate.
34. All experts
35. Yes, for basic skills but continuous training is always needed.
36. Meet all minimum qualifications and have excelled beyond requirements through professional development in higher degrees and demonstrated experience.
37. Qualifications include educational background in attaining Associate Degree in direct or related field with proven demonstrated experience and Master's in direct or related field with proven expertise through capacity building through offered professional development locally and off-island.
38. I do not know if all has credentials as those are personal but I do know that they all have the necessary skills to support the department to administer instructions and help the students
39. All faculty in our department have the education/training and experience to support the department
40. All faculty members are degree holders that varies from English, Writing and Education.
41. Yes, all staff degrees, certificates, etc. are in personnel files in the Human Resources Office.
42. Yes, all staff degrees, certificates, etc. are in personnel files in the Human Resources Office.
43. Yes, they are on file with the ASCC Human Resources Dept.
44. Yes, they are on file with the ASCC Human Resources Dept.
45. Two of the ten current library staffers are American Library Association credentialed professional librarians – Master of Science in Library Science Degree (program director and cataloger). The remaining eight staffers of total ten are qualified library paraprofessionals with continuous on the job-site training.
46. Two of the ten current library staffers are American Library Association credentialed professional librarians – Master of Science in Library Science Degree (program director and cataloger). The remaining eight staffers of total ten are qualified library paraprofessionals with continuous on the job-site training.
47. At the moment our Director and myself are both professional librarians with library degrees. We have a few of our staff taking courses at the moment. The rest of our staff have various skills and are super ready, and we are all serving our students to the best of our knowledge and abilities.
48. Two of the ten current library staffers are American Library Association credentialed professional librarians – Master of Science in Library Science

Degree (program director and cataloger). The remaining eight staffers of total ten are qualified library paraprofessionals with continuous on the job-site training.

49. Yes, all proper documentation (degrees, certificates, etc.,) are on file with ASCC Human Resources Office (HRO).
50. All instructors satisfy minimum requirements
51. All of our teams either major or minor in Mathematics.
52. Yes, we all have math, statistics, and computer science skills.
53. All current math faculty members are specialized in mathematics or related field such as computer science or business.
54. MIS Department are composed of different division, which are (Helpdesk Division, Networking Multimedia Division, Web Communication Division, Web Master and System Administrator) Each division has different level of expertise and knowledge to accommodate the needs of the college.

55. The PN and RN program requires instructors with an RN license who had graduated from a AS or BSN to cover the clinical area since they work at LBJ and DOH, and have a better understanding of policies and protocols to follow. They are also former students from ASCC who have had the experience of being students which makes it easier to learn through orientation and practice, the next level of becoming instructors. The faculty who prefers to lecture are required to have an RN license with years of experience, and a BSN or MSN. The COC nurse aide program may have an LPN or RN clinical adjunct with years of experience from an acute care setting. They have the experience of delegation and working with CNAs at LBJ to provide safe instructions.
56. Tele le poto masani ona o le tautua ma le umi ona faigaluega i lenei vaega.
57. Oute talitonu e ao ona faasino pe faataitai le faaaogaina o le moa vao.
58. Anai i vasega o loo faia i afiafi i le TTD
59. Aua le faatinoina o galuega.
60. We do take some classes to learn more knowledge and we need to take office hours.
61. Some of them already received their specialized skills
62. Should be able to work within the guidelines and rules and regulations of SOP. Should be able to be available 24/7 if called on. Should be able to do reports, communicate with examples, students, faculty and staff and the community.
63. There are faculty not teaching in their content. Staff need training and leaders need to look at staff and how to help them get to the right job area and salary.
64. Both employees of the President have over 10 years of experience within their respective positions.

65. Procurement personnel are able to perform their required duties however, because of complex and constant revision in federal laws requirements for Procurement, the need for all Procurement personnel to attend via webinar, off island and/or local training in federal Procurement is very much needed.
66. Each area is covered, are also able to cover each other should one be out of the office
67. English and Samoan proficient, MS Officer literate, can step in to cover for each when one is away from the office.
68. All Procurement staff has at least a minimum Associate's Degree, and those who don't have exceeded the credits to receive one, however may not have graduated. Of the 8 staff members, 6 have well over 10 years experience in the workforce. Of those 6, 3 have been with ASCC for over 7 years. Of the overall staff of 8, 2 have been in the workforce for over 20 years.
69. All current SBDC personnel has masters degree in Business Administration and Accountancy.
70. All current SBDC personnel has masters degree in Business Administration and Accountancy.
71. All current staff have achieved Masters Degrees in Business or Accountancy.
72. Two counselors have Masters Degree in Business Administration, our Deputy State Director and Director also holds Masters Degree in the business field too.
73. All personnel have the necessary educational background and experience in performing the duties of each faculty or staff
74. All are still sufficient in basic and are above required skills.
75. All instructors are qualified and possess masters degrees or above.
76. We are all well versed and qualify in our fields of study/ courses taught.
77. Refer to ASCC HRO and ASCC Catalog 2018-2020 for faculty credentials.
78. We again as said before we are all fit in our own position because of our skills we have.
79. While SSI has a mixture of skills such as video making, craft making, translations, research and so forth, using
80. SSI has a mixture of skills such as video making, craft making, translations, research and so forth. Competency in Samoan Language is required too.
81. We again as said before we are all fit in our own position because of our skills we have.
82. We are blessed to have skilled, bilingual and experienced people in this office. 1. Director –Masters, Bachelors' degrees and Diploma in Teaching. Presented, Authored and edited bilingually. 2. Faculty have Masters in Education and Content area with Chair rounding off his Doctorate program. Authored and edited bilingually. 3. Outreach Coordinator has Bachelor's degree and decades of public relations experience needed for his post. 4. Researcher just graduated with Masters and going full speed with the research into local narratives, Written, translated bilingually. 6. Cultural Artist has AA degree. Invited twice to create monumental sculptures i China. Created the Chief mascot for ASCC, the Healing Garden sculptures at Leone, trained the community to do cultural art especially elei and carving. Not including printing, binding, making books.

7. Videographer/Media staff is adequately trained and has done webinars for more training. 8. Administrative Assistant –recently hired with an AA and years of experience off island. 9. Assistant Researcher/Translator graduated recently with AA from ASCC. One of well-versed leaders of SAFF experienced in cultural protocol and practice. Doing well in translation work assigned at the moment. 10 Researcher/Translator -Masters in Samoan Studies, Post Graduate Diploma –Samoan Studies; BA in English Literature, Journalist experience writing in both languages, Authored, edited and written bilingually

83. All are qualified and possess skills and credentials required to support the Student Services.
84. NA
85. Yes. Before faculty members are hired, they are interview by the director and department to see if they possess all specialized skills/credentials.
86. We have faculty that teach all the specialized areas in our program. They all have specific degrees in their fields.
87. There are a few ECE classes and Samoan classes that not all staff can teach (with integrity and/or rigor).
88. We have expertise in these areas: 2 English, 1 Samoan, 1 ECE and the same for Tech/Assessment, 1 Math, 1 Curriculum Studies, we could use a Science expert.
89. Each faculty and staff are well equipped in their own field in our department
90. Faculty and Director have Master's degrees and two faculty members are working on their Doctorate's degree.   Each faculty specialize in certain contents that qualifies them to teach ED courses.
91. Faculty have BS degrees as well as Industrial Master Certified credentials
92. Our division has different level of expertise and knowledge to accommodate the needs of the college.
93. If any personnel do not possess the necessary skills required to support the division, I am not aware of it.

3a. Are all proper documentation (degrees, certificates, etc.,) on file and continuously updated?					
	Do not know	No	Yes	Blank	Total
Administrator	1	0	16	0	17
Faculty	8	1	25	2	36
Staff	49	8	72	5	134
Total	58	9	113	7	187
Percentage	31%	5%	60%	4%	100%

3b. Please Explain:

1. A faamaumau vaega ofisa o le faatonu
2. Ia o loo lelei lava le faatumuina o lea vaega ma le galulue.

3. Records held at ASCC-HR
4. Records held at ASCC-HR
5. E le'o fa'ailoa mai e le HR
6. Check with Human Resources
7. Matou te le vaaia ona o lo'o i luma le HR
8. I guess because HR never contacted us about any issues
9. Tatau ona logo lau taitai fai lau faanoi
10. loo malu puipuia pea ia le faamaumauga
11. Files are being kept for every employee that work ACNR & ASCC
12. I do not deal with this
13. Human Resources Office is responsible for filing and updating the degrees, certificates, etc. as submitted by staff.
14. Check HR
15. All certificates or degrees or other professional development achievements are updated and filled within their respective holders.
16. Everyone is well equipped on paper and in skill of doing the job.
17. My best guess is yes. The administrative staff at ACNR have kept a good record (copies of my degrees, certificates, and other documents) in my employee file.

18. I believe all staff under Admissions Office take care of updating their own files with HR on their own.
19. All personnel required documentations are housed with the ASCC Human Resources Office.
20. Evidenced in Employees HR file.
21. (refer to HR for further verifications)
22. We can check with our human resources department, they have all our files!
23. Not within our job function, check with HR
24. The Human Resources Office (HRO) keeps a file for faculty. If necessary, files can be pulled from there and they can request for file updates.
25. I'm answer this question pertaining to me – I am sure when I turned in my personal file in the start all my degrees, certificates and recommendations are on file.
26. All field in one cabinet
27. Unsure if there's an HR SOP for that.
28. AA, BA, MA, PhD
29. Requirements are part of the recruitment process and any updates will rest with the employee to provide for their official record.
30. I can't speak for everyone but I am adamant that our Department Chair has records of all proper documentation for each member of the department.
31. I know that these files are housed at Human Resource department and to my knowledge are updated when needed
32. Yes, all proper documentation is on file. All were required and submitted prior to start date.

33. Yes, all staff degrees, certificates, etc. are in personnel files in the Human Resources Office (HRO). Updates as well as new documentations are submitted to HRO.
34. Yes, all staff degrees, certificates, etc. are in personnel files in the Human Resources Office (HRO). Updates as well as new documentations are submitted to HRO.
35. Yes, all proper documentation (degrees, certificates, etc.,) are on file with the Library Program Director as well as the "official copies" to ASCC Human Resources Office.
36. Yes, all proper documentation (degrees, certificates, etc.,) are on file with the Library Program Director as well as the "official copies" to ASCC Human Resources Office.
37. Yes, all proper documentation (degrees, certificates, etc.,) are on file with the Library Program Director as well as the "official copies" to ASCC Human Resources Office.
38. Yes, all proper documentation (degrees, certificates, etc.,) are on file with the Library Program Director as well as the "official copies" to ASCC Human Resources Office.
39. Yes, all proper documentation (degrees, certificates, etc.,) are on file with the Library Program Director as well as the "official copies" to ASCC Human Resources Office.
40. Yes. See 2b. answer above. Any new or additional update to individual file is submitted to HRO.
41. Proper documentation are filed.
42. I believe HRO and AAO can answer to this.
43. Yes, but the honest answer is MIS Department needs an Admin Assistant to compile all our paperwork's special on documentation.
44. These documents are filed in the director's office and updated with bi-annual CEUs required for license renewal. Copies of CEUs and licenses are kept in files.
45. HR always have them updated
46. My retirement payments were not updated. I had to inquire about them after I went in to inquire about retirement. It took months to get resolved. Unless a person checks on these things, they can stay as is for years. Many things we have to fight for ourselves. Social Security is missing for one whole year now.
47. Files are kept both electronically and manually by the President's staff.
48. I believe these types of documentations are with the office of Human Resource.
49. Do not deal with the filing and updating of records.
50. To my knowledge, I was asked to submit supporting documentation for my education. I assume that this is the same for all ASCC employees that are currently employed.
51. I hope so – with HR.
52. All degrees were submitted to HR
53. All degrees were submitted to HR
54. Copies of all degrees have been submitted to ASCC HR.

55. I believe that the Department Chair has these documentations.
56. Refer to Human Resources for these documents.
57. The human resources personnel make sure the proper documentation of degrees, certificates, etc. and continuously update the changes occurred, if any.
58. If any of the faculty had incomplete files, the HRO offices and certainly the Academic Division & department would normally ask that such information to be completed or deny them employment as a faculty.
59. Documented with HR and in Employee file copies held in the SSI office
60. Everything is match to what the HR application has and that's how we got on board
61. With HR office. SSI admin assistant also keeps copies.
62. With HR office. SSI admin assistant also keeps copies.
63. Everything is match to what the HR application has and that's how we got on board.
64. Yes and No because not every time do faculty and staff members go to HR to update their records
65. se'i fesili i le failautusi o loo faamaumauina nei tulaga poo le HR fo'i. e le oo tele i ai so'u iloa.
66. Documents good up to Dec due to Admin Assistant resigning for off island
67. NA
68. Yes. These documents can be found with our administrative assistant and the Human Resources office.
69. We each maintain a portfolio that is checked annually by our director. In the portfolio, we have copies of all our awards and degrees. We also update our files at the HR annually.
70. Christine is very good at this, but like I said, I "Do not know."
71. On file with HR
72. Annual checkup by our director and also from the HR updates
73. Office file and HR records.
74. The division called Human Resources is supposed to keep these credentials on file and continually update them.

4a. Are all personnel in this Department/Program/Division careful in protecting the security, confidentiality and integrity of student information according to FERPA?					
	Do not know	No	Yes	Blank	Total
Administrator	0	0	17	0	17
Faculty	3	0	32	1	36
Staff	34	3	94	3	134
Total	37	3	143	4	187
Percentage	20%	2%	76%	2%	100%

4b. Please Explain:

1. lo'o puipuia lelei le faamatalaga e tusa ai ma le tulafono
2. loo lelei lea vaega o loo malu puipuia uma lea faamaumauga.
3. Ou te le o vaai i ai ma ou iloa.
4. Ou te le malamalama i lea tulaga
5. I cannot speak for other staff
6. All information obtained when providing services are considered confidential.
7. Oute lei vaai i mea ia
8. Faaiuga o tagata faigaluega
9. lea lava
10. All information submitted to ASCC is being protected
11. Only selected staff who are trained in FERPA requirements are allowed to handle confidential information for staff and students.
12. We do not disclose any student personal information
13. A lot of field trips come to Land-grant and pictures are very important to our reports but before we do any of that we get the permission first before we take any pictures from parent, teachers
14. Presence of rules and guidelines to follow
15. We do not share any personal information or student information with our clients or communities

16. Most important thing when we deal with clients that come in.
17. I do my best to protect the security, confidentiality, and integrity of student information for students who are enrolled in my class and for students who provide personal information to me.
18. Yes, our staff is fully aware of FERPA and to keep personal data secured. However, I do believe that we need to update our security systems online.
19. All personnel/staff has been advised and informed of FERPA to ensure confidentiality, protection and security of student information and records.
20. AELEL student files and information is in compliance with FERPA
21. (refer to HR for further verifications)
22. We do not share any information between our students and their parents!
23. All information is confidential and only shared with student who it pertains to.
24. We are well aware of the FERPA guidelines. There have been incidents where parents have come to request to meet with instructors, but were advised accordingly. Information regarding any of the students can only be discussed with said student.
25. We make sure that all personal information of each of our students are kept confidential even when they leave our program.
26. All experts
27. We utilize our shredder incase we need to throw away any documents that include FERPA info.
28. It is required by Ferpa law that we provide confidentiality and security for all student documents and personal information. Every student is required to sign the Ferpa waiver if they request to share their student information with any other person.

29. Each counselor has their own office to ensure students' privacy and protection of personal information.
30. Yes by policies and sole purpose is to safeguard the integrity of personnel sensitive information and issues.
31. Part of their job responsibility to keep the confidentiality of their information.
32. Yes, each member of the department does understand the FERPA and what needs to be done to maintain security on student information.
33. FERPA and any other regulations that protect students are seriously adhered to by faculty in our department.
34. Student files and/or work are secured either in file cabinets or digital, including any personal identifying information.
35. Yes, new employees are briefed on the subject. The library patron accounts can only be viewed by library staff members and all printed documents with personal information are shredded when no longer in use.
36. Yes, new employees are briefed on the subject. The library patron accounts can only be viewed by library staff members and all printed documents with personal information are shredded when no longer in use.
37. Yes, library staffers are brief on it as part of their initial orientation after hiring. Further, it is also indicated on their position review and job descriptions forms submitted to Human Resource Office prior to the recruitment process because staffers are exposed to confidential student information required to obtain a library card and services. The same "confidential" information that the library can use to flag a student enrollment registration if the student owes any outstanding library materials or fees from previous semester(s).
38. Yes, library staffers are brief on it as part of their initial orientation after hiring. Further, it is also indicated on their position review and job descriptions forms submitted to Human Resource Office prior to the recruitment process because staffers are exposed to confidential student information required to obtain a library card and services. The same "confidential" information that the library can use to flag a student enrollment registration if the student owes any outstanding library materials or fees from previous semester(s).
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"confidential" information that the library can use to flag a student enrollment registration if the student owes any outstanding library materials or fees from previous semester(s).

41. Yes, library staffers are brief on it as part of their initial orientation after hiring. Further, it is also indicated on their position review and job descriptions forms submitted to Human Resource Office prior to the recruitment process because staffers are exposed to confidential student information required to obtain a library card and services. The same "confidential" information that the library can use to flag a student enrollment registration if the student owes any outstanding library materials or fees from previous semester(s).

42. Yes, library staffers are briefed on it, as part of their initial orientation after hiring. Further, it is also indicated on their position review and job descriptions forms submitted to Human Resource Office prior to the recruitment process because staffers are exposed to confidential student information required to obtain a library card and services.The same "confidential" information that the library can use to flag a student enrollment registration if the student owes any outstanding library materials or fees from previous semester(s).

43. Faculty underwent professional development in this area to ensure students" vital information are kept confidential and safe from the public.

44. It is important that the nurses' code of ethics regarding information on faculty and students be kept confidential under the HIPAA regulation. It is illegal to share information with anyone regarding staff, students, or patients/clients.

45. galuega ia a ta'ita'i o loo faamalosia pea i totonu o galuega.

46. I believe there are times when information can be leaked without malice or on purpose. But I know they try hard.

47. All documents including student information which comes through the President's office is considered confidential and is handled in accordance with rules and regulations of the College.

48. Even though we don't deal with student information, we do handle information from the different departments, for instance sealed transcripts, etc…

49. Procurement personnel because of our role of dealing with funds (PO/check/prepayments) sensitive documents; all personnel have been informed through meetings that the role of Procurement foremost is to ensure that confidentiality and integrity are uphold at all times in the fulfillment of duties.

50. We do not deal with FERPA, but we are good at keeping to ourselves any information that might be relayed to us about a student.

51. For Procurement, the only time a student's personal information will be necessary, is if they are traveling under ASCC. In this case the student will

need to provide i.d. or passport copies in order to complete the process. The information is only shared within our office, and at times with the ASCC Finance Department.

52. It is what we have to abide by…
53. FERPA is part of the daily reminders due to our line of work in protecting and maintaining student records confidentiality.
54. Our records are confidential, only students can see his/her own file. We don't release any information to parents or whoever that is asking for it unless it's the student.
55. SBDC employee signs off on Conflict of Interest forms annually which includes confidentiality.
56. SBDC employee signs off on Conflict of Interest forms annually which includes confidentiality.
57. All SBDC staff sign an annual Conflict of Interest form which includes confidentiality requirements.
58. I have no knowledge of any student information solicited nor given out
59. All have had FERPA training through on campus workshops.
60. YES, any matter related to academics of a student will be communicated with the appropriate authorized college official only. e.g. Grades are reported only to the registrar.

61. I hope so. It is a federal regulation and therefore can lead to violation of the Student's rights or penalty on the part of the Institution. See ASCC Catalog 2018-2022. See Page 37-44.
62. I believe they all do protect their personnel records
63. SSI faculty and staff are well aware of this.
64. I believe they all do protect their personnel records
65. As we are a professional institution and college level, professionalism supersedes.
66. No problems in this area as far as faculty is concerned and staff are mostly support and no dealing with student info
67. None
68. All TED faculty members are well aware of protecting the security, confidentiality and integrity of student information according to FERPA. This includes keeping the students' work, grades and anything that is created by the students for the courses confidential. All faculty members are aware that this must only be between the student and the faculty teaching the course.
69. We hold trainings on FERPA and are reminded again and again about the privacy of our students.
70. I would know how to better answer this if discussions had taken place in the last year. I do recall, however, that not too long ago during orientation that this issue was discussed.
71. They were informed of FERPA in orientation workshops and in department meetings
72. I know FERPA training were being held for this purpose

73. Faculty are briefed regarding the ASCC policy and were instructed to familiarize themselves with the policies. Faculty orientation was briefed regarding the FERPA, all faculty were accounted for.
74. Although personnel are familiar with protecting confidential information, there should be a standard institutional training on Cybersecurity and protecting information. Technology is constantly evolving and are ways of attacking a system or obtaining information.
75. We are in compliance with all of FERPA regulations.
76. As far as I know, the IE staff are careful about what information they give out, and who they give it to.

5. Does your Department/Program/Division effectively use its personnel to achieve its mission?					
	Do not know	No	Yes	Blank	Total
Administrator	0	1	16	0	17
Faculty	3	1	31	1	36
Staff	8	8	113	5	134
Total	11	10	160	6	187
Percentage	6%	5%	86%	3%	100%

5b. Please Explain:

1. lo'o feso'ota'I matou galuega ma manulauti o le kolisi.
2. loo lelei le faatumuina o le faamoemoe. O loo lelei mea uma.
3. Faaoga e faatino ma ia ausia le tulaga tau aoga
4. Personnel to carry out services through Research, Extension & Instruction
5. Personnel to carry out services through Research, Extension & Instructional program.
6. loo faaoga uma tagata i le faatinoina o polokalama
7. We have had major successes in our programs, either Extension, Research or Instructional.
8. No doubt staff do their best to achieve goals, but there is always room for improvement.
9. loo faaoga uma lava matou e ala i le faatinoina o galuega
10. NA
11. NA

12. We need to improve the communication skills
13. We help out in the community
14. Provide opportunities for career growth. Train staff to become leaders. Encourage suggestions and actually listen to them. Place staff in proper positions based on education, certifications, skills and experience.
15. Staff are hired and assigned to the areas of responsibilities based on their qualificaitons, expertise, skills, and experiences to achieve ACNR's mission.
16. Extension work, education outreach
17. More training
18. Most of the time. There are some situations where personnel can be more effectively used. 1. When a new staff member has a drivers license, has a job description where driving is a part of the job, and then has to wait 1 year to be able to drive ACNR vehicles so instead is driven around by the supervisor, who should be doing other work, I think that is not effective use of the new staff member or the supervisor. 2. When the business office has a better understanding of funds in an ACNR grant and the past experience with handling travel arrangements, to put someone in procurement to handle this TA duty and then to have delays and changes made over and over again because of repeated mistakes, is not an effective use of business office, procurement office and ACNR personnel.
19. Enticing new recruits to fill in the empty slots
20. By carrying out our duties (AND MORE) in our job descriptions we achieve our mission every day
21. Our director does a good job by routinely reminding ACNR staff about ASCC and ACNRs mission during staff meetings. He also does a wonderful job about providing updates about accomplishments made by each department/program at ACNR.
22. More staff development
23. Personnel are advised, encouraged and recommended to stay involved with applicable/pertinent institution activities and functions to achieve its mission.
24. Refer to IV 1b
25. (Please see IV 1b.)
26. Scheduling of classes could be done more effectively as to share the workload.
27. Aside from the basic skills that students acquire, instructors are there to also advise students (whether/not they are assigned to them).
28. In our CAPP program – as in every ASCC faculty – we make sure we have a 5-course load every semester, if one of us is out on leave or family emergency or health issues the entire team will be in a bind! So, every one in our team is always accountable to carry their load, help each other out at times, and we have a rule here in our department – WE NEVER CANCEL CLASSES!!!!! This way we do not cheat our students out of their time, money and class time.
29. What personnel?
30. AR assists with student bill payments and financial aid. AP also continues to meet deadlines in regards to vendor bill payments in a timely manner.
31. We need cross-training for a more effective office.

32. Each personnel holds a job description and is evaluated on an annual basis to evaluate their execution and implementation of essential tasks and responsibilities to meet the divisional mission and thereby meeting the institutional mission.

33. We can further improve and solidify all use of personnel by ensuring to continually evaluate every year or as deem necessary to align job responsibilities to match or accomplish the mission of ASCC in all its aspects of the Divisional mission.

34. No improvement needed, supervisor and faculty are supportive and work enviroment is very positive

35. All faculty members currently teach 15 credits in Spring 2020, with the exception of Mr. Matuu and Mr. Chun. There are specific courses that are offered but usually canceled due to low enrollment. Departments needs to re-evaluate these courses and to assess why it is continuously low in enrollment

36. Library staff has assigned positions in each area of the library. They are also trained in all other areas and occasionally rotated on a temporary basis to re-familiarize them with each workstation. Each workstation area also has a SOP which enables the library to reshuffle staff if an area is short staffed on any given work day.

37. Library staff has assigned positions in each area of the library. They are also trained in all other areas and occasionally rotated on a temporary basis to re-familiarize them with each workstation. Each workstation area also has a SOP which enables the library to reshuffle staff if an area is short staffed on any given work day.

38. Yes, through the allocation of proper library personnel per workstation area, with a contingency plan, if personnel is short staffed on any given work day or if the need arises.

39. Yes, through the allocation of proper library personnel per workstation area, with a contingency plan, if personnel is short staffed on any given work day or if the need arises.

40. Yes, through the allocation of proper library personnel per workstation area, with a contingency plan, if personnel is short staffed on any given work day or if the need arises.

41. Yes, through the allocation of proper library personnel per workstation area, with a contingency plan, if personnel is short staffed on any given work day or if the need arises.

42. Our staff supports all programs planned by our college especially DOSS professional development training workshops/ student orientations/new students orientations/meet and greet the president orientations.

43. Yes, through the allocation of proper library personnel per workstation area, with a contingency plan, if personnel is short staffed on any given work day or if the need arises.

44. Through the proper assignment of library personnel per workstation area with SOP, with a contingency plan to reshuffle staff if the need arises, if the library is short staffed on any given work day.

45. In times of emergency, the chairperson works with the department to arrange substitutes to cover for an instructor"s absence due to a legitimate reason. Also, making up contact hours is arranged if a faculty misses a class day due to travel for funeral arrangements or medical purposes.
46. Each staff have their own specific specialties that deal with different fields of IT that can help develop and achieve the mission of ASCC.
47. Each staff have their own specific specialties that deal with different fields of IT that can help develop and achieve the mission of ASCC.
48. Each staff have their own specific specialties that deal with different fields of IT that can help develop and achieve the mission of ASCC.
49. Each staff have their own specific specialties that deal with different fields of IT that can help develop and achieve the mission of ASCC.
50. Each staff have their own specific specialties that deal with different fields of IT that can help develop and achieve the mission of ASCC.
51. We all work in separate fields and different Tiers as well, and we each cover different tasks/issues. My side covers network related issues as well as physical stuff such as printer repairs, connection repairs and such. We could all improve by getting cross training or even more advanced training that could be offered to us by the college either teaching us these courses or sending our employees out to go learn more from elsewhere.
52. Each staff have their own specific specialties that deal with different fields of IT that can help develop and achieve the mission of ASCC.
53. E faatino lava galuega ia mafai ona ausia tulaga o galuega faatino.
54. We stick to our mottto and we get our jobs done.
55. E mana'omia lava ona faaopopo nisi tagata faigaluega aua le faatinoina a la matou galuega.
56. Yes by doing their classes.
57. There hasn't been any problems with scheduling and meeting those schedules.
58. Aua foi e tatau I tagata fai galuega ona galulue faatasi mo le faatinoina o galuega.
59. We are short-staffe of personnel, but the personnel that we have one used to achieve our goals. We need more man-power to ensure the safety of ASCC.
60. All employees of the College strive to adhere and achieve the Institution's mission. Within the President's office providing the proper assistance to the President ensuring confidentially, proper recording and filing of approved decisions and also adhering to proper protocols are all areas of working toward achieving the College mission.
61. Everyone in the department has something to do with achieving Procurement mission.
62. Procurement personnel are placed and aligned with their duties and responsibilities to fulfill our mission.
63. Teamwork is the key to our compliance
64. Have staff members attend NAEP and it would benefit the college if the staff were certified Procurement personnel.

65. All members of Procurement are required to be able to another's job, in case of shortage in staff. Buyers should also know how to receive, and do travel, as well as vice versa.
66. If our old plan doesn't work no more now why don't we use another plan and see if it works for the future. Work as a team can be more helpful to new things.
67. By hiring enough employees to fulfill SBDC's aim to expand its services to the community.
68. By hiring enough employees to fulfill SBDC's aim to expand its services to the community.
69. Current staff where able to meet the requirements for accreditation, program review, and financial review.
70. Science teacher development workshops
71. By adding more science programs and hiring more instructors. This way, students will have more options in taking majors of their choice and opt for related higher studies at off-island universities.
72. s faculty…..we teach and facilitate the learning for our students.

73. SSI faculty and staff are good with multi tasking.
74. Everyone works together applying their own specialized skills in completing office activities.
75. For faculty/teachers –it is a given. For staff, our different areas are utilized especially when outreaches are done in the community. We are called upon to serve in your strength. Eg. Outreach to TCF –Cultural class, Mago was used to conduct this course. DOE, different staff members shared on their area of expertise eg. Grammar –Feleti, Literature –Tamari, Culture –Mago etc. IF community ask for Elei, Patrick is asked to serve. etc
76. Yes. Due to the department mission being aligned to the institution's mission, all faculty members are required to carry out the mission to their fullest potential when teaching.
77. When we hold special functions, all of our faculty and staff are involved and display great teamwork. That is why all the programs we hold for teachers and the public are very successful.
78. I hear from students that some of the TED faculty actually cut the amount of work due. For example, one class has a requirement of having the students do a one-month thematic unit. The faculty member said it would be okay for the students to do two weeks-worth. In addition, there is no unity in how many papers are graded using proper APA formatting, as to what I have been told from numerous students.
79. How could we NOT use personnel to accomplish our mission. The whole scope of the success of this program centers around our personnel, IF our personnel do not have a vision, we cannot improve. We accomplish much by

being a TEAM. Example: Educator Night, this has proven to be a success because each faculty and staff make themselves available to contribute by coming up with a strategy to share with the teachers and educator at large. It is a night of learning, sharing, laughter and giving of incentives for teachers in the field to help them with their scope of work. It is a win-win activity. Everyone walks away with something, and our TEAM? They walk away feeling a sense of satisfaction that they had done something good for someone and at the same time, touching base with our mission.

80. Teamwork is TEDs motto
81. Staffs required to participate in Annual Retreat to review SOPs, Personnel Manual, UCEDDs 5-Year Plan and reported data.
82. Staff are required to participate in Annual Retreat to review SOPs, Personnel Manual, UCEDDs 5-Year Plan and reported data.
83. "Effectively" is subjective. You can only answer this with an opinion. In my opinion, yes, IE uses its personnel effectively to achieve its mission.

Faculty and Staff Roster

Are you a Full Time or Part Time employee?				
	Full Time	Part Time	Blank	Total
Administrator	17	0	0	17
Faculty	36	0	0	36
Staff	127	1	6	134
Total	**180**	**1**	**6**	**187**
Percentage	**96%**	**1%**	**3%**	**100%**

Number of Courses you teach:

# of Courses	# of Staff
0/ NA	62
1-2	5
3-4	15
5 or more	17
Blanks	88
Total	**187**

Degrees, Coursework, and or Publications:

1. Degrees/Coursework/Publications
2. BA in Natural Resources
3. Diploma
4. Associates in General Agriculture. Bachelors in Horticulture.
5. BS in Horticulture
6. None
7. Bachelor and Master
8. N/A
9. N/A
10. Associates (ASCC). 2. Bachelor's (UH Manoa). 2. Masters (Argosy)
11. N/A
12. NA
13. Asscociate of Science Degree in Natural Resources
14. NA
15. Certified CPR/First Aid provider
16. NA
17. NA
18. NA
19. NA

20. AA Liberal Arts. BA mass communications
21. Master of Agriculture (M.Agr), in Agriculture Extension Education (Colorado State University) - 2004. 2. Bachelors of Science (B.Sc.) in Agricultural Sciences and Management (University of California at Davis) - 1984. 3. Fialkowski, M., Delormier, T. Hattori-Uchima, M., Leslie, J., Greenberg, J., Kim, J., Deenik, J., Dunn, M., Areta, A., Novotny, R. (2015). Children's Healthy Living Program (CHL) Indigenous Workforce Training to Prevent Childhood Obesity in the Underserved U.S. Affiliated Pacific Region. The Journal of Health Care for the Poor and Underserved, Volume 26, Number 2. 4. Novotny, R., Li, F., Fialkowski, M., Vargo, D., Areta, A., Deeik, J., Leon-Gueerrero, R., Kim, J. (2015). The Journal of the Federation of American Societies for Experimental Biology, 29: 902:9. 5. Fialkowski, M, DeBaryshe, B., Bersamin, A., Nigg, C., Leon-Guerrero, R., Rojas, G., Areta, A., Vargo, D., Belyeu-Camacho, T., Castro, R., Luick, B., Novotny, R., and the Children's Healthy Living for Remore Underserved Populations in the Pacific Region Program Team. (2014). A community engagement process identifies environmental priorities to prevent early childhood obesity: the Children's Healthy Living Program for Remote Underserved Populations in the Pacific Region (CHL). The Journal of Maternal and Child Health, Volume 18, Issue 10. 6. Novotny, R., Fialkowski, M., Areta, A., Bersamin, A., Braun, K., DeBaryshe, B., Deenik, J., Dunn, M., Hollyer, J., Kim, J., Leon Guerrero, R., Nigg, C., Takahashi, Wilkens,j L. (2013). The Pacific Way to Child Wellness: the Children's Healthy Living Program for Remote Underserved Minority Populations of the Pacific Region (CHL). Hawaii Journal of Medicine &

Public Health. 7. Fialkowski, M., DeBaryshe, B., Areta, A., Belyeu-Camacho, T., Bersamin, A., Rojas, G., Vargo, A., Nigg, C., Leaon Guerrero, R., Luick, B., Novotny, R., and the CHL Team. (2013). Using Community Readiness Assessment to Inform Environmental Intervention Development in the Children's Healthy Living (CHL) Program in Remote Underserved Minority Populations. The Journal of the Federation of American Societies for Experimental Biology, 27:232.8. 8. Areta, A., (2013) CHL in American Samoa: Samoa and American Samoa 4th Annual Bilateral Summit: Exploring Effective Solutions to NCD Challenges, Invited Oral Presentation (Apia, Samoa). 9. Fialkowski, M., Areta, A., Belyeu-Camacho, T., Bersamin, A., Rojas, G., Castro, R., DeBaryshe, B., Leon-Guerrero, R., Luick, B., Vargo, Nigg, c., Novotny, R., (2012). The development of Children's healthy Living for Remote Underserved Populations in the Pacific Region Program (CHL) community-based approach to identify and prioritize possible environmental interventions to prevent young child obesity. Pacific Global Public Health Conference (Honolulu, HI). 10. Areta, A. (2004) Master's Thesis: "The Attitudes of American Samoa's Farmers toward the Logic Model". Colorado State University, Fort Collins, CO.

22. BS in Agriculture: Specialty in Animal Science
23. AS Marine Science. AA Liberal Arts
24. N
25. AA - Associate of Arts. AS - Associate of General Agriculture. AS - Associate of Natural Resources. BS - Bachelor of Science in Tropical Plant-science and Agro-ecology
26. DVMA, DTA; "Swine Health and Management Evaluation in American Samoa"; etc.
27. Associates in Accounting (ASCC). Bachelors in Kinesiology (UHHilo)
28. BS Dietetics. Teach NUT-150. Co-author on multiple publications related to the Children's Healthy Living Program Research Project
29. NA
30. BA in Communications. AA in Liberal Arts
31. Bachelor of Science in School and Community Health Education and Master of Arts.in Educational Leadership.
32. MSOL, DR STUDENT
33. Certificate of Proficiency in Guidance and Counseling. Associate of Arts in Human Services. Associate of Arts in Liberal Arts. Bachelor of Arts in Liberal Arts. Masters of Science in Human Services
    1. 2 AA Degrees (Associate Liberal Arts & Associate degree in Education) 2. Bachelors degree in Psychology. 3. Master in Education Leadership
34. Everyone possess a master's degree!
35. All faculty has a Master's degree
36. Masters Degree
37. High School, AA, B. Ed, M. Ed, Teaching Certificates, Conference Certificates of Participation and Completion, etc.
38. MBA. BS Education, English. CTESOL

39. Check with HR
40. MA in Educational Leadership. BA in Education. AA in Liberal Arts
41. Refer to HRO
42. MBA - International Business. Graduate Certificate - Industrial Organizational Psychology. MOU with VA as School Certifying Official for ASCC
43. AA, BS and MBA
44. BA
45. NA
46. AA in Liberal Arts
47. AS Accounting
48. Yes
49. BA
50. NA
51. Master of Public Administration. Bachelor of Science in Management
52. Master of Business Administration
53. MS in Education. BA in English Education
54. Bachelor degree - English Literature. Bachelor degree - Art History. Masters degree - Curriculum and Instruction (MA.Ed). Accepted into Doctorate of Philosophy - Learning Technology and Design (LTEC) degree (UHM) One of my publications: "Argumentation: Legends and Life" (Chapter 2: Academic Language in Diverse Classrooms, Corwin, 2014)
55. Asscociate in Administration of Justice – College of San Mateo, CA. Bachelor in Social Work - San Francisco State University, CA. Master in Education - San Diego State University in American Samoa. Doctorate in Education - Argosy University, Hawaii - American Samoa.
56. A.A in Liberal Arts
57. AS Business Management
58. High School Diploma
59. A.S. (Associate of Science)
60. A.A. (Liberal Arts - ASCC),
61. High School Diploma (Leone High School). American Samoa Community College (ASCC) - Currently taking courses at ASCC (2017 fall to Present). Pathway Connect (BYU-Idaho) - Online Classes (2018 to Present)
62. A.A. (Liberal Arts - ASCC), B.S. (Criminal Justice with minor in Public Administration – University of Guam), M.A.Ed. (Master in Education, in Educational Leadership – San Diego State University), M.S.L.S., and G.A.C. (Master of Science in Library Science and a Graduate Academic Certificate in Advanced Management of Library and Information Agencies (Academic Library Track) – University of North Texas – (Beta Phi Mu).
63. Bachelor of Science in Computer Science and minor in Mathematics from Hawaii Pacific University 1990. Master of Art in Mathematics Education from University of Hawaii 2006.
64. Bachelors Degree
65. MA in Education (Teaching and Learning) BS in Mathematics (minor in Interdisciplinary Studies) AA in Liberal Arts

66. BSN, nursing coursework, and co-authored a study of Nursing students and their dietary intake during their program.
67. Electrical, TTD
68. AS/Business Management
69. AA in liberal arts, AA in Elementary Education, BA in Education
70. NA
71. Leberal Arts Degree
72. Masters in Business Administration. Bachelors degree in Business Administration
73. Masters in Accountancy. Bachelors degree in Journalism
74. Master's in Business Administration, International Management (Chaminade University of Honolulu). Bachelor's of Arts in International Studies with Emphasis in Trade and Finance (Chaminade University of Honolulu)
75. BS in Fisheries, Major in Marine Fisheries + 105 credits toward BS in Biology. MS in Natural Resources Conservation, Coastal Marine Resources. Causes of mortality in green turtles from Hawaii and the insular Pacific exclusive of fibropapillomatosis Thierry M. Work, George H. Balazs, Tammy M. Summers, Jessy R. Hapdei, and Alden P. Tagarino. Diseases Of Aquatic Organisms Vol. 115: 103–110, 2015. doi: 10.3354/dao02890. Genetic Stock Structure of Green Turtle (Chelonia mydas) Nesting Populations Across the Pacific Islands. Peter H. Dutton, Michael P. Jensen, Karen Frutchey, Amy Frey, Erin LaCasella, George H. Balazs, Jennifer Cruce, Alden Tagarino, Richard Farman, and Miri Tatarata. Pacific Science, 68(4):451-464. 2014. Remote Antarctic feeding ground important for east Australian humpback whales. Rochelle Constantine, Debbie Steel, Judy Allen, Megan Anderson, Olive Andrews, C. Scott Baker, Peta Beeman, Daniel Burns, Jean-Benoit Charrassin, Simon Childerhouse, Michael Double, Paul Ensor, Trish Franklin, Wally Franklin, Nick Gales, Claire Garrigue, Nadine Gibbs, Peter Harrison, Nan Hauser, Amanda Hutsel, Curt Jenner, Micheline-Nicole Jenner, Greg Kaufman, Anne Macie, David Mattila, Carlos Olavarría, Adrian Oosterman, David Paton, Michael Poole, Jooke Robbins, Natalie Schmitt, Peter Stevick, Alden Tagarino, Kirsten Thompson and Juney Ward. Marine Biology (2014) 161:1087–1093. DOI 10.1007/s00227-014-2401-2. 2014. Comprehensive photo-identification matching of Antarctic Area V humpback whales. Rochelle Constantine, Judy Allen, Peta Beeman, Daniel Burns, Jean-Benoît Charrassin, Simon Childerhouse, Michael C. Double, Paul Ensor, Trish Franklin, Wally Franklin, Nick Gales, Claire Garrigue, Emma Gates, Nadine Gibbs, Amanda Hutsel, Curt Jenner, Micheline Jenner, Greg Kaufman, Anne Macie, David K. Mattila, Adrian Oosterman, David Paton, Jooke Robbins, Natalie Schmitt, Peter Stevick, Alden Tagarino, Kirsten Thompson. SC-63-SH16. 2011.
76. Doctor of Chiropractic and I participated in AN ISOTOPIC AND MICROBIOLOGICAL MULTI-TRACER APPROACH TO ASSESSING RECHARGE MECHANISMS IN SURFACE WATER AFFECTED WELLS ON TUTUILA, AMERICAN SAMOA

77. Master of Science in Education – content area learning. Bachelor of science with Chemistry major and Physics, Mathematics. Pre-degree course with Biology (Botany and Zoology) majors, and minors, chemistry, physics
78. Masters in Public Administration. Bachelors of Arts in Political Science. Associate of Arts in Liberal Arts
79. Master of Public Administration. Bachelor of Arts in Political Science and Administration of Justice. Associate of Science in Criminal Justice
80. BA,M.Ed, James Madision Fellowship Senior Fellow
81. AA Pre-Law, AS Criminal Justice, SSI Publications (Photography credit); The Feleti Barstow Foundation Documentary (2019)
82. AA in Arts/certificate in China for sculpture making 2008/2010 (Sculptural Park). 2008 Samoan Affair and Interior Utulei Su'igaula ole Vasa Falesamoa project Layout plan. Samoan Studies Publications: 1. Tala le Taui Vol. 1,2,3. 2. Samoa Anamua vol. 1,2,3. 3) PI Faitau Samoa (Samoan Alphabet) 4) Rose atoll project publication and Videographer with Micah Vande ryn DVD 5) art of storytelling (Cover design) 6) Leone Healing Project (making of Sculpture for Leone Healing Garden) DVD 7) Bilingual cover design 8) My Fagatogo Book 9) Laei o Samoa Book cover design for Teleiai 2nd book 10) Anava Fetalai book cover design for Teleiai 1st book
83. B.ED Secondary Education
84. Associate of Science-Criminal Justice
85. Masters in Samoan Studies, Bachelor of Arts (double major) in English Literature and Samoan Studies, Diploma in Teaching. Publications : 'Teine o le Papa' (2003) A history of Papauta Girls College in Samoa. Unpublished (1992) : 'O le 'Ava a Manu'a' – reference -NUS Teachers School, Samoa. ASCC Campus Lecture 2019 : "O le Gagana Tuufofoga a Samoa"
86. Masters in Social Sciences, Diploma of Teaching
87. AA in Arts / Certificate in China for Sculpture making 2008/2010 (Sculptural Park). 2008 Samoan Affair and Interior Utulei Su'igaula o le Vasa Falesamoa project Layout plan. Samoan Studies Publications: 1) Tala le Taui Vol.1,2,3. 2) Samoa Anamua vol.1,2,3. 3) PI FAITAU SAMOA (Samoan Alphabet) 4) Rose atoll project publication and Videographer with Micah Vande ryn DVD. 5) Art of Storytelling (cover design). 6) Leone Healing Project(making of Sculpture for Leone Healing Garden) DVD. 7) Bilingual cover design. 8) My Fagatogo Book. 9) Laei o Samoa Book cover design for Teleiai 2nd book. 10) Anava Fetalai book cover design for Teleiai 1st book
88. AS, BA, M.Ed., and Candidate for ED.D.
89. AA Samoan Studies, BS Criminal Justice, M.Ed. (Teaching & English Language Learning)
90. Degrees 1. 2012 Masters in Samoan Studies 2012 2. Postgraduate Diploma in Samoan Studies 2009 3. BA in English Literature 1991. Personal 1. 2019 : "Faaleleiga". Winner of Pacific Region Category –Samoa Observer's Tusitala Writing Competition. Entry . 2. 2017 "In the Heart" in Pacific is Rising, Samoa Observer Apia. Finalist Pacific Writing Competition. a. Chinese translation launched in 2018. 3. 2016 "House of the Tormented" Published in "Only the Word Survives" by Samoa Observer. Finalist Pacific Writing

Competition. a. Chinese translation launched 2017. 4. 2015-2018 –Published 5 articles on online Academia.edu –a platform for promoting awareness of Samoan Academic research and tracking of research usage and readers. a. "Lumanai o le Gagana Samoa" –from "Uliuli pe Sinasina", 2012. b. "E lele le toloa ae maau i le vai" . c. "Talitonuga i le Afuaga o le Gagana Samoa". d. Faataitaiga o se Lauga Faato'ato'a –from Uliuli pe Sinasina -2012. e. Use of Fagogo to promote va –using T.Pemerika's book Le Tu Manu ae tu logologo. 5. 2012- Published "Uliuli pe Sinasina"- personal collection of stories, poetry, song, play and oratory in the Samoan language. Presented to Measina Conference presented at –Apia 2012. 6. 2008 –Sao o Fatuga faaonaponei e una'ia ma lepetia ai le va"-Published in Faatautaiga a Manusina ma Faasoa Faaleaoaoga SSI-ASCC. 7. 2002. "O le Mea lilo"- Published in Tofa Sasa'a – Contemporary Stories of Samoa collection-edited by Prof.Sina Vaai, Prof. Asofou Soo. National University of Samoa, Apia. Third place for Samoan category competition. 8. 1995-6. "United Through these gates" –serialized in Savali Newspaper. 1986 Winner of the Inter-house English Essay Competition. SSI-ASCC Publications, 1. Ongoing – Chapter 1. Missionaries and the Gift of Writing in SAM 101 Textbook Conversational Samoan 101 text. Contributor, layout, co-edit. 2. Ongoing co-translate/edit Tala le Taui 4 – Manu'a folklores. 3. 2019 Motumotuola o le Gagana –Lau Gagana winners' collection. Layout, Editor. Launched Nov 2019. 4. 2019 Enugagana Bilingual Glossary –Team Leader. Layout, co-translate, co-edit. Launched Jan 2019. 5. 2016 Chapter 1.Talaaga o le Gagana in Faatomuaga o le Gagana/Introduction to Samoan Language . SAM 111 Text, SSI-ASCC. 6. 2009, 2015, 2019. Tala le Ta'ui 1-3; –traditional folklore –Co-Translate co-edit. 7. 2009 O le Uta a le Taulasea –Herbal Medicine from local healers –layout, editor. 8. 2018 Climate Resilience Glossary-Project Lotonuu,CRAG in collaboration with SSI-ASCC –Layout, co-translate/edit. Community Outreach & Students' Publications 1. 2019 Aoga o le Niu –Lupelele ECE handbook, Layout, Translate. 2. 2019 O le 'Olomatua ma isi Tala –Oneata Rosie Soi (SSI Major), collection of Samoan stories from the classroom –Layout, Editor. 3. 2019 Vasega Samoa Faapitoa-SSI College Bound Introduction to Samoan Language handbook. Summer School. Contributor, Layout. SSI-ASCC. 4. 2018 Gagana Samoa –Lou Ala i Malo-Oral and Written Literature handbook – EFKSA, Layout, Writer, Editor . 5. 2017 "Va" - for CCCAS Pavaiai handbook for Sunday school and youth. 6. 2010 "Samoan Handbook:, World Teach Conversational Samoan, Layout, co-wrote with E.Feleti. 2006, 2009, 2012, 2014 Ne'i Solo le Falute –student's publication in Samoan. Editor, Layout.

91. AA
92. AA in Liberal Arts, BA in Liberal Arts, MBA in Human Resource Management
93. NA
94. NA
95. Associates of Arts degree in Liberal Arts, Bachelor of Arts degree in English, Master of Education, Emphasis in Child Development

96. Ph.D. in Education (Teaching and Learning), MAED (Diverse Learner), BA (TESOL), AA (Liberal Arts)
97. On file
98. Master of Arts, Instructional and Curriculum. Master of Arts, Education Leadership. Bachelor of Education, Elementary Education. Associate of Science, Engineering Technology
99. All except for one of the faculty are Master degree holders, one has a PhD. One staff has a B.ED
100. AA in Liberal Art, AA in Education, AA in Samoan, BA in Education, MAED in Teaching and Learning
101. B.ED
102. DEGREE
103. 2
104. A.S. Degree in Architectural Drafting. BFA Interior Architecture and Design
105. Master degree
106. Masters in English, UH Manoa

Other Qualifications:

1. Other Qualifications
2. N/A
3. Agavaa tau kamuta
4. N/A
5. First Aid (2016)/CPR
6. N/A
7. NA
8. Pesticide qualified. Chainsaw trained.
9. NA
10. NA
11. NA
12. NA
13. NA
14. CPR certified
15. NA
16. n/a
17. AACRAO membership
18. Occupational Safety and Health Administration (OSHA) 30-Hour Training Course in Construction and General Industry
    1. Comprehensive Adult Student Assessment System (CASAS) Test Administrator 2. Occupational Safety and Health

Administration (OSHA) 30HR. Construction 3. 2020 Data Stewardship Awareness

19. NA
20. Check with HR
21. Refer to HRO
22. Please find out
23. NA
24. NA
25. NA
26. NA
27. NA
28. Over 30 years teaching English. Curriculum program and implementation, English Language Arts and Samoan Studies (ASDOE). Curriculum program design and implementation, Business English for Waikiki Hotels and small businesses (grant program administered by the UHM College of Education)
29. CNA Certificate. MOS Medical Office Support Certificate
30. NA
31. Certified Certified Heart Association CPR/ AED (2018) . Mental Health Responder (2018). Certificate of completion for Small Business Development (2018). Professional Career Development Training (2018)
32. Total 33 plus years of service in the Educational Field with the majority in Teaching at the Elementary, Secondary, and Community College Levels. Seven plus years of the "33 plus years" service is with the Library; first year of seven plus years was an Assistant to the Library Director Position, then all subsequent seven plus years - to the present - served in a directorship titled position (a.k.a. Library Director, Director of Learning Resource Center, and now current title, Program Director of Library Services).
33. Mathematics Certified from NUS (National University of Samoa). Member of NCTM. Member of PMET
34. Courses taken for Master's Degree that is not complete.
35. Faculty for 30 years, teaching NA, PN and RN courses and clinical labs. Chairperson for 23 years.
36. High School Diploma
37. NA
38. Business related certificates in areas such as: International Trade, QuickBooks,Teaching English in Second Language,Managin and Organizing Projects. etc.
39. Business related certificates in areas such as: International Trade, Managing Economic Development Organization, Credit Analysis, QuickBooks etc.
40. Graduate of the Executive Leadership Development Program (ELDP) funded by the Department of Interior Pacific Island Training Initiative.
41. I am a practicing Chiropractor in American Samoa
42. Certified teacher at public high secondary department school. 10 years of teaching science subjects at secondary school (9-12) with American Samoa department of education.(teaching Chemistry, physics, biology, earth & space science etc.) 4 years as department head at Leone High School. American

Samoa Territorial teacher of the year (2009). Various professional development certificates. Member/chair of committees for teacher training, accreditation, school teacher of the year committee Member of curriculum and instruction review , teacher training committees at office of curriculum, instruction and assessment of ASDOE.

43. Professional Translator of over 15 years' experience
   - Trained between 1996-1999 in Journalism. a. UNESCO based-Apia, b. Journalists Association of Western Samoa -JAWS-Apia, c. Jakarta – Indonesia Public Relations, d. Cook Islands Newspaper –exchange staff e. Reporting on Health issues, Nadi- Fiji,

44. NA
45. NA
46. Musician, Choreographer, Piano teacher, Coach (Volleyball)
47. Praxis I—certify. Praxis II—highly qualify
48. See their files at HR
49. President (Relief Society), Genealogy consultant, Sunday School Teacher, Matai
50. NA

V. STAFF DEVELOPMENT

1a. Have faculty/staff in the Department/Program/Division involved themselves in in-service training and other professional development?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	0	2	15	0	17
Faculty	10	4	21	1	36
Staff	26	18	87	3	134
Total	**36**	**24**	**123**	**4**	**187**
Percentage	19%	13%	66%	2%	100%

1. College/instruction/community activities
2. N/A
3. None
4. N/A
5. N/A
6. ASCC, UH Manoa, Argosy University
7. N/A
8. NA
9. American Samoa Soil & Water Board Member. Le tausagi environmental educator. Land source of pollution task force member

10. NA
11. Le Tausagi Environmental member. Land source of pollution task force member.
12. NA
13. NA
14. NA
15. NA
16. Marketing committee, Internal Review Committees, Accreditation Standard Committees, Marketing & promotion, saili le atamai TV show, Technology review committee
    1. Member of the President's Advisory Committee (PAC). 2. Member of the IPECC. 3. Member of ASCC Accreditation Committee. 4. Member of ASCC-ACNR Scholarship Committee. 5. General Secretary, Methodist Church of Samoa (Tafuna). 6. General Secretary, Methodist Church of Samoa (Tafuna Parish). 7. Lay Preacher, Methodist Church of Samoa (Tafuna). 8. Member, Methodist Church of Samoa Conference Standing Committee
17. I assist researchers and extension with data and information that eventually is taught to students or used to improve community projects

18. Science Fair Judging; Outreach; School-tours;Greenhouse activities; Greenhouse clients; 4H clubs; etc.
19. Member of the Intel ISEF Scientific Review Committee (SRC), 1998-current; ASCC-ACNR 4H Club Advisor, 2013-current; ACNR Summer Programs Internship Coordinator, 2013-current; ASCC Summer Programs Internship Coordinator, 2005-2012.
20. I run the Wellness Center workout area. I teach students as well as community members the proper and efficient way to execute a workout plan.
21. Teach NUT-150 course. Board member of ASAHEC
22. NA
23. Standard IIC, Standard IIA, Financial Aid Internal Review, Student Handbook Review committees
24. Leadership team, marketing committee member, IPEDS coordinator, ISS and LDS member.
25. Representative for the stake young adults council
26. Standard IIID Committee: Financial Resources for the Institutional Self Evaluation. Faculty Senate Member – AELEL Representative
    1. Member of the Standard IIIA – Human Resources 2. Enlisted Adjunct for the Social Science Department 3. Enlisted Adjunct for the Teacher Education Department
27. Active church members
28. NA
29. Advisor – PTK. Member Curriculum Committee. American Samoa Research Foundation Board Member

30. Advisor - Student Veterans Organization Club. Financial Aid Internal Audit Committee. Subgroup of Standard II.C.2. VA Community Health Summit - American Samoa. Student Handbook Review Committee.
31. Accreditation – Standard IIID Committee, Resources Management Committee
32. Accreditation subcommittees
33. NA
34. Sub-committee's
35. NA
36. NA
37. NA
38. Accreditation Standard Committee
39. Equal Employment Opportunity Coordinator. Resource Allocation Committee. Budget Committee. Accreditation Steering Committee ISER Lead Member for Standard III.A. ASCC Leadership Member. Administrative Services Leadership Member. Deacon for Aoloau Congregation Christian Church of American Samoa. Mafutaga a Tina Aoloau Congregation Christian Church of American Samoa. PTA and Booster Club Member for Nuuuli Vocational Technical High School. PTA Secretary for Kanana Fou High School. Booster Club Member and Special Committee for Fundraising for Tafuna High School. PTA and Accreditation Review Support Member for South Pacific Academy
40. Accreditation Standards (HR/PFM)
41. Relief Society Member and Spiritual Parent to young adults in Church
42. In future months, as I have only been on board 2 months.
43. American Samoa Red Cross member (Non-Active)
44. NA
45. Beginners Floral Designer Competition 1st Place Winner (Flower Patch 2016)
46. Current Criminal Justice (CJ) Adjunct Faculty to CJ Department; Social Science Department Adjunct Faculty. Accreditation Steering Committee Member. Accreditation Standard II B: Library and Student Learning Support Services Subcommittee Co-Lead. Member of the Leadership Team, by virtue of current Program Director of Library Services Position. Member of Institutional Set Standard Committee. Served as Chair and panel member on numerous ASCC Employment Interview Panel for various employment positions.
47. instructor
48. University of Hawaii Pacific. University of Hawaii. National University of Samoa
49. Faculty Senate. Club support
50. PTK advisor. X! club advisor. Curriculum Committee
    - Core Curriculum Committee/Acting Chair 2. Nursing Education Member of the AS Health Services Regulatory Board 3. AS Delegate to the National Council of State Boards of Nursing 4. American Samoa Nurses' Association Member 5.   President of the American Pacific Nursing

Leaders' Council 6. Pacific Island Network of Nursing Program Directors, AS member in the USAPI

51. College participation; community island clean-up
52. Security Officer and a Team Player
53. At times students take courses that require interviewing Procurement staff, as it relates to Business. Also, Procurement trains work study students throughout the various semesters as well.
54. NA
55. NA
56. Member of ASCC Financial Review committee.
57. Assist the Marine Science Program activities. Represent the department at the Faculty Senate
58. I am a member of the Curriculum Committee and participate in the American Samoa annual STEAM fair which outreaches to the general public on island.
59. Member/representative of science department at the academic assessment committee, faculty senate etc.
60. Adviser to the ASCC Political Science Club for the past 4 years. The Club has hosted various instrumental and important community members as Guest Speakers on campus: Sabrina Suluai-Mahuka (Importance of Community Service/Civic Duty/Volunteerism), Mulitauaopele (AS Republican Party), Sandra King (AS Democratic Party), Julia Tulifua (Sexual Violence), Dr Robin Faumuina (Empowerment), Mitzie Jessop Taase (Current Legislation in AS Legislature), Talauega Eleasaro Ale (Political Science: Field of Study), Will Spitzenberg (Health Issues/Solutions), Taulapapa Willie Sword (AS Republican Party) and still more upcoming speakers… Club members were able to be volunteers for the very first every TEDex in AS (Fall 2019) Club activities include community service for Love Thy Neighbor Drive I & II, Club Pick a thons, Alofa Foai Fua Christmas Drive; Chaperoned PoliSci Club members to AS Democratic Meeting & AS Republican Eisenhower-Coleman Dinner (invited) Present: One of our PoliSci club member/officer is currently working for and with Bloomberg Campaign/team from U.S.; they are here in AS for the Democratic caucus. In addition, this student has also been offered an intern with a local law firm.
61. Advisor, Political Science Club
62. Curriculum Committee
63. College cleanup/office etc.
64. ASCC SSI faculty - teach 5 classes /assist students in researching projects - assist in translation work of SSI. CCCAS Alofau - Sunday School Teacher - Mafutaga a Tina Vice Chairperson - Choir member - Youth member. Saole Drug Free Coalition - Treasurer - Project & Data Coordinator
65. ASCC - Leadership, Presidents Advisory Committee, IPECC, Church Sunday School Teacher, Komiti o le Alofa, PTA Kanana Fou Elementary Vice president, Member of AS Historical Preservation Commission, Member of AS archives committee, Member Pacific Historian Association
66. College cleanup/office etc…

67. An active advisor for students during advising and registration periods, and a strong supporter of student activities on campus.
68. Aunuu Finance Ward Clerk. National Society of Collegiate Scholars (member). Sunday School Presidency 1st Counselor. Tulafale/Orator title: Toiā (Lalomalava) & Mago (Sapapalii). Alii/High Chief title: Maseuli (Si'ufaga, Savaii)
    • Annual Medical Mission PT division –to Apia. 2. WOLCF. a. Board, Leader/Deacon – b.YFC Leader c. Leader for Sanctuary Decoration ministry d. Prayer Intercessor WOLCF and monthly Interdenominational Prayer For Missions. 2. SSI-ASCC Komiti o Tapenaga –Samoan Language Symposium
69. ASCC SGA
70. NA
    • LEA Club Advisor 2. Choir Director – Church 3. Organist – Church 4. Dialysis Unit Representative at LBJ Medical Center 5. Youth Leader – Church 6. Genealogist – Family History
71. I've performed professional development at three schools…Samoana, Pavaia'i, and Faasao Marist
72. LEA-Lumana'i Education Association-advisor. Local elementary schools' mathematics/science competition judge. Village tutoring program, math, science, and literature
73. If this is for every, they will share on their own Program Review Personally: I've been involved in and currently involved in: Leadership Team, Core Curriculum Committee, IPECC, Accreditation, Community and church activity/groups: BYU Idaho Pathway, Church Relief Society Teacher, Church Public Affairs, LDS Mapusaga Stake Music Chair, Mapuaga Fou 1st Ward Music Chair, Young Women President, Institute Teacher.
    • TED Senate Member 2. LEA club Advisor 3. Relief Society President (Church) 4. Consultant-Family History
74. TED has a club "Lumana'i Educators Association" where they do outreach on campus as well as to different schools to recruit students into our program. TED also has a Community Advisory Counsil.
75. CCCAS Aua Congregation, Choir Member, TTD Instructor at ASCC
    • Special Olympics
76. I have served on several committees when requested.

V. STAFF DEVELOPMENT

1a. Have faculty/staff in the Department/Program/Division involved themselves in in-service training and other professional development?					
	Do not know	No	Yes	Blank	Total

Administrator	0	2	15	0	17
Faculty	10	4	21	1	36
Staff	26	18	87	3	134
Total	**36**	**24**	**123**	**4**	**187**
Percentage	19%	13%	66%	2%	100%

1b. Please Explain:

1. But only with the supervisor level
2. After hour choices at ASCC
3. In office training and meeting daily. Staff development off-island meetings/conference to update with new system on reporting. ASCC provided training on Excel and Computing the last 12 months.
4. E tele pine o loo iai tamaiti oga o loo faauu mai i atunu'u I fafo . Ua omai ma faailoga. Ua faaoga i le malo ma ofisa.
5. Aoga vailaau. Aoga CPR.
6. NA
7. NA
8. Administrative Assistant Professional Development Training. Human Resources Trainings.
9. Arborist Training
10. Arborist Training, Chainsaw Training
11. NA
12. NA
    1. Arborist training. 2. Internship
13. Training completion certificates in Employee file, ASCC transcript of extra courses completed, TA Expense reports, masters program transcript from Texas Tech University
14. ACNR staff participated in in-service training and other staff development opportunities both locally and off-island. Staff participation in in-service training and off-island staff development opportunities are documented in the trip reports and certificates of completion that are submitted to the Business Office and Human Resources Office. Currently one ACNR staff member is pursuing a Ph.D. degree in nutrition and public health at University of Hawaii at Manoa; and another one is pursuing a Master in Agricultural Communication degree at Texas TEch University.
15. Aquaculture workshop in Hawaii 2019
16. I have a lot of certification from all my training
17. Took advantage of coursework offered at ASCC. Obtained graduate degree as part of ACNR professional development.
18. Swine Health and Management Evaluation in American Samoa - 2017. Island Wide AI Program-2016. Swine Management and Production Workshop, 2014 & 2016. Fall & Spring Semester Faculty Orientations.

19. Arborist Training, Association of Natural Resources Extension Professionals Conferences, Pacific Islands Forestry Committee Meetings, and more
20. ACNR staff are always going off-island for training to help improve how they do their job.
21. Many staff attend training workshops and conferences off-island to improve their knowledge and proficiency to provide better services to the people we serve in American Samoa. Several staff members are currently involved in professional development by either taking
22. On-the-Job training/workshops/meetings.
23. We do a couple of webinars a year that is reported in my biweekly and monthly reports.
24. AACRAO conference participation, WEBINARS, and on-site Leadership trainings.
25. Iowa - HISET Conference. Anaheim, CA - CASAS Summer Institute
26. July 2019 – AELEL attended the HiSET Conference in Des Moines, Iowa. The conference titled Fielding their Dreams provided sessions that provided innovative practices, integrated education training, building partnerships, implementing community outreach programs, evidence-based instruction, mental health, workforce preparation and creating a safe environment for students. To include best practices, emerging trends and instructional strategies in adult education. Fall 2019 Workshops - Counseling Services, Administrative Services – LeBook Store, Counseling Services, UCEDD Presentation. Fall 2019 - Occupational Safety and Health Administration (OSHA) 30-Hour Training Course in Construction and General Industry. Spring 2020 Workshops – Teacher Education Department, UCEDD Presentation etc. Spring 2020 Census Workshop – Benefits of Statistics in Schools (SIS) for students, teachers, schools, community etc. Spring 2020 – In-service training in CASAS Test Administration
27. On January 2019, the AELEL faculty/staff attended the 17th Annual Hawaii International Conference On Education (HICE) Professional Development held in Honolulu, where the primary goal of the conference is to provide those with cross-disciplinary interests related to education to meet and interact with others inside and outside their own discipline. HICE is one of the few professional development conferences that meet the AELEL mission (Please see I. 4). On July 2019, the AELEL faculty/staff attended the HiSET Program/Iowa Adult Education and Literacy Summer Conference in Iowa where professionals in adult education and literacy services were recognized for their amazing work done. National presenters, state specialists and local practitioners offered their best practices to aid adult education and literacy professionals exceed in their professional development needs, especially in opportunities to collaborate and network abound.
28. NA
29. Since being in ASCC – CAPP English I and my team were on a Conference Trip to Oakland California on ASSESSMENT!! Also, 3 summers ago we were in an on-island Conference for 3 days on ASS Title III Professional

Development English and Math College Accelerated Preparatory Programs (CAPP).

30. There are new faculty instructors in the department.
31. Check with HR
32. All faculty were involved and attended the apprenticeship program every semester.
33. Refer to HRO
34. Certificate of Completion of VBA Education Training for Institution for Higher Learning. Certificate of Completion of VBA Education Training for Certificate Programs. Certificate of Completion - Youth Mental health First Aid USA.
35. But I wish all had the opportunity for professional development off -island
36. Aside from off-island conferences and trainings, our office hasn't had in-service training or Professional Development for the past 2 years.
37. Our division has two Annual Training for a year.
38. Our division has two Annual Training for a year.
39. Attended NASFAA in June 2019. Attended PACFAA in March 2017. Webinar for FA
40. Entire staff was part of the Counseling training provided by AHEC. Staff also provides in house training so that each individual will be cross-trained
41. Discrimination Training. FLSA Training. EEO Training. Employee Conduct. Reasonable Accommodation. Timekeeping and Records Management. NERAOC 2019
42. USDOL Wage and Hour Division Refresher presentation. Accreditation ISER review committee for Standard III.A; Standard I., Standard III.D; Standard III.C. Payroll Training on Overtime application (USDOL). Domestic Violence Workshop NERAOC Professional Development in San Diego, California. Board of Higher Education Annual Retreat. Administrative Governance Review of Policies. Leadership Training Part III. Accreditation ISER review committee and Vice President of ACCJC visit OCR Compliance Training on Website. First Aid CPR Certification. Representative for College in Workforce Development Planning and Preparation Committee. Representative for College in Flag Day Development Planning and Preparation Committee
43. FMLA. NERAOC. CUPA-HR. WRAOM
44. Teacher orientation, staff meetigns, department meetings, ISS professional development
45. Have not worked long enough to observe these activities take place. Only training we all attended so far was the faculty orientation this spring

46. Yes. Continuous internal staff development at end of each semester where staff are briefed on each area of the library in order to prepare for actual faculty requested library tours for their respective classes (i.e. TED, Language and Literature, CAPP, GED, etc.) during each semester – year-round – to include summer requested library tours. During regular semester selected library staffs are rotated to various work station for cross training or refresher

training. Library also participates in DOSS Professional Development Training Workshops as they occur.

47. Yes. Continuous internal staff development at end of each semester where staff are briefed on each area of the library in order to prepare for actual faculty requested library tours for their respective classes (i.e. TED, Language and Literature, CAPP, GED, etc.) during each semester – year-round – to include summer requested library tours. During regular semester selected library staffs are rotated to various work station for cross training or refresher training. Library also participates in DOSS Professional Development Training Workshops as they occur.

> 1. Continuous internal staff development at end of each semester where each staff rotates in giving a mock library tour to prepare for actual faculty requested library tour for their respective classes (i.e. TED, Language and Literature, CAPP, GED, etc.) during each semester – year round – to include summer requested library tours. 2. During regular semester selected library staffs are rotated to various work station for cross training or refresher training. 3. Library also participates in DOSS divisional Professional Development Training as well as being a presenter about what the library offers in terms of services in such training. 4. All completed tours and relevant information are reported in our regularly submitted Library Monthly Reports since 2013 to the proper channels 5. One of our Library staff members have enrolled in a course/courses for the upcoming semester Spring 2020

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52. 2016 Assessment at Oakland. 2018 CAPP English and Math Retreat Program at Tradewind Hotel..

53. Faculty participated in professional developments held every semester during orientations.

54. We have two MIS staff undergoing Networking training under the Trades and Technical Division's Apprenticeship Program. And other 1 is teaching one course for Apprenticeship Program
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58. We have two MIS staff undergoing Networking training under the Trades and Technical Division's Apprenticeship Program. And other 1 is teaching one course for Apprenticeship Program
59. Myself and another member of our team are taking class from TTD on our networking field.
60. We have two MIS staff undergoing Networking training under the Trades and Technical Division's Apprenticeship Program. And other 1 is teaching one course for Apprenticeship Program
61. All AS Nurses, regardless of their position in ASCC, LBJ, or DOH, are required to complete CEUs for license renewal every 2 years. RNs are required 30 CEUs, LPNs 20 CEUs, and CNAs 10 CEUs. CEUs can be in the form of online training or inservices from other state or territory Board of Nursing.
62. I taimi o training - OSHA
63. We attended at the homeland security training.
64. Received Certificates on Safety Awareness Training by FEMA Emergency crew in 2018!
65. Leadership Training
66. Please see my Certificates in my Personnel file with HRO.
67. March 2019 President Dr. Pato had assigned the President's executive secretary, the Vice Presidents' administrative assistant, the Dean of Academic Affairs special assistant and the Board of Higher Education's secretary to perform a professional development session for all administrative staff of the College.
68. Yes, there are degree holders in our office (AA, AS, BA). Unfortunately, pay has not been afforded for the degree that some of us hold. Other staff members are taking online courses to get their degrees.
69. About a month ago, an apprenticeship program was offered to all employees wanting to get certified in various trades, such as welding, construction, MAC, electricity etc. Of our office, on individual has signed up.
70. FERPA Trainings, Colleague system trainings, Leadership Trainings, and other identified mandatory trainings by the institution. We were fortunate to revive our membership with AACRAO last year and were able to attend its annual conference after two years of non-attendance.

71. SBDC personnel attends the annual ASBDC conference and takes on webinars related to business.
72. SBDC personnel attends the annual ASBDC conference and takes on webinars related to business.
73. SBDC staff attend training workshops offered at the annual ASBDC meeting. Also, webinar training is provided by the International Economic Development Council.
74. SBDC has an annual conference with the United States SBDC every summer. We also tend to take advantage of any in house training for ASCC staff. Such as the one we had last year, the training for Administrative Assistance, where we were taught on how to use the Microsoft word as an administrative assistance. It was really helpful and useful.
75. Each semester the teachers are still beingexposed to training workshops such as FERPA training as well as others.
76. Faculty and staff are provided various trainings during each orientation period at beginning of every semester. e.g. technology training (using moodle, other applications), training provided by human resources dept., procurement dept., academic assessment training etc.
77. These are professional development workshops that are conducted during Faculty Orientation week. Other workshops during the semester may include continuous review of assessments and a transparency requirement for all the stakeholders & processes before another WASC visitation or review….

78. Don't Know
79. Yes, with SSI staff reviewing their job descriptions
80. Tradewinds Retreat SSI Office
81. Yes, with SSI staff reviewing their job descriptions. No there is no available.
82. Don't Know
83. Participating in Faculty Orientations; off island trip last year during the Utah, Provo trip for the Samoan Language Symposium.
84. NO: not everyone YES: 1) Faculty have training during Orientation etc 2) Staff –Media for VT 3) Webinar training for Writing by JJenkins –NYork Bestselling Author -TMC
85. The administrative assistant and TED recruiter participated in a technical assistance professional development. The chairperson, administrative assistant and a core faculty member attended an accreditation workshop (WASC) that featured training on assessment. This workshop was held in Hawaii (May 2019).
86. We used to but not for a long time now.
87. We have heard in one of the latest emails from our director that more students from the Hawaii-Manua campus will be joining our ECE program and that possibly faculty will have some training in that to take place.
88. Provide and demonstrate classroom management technique and strategies, regarding bulling, interruption, misbehaving and applying pedagogy regarding instructions. Assist with teaching when needed. Demonstrate theories in course discussion into classroom practice

89. Some have lead Professional Development sessions at the schools, been judges for Speech Fest, Science Fairs and History Day, attended assessment and other training off island, also presented our Conceptual Framework in Orientation for ASCC, taught staff and faculty coconut weaving, staff workshop, staff attended CPR training, etc.
90. There is professional development for the department on an annual basis. We also have faculty reach out to different elementary/high schools to offer professional development for teachers.
    - During orientation workshops
91. Assist of training, currently working on degree for professional development.
92. Administrative Assistants Training, Degree seeking professional development, and off-island conference participation.
93. NA
94. Professional development trainings are offered from time to time.

2a. Are there any unmet needs for professional development among personnel in this Department/Program/Division?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	1	2	13	1	17
Faculty	10	5	16	5	36
Staff	38	19	73	4	134
Total	**49**	**26**	**102**	**10**	**187**
Percentage	26%	14%	55%	5%	100%

1. AA or AS for After Hours Courses
2. Tele fuafuaga e tatau ona ausia e faafetai ai le kolisi ma le matagaluega.
3. Aoga mea tau iliafi poo meafaigaluega faapitoa
4. Pesticide training
5. In-services training for Admins, professional development opportunities, etc.
6. le faaogaina o mea faigaluega iliafi ma masini e faamalu ai le palapala ma isi mea mo faalelei atili o le polokalama.
7. Ioe, e tele aoaoga e aoga mo matou ae e le'o iai se avanoa.
8. Need more professional trainings locally and off-island when it is needed within job description, not limited to one travel policy!
9. E mana'omia aoaoga mo tagata uma

10. We need more trainings off-island and locally
11. Tele pea ni aoga o lo fia maua e maua ni seleni ma maua ai le lumana'i
12. In-services training
13. NA
14. Need more training both off island & on island
15. Severa ACNR staff need complete their Associate, Bachelors, Masters, and Doctoral degrees
16. Aquaculture training
17. Every training, conference, and workshop gets updated every year. So it is imperative that all ACNR personnel attends them.. Every year.
18. We have tried to go on professional development to learn of the new developments on ACT and SAT testing. But were denied. There are so many changes that I believe we are missing out on essential information that will affect the institution in the long run, if not has already affected.
19. Need to attend and/or send staff to attend College Board (SAT) and ACT trainings for changes in test scoring, concordance and others.
20. Develop and Implement workshops and training programs for faculty
21. The quality of adult education instruction is a critical factor in improving student outcomes in reading, mathematics and other key skill areas. The Office of Vocational and Adult Education (OVAE) is investing in rigorous research on adult learning to help adult educators learn about, understand, and put into practice the findings from scientifically-based research. Ultimately, continuous improvement in teaching hinges on the availability of high quality professional development opportunities that are linked to research. Improving the quality of instruction in adult education programs ultimately involves continually strengthening the knowledge, skills and abilities of instructors, administrators, and other adult education staff.
22. NA
23. NA
24. NA
25. As usual for teachers anywhere, it's materials, program support, supplemental materials to help us teach our students!
26. A lot!
27. Need to attend training/conference to update on the any new federal regulations in grant programs and Financial Aid programs
28. Some of us never went on a professional development
29. But I wish all had the opportunity for professional development off -island
30. We are short staff
31. Need more training on certain areas and refresher on some issues that is ongoing such as R2T4 Calculation, verifications, etc…
32. Need more training of staff.
33. CUPA-HR Book camp. Archive training on system filing
34. Datatel update and reporting module. Current staff have not attending CUPA-HR for 3-5 years. Completion of Bachelor for 2 staff (1 entry and another with 3-4 years of experience)

35. All staff needs to be exposed to CUPA-HR, WRAOM, and NERAOC trainings. Need refresher training for Datatel System updates.
36. See 1b.
37. I would like to see more professional developments for L & L in the future.
38. No ASCC Library Staff have attended the required Annual ALA Conference for three years now because of no travel budget. In addition, unlike its other academic counterparts, the library has no budget for Local Professional Development Retreats.
39. No ASCC Library Staff have attended the required Annual ALA Conference for three years now because of no travel budget. In addition, unlike its other academic counterparts, the library has no budget for Local Professional Development Retreats.
40. No ASCC Library Staff have attended the required Annual ALA Conference for four years now because of no travel budget. In addition, unlike its other academic counterparts, the library has no budget for Local Professional Development Retreats.
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46. Need an improvement on Calculus or advanced math only.
47. Some of the math department faculty must undergo professional development in basic excel to assist with assessment and compiling data.
48. There are specific field in the MIS division and software applications that can only be done with training within that specific company or off-island training.
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51. There are specific field in the MIS division and software applications that can only be done with training within that specific company or off-island training.
52. There are specific field in the MIS division and software applications that can only be done with training within that specific company or off-island training.
53. We don't get enough training, we need more in depth training on certain programs, we also need better equipment and budget so that we can do our job properly. Main thing I believe we really need is mor in depth training.
54. There are specific field in the MIS division and software applications that can only be done with training within that specific company or off-island training.
55. All nursing faculty are current with their licenses.
56. Need training
57. Need to certify for CPR, safety trainee, campus evaluation training, etc…
58. Need more training in the safety and using the special tools.
59. We need certain training in order to benefit our students and also our employees in time of need. We are lacking in training.
60. Requesting more security trainings and more emergency drills workshop, first aid workshops and all other security trainings for all
61. Grant writing. There are no funds available for grant writing training, but in the future there may be. Meanwhile, the use of other online resources is great too.
62. Training and personal development of duties and tasks performed within a department should be ongoing for refreshers and to ensure that a monotonous atmosphere is not experienced within the department.
63. Need time for office activities, professional development regarding the different aspects for procuring services.
64. Yes, as mentioned above, Procurement needs to attend via webinars, off and on island training or conferences that are specific to Procurement federal rules and regulations, to attend meetings with other division especially grant funded side to familiarize and fully understand what are allowable and not allowable to purchase, especially in planning with these division for their goods and services needed to meet their program requirements.
65. The last time anyone from our office attended the National Association of Educational Procurement was more than 3 years ago.
66. For my part in Procurement, I feel I should be sent to a training regarding travel regulations and to learn various programs and etc. available for travel under Procurement. I also feel that our entire staff would benefit with specialized training in purchasing and procuring.
67. Unmet needs in upgrading and gaining updated information on FERPA, and other federal regulations involving the security of student records and other pertinent information regarding higher education. Yearly attendance to the AACRAO Annual Conference is recommended.
68. Continuous professional development is a must in any SBDC in order to better assist and provide counseling to the clients and for better job performance in general.

69. Continuous professional development is a must in any SBDC in order to better assist and provide counseling to the clients and for better job performance in general.
70. We are always looking for additional professional development opportunities and certifications for the SBDC staff.
71. There is always a need for professional development be it updating on the scientific knowledge or skills in the education field.
72. Content specific training such as laboratory techniques.
73. Workshops, trainings for model/digital laboratories are required, so that modeling labs can be incorporated in the science labs. Instructors need training to use and incorporate digital equipment such as log-pro, lab-pro sensors pertaining to motion, sound, light etc. These modeling labs can be incorporated into Chemistry, Biology, Physics labs
74. Unmet for professional development?? Not for the department but perhaps for the individual faculty
75. New areas of need in (required by projects undertaken by the department, ie. Book printing and binding) which we are now working to which we have expertise but are learning through trial and error/on our own.
76. Runninng training for professional book binding and different formats
77. This is only said to be important. However, SSI is doing professional development for other schools (Tafuna, Pavaiai, Laulii) but not at ASCC
78. This is only said to be important. However, SSI is doing professional development for other schools (Tafuna, Pavaiai, Laulii) but not at ASCC
79. Running training for professional book binding and different formats.
80. For growth and development, staff need to know Photoshop, use of Publisher (eg. Admin Asst, Assistant R& Trans for Book Binding, technical especially for new staff
81. There are professional development programs and conferences hosted off island that our Student Government Association is unable to attend due to a lack of funds available. Looking towards fundraising for our officers to attend these conferences.
82. We have never had any kind of PD
83. Laptops would really help, especially when student do presentations.
84. Plenty. We don't have any professional development. Meeting with ACCJC was the only time together in the same room, and it wasn't a professional development. It was the closest, though.
85. More professional development. Increase professional encouragements. Increase salary at least once every two-years, particularly with the four-year program
86. Not sure how to answer the "unmet" needs. Could it be increments or reclassification? Something that has been put on the back burner for far too long. How do we address these empty promises, perhaps they do not fall into this professional development category, but think about it. Is it professional to remind Academics on "Reclassification" for years, and then…what? If you ask me, that is an unmet need that needs to be met, then we can talk about professional development some more. For your information, we are doing

professional development on a departmental level, and we have managed to send a few faculty for professional development mainly for assessment in the last couple of years because that was our focus at the time. It has proven to benefit our department extremely as everyone is on board with our assessment process and procedures currently.

87. Laptops and Camera for documenting Practicum presentation from School Site, these can be very helpful to us when we go out observing students outside the field. I believe that seeing is believing.
     a. Faculty from this department have never been to professional training abroad in the last 10 plus years
88. -Assistive technical devices such as laptops and projector to facilitate adjuncts. Classroom sizes are small, not enough computers to facilitate 15 students. Classroom leakage problem, AC breaking down rendering classrooms unbearable warm,
89. There is a foresee need to update the staff knowledge on the latest best practice in research and its effect on the institution and its mission.
90. NA
91. This question is best addressed by the division director.
92. Need more workshops to attend

3a. Are faculty/staff evaluated on an annual basis by the immediate Supervisor (i.e., Director, Dean, Vice-President, Chairperson)?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	0	1	16	0	**17**
Faculty	1	1	32	2	**36**
Staff	17	4	108	5	**134**
Total	**18**	**6**	**156**	**7**	**187**
Percentage	10%	3%	83%	4%	100%

3b. Please Explain

1. Yearly evaluation for all employees.
2. E fai ma iloilo le tagata faigaluega i lona galue
3. E tatau ona iai uma ma mautu, i lea faamoemoe ina ia faalelei atili.
4. Employee Performance Evaluations annually by supervisors
5. Employee Performance Evaluations annually by supervisors
6. lo'o faia i tausaga uma la'u evaluation o le tausaga
7. Yes, Program Coordinators (Extension, Research and Instruction) and some project specialists are evaluated by Director.
8. Ioe o loo faia pea e tausaga uma
9. Ioe o le e fai tausaga uma

10. Performance evaluation every year
11. Annual evaluations are done with supervisor (see the evaluations on file)
12. ACNR supervisors and staff are evaluated on an annual basis using the required annual performance evaluation instrument.
13. Annual progress evaluation by supervisors
14. Annual evaluations performed as required
15. All personnel are evaluated in the annual performance evaluations
16. Evaluation performance each year
17. Evaluation performance each year
18. During staff meetings, ACNRs Director routinely reminds staff members about upcoming staff evaluations that need to be completed. Staff members and their immediate supervisors are usually given sufficient time to complete staff evaluations so that we can complete them before they are due.
19. Annual Performance Evaluation
20. Yes, we keep up to date with employee evaluations.
21. Only when reminded by Human Resources Office.
22. Annual Evaluation done by the State Director for the AELEL faculty
23. Yes. Faculty are evaluated on an annual basis by the AELEL State Director.
24. I know we have a professional evaluation done by our immediate supervisor which is usually our chairperson.
25. Our professional evaluation is done by our immediate supervisor.
26. An evaluation is done by the chairperson.
27. I just completed an evaluation by my chairperson!!!

28. Annual performance evaluation from HR
29. This falls under the HR sending the evaluation sheets late.
30. This process will help employees determine their strength and weakness.
31. This process will help employees determine their strength and weakness.
32. We have our annual evaluation and also our staff one on one meet and greet with our Officer once a month.
33. As mentioned earlier, each staff member is evaluated by supervisor on a tri-annual basis to meet goals, expectations and to address any concerns and make improvements throughout the year.
34. Staff are evaluated on an annual basis.
35. Annual Employee Performance Evaluation Process
36. All Human Resources staff are evaluated by the Human Resources Officer with the review and recommendation of Human Resources Manager on employees who reports directly to HR Manager.
37. We are evaluated each semester by our department chair
38. I anticipated that I will be evaluated on annual basis by my supervisor
39. My understanding is that evaluations are completed at the end of probation and annually, thereafter.
40. Per ASCC policy, for each staffer on their hired anniversary date, annually. Per Human Resource Office annual respective Staff Evaluation Notice and request to submit to them completed annual staff evaluations.

41. Per ASCC policy, for each staffer on their hired anniversary date, annually. Per Human Resource Office annual respective Staff Evaluation Notice and request to submit to them completed annual staff evaluations.
42. Yes, per ASCC policy, for staff on their hired date anniversary, annually, per Human Resource Office annual respective Staff Evaluation Notice and request to submit to them completed staff evaluation.
43. Yes, per ASCC policy, for staff on their hired date anniversary, annually, per Human Resource Office annual respective Staff Evaluation Notice and request to submit to them completed staff evaluation.
44. Yes, per ASCC policy, for staff on their hired date anniversary, annually, per Human Resource Office annual respective Staff Evaluation Notice and request to submit to them completed staff evaluation.
45. Yes, per ASCC policy, for staff on their hired date anniversary, annually, per Human Resource Office annual respective Staff Evaluation Notice and request to submit to them completed staff evaluation.
46. When the time is up for evaluation our Director will always let us know ahead of time.
47. Yes, per ASCC policy, for staff on their hired date anniversary, annually, per Human Resource Office annual respective Staff Evaluation Notice and request to submit to them completed staff evaluation.
48. Per ASCC policy, for each staffer on their hired anniversary date, annually. Per Human Resource Office annual respective Staff Evaluation Notice and request to submit to them completed annual staff evaluations.
49. we do annual evaluation for contract renewal.

50. Evaluations are completed and sometimes hard to find due to AAO or HRO"s compilation.
51. Im still new here and haven't hit the 1 year mark yet so I don't know about annual evaluations yet.
52. It is a requirement of all faculty to be evaluated annually. Ms. Cherie Ripley constantly reminds me of this responsibility.
53. Aua le suesueina o galuega faatino o le tausaga.
54. We do meet every month and related to our needs.
55. We are evaluated annually on performance on all places of our job; first by our supervisor then by our director.
56. Annual evaluations are completed and discussed amongst the employees and supervisors of their respective divisions and or departments.
57. This is the Performance Evaluation that is conducted every year.
58. Annual evaluation set schedules.
59. SUP. Adheres to evaluations on the regular
60. I did not have an evaluation completed for 2 years until the ending of last year when my Supervisor kept informing HRO.
61. We are all evaluated as per HRO SOP by our immediate Supervisor. As a matter of a fact I was evaluated for my annual, just 4 months ago.
62. As per ASCC HR policy @ Employee Performance Evaluation.
63. I've been working here for 3 years and my Supervisor is doing her job.

64. All personnel are subjected to annual performance evaluation prior to each contract signing.
65. All personnel are subjected to annual performance evaluation prior to each contract signing.
66. n annual review is completed prior to contract renewal for all staff.
67. We are all under contract. So every year we renew our contract the same time a staff evaluation form is been completed by our State Director. That's the time our work is been evaluated and put to test.
68. This has been required for all faculty annually.
69. The Dean of Academic affair sends out the faculty evaluation documents, and the chairperson along with the instructor completes the evaluation annually.
70. Faculty Evaluation forms from HRO are completed within a specified time given to ensure increment are allotted accordingly.
71. Yes, its on annual basis
72. ANNUAL EVALUATION WITH HR
73. With HR office
74. Yes its on annual basis
75. During our yearly faculty evaluations administered by HR
76. fesili i le ofisa o tagata faigaluega a le kolisi
77. Speaking for myself on contract
78. No comment
79. At end of every contract
80. As previously stated, an annual performance evaluation is done for every faculty member by the chairperson.
81. Our chairperson does her evaluations annually.
82. However, this is not a good "Yes" response as I have not had my immediate supervisor come and observe me. She once sat in a class of mine when she first became the department chairperson. That may be the way college does it these days.
83. Department, TED, evaluates its faculty every year and submits it to the HR of the institution to be placed in the faculty's employment file and also a file with the department.
84. Yes, see evaluation forms that are turned in to HR, at times, we get the forms late, but we address the evaluation when we get them. We are at the mercy of HR with the forms.
85. Annual evaluation from our chairlady
86. Evaluation is done every year on the anniversary of their next increment and/or when their service computation date is.
87. Everyone is required to have an annual performance evaluation done and submitted to the HR Office.
88. We are evaluated on an annual basis.

4a. Are evaluations consistent and completed in a timely manner as documented in ASCC policies?

	Do not know	No	Yes	Blank	Total
Administrator	1	5	11	0	**17**
Faculty	6	4	25	1	**36**
Staff	27	16	87	4	**134**
Total	**34**	**25**	**123**	**5**	**187**
Percentage	18%	13%	66%	3%	100%

4b. Please Explain:

1. Galue lava luga le tulafono a le kolisi
2. loo mulimulita'i uma i lea faamoemoe, aua le agai i luma ua aoga ia mea uma.
3. lo'o faatino suesuega
4. NA
5. NA
6. Pe a atoa le tausaga ona iloiloina loa lea.
7. Administrative Officers and assistants are a great help distributing staff evaluations to Managers by month of due dates.
8. E le'o iloa
9. Leai e fai i aso uma
10. lea faatoa ou amata o lea e lei faia ia lau evaluations
11. Evaluation is been done every year
12. ACNR supervisory staff are encouraged to make sure that staff/subordinates' performance evaluations are completed in a timely manner
13. Delay in evaluation assessment and contract renewal (3 months)
14. I hope so
15. All evaluations are submitted prior to the deadlines
16. Evaluations are mostly done at the start of a new year. A measure of an employees performance in the past year and to highlight strengths as well as weaknesses that could use some improvement.
17. I cannot speak for every department. But when I have employee evaluations to complete, I do my best to complete them promptly so that the paperwork can be routed (in a timely manner) to everyone who needs to review and sign the evaluation.
18. Consistent.
19. Only when reminded by Human Resources Office.
20. I know we have professional evaluation every year and our Chairperson usually completes it and forward it to our human recourses department for their files.
21. Our professional evaluation is done yearly and forwarded to HR.
22. It is completed annually by the chairperson.
23. For my department only, YES, we are evaluated consistently!
24. I really don't know
25. This falls under the HR sending the evaluation sheets late.
26. From my understanding, evaluations are to be conducted on the anniversary/start date for employee. But, it seems as if there's always a ball

dropped…which explains why the employee is delayed their increment if applicable. It is not only our division, its all around.

27. Annual evaluations are timely completed. No overdue evaluations are pending.
28. Yes: Completed and processed before new performance period. No: Some evaluations are submitted late.
29. 1-15 days from due date.
30. Performance evaluations were usually submitted late when increment were on-hold but it has improved when increments were lifted last year.
31. I assume they are done in a timely manner, however I will get a better idea once I receive my own evaluation.
32. I have yet to be evaluated, currently in probation period.
33. As soon as evaluations are received, they are completed and returned.
34. As soon as evaluations are received, they are completed and returned.
35. Yes, timely, per ASCC policies; but "sometimes" to "most of the time" "No" because Human Resource Office sends out advanced notices three months in advanced without any subsequent follow-up before of near staff evaluation due date until it is a month or two past staff evaluation due date. Further, the lack of "timely" or "lapse" is also due to HR contact person for due staff evaluation is on extended leave.
36. Yes, timely, per ASCC policies; but "sometimes" to "most of the time" "No" because Human Resource Office sends out advanced notices three months in advanced without any subsequent follow-up before of near staff evaluation due date until it is a month or two past staff evaluation due date. Further, the lack of "timely" or "lapse" is also due to HR contact person for due staff evaluation is on extended leave.
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39. Director will always let us know ahead of time.
40. Yes, timely, per ASCC policies; but "sometimes" to "most of the time" "No" because Human Resource Office sends out advanced notices three months in advanced without any subsequent follow-up before of near staff evaluation due date until it is a month or two past staff evaluation due date. Further, the lack of "timely" or "lapse" is also due to HR contact person for due staff evaluation is on extended leave.
41. No! Not timely.

42. I'm guessing that it is the same as my anniversary every year. The same month, but it's done each year? I met with my supervisor to be evaluated, then I signed it and the supervisor signs and turned it in. Is that the same?
43. Normally, evaluations are rushed and completed only when the instructor"s increment date is imminent.
44. On time if evaluation forms are submitted for completion.
45. loo mulimulitai I tulafono faatino.
46. loo faaaoga le saogalemu
47. E iloa lava I le faatino ina o galuega a matagaluega taitasi.
48. Every year each employee is evaluated on a certain mouth.
49. Sometimes. I believe I am due for an evaluation but need to ask HR about it.
50. The ASCC Human Resources department ensures that each employee and divisional supervisor is reminded prior to the yearly evaluation.
51. SUP is always informative
52. I can our office is okay with this, but I do not know about other offices and departments.
53. I've heard from other members from our Procurement team that the evaluations are consistent. As far as I'm concerned, I've only been with ASCC only long enough to have one evaluation.
54. The evaluations' consistent but are not completed in a timely manner.
55. As mentioned, all evaluation is required by ASCC HR annually.
56. As mentioned, all evaluation is required by ASCC HR annually.
57. Reviews are conducted in accordance with ASCC policies.

58. I have been evaluated four times by my supervisor but I'm not aware of the schedules of the completion as per ASCC policy
59. Done by Department Chairs for all faculty while the Department Chairs. Are completed by the Dean of Academics.
60. In the month of May the evaluation is conducted every year.
61. Yes she does it but forgets to turn in afterwards I think due to other projects going on in the office
62. SSI Director does the evaluations for SSI faculty and Staff.
63. SSI Director does the evaluations for SSI faculty and Staff.
64. SSI Director does the evaluations for SSI faculty and Staff.
65. Yes she does it but forgets to turn in afterwards I think due to other projects going on in the office.
66. Sometimes administrators forget, I for one our director forgot to complete my evaluation last year.
67. loo faatino lea vaega e le Faatonu o le ofisa
68. Speaking for myself -
69. The supervisor/chairperson conducts all annual performance evaluations on the anniversary of the start date for each faculty member. It is then submitted to the human resources office. Evidence can be found with the HR office.
70. As far as I know, our chair has been good with keeping up with evaluations.

71. I have no idea because of the lack of communication. The last evaluation I had, the chairperson came to me and said, "Sign this." It was a phenomenal evaluation, but at the same time, based on what evidence?
72. This process does not happen most of the time accordingly; sometimes, it takes almost days of weeks after the evaluation day is past.
73. See previous answer
74. Ever since I start in TED, the admin and our chair constantly do our evaluation at the end of each semester
75. We receive our evaluations from Human Resources and we trust that they are sending it before the due date.
    - Faculty Performance Evaluation are done before anniversary date of employment
76. We often do not get Performance Evaluations submitted on time for supervisors to evaluate in a timely manner.
77. Sometimes evaluations happen sooner than other times, but they always happen eventually.

VI. FACILTITES

1. Briefly describe the facilities occupied by your Department/Program/Division

1. Entomology lab has 1 main lab with 3 storage labs utilized for rearing and processing insects. We also have a garage storage, greenhouse and pesticide storage.
2. Entomology lab and rearing procesing room, pesticide storage, green house.
3. Horticulture lab: main room (where we do paper work or planning) and equipment room (where we have equipments to test things).
4. Plant Tissue Culture Lab is a 3-part laboratory-Growth room (plants are grown), Transfer room (where plants are worked on) and Main room (a general area).
5. Classrooms, offices, labs
6. Research building
7. Well prepared
8. Research building (labs and offices), Wellness building (kitchen, exercise, offices), 2 Extension building, Station building (storage), piggery building.
9. E mana'omia na toe sui potu sui ofisa
10. O loo lelei potu ma ofisa o loo faaoga e le matagaluega faafetai

11. Potu suesue, potu faamalositino, fale laau, fale pua'a
12. Need renovations, storage space
13. Well-kep but needs renovations, need more storage space, needs updated equipment to ensure better services
14. O potu suesue, faamalosi tino, fale laau, fale puaa, potu teu ai meafaigaluega.
15. Potu su'esu'e fale faamalosi tino. Ofisa su'esu'e. Fale la'au. Fale pua'a. Ofisa.
16. ACNR Facilities: Research Building Laboratories and offices (plant pathology, entromology, soil and water quality, Forestry, Tissue culture laboratories). Research nurseries and greenhouses. Research offices. Research pesticide storage. Research storage/garage. Conference Room. Training Room. Extension Buildings. Extension Greenhouses and Nurseries. Extension Trial and error field. Wellness center/exercise room. Wellness display kitchen. Extension storages. Student Computer lab. Research library. Wellness library. Extension piggery.
17. Laboratories for research green houses for ext., piggery, storage, office, wellness.
18. Wellness center, Greenhouses, Demonstration Plots, Offices
19. Forestry Rooms (2), Forestry Extension Greenhouses and Nurseries. Extension Storages. Conference Room. Training Room.
20. Falesuesue. Labs. Faamalosi tino.
21. Potu suesue. Fale toto laau. Fale teu ai mea faigaluega. Potu fogo.
22. E leo lava mea e teu ai ia mea faigaluega
23. Forestry office is in poor condition and in need of repairs
24. In perfect condition
25. Office
26. Research Building - conference room, training room, classrooms, offices, laboratories (Plant Pathology, Entomology, Soils, Tissue Culture, STEP-UP), library. 2. Wellness Center - offices, library, nutrition-kitchen area, exercise lab/area. 3. Extension Buildings (2) - offices, storage areas/rooms. 4. Greenhouses (4). 5. Piggery (1) 6. Livestock feed storage. 7. Wood Chipper Storage. 8. Generator shed. 9. Fale Samoa (2). 10. Garage - storage areas (tools, equipment, supplies, tents, machinery...) 11. Research storage sheds (2). 12. Sea Grant (CSIAA) - offices, fish feed production room, aquarium & tilapia areas, storage area
27. Old office that definitely needs some remodeling
28. Office building with 2 offices and 1 storage room and bathroom. Feed lab with sink and refrigerator and aquaculture and aquaponic demonstration systems with live tilapia fish. Front area with aquariums.
29. Office only
30. FCS & Nutrition Office - Nutrition Center. (Kitchen facility)
31. Labs, field pots, greenhouses, classrooms, offices, conference room, wellness center
32. 3 offices and 2 rooms used for classes
33. The ACNR facilities are well maintained. The greenhouses and extension building however is in a critical need of renovations
34. Efficient

35. Efficient
36. All Land Grant buildings behind the School gym. Wellness Center, Research Facility, Classrooms, Extension Building, Greenhouses as well as piggery and building for supplies.
37. Two-story research building (1st floor: various research labs, STEP-UP Program student lab, restrooms; 2nd floor: offices, conference room/training room, computer lab, library, restrooms) (2) Two-story Wellness Center building (1st floor: nutrition center, exercise lab, offices; 2nd floor: offices, library, restrooms) (3) Piggery a. Piggery building (offices, restrooms) (4) Fruits For Life Greenhouse (5) Station Garage a. Station Garage extension (new construction almost complete) (6) Forestry greenhouse & storage area (7) Two or three research greenhouses (8) Aquaculture building
38. Offices; labs; storerooms; Greenhouse
39. Two office areas, separated.
40. Office located in the Quad area, 2 office space but not enough to house all staff. Admission Outreach Counselor works out of the Multi-Purpose Center.
41. 3 Classrooms, open office space
42. We are house at the lower campus east wing and our program occupies classrooms 25, 27, and 28. Our main office is located in the middle of the east wing.
43. Classroom # 24, 25, 28 and office 28b
44. Classroom #s: 24, 25, and 28. Office: 28B
45. Bookstore
46. We do have the whole CAPP building, which consists of six classrooms, six faculty offices, one lab, and bathrooms.
47. Our building consists of six classrooms, six faculty offices, one lab, and bathrooms.
48. The whole CAPP building, which consists of six classrooms, six faculty offices, one lab, and bathrooms.
49. When I came in January 2015, I heard this old library was a condemned building, useless for anything! It is 2020 and we are still here! With the large population number we get every school year, I don't know if there's another area on this campus that could accommodate CAPP ENGLISH but up here! With chairperson Faalafi and the help of maintenance, we are rebuilding and repairing this place to hold 6 courses at once every hour and a half and trying to make it work for the sake of the children of our island – our students! We have a computer lab with old laptops – but with the help of MIS and our team's dedication in keeping these laptops clean and stored safely – we are able to give our students technical assignments to complete to help with reading and comprehension! Some of these students have never used laptops before so they have that experience here at the CAPP lab. We paint/repaint our office areas ourselves when we know the maintenance crew are busy or are taking too long to respond to our requests.
50. The old ELI building has been repaired, refurbished to make it safe for everyone, faculty, students and visitors alike. It used to flood in the northern area of the building. It has recently been fixed, thanks to some private

individuals who made some donation, and to ASCC crew who made it possible in the construction. Two classrooms have been recently constructed to accommodate the population of students. It's been an ongoing issue, lack of classrooms, the computer lab facilities, internet problems.

51. 3 Computer Labs. 2 Offices. 2 Restrooms. Overall the facilities need major renovations due to rat and termite infestation
52. Computer Science Facilities. 3 computer labs. 2 office. 2 bathrooms
53. 3 computer labs. 2 Offices for Instructors. 2 Office Restrooms.
54. MPC
55. Our office is located on the ground floor of the Admin. Building
56. Very poor office space due to rodents and termites
57. Infested with rats, so small, health hazard, and old
58. Our office is unsafe, there are a lot of wirings above our heads, and we can get electrocuted at any time. This is a safety hazard. There are too many big rats running around in our office and they would make messes all over our tables. This is unhealthy for us.
59. We have a rodent issue, some of the cabinets in the office are taking up valuable space that could be utilized. There are four areas in our office where the lights are not working. It could use a facelift.
60. Our office is decent and more convenient in serving students, staff and customer through our window
61. Our office is decent and more convenient in serving students, staff and customer through our window
62. Office - Each counselor have their own room
63. We use the computer lab at the Multi-Purpose Center during registration to help students fill out their Financial Aid Applications. If we need classrooms as well to hold Federal Work Study meetings we also occupy those.
64. There are 7 offices and 1 admin area with a customer service window
65. The Financial Aid Office is located in the main building of the institute. It is an old building that is in much need for renovation or reconstruction.
66. We are housed in the Financial Aid Office in the Quad.
67. FA Office does not meet confidentiality requirements for student counseling.
68. M6 Building - Office
69. M-6. Update but very limited space. Air conditioning in main office often breaks down. Currently inoperable. Awaiting assessment from PFM. Active File room is very small and not conducive for filing and safeguarding of files. Limited space for staff and compromises the confidentiality of information shared with visiting employees or interested applicants.
70. HR building consists of 2 offices, one main area servicing clients, storage room, and bathroom.
71. Office needs improvement in repairing cubicles as well as chairs and locked desks for the teachers. The classroom are decent but there are times when the AC is off and we have to accommodate our students and find ways to deal with it and conducive to student learning.
72. Office space and classrooms TED 1 & 2, and rooms in other areas of the campus.

73. For the most part, classrooms are adequate for student learning. However, at times, the air conditioners malfunction, which will require immediate assistance from maintenance. For instance, AC malfunctioned, which made students uncomfortable and frustrated; as a result, students were not focused. Office space does required some upgrades with minor repairs; one door is nailed closed, carpet may need to be replaced, and inadequate work space where faculty can meet privately with their students to discuss grades and other academic matters.

74. The ASCC Library is a two-story 9960 square feet building located on the western side of campus facing the main road. The Library First Floor contains the Circulation Desk, Reference Desk and Reference Collection, Student Computers with Study Area, Pacific Collection (a.k.a Samoa and Other Pacific Islands Collection), Processing Room, Program Director's Office, Female & Male Restrooms. In addition, the library has an elevator that is in compliance with the Americans with Disabilities Act with first floor entrance across from the Circulation Desk. The Second Floor contains the General Collection Desk and General Collection with Study Tables and Computers, Education Resource Center Room contains the Teacher Resource Collection and Computer lab, there is also a Staff Lounge and Staff Restroom on this floor.

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80. Our facility is a two story big white building close to the main road. Our building is over 10 years old but when you enter the building its still looks new inside. At the moment we try our best to keep it as clean as we can.

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Collection Desk and General Collection with Study Tables, Education Resource Center Room, Staff Lounge, and Staff Restroom.

83. telephone, computers, cabinets for filing, outlets do not work.
84. Other rooms still need renovation. The job order forms were already submitted but still waiting for the maintenance crews to perform their duties.
85. The M12 Buildings, The CAPP Math Lab Room 16, and some of the Room A's number, like A14, A5, A40, & A35, and sometimes the other rooms used by the Science Department when it's available.
86. A5, A35, A40, A14, Lab Rm 16. M12 Building (A-C). Office Room A41. Office Room A6
87. MIS Office needs to be renovate, cause termites inside and we need to protect our devices for the termites.
88. Small office on the right side of the front of the college. A decent sized office but we lack enough computers and tables for when we hire any new personnel.
89. Nursing currently has 3 buildings, M-9, M-10, M-3 and M-4. M-3 and M-4 consist of one building without any connection between the two. The building is a newer addition to nursing and a door requested to connect the medical supply storage room (M-3) and skills' lab room (M-4) to enable back and forth movement to obtain or replace supplies or equipment. M-9 consist of faculty offices and a large classroom, M-10 consist of an office, study room, computer lab, and classroom.
90. We live in our gas ship more like a storage for our tools.
91. The shops needs to be renovated
92. Manaomia le toe faalelei o ofisa ma potu aoga.
93. We use unsafety house that is not safe for us to do our work.
94. PFM: Compound place in the back.
95. As of now we still share a small office with the college receptionist but we need a permanent ofice to break and change in case of long working hours.
96. Security office
97. We are located in both security office and the reception in our room
98. Faletaalo; SSI
99. Amata Gym; TTD; SSI; MPC
100. Lelei mea uma
101. Lelei
102. Ua uma ona faaleleia la matou ofisa.
103. Sustain our new office
104. Sustain the maintenance of the office
105. Ia o le tele o potu aoga o loo iai nei faamolemole oute iloa ua tele ina sosolo ai le ane, o le faafitauli lena o loo iai nei.
106. We occupied the security/receptionist office. The security department should have their own offices away from the receptionist. Should have lockers, showers, and kitchen due to this jobb being 24 hours and 7 days a week.
107. Security and Reception Office

108. I occupy an office located up a staircase. It is private for one person and adequate. The only challenge is the glare from the lights but overall it is a safe working space. I am grateful.
109. Safe and clean.
110. Due to the wear and tear of the building, there are needs for improvement. Weather and time have not been so kind to many of the buildings and without proper funding, the facilities continue to deteriorate.
111. Procurement is on the main campus, behind the Lecture Hall. We have three office: Procurement Officer, Shipping & Receiving, and the office with four buyers and travel coordinator that are stationed in.
112. Procurement is house in the building that is shared with the Bookstore. The space/area is small and for a division that receives and has holds goods from division for disposal and transfer. It is too small for personnel and the supplies that are received daily. Bookstore has few personnel and not much goods to store but has the bulk of our shared building.
113. Office is well equipped w/supplies to help operation
114. An office space meant for 6 people and supplies.
115. We currently occupy the NE corner of the Quad Building at ASCC, directly across from the south west side of the Literature Hall.
116. Office
117. 1 Archive room for student files/records. 1 Verification room that stores all grade books. 1 Main office with staff cubicles. 1 Records Officer's office
118. Our office needs more cabinets for student files. We have a lot of files but needs cabinets to put it in.
119. The SBDC office is in need of some repair to accommodate the proposed computer lab. It also requires some layout changes for privacy and structural efficiency.
120. More or less 2000sq ft, 4 offices, reception area, kitchen, conference room
121. Located at M-1 Upper Campus. Facility is approximately 2000 square feet and includes staff offices and training room.
122. The office/building is okay.
123. A-17 can accommodate at most 25 students for preforming laboratory exercises. However, the laboratory needs major repair of the cabinets and counters.
124. Four Laboratories/lecture rooms as well as three office buildings housing four faculty members.
125. The science department has 4 classrooms, 3 complete lab rooms and 3 office rooms.
126. Classrooms: Rooms 7, 8, 9. Each accommodates 25 students, with 25 chairs and desks; Rm 7 & 8 has a podium with 2 white boards. Rm 9 has a podium and a smart board. All three rooms are air con. Office: 2 separate offices for 2 instructors and 1 room that occupies 3 other instructors; another room that is enclosed with a window that is used for storage, and office fridge. This room has a sink, however, water runs slow.

127. Individual and shared offices: students are sometimes hesitant to meet with instructor/advisor in the shared office as there is no privacy. Classrooms in the Quad Area

128. Two offices for this department is adequately equipped, safe and cool for 4 faculty to perform their work and for students to come and see their respective faculty. One of the offices facing the MP building has been without a working AC for two semesters now…..it gets very humid and hot towards the afternoon.There are also "holes" and infested walls due to termites living in the walls adjacent to two offices. Rats are sometimes seen physically moving across these rooms. Some of these rats come from a storage room used for personnel files by HR. People can get physically and mentally sick from working in these conditions. More importantly, students and visitors come in and out of these offices. Although there is a constant reminder of "lack of money" yet if things get worse, this may lead an unsafe work place and a health hazard for faculty & students.

129. Everything is there Classrooms room M17 and M18 new building lab area west wing in our department and east wing for Faculty Rear of building is the staff.

130. SSI office houses – 1. Directors office, 4 booths for faculty and translators Front desk, 1 bathroom, A tea cubicle in the center, which divides the two sides of the building, 1 long multi-purpose room which houses 1 office desk, a mini computer lab and used also as a storage room. 1 small room for storage, 1 bathroom, 1 backroom which contains 4 desks for the other 4 staff members. Also used a s storage for office equipment.

131. If all SSI positions are filled, then 12 people occupied one house which is SSI office. Same office that we shuffle things around when SAFF needs to do practice, if we interview community leaders we use the director's office, the only decent space.. 2020 SSI exchange classrooms with nursing. SSI now has M17 and M18.

132. Everything is there Classrooms room M17 and M18 new building lab area west wing in our department and east wing for Faculty. Rear of building is the staff.

133. SSI Main Office in lower campus, classrooms in newly opened facilities in M-17 and M-18

134. Mana'omia ona toe faafou le ofisa atoa a le SSI. ua lofia i age ma iole fetolofi solo i luga o kesi, pepa, masini komepiuta, laulau, nofoa, ma le umukuka a le ofisa.

135. Old building, run down, rat infested hosting office and rooms for staff and faculty and director, bathroom facilities decay. Use part as mini lab/conference room/class/SAFF Association headquarters. Rat problem – used to have a cat way back but it took off and raising a cat was getting unhealthy with the smell etc. Began using M17 andM18 for Spring 2020. Need to replace or bring down old one smartboard needing a new bulb- from M4

136. Multi-Purpose Center

137. The Multi-Purpose Center Lounge, conference rooms and auditorium.

138. Multi-Purpose Center
139. MPC first floor - student lounge
140. MPC first floor
141. Currently, TED has two buildings. One building houses the offices of the Director, administrative assistant and the chairperson. This building also houses one of the TED student labs. The second building has the offices of all core faculty along with two classrooms. Another TED student lab in is located in Room 10. TED also has two other classrooms in the quad area (TED 1 and TED 2).
142. We have about 7 classrooms (TED 1, TED 2, Rm 10, M7C, M7A, TE 1, and TE 2. There are 2 computer labs. We also have a room in the Library that is specific to Teacher Education that contains volumes of books that pertain to education. All our faculty have offices, and there's also a kitchen and 5 bathrooms.
143. Most of the rooms have Wifi except M8. The copier prints, but is often shadowy. We each have a desktop and office area. Most, if not all, have portable projectors. We all have a lot of teaching materials such as poster boards, pens, markers, paper, etc. The air conditioner in TE1 is on the verge of extinction. Rarely do we get a custodian in the classrooms to sweep, mop, or empty the trash.
144. The buildings are adequately and effectively in good shape.
145. Last we have been told by the company who had recently installed our security cameras, recently (a couple of months ago, that there's hardly anything that is holding up our roofs. The rafter are all termite eaten and it will take very little effort of a good wind storm to blow them off. Because of termites, walls in TE 1 and in our faculty building are eaten away, with just the outer part of some of the walls to be seen. Because of flooding, base boards are rotten and mold has set in them in M7, and with heavy rains, flooding persists. We have these classrooms: TED 1 & 2 and Room 10 (computer lab) in the quad area. On the upper campus we have TE 1 & 2, M7 (mini computer lab room) as classrooms, M7 houses the Director and Admin. Assist. Offices. M8 houses all faculty and TE 1 & 2 classrooms. Upper buildings can use repairs from termites and flood, definitely.
146. We have 2 TED rooms downstair with a lab, 2 TE rooms upstairs with another lab with a office and bathroom, directors office, admins office with bathrooms, 5 faculty offices with 2 bathrooms and a kitchen
147. TED has two classrooms and a computer lab down in the quad area. We also have two buildings, M7 & M8 located in the upper campus. M8 houses all faculty and two classrooms, kitchen and restrooms. M7 houses another computer lab, chairperson's office, director's office and administrative assistant office.
148. LECTURE ROOM IS LEAKING AND FLOOR IS FLOODED IN RAINY DAYS BECAUSE OF LEAKAGE ON THE CEILING. THIA IS CINSIDERED A HAZARD TO STUDENTS AND INSTRUCTORS WHEN ITS WET

149. Auto Workshop 2. Auto Paint Booth 3. Makeshift Carpentry Workshop 4. Makeshift Electrical Workshop 5. Welding Workshop 6. Tool Room 7. Compressor Room 8. Storage Room 9. 5 Classrooms 10. 1 unfurnished classroom 11. 4 Faculty Offices 12. Main Office 13. Restrooms
150. Improvements needed
151. TTD AutoShop facilitates the following classrooms: ATL-A, ATL-B, ATL-C, ATL-D, TTd Main office, Welding office, CET and Auto office, and bathrooms (male and female) TTD next to Computer Science facilitates: ADT, CET, ETP, and ELE
152. UCEDD is currently utilizing M-5 at the upper campus.
153. UCEDD department's office has 1 private office and a big open space.
154. The UCEDD's office currently has 1 private office and a large open space shared with 3 working stations.
155. IE Office is housed in building M-11 on the upper campus.
156. Big house,we have seven office and one training room inside
157. Office space is fine. I have no telephone.
158. M-11 Building houses IE office
159. Briefly, it's a building with offices.
160. Good

2a. Are all facilities adequate to support the mission of your Department/Program/Division?					
	Do not know	No	Yes	Blank	Total
Administrator	0	10	7	0	**17**
Faculty	1	18	17	0	**36**
Staff	11	49	71	3	**134**
Total	**12**	**77**	**95**	**3**	**187**
Percentage	6%	41%	51%	2%	100%

2b. Please Explain:

1. As more projects come by, we are urged to purchase all the necessary supplies and equipment to run the program.
2. Every year, as more project comes by, we are urge to purchase the necessary supplies and equipment to run the program.
3. Toe mana'omia ga koe update uma poku
4. O loo talafeagai uma potu aoga ma ofisa o lea faamoemoe.
5. Mana'omia le toe faaleleia nisi o fale faigaluega
6. Need more storage space, more offices for staff. Piggery needs to expand system for septic.
7. Need more storage space, more offices for staff
8. Fia fai se fale mo le extension mo galuega
9. Mana'omia ni fale mo le vaega extension
10. All facilities were made according to each needs of program.
11. Due to hurricane Gita, the programs need new greenhouses

12. Fia fai se fale a le extension ma isi
13. Manaomia se fale fou. Manaomia ni potu fou.
14. Facilities in need of repair
15. Need to construct an Extension Building to house all Extension staff plus classrooms for training clients & students. 2. Need to construct a Food Science Lab & Training Facility for research and training laboratory technicians. 3. Need to construct a Facility for making potting mixture. 4. Need to build more greenhouses. 5. Need to improve and expand the piggery septic to meet ASEPA and DOH requirements. 6. Need to build more storage areas.
16. A lot of termite damage, also need assessment to roof for leaks. Interior damage to ceiling in feed lab
17. The greenhouse and extension building need renovations
18. Greenhouse need to be fixed. Too many employees in one office space. Not enough or good storage rooms
19. We are housed in different areas because the main office space is too small. We also do not have enough space or comfortable space for new students and their parents to wait during peak times of the year (students standing outside or squashed in the office). We also hear toilets flushing and toilet rolls being pulled by the mens bathroom next door. Also, the "kitchen" room in the back is infested with bugs.
20. Admission office requires a window to service students individually. Often, confidentiality is a problem as student information are difficult due to the lack of adequate space to provide the required services.
21. Need to renovate classrooms
22. Office 28B is too small to house all 6 faculty and staff.
23. Our lab doesn't have a good network connection which enable our students to complete their online assignments most of the time. Our network connection is really weak when all six or more students trying to go online.
24. Facilities are adequate, but we could use better internet connection for our lab.
25. Our lab doesn't have a good network connection which enables our students to complete their online assignments most of the time. Our network connection is really weak when all six or more students try to go online.
26. As mentioned above, YES, we try out best to make this run-down building suitable and safe for our students and ourselves! WE CAN ONLY TRY and DO SO MUCH!!
27. Please refer to VI, 1 comments.A
28. Really need a "NEW" computer labs.
29. I really don't know
30. Adequate enough
31. No. The current condition of the office is not healthy for the staff.
32. Very limited space. No room for extension of active files. No space for archives. Need privacy.
33. Need more space for files and employees space for serving employees and applicants.
34. Not enough space to house active and inactive files.
35. It is fine at the moment but improvement needs to be made to the facilities.

36. Facilities are adequate
37. Refer to above comments
38. New ACs are still needed to replace the remaining old and broken 2003 Sanyo units. The 2016/2017 Samsung ceiling cassette units are continually running warm with one of the units not working and in need of replacement. Further the library needs an Annex Building for needed additional space. A cataloging room, a newspaper archives storage room, is critically needed because supplies & cleaning chemicals are stored in the electrical rooms which may pose a hazardous condition. Also more student carrels with computers and a group study/conference/media room are needed.
39. New ACs are still needed to replace the remaining old and broken 2003 Sanyo units. The 2016/2017 Samsung ceiling cassette units are continually running warm with one of the units not working and in need of replacement. Further the library needs an Annex Building for needed additional space. A cataloging room, a newspaper archives storage room, is critically needed because supplies & cleaning chemicals are stored in the electrical rooms which may pose a hazardous condition. Also more student carrels with computers and a group study/conference/media room are needed.
40. Library needs an Annex Building for needed spaces for cataloging only room, critically needed storage room (because there is currently no storage room only a makeshift storage room that is an existing current hazard) more student carrels with computers, group study/conference rooms. New ACs needed to replace three remaining old and obsolete 2003 Sanyo units.
41. Library needs an Annex Building for needed spaces for cataloging only room, critically needed storage room (because there is currently no storage room only a makeshift storage room that is an existing current hazard) more student carrels with computers, group study/conference rooms. New ACs needed to replace three remaining old and obsolete 2003 Sanyo units.
42. Library needs an Annex Building for needed spaces for cataloging only room, critically needed storage room (because there is currently no storage room only a makeshift storage room that is an existing current hazard) more student carrels with computers, group study/conference rooms. New ACs needed to replace three remaining old and obsolete 2003 Sanyo units.
43. Library needs an Annex Building for needed spaces for cataloging only room, critically needed storage room (because there is currently no storage room only a makeshift storage room that is an existing current hazard) more student carrels with computers, group study/conference rooms. New ACs needed to replace three remaining old and obsolete 2003 Sanyo units.
44. The facility is kept cleaned throughout each day. Each room are cleaned and kept neat before we leave to go home. Students always enjoy coming to the library to study and do research daily. Some of them love coming to the library because its clean, especially the bathrooms. Students always let us know through the survey that is given out to them at the end of the year.
45. Library needs an Annex Building for needed spaces for cataloging only room, critically needed storage room (because there is currently no storage room only a makeshift storage room that is an existing current hazard) more student

carrels with computers, group study/conference rooms. New ACs needed to replace three remaining old and obsolete 2003 Sanyo units.

46. New ACs needed to replace three remaining old and obsolete 2003 Sanyo units. Further the library needs an Annex Building for needed spaces for cataloging only room, critically needed storage room (because there is currently no storage room only a makeshift storage room that is an existing current hazard) more student carrels with computers, group study/conference rooms

47. Like I have mentioned before, some classrooms still need renovation immediately.

48. Since some of the classrooms are closed for repair, I need to be relocate for the 2nd Session. I guess that is where Cheri comes in.

49. The facilities are in "good conditions" not excellent as there are needed repairs (minor) in some classrooms and office.

50. The nursing department has adequate number of classroom for its number of courses that is offered every semester and summer session. The large skills' lab allows for a larger number of students in each program and storage for all supplies and equipment.

51. Tatau ona toe faaopopo nisi fale aoga.

52. We need to have a healthy place to prepare for our jobs everyday.

53. E tatau ona mautu ona lelei fale/potu ina ia malu puipuia mea faigaluega.

54. Tele le faaletonu

55. Because it is not safe.

56. As I mentioned above, we need a permanent office because we're the only department that works 24/7 on campus.

57. We need to have enough rooms for our crew for meetings.

58. Aua foi o le popolega mo saogalemu o alo ma fanau a lo tatou atunuu.

59. We need bbetter facilities, better equipment in order to perform our duties and job in the highest level.

60. Security Office and Reception Office should be two different services on campus. Security Office should provide all proper security Tools and proper securing materials, emergency materials, effective communication services, security vehicle, security alarm, security first aid, and all other security trainings and workshops to better serve our campus twenty four hours!

61. There is a need for a writing lab center that is not part of the Student Lounge area. I know there are future projects coming up for improvement.

62. Yes and No, it could be better. To ensure a healthy environment free of deteriorating damage, would allow for better productivity.

63. Procurement receives a lot of orders and sometimes we need a storage to store the orders if they come in.

64. No, as mentioned above, the space for the amount of people working in this division and all the supplies that are received regularly is not sufficient and adequate at all.

65. We are crammed in to an office that is adequate for a 6 man team, but we make due with what we have.

66. Since Procurement deals with all the various department orders for ASCC, the amount of orders (goods) that come in on a day to day basis can be overwhelming. Procurement must also bring in a lot of transfer/disposable items from those various departments as well, as we too, manage this for ASCC. For this reason, I feel it is very necessary for Procurement to have a dock area, and staging area to manage the incoming goods.
67. The SBDC office has sufficient equipment for the accomplishment of daily functions. However, the office is yet to establish a fully operational computer lab for the clients.
68. The SBDC office is in need of some repair to accommodate the proposed computer lab. It also requires some layout changes for privacy and structural efficiency.
69. Repairs are needed to the building as it has suffered storm damage (TC Gita, 2018). New wiring is required and renovations to the interior space is needed to accommodate proposed computer lab and counseling space for clients.
70. The building is adequate to support SOME of our department's mission and plans for the year. We need a computer lap and it is something our Director is working on. This computer lap is to accommodate our clients who don't have access to computer and internet. Our clients' needs it to do business plans and research. Office also needs deep clean at least once a week. We appreciate the hard work of the janitors. But we find ourselves cleaning our office bathroom other times, for example because it is left undone. Whenever we need a deep clean, like for instance, to mop the office, sweep, we have to put in a job order for that. Like we have clients coming in and out of the office everyday and the office needs to be clean.
71. At the minimum it has been adequate. However, needs improvement, the laboratory termite infestation is getting worse
72. All are currently satisfactory but require termite mitigation and some electrical repairs.
73. The science department needs at least 1 more lab room. More classrooms and lab rooms may be required if new programs may get added. (a new physical science program is under consideration for the science department).
74. One of the offices facing the MP building has been without a working AC for two semesters now…..it gets very humid and hot towards the afternoon. There are also "holes" and infested walls due to termites living in the walls adjacent to two offices. Rats are sometimes seen moving across these rooms. Some of these rats come from a storage room used for personnel files by HR. People can get physically and mentally sick from working in these conditions. More importantly, students and visitors come in and out of these offices. Although there is a constant reminder of "lack of money" yet if things get worse, this is nothing less than a deplorable environment not fitting for work and worse a health hazard for faculty & students.
75. Main office is old, small and falling apart, and unsanitary (rat infested) despite efforts to clean and sanitize the entire office there is still evidence of rate activity on and around workspaces.

76. Everything fits to me I don't know about the Faculty and the new building with the AC needed due to the ceilng fan so low.
77. SSI does need a real renovation with its old building. Termite infested, also rat problem most of the time.
78. SSI does need a real renovation with its old building. Termite infested, also rat problem most of the time.
79. The recently renovated classrooms across from the SSI building are ok for now, yet need to be completely made effectual for the use of students. The SSI office is one rat infested place to be. Need to clorox wipe surfaces every morning to get rid of the mess left by the night prowlers the rats and other pests that crawl over everything inside this office. The building is old and when windy some parts/pieces of the roof are blown inside and debris are found on the floor in the mornings. SSI try to make this environment healthy for all the employees and visitors.
80. SSI does need a real renovation with its old building. Termite infested, also rat problem most of the time.
81. Everything fits to me I don't know about the Faculty and the new building with the AC needed due to the ceiling fan so low.
82. No because the classrooms don't have a/c units but are very hot for students and faculty alike. Even if cars pass by, grounds keeping crew clean the campus on a daily basis, noise are easily absorbed by these classrooms. SSI office building is also very old and needs a lot of maintenance. One more thing, there's a great need for a White Board in SSI's new classrooms (M-17 and M-18), even a SmartBoard as we have requested for our old equipment still in room M-4 to be brought over to our new classroom room M-18. We are also awaiting word for our new SmartBoard ordered through Academic Affairs funding plus our Others Account. Furthermore, PFM needs to move concrete poll situated in front of room M-17.
83. Need storage that is safe and clean –Research room has been rat infested as dumpster was outside. Now its moved but rats have continue. Talosia i se aso se vavega e ono fai ai se ofisa fou pe sui nisi vaega ia fou. SAFF need practice space. Cultural practices. moomooga lava
84. Too open for our tutorial service
85. There could be more resources and privacy that could be used to further extend the services but the building doesn't provide such accomodations.
86. So far, we have adequate facilities to support our program.
87. Wifi in TE1 would be welcomed. It's difficult to "talk" about instead of having students see "first-hand" what is being discussed. If only I could have Moodle up and running, as that is where a lot of resources are on.
88. Buildings contain faculties' office, have the department's classrooms and effectively support the department's mission.
89. As far as space, yes. However, as noted above, repairs are needed.
90. The building behind the CAPP building is filthy with termites from ceiling and wall.

91. NEED A COMPUTER LAB TO TEACH CIVIL ENGINEERING SUBJECTS, GIS AND SURVEYING. LECTURE ROOM FOR ENGINEERINMG CAN BE CONVERTED TO A COMPUTER LAB
92. Space is needed as documented in previous surveys

93. -ATL-A (Welding) and ATL-B(Automotive) classroom constantly gets flooded during rainy days. Water floods the Automotive classroom where electrical extension cords are plugged and connected, rendering it unsafe and resulted in cancellation of classes. -ATL-C (CET) classroom has a leakage problem during rainy days -ATL-D''s roof came off completely, rendering the classroom unsuitable for instructional use
94. Somewhat. More space is definitely needed as program expands is funding sources to hire personnel to deliver additional projects.
95. IE Office needs to be renovate,cause termites all over the house
96. The facilities seem adequate.

3a. Does the Institution operate and maintain physical facilities that are adequate to serve the needs of this Department/Program/Division?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	1	6	9	1	**17**
Faculty	4	9	23	0	**36**
Staff	21	21	89	3	**134**
Total	**26**	**36**	**121**	**4**	**187**
Percentage	14%	19%	65%	2%	100%

3b. Please Explain:

1. I don't know how to explain
2. O le'o lelei lava a'oa'oga ona tulaga o potu
3. Ua talafeagai ae toe faalelei atili.
4. NPC
5. Multipurpose building. Need to renovation, other buildings, art, lecture hall, cafeteria.
6. Multipurpose building. Need to renovation, other buildings, art, lecture hall, cafeteria.
7. NPC
8. O lo'o faia pea galuega fa'a le aso.
9. The Institution provides services to ACNR using the Multi-Purpose Facility (MPC) and Gymnasium to facilitate workshops, field trips and other planned programs.

10. Manaomia on faaleleia uma fale a le kolisi
11. E tatau ona faaleleia ai aoga a tamaiti aoga
12. NA
13. Ioe o loo iai ia le fale ua uma ona iai
14. Station crew is conducting repair or most of construction companies
15. Ongoing issues with A/Cs causes difficult workign conditions
16. The institution needs to build more classrooms to accommodate students especially students with special needs.
17. ACNR usually maintains its own facilities. And does a good job at it too.
18. The maintenance guys as well as employees are always on the ball with upkeep of the workplace.
19. The bathrooms I use are not cleaned and toilet paper is not replaced in a timely manner. A/c's are also not serviced enough and it seems only when they breakdown, these equipment are attended to.
20. Admission also requires a "service window" to serve students and all. This will greatly assist with confidentiality purposes in compliance with FERPA and other federal mandates.
21. Special thanks to the Physical Facilities Mangement (PFM) team for doing so!
22. Classrooms 26 & 27 are 2-3 times larger than 28B. These rooms could be measured to 17-20ft wide each thus giving 28B enough space for expansion to house all 4 instructors, 1 Administrative Assistant, the State Director and with enough space to cater to public enquiries and the community.
23. Janitorial and AC services are adequate.
24. SOMETIMES, like i we end up doing the repairs ourselves. but maintenance have been really really great!!!
25. With slow internet connection, this can disrupt some mission of the department, affecting the general mission of ASCC.
26. Custodial services are fair, when enough cleaning supplies and tools are given to the employees to conduct their tasks. Maintenance service is just poor, with no tools and equipments'.
27. Custodial services – need more cleaning supplies and tools to complete their daily tasks.
28. I really don't know
29. The bathroom needs cleaning sometimes and there's no soap. Our office is unsafe, there are a lot of wirings above our heads, and we can get electrocuted at any time. This is a safety hazard. There are too many big rats running around in our office and they would make messes all over our tables. This is unhealthy for us.
30. No. The current condition of the office is not healthy for the staff.
31. Provide for essential but not for any extension for expansion.
32. Appropriate but need much improvement.
33. Based on availability of funds to process job order requests submitted for more office space and cubicles.
34. See 2b.
35. Per above 2a. & 2b. Further, the library since 2013 have submitted through the proper channels then, a request for Capital Improvement Project (CIP) funds

for above 2b. for "Annex". Result, ASCC CIP funding applications and priorities to be completed will be: 1) Multi-Purpose Center (MPC) Building 2) Trades & Technology Building 3) Samoan Studies Institute (SSI) Building, then 4) Library Annex Building

36. Mentioned above in 2a and 2b.
37. Per above 2a. & 2b. Further the library since 2013 have submitted through the proper channels then a request for Capital Improvement Project (CIP) funds for above 2b. Result, ASCC CIP funding applications and priorities to be completed will be: 1) Cafeteria 2) Trades & Technology Building 3) Samoan Studies Institute (SSI) Building, then 4) Library Annex Building.
38. Per above 2a. & 2b. Further the library since 2013 have submitted through the proper channels then a request for Capital Improvement Project (CIP) funds for above 2b. Result, ASCC CIP funding applications and priorities to be completed will be: 1) Cafeteria 2) Trades & Technology Building 3) Samoan Studies Institute (SSI) Building, then 4) Library Annex Building.
39. Per above 2a. & 2b. Further the library since 2013 have submitted through the proper channels then a request for Capital Improvement Project (CIP) funds for above 2b. Result, ASCC CIP funding applications and priorities to be completed will be: 1) Cafeteria 2) Trades & Technology Building 3) Samoan Studies Institute (SSI) Building, then 4) Library Annex Building.
40. Per above 2a. & 2b. Further the library since 2013 have submitted through the proper channels then a request for Capital Improvement Project (CIP) funds for above 2b. Result, ASCC CIP funding applications and priorities to be completed will be: 1) Cafeteria 2) Trades & Technology Building 3) Samoan Studies Institute (SSI) Building, then 4) Library Annex Building.
41. At the moment all the rooms in this facility is used by the library.
42. Per above 2a. & 2b. Further, the library since 2013 have submitted through the proper channels then, a request for Capital Improvement Project (CIP) funds for above 2b. for "Annex". Result, ASCC CIP funding applications and priorities to be completed will be: 1) Cafeteria 2) Trades & Technology Building 3) Samoan Studies Institute (SSI) Building, then 4) Library Annex Building.
43. Not all facility. My classrooms are ok
44. Faculties can use the facilities in the only ASCC gym. But it needs to have clean shower and bathroom.
45. Recent maintenance work was done to room A14 and both offices for the math department.
46. The institution provides repair and replacement of needed areas. The AC in all 3 buildings are constantly in need of repair and most time results in a uncomfortable environment for student learning due to the heat.
47. Sa'o lelei
48. Need more classrooms for students and new new college.
49. Aua foi o loo taumafai lava e faatino galuega mo potu aoga mo le aoaoina o alo ma fanau.
50. Yes and No as I believe sufficient funding is needed and priority is within the classrooms and needs of the students.

51. Yes, but more could be done to ensure that facilities are regularly assess to ensure that facilities are upgraded based on growth and expansion within each division.
52. Office is cleaned when requested, trash is emptied 2 to 3 times a week. We sweep our office on a daily basis. We do have termites and PFM has been kind enough to spray our office.
53. No. I know for a fact that there is no maintenance schedule for the facilities and or equipment. Things here are repaired usually on an emergency/urgent basis, and if a certain facility does not meet those criteria, it just gets ignored. Whether or not money has anything to do with it, I don't know, but much of the damage taking place now could have been avoided with preventive maintenance.
54. The assigned janitor empties our trash daily and maintains our office clean.
55. ASCC provides regular maintenance to SBDC.
56. ASCC provides regular maintenance to SBDC but needs improvement
57. At its current stage the facility is adequate to provide the services the SBDC currently offers. Some repairs and renovations are needed to provide additional planned services. The college provides basic janitorial services however maintenance and repair services sometimes take weeks or even months to complete.
58. At the minimum, as most of the small daily repairs are conducted by the Instructor and Department Chair
59. Work is still typically completed in a timely manner.
60. More facilities for research centers with computers, high-speed Wifi internet, and printing/copying facilities are required. Classrooms' wifi range and access shall be made more efficient.
61. The classrooms for the students are adequate, except for RM.9 the door needs to be replaced since it is broken and cannot be closed properly…..air from the AC can leak out due to the damaged door and therefore increase in electricity. All of the offices for faculty is functional for our work & service to our students. One office is still without an AC and two walls that are infested with termites.
62. Main office is old, small and falling apart, and unsanitary (rat infested) despite efforts to clean and sanitize the entire office there is still evidence of rate activity on and around workspaces.
63. We clean it some of the time with the help of our PFM staff Mr. Loi he done a really good job cleaning our office.
64. No, SSI buildings are the same since it was established in 2007. There has been no maintainance or renovation. The PFM only comes in where there is no electricity, or the sink/ toilet leaking, etc…
65. No, SSI buildings are the same since it was established in 2007. There has been no maintainance or renovation. The PFM only comes in where there is no electricity, or the sink/ toilet leaking, etc…
66. No, SSI buildings are the same since it was established in 2007. There has been no maintainance or renovation. The PFM only comes in where there is no electricity, or the sink/ toilet leaking, etc…

67. We clean it some of the time with the help of our PFM staff Mr. Loi he done a really good job cleaning our office.
68. I think the Procurement process takes longer to get materials required by PFM to maintain offices and classrooms needing help.
69. Daily cleaning up by janitor –trash. Basic by staff. Body of the building itself is need of proper maintenance especially—leaks, wires jutting, ceiling show evidence of would. I personally cover my table with cardboard everyday after work-after seeing rat poo everywhere Rat droppings, eaten wires, water spilling on faculty and staff tables etc
70. Yes. If there are any problems with the facilities, job orders are made. Thankfully PFM does respond quickly when their services are needed.
71. The Institution keeps and maintains the facilities quite nicely.
72. For the most part…
73. Redundant…see above.
74. Keep cleaning
75. At this time, the cafeteria is undergoing renovations, so there is no cafeteria for students however, the Business department has a small snack bar that does their best to cater to the students.
76. PFM does what it can with what is available which is not adequate
77. Building maintenance not on time. Maintenance definitely required to improve class rooms.
78. Physical facility issues are constantly being reported and aren't fixed until 3-5 weeks into the semester. It delays time for instructional preparations and is sometimes unsafe for students. Classes are cancelled due to these classroom issues
79. Yes, the facility is adequate and there is maintenance.

4a. Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this Department/Program/Division?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	0	8	9	0	**17**
Faculty	4	10	21	1	**36**
Staff	21	14	96	3	**134**
Total	**25**	**32**	**126**	**4**	**187**
Percentage	13%	17%	67%	2%	100%

4b. Please Explain:

1. Hazardous chemicals are store safely, AC is well mainted, signs of precautions and emergency situations are visible, mandatory meetings and workshops are up to date.

2. Hazardous chemicals are store in proper places. Air conditions are well maintained. Signs of precautoins and emergency situations are visible. Mandatory meetings and workshops are available to keep employees up to date.
3. Ioe faafetai mo le siosiomaga mo le soifua maloloina
4. Faamama ma tausi le laufanua faaoga le lifi.
5. ASG monthly clean ups
6. ASG monthly clean ups
7. Faamama ma faaleleia laufanua.
8. Cleanup every Friday
9. Monthly cleanups conducted by ASCC staff every last Friday's of the month as requested by the Governor of American Samoa.
10. Cleanups
11. E iai lifi. E iai foi potuaoga faatulaga.
12. O loo fai pea e matou ia malu puipuia ai ile soifua maloloina
13. Station crew working hand and all employees are working hard to provide a healthy and safe environment
14. Some unsafe burning trash practices
15. The security officers are doing a good job in securing ACNR offices, laboratories, greenhouses, piggery, demonstration & research plots, and vehicles.
16. Provision of overalls, gloves and boots for student & staff hands-on field activities.
17. The institution does provide support to the ACNRs safety and security
18. We have first aid kits and an AED for emergencies that can occur. Inside of all buildings including bathrooms are cleaned every morning before work starts.
19. It took a long time for someone to think to close off the cafeteria area. We also have not done any safety drills since I started working at the college. There are also many spaces that need to be power washed and the gutters need to be replaced. The area behind procurement walking towards the science building has green mold growing on the walking path. And I do not believe the security walk the grounds frequently enough to keep an eye out for unwanted visitors and also to keep students from causing trouble.
20. Need Safety drill/training preparations for any and all major catastrophes.
21. Precautious measures and steps are continuously installed/implemented to prevent injuries or to avoid accidents through the installation of signs, orange cones, in-person security personnel or automatic security alert email reminders for all to follow when necessary.
22. There is a safety procedures that all divisions adhere to.
23. They have people to conduct a walk through inspection of the whole building after a hurricane or something that needs to be assess before we can work in our offices/classrooms too.
24. Building inspections are done to ensure safety and healthy environment.
25. ALL THE TIME! When the measles broke out, our team bought sanitizers and sanitizing disinfectant sprays ourselves to spray and wipe down every classroom to make sure it's safe for our students. With the coronavirus

threatening our people and our lives once again, we are prepare to clean up and sanitize our classrooms and our offices to make it safe – as best as we can – for our students and for us!

26. Need to secure facilities from the rodent problem
27. I really don't know
28. The bathroom needs cleaning sometimes and there's no soap. Our office is unsafe, there are a lot of wirings above our heads, and we can get electrocuted at any time. This is a safety hazard. There are too many big rats running around in our office and they would make messes all over our tables. This is unhealthy for us.
29. No. The current condition of the office is not healthy for the staff. On a positive note, the securities do a tremendous job of ensuring the institute is safe and secure.
30. A/Cs are not maintained, often not in working order, and oftensuspected of being the cause of sickness to employees.
31. Providing reasonable accommodation when required and made known to institution.
32. Improvements are made to ensure that it is adequate to maintain the service.
33. The institution does take measure in ensuring students and teachers are taken care. An example would be the measles outbreak as well as the Tropical Storm Vicky.
34. Have not worked long enough to observe these steps
35. Campus security, maintenance, and janitorial/housekeeping does a great job in providing a healthy, safe and secure environment.
36. As reasonable steps as any institution can possibly be done under limited institutional funding.
37. As reasonable steps as any institution can possibly be done under limited institutional funding.
38. As reasonable steps as any institution can possibly be done under limited institutional funding.
39. As reasonable steps as any institution can possibly be done under limited institutional funding.
40. As reasonable steps as any institution can possibly be done under limited institutional funding.
41. As reasonable steps as any institution can possibly be done under limited institutional funding.
42. The institution always sends people to clean the outside when its needed. Unless there's an emergency work that is needed inside, workers are called to assist. Things are taken care of even if we have to wait for days.
43. As reasonable steps as any institution can possibly be done under limited institutional funding.
44. I think so
45. The M12 Building needs toilets/bathrooms for students, Male and Female, and for the disability or special individuals. A bathroom for the math faculty only. In the M12 building, it has two rooms that are locked, if possible put some bathrooms in that Space, not the parking space. Faculty Parking. CAPP Math

& English shares the parking lot, and underneath the parking space for M12 Building, but sometimes students parked in our space, so sometimes faculties parked on the grass or go park downstairs in the library, or all the way where trees are at, or the MPC building.

46. Yes, both VPs made sure that the math department offices and classrooms are safe and healthy for both instructors and students. However, maintenance of all facilities should be done annually not only when requested job orders are received.

47. The institution provides quick responses to requests to provide a healthy, safe, and secure environment.

48. O loo iai lava tulafono e ao ona uia.

49. Making sure the campus is always clean and safe.

50. Faaleleia potu aoga ma faamama.

51. Because a lot of unsafe houses that need to repair/ need new house for school classroom.

52. Need to fix more classrooms

53. Na faia e kolisi e ala lea puipuia mai faama'i

54. O le taumafai lea e faaleleia vaega ua faaletonu I totonu o le Kolisi.

55. Daily custodial services are provided to ensure a clean office. Attention from the Facilities and Management department is well done; however the need by the Facilities and Management department for supplies to continue to provide proper services is in need.

56. The institution needs to renovate and the building is infested with termites and rats.

57. The institution does take reasonable steps but again a lot more should be done to ensure a safe and healthy working environment.

58. Our office has a rodent problem

59. Security is available when needed.

60. No. Please refer to my answer for the previous question. There are certain structures here right now, that should be demolished and removed immediately to avoid potential accidents, however, ASCC has decided to purchase "Caution Tape", which student have repeatedly ignored and ripped down. As a matter of a fact, 2 individuals to my knowledge have actually fell within that structures area

61. ASCC provides security to SBDC

62. ASCC provides security to SBDC but needs improvement.

63. ASCC provides security for the facility.

64. Until now, the offices have fungal growth and you can tell by the smell

65. Any problems tend dealt with in a timely fashion.

66. The college provides a clean campus, neat rest rooms, walkways etc. Students have plenty of new seating arrangements under the covered area than before.

67. THIS IS THE ONLY COMMUNITY COLLEGE INSTITUTION ON THE ISLAND. We try to work with what is available and however much funding that is allotted for improvements.

68. Yes we tried to keep it clean and safe but the real problem is the rats. Been trying to keep them out but still everytime we come in, there always a rat either eating out our office chair plastic foams and our personal items on our desk. We have to do something about it.
69. Yes we tried to keep it clean and safe but the real problem is the rats. Been trying to keep them out but still everytime we come in, there always a rat either eating out our office chair plastic foams and our personal items on our desk. We have to do something about it.
70. Without an operations budget, SSI has had to think outside the box in creating ways to pay for needs. Even to the point of employees forking it ouit of their pockets. Some efforts to, period of waiting sad eg. When Air Con was not working for some time –Leaks esp at back Water coming in from outside on Researcher FT's side
71. The cafeteria area in not a secured place for our students to be passing by everyday.
72. All our facilities are accessible to people with special needs. The institution keeps them safe and clean.
73. Lights and locks are here. Hallways and entrances are now videotaped daily. This is a great safety measure, although staff still needs to check the doors and lights before leaving.
74. That can be determined by how the upkeeping of the buildings have or have not been upkept. Bottomline as we all know, nothing can happen to reasonably provide a healthy, safe and secure environment unless we have the means to assure this can be taken care of. Isn't this a question for those who are in charge of such matters? However, we only hear how year after year the government has cut our funding or hasn't paid what they should, thus the Institution's hands are tied, thus my answer to this is NO. Because the Institution cannot and have not address many of these concerns until a building is too far gone, that condemnation becomes the last resort. Some of the buildings on campus that were given "late restorations or condemnations are: Reggie's Art room, the cafeteria, the Science rooms, the PE offices and Gym, and then there are M7, M8, perhaps more with roofs being held together by sticks, and we wait, to see, what will ultimately happen before attention is given to them.
75. Constantly keep them clean
76. With what it can with what is available
77. Need improvements as far as safety issues
78. Custodians do a great job in routinely emptying out trash to keep our office clean and free from rodents. Although ASCC is struggling financially to maintain and operate efficiently, the grass is poorly maintained causing several bugs and rodents to live and breed in. Sidewalks still have several green mold growing and if not routinely cleaned, employees can slip and fall or mosquitos breed from the water dripping from AC.
79. There are electrical issues that needs attention immediately.
80. The institution takes reasonable steps, and rarely if ever takes unreasonable steps.

5a. Are the physical facilities accessible to persons with disabilities?					
	Do not know	No	Yes	Blank	Total
Administrator	0	3	14	0	**17**
Faculty	2	10	24	0	**36**
Staff	12	25	94	3	**134**
Total	**14**	**38**	**132**	**3**	**187**
Percentage	7%	20%	71%	2%	100%

5b. Please Explain:

1. We have an elevator and ramps in place for them.
2. Elevator not working
3. The elevator needs fixing
4. Elevator has been down the past year.
5. Need koe faaleleia lea tulaga
6. E tatau ona tagai totoa iai le kolisi ia faalelei atili lea vaega
7. Yes, signs and painted parkways are visible. Elevator in two story buildings were made for this sole purpose. Ramps were made for walking Nature Trail.
8. Faalelei mea uma
9. Ioe
10. At ACNR
11. Have elevator and ramp
12. There are ramps and an elevator installed at the ACNR main building
13. From what I understand, an elevator is located in the research building but it has had ongoing problems for many years. When the elevator worked, it provided access to the second floor of the research building and wellness center building. However, it appears that the elevator may need to be replaced in order for both of these buildings to be accessible to people with disabilities.
14. Recommendation to reconsider decision for Admission relocating to Cafeteria. The One-Stop-Shop concept will provide accessibility to persons with disabilities. Admission also requires a "service window" to serve students and all. This will also greatly assist with confidentiality purposes in compliance with FERPA and other federal mandates.
15. NA
16. I believe so, if it's a wheelchair or wheel/bed, all our classrooms are accessible!!
17. Although, it needs some additional roofing on the ramps.
18. Admin building - VPs are on the 2nd floor no elevators
19. Rails or elevators
20. There are rooms upstairs and is not accessible to persons with disability
21. We tried to serve a wheel-chair student a few semesters back that had a difficult time getting into the office due to narrow hallway and sharp turns into small offices.
22. But can be improved for safety reasons and specified parking.

23. It can be improved by widening the walkway for wheelchair. The main front door needs widening or accessibility and parking space for disabled persons need assistance must be marked to ensure accessibility. Need private area for personnel who needs privacy for nursing baby etc. for FMLA provisions.
24. The lavatories are accessible but by way to entering the department office, it is not accessible due to the stairs leading to the office.
25. So far the classrooms seem accessible, however getting up the stairs to our offices may not be as accessible to students with disabilities.
26. Our office is located on the 2nd floor of the Admin Building. Unfortunately, there is no ramp or an elevator that allows persons with disabilities to access our facility or office.
27. We have an elevator for wheelchairs, although sometimes it doesn't work.
28. It's a no there. If there are no toilets/bathrooms upstairs for students, then it's a no for the disabilities too.
29. O loo lelei tulaga o potuaoga I le tauivi nei
30. Unsafe building
31. Ramps, drive way, rails, make door little bit bigger.
32. Emergency Alarm, Emergency Drills among all the ASCC employees; Emergency Security Vehicle; Emergency Tool such as Fire Extinguishers; Sprinklers and others
33. There are areas that are not accessible to persons with disabilities.
34. For the most part, every area of the college is accessible except one area and that is access to the Vice President's offices.
35. No ramp for wheelchairs to come in to the office. The doors cannot be pushed in by someone with limited upper and lower body strength. Office is not equipped with a door that opens and closes when needed without physically turning the knob.
36. The entire upper and lower campuses are adapt to individuals with disabilities, however, I think there should be one more ramp from the former cafeteria to the MPC, with an overhang for rain.
37. NA
38. except for opening and closing of doors
39. Ramps are present for wheelchair access.
40. Yes, Inclined concrete ramps are provided for the disabled students. Many parking lots are reserved for the disabled persons
41. Ramp for those with disabilities or relocate to first floor for easy access for students and faculty.
42. There is no ramp access to the classrooms or the main office.
43. We have to make the physical facilities big its too small for them
44. No wheelchair access or rails
45. No wheelchair access or rails
46. We have to make the physical facilities big its too small for them.
47. SSI's new classrooms need a ramp for persons with disabilities.
48. A ramp would be needed on the side although if a wheelchair can still make it inside from the minilab door from the grass. Not sure about that because we are right on the road

49. All our facilities are accessible to people with special needs.
50. Plenty of ramps in our department.
51. Still accessible with special need students
52. Disability Parking 2. Restrooms equipped
53. AutoShop and B-23 is accessible to persons with disabilities, B-18 is not
54. Accessible sidewalks.
55. Need more space in entrance to building. Make bathrooms accessible.
56. I don't think our facility is accessible to people in wheelchairs without assistance.

6a. Are additional facilities required to support the Department/Program/Division?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	0	4	13	0	**17**
Faculty	5	13	16	2	**36**
Staff	36	24	70	4	**134**
Total	**41**	**41**	**99**	**6**	**187**
Percentage	22%	22%	53%	3%	100%

6b. Please Explain:

1. Additional facilities are always welcome to expand the service of a division.
2. Additional facilities are always welcome to expand the service of a division.
3. Le lava potu
4. E tatau ona fau ni fale fou mo le faaauau ina o galuega
5. Need more facilities for services (greenhouses, etc), more equipment
6. Need more facilities for services (greenhouses, etc), more equipment (shovel, hoses for piggery system)
7. Manaomia se fale fou, ma nisi Green house fou
8. Manaomia faleaoga ma faafou fale Extension
9. Classrooms are needed for students to learn. New Extension buildings are needed for staff and to serve community.
10. Faleaoga a tamaiti. Green House
11. E manaomia nisi fale.
12. Need Forestry Greenhouse for preparations & transplanting
13. Need to construct an Extension Building to house all Extension staff plus classrooms for training clients & students. 2. Need to construct a Food Science Lab & Training Facility for research and training laboratory technicians. 3. Need to build more greenhouses. 4. Need to improve and expand the piggery septic tank to meet ASEPA and DOH requirements. 5. Need to construct a Facility for making potting mixture. 6. Need to build more storage areas

14. Our greenhouse has been damaged by a hurricane two years ago and it really needs to be fixed ASAP especially so that our crop production can improve. With this, it can also improve our service to the community by providing quality crops.
15. Need more storage space
16. A bus for student field trips
17. A green parking structure and green buildings are needed. These green infrastructures are needed since one of the goals of ACNR is to address climate change
18. Maybe not "additional", but I do believe that there needs to be a complete different facility for the Admissions Office that will house everyone, have a reasonable waiting space for incoming students and we don't hear toilet flushing.
19. Digital Sign (3 years going on 4) that needs to be installed. Equipment was purchased to assist with outreach and recruitment efforts.
20. We need extension to our office and our storage room. Our current storage room is too small and our office need more leisure space for us instructors, admin. Assistant and State Director.
21. New infrastructures are built and added for improvement.
22. NA
23. We are talking about a walk-way from E Building to the M12 buildings because we keep seeing our poor kids running to and from especially when it's pouring – by the time these kids reach the other building they are soaking wet!
24. There are times when we need computer labs to assist in the program outreach or just to help other students with their FAFSA Applications. We also use other classrooms or auditorium to hold program presentations
25. Yes. The office we have is sufficient to house all staff and provide privacy protection of information for students (FERPA), however the physical condition needs improvement (i.e. termite infested, mold).
26. Look up ADA requirements.
27. Need large size rooms for staff and filing of active and archive files and storage room.
28. It can be improved by widening the walkway for wheelchair. The main front door needs widening or accessibility and parking space for disabled persons need assistance must be marked to ensure accessibility. Need private area for personnel who needs privacy for nursing baby etc. for FMLA provisions. M-6. Update but very limited space. Air conditioning in main office often breaks down. Currently inoperable. Awaiting assessment from PFM. Active File room is very small and not conducive for filing and safeguarding of files. Limited space for staff and compromises the confidentiality of information shared with visiting employees or interested applicants.
29. A closer lavatory would be great
30. So far, with the exception of our office location, the classrooms I am using thise semester are accessible, however in future months if I am to work in classrooms on other parts of campus I can not say at this time if those rooms will accommodate students (even facult) with special needs

31. Per 2b "Annex" above.
32. Annex for needed additional space. An Archive room for newspaper storage, current storage a hazard because it's stored in an electrical room. A group study room as requested by patrons from time to time.
33. Per above 2b.
34. Per above 2b.
35. Per above 2b.
36. Per above 2b.
37. We at the library really need a storage room that could be connected at the back side. At the moment all of our boxes are stored in a small electrical room. Under the stairs is also a small area that is already crowded with other boxes.
38. Per above 2b.
39. Per 2b "Annex" above.
40. Each department should have a lounge for lunch and department meeting.
41. The M12 building is isolated in the upper part of the campus next to the ELI building. The restrooms for the building are no longer used. The concern is for students housed in the M12 building and classrooms are far from the restrooms located in building A especially during rainy days. If the institution can at least repair those bathrooms for the students and faculty during instruction. Sometimes it rains and the students find it hard to leave the class to use the restroom. Other times, the instructor needs to use the restroom but do not have access to the ELI restroom only ELI instructors with keys.
42. The Network room is needed to be built by ISO 27001 standards. Storage room for equipment and tools.
43. Ioe, o loo lava fale e faatino ai lea tulaga.
44. We need more buildings.
45. We still need new building for student classroom.
46. Need money to provide for materials/ supplies for compound.
47. Lelei
48. Procurement needs a storage room.
49. Yes, more facilities are required such as extension for our division to ensure that goods are properly stored, and enough space for personnel to better serve all the division of the college as well other division such as PFM to have a store room in one area to store all tools and equipment for the college.
50. Need a bigger office that can house 8 people and also have adequate space for storing orders and the mail. Need an area that will allow for big trucks to come through with deliveries and not be a safety hazard to the students, staff, and faculty. May be the old art building would be a good place; open drive-way, just need to renovate the building.
51. I think the weight room should be renovated with more state of the art apparatuses. 2. I think there should be a hallway along side of the front parking lot leading from the main entrance to the MPC. 3. I think that the auto department should be renovated as well, with state of the art equipment.
52. SBDC aims to open up another SBDC office on the east side to accommodate clients who are on that side of the island.

53. SBDC aims to open up another SBDC office on the east side to accommodate clients who are on that side of the island.
54. To better serve the business community on the Easter side of Tutuila the SBDC needs to open a satellite office in the Eastern District of the island.
55. Our Director wants to open another branch to extend our service to the East side of Tutuila, for easy access to the community who doesn't have time to come up to ASCC to see us, SBDC.
56. It has been enough space for now. However the plumbing in the laboratory can use some maintenance repairs. The cabinets really need major repair, actually at this point repair is no longer an option for 1 row of the cabinets, it needs to be replaced.
57. New lab/instructional materials are required each semester, and the chairperson places order for the same.
58. Individual offices vs. shared offices
59. Fale Samoa/open space for SAFF practices, dances, and practical applications of cultural activities as well as SSI class practical activities.
60. I believe we have a good amount to perform with right now
61. SSI has space. The unfortunate part, is SSI really needs to be renovated to accommodate its needs. For example, its meeting room is also used for SAFF practices, storage and publication purposes.
62. The SSI comprise of a room that can be called a multipurpose room since it serves as not only: a meeting room, a mini computer lab, a student mini lounge for SAAF students to practice and meet, and a storage room as well
63. SSI has space. The unfortunate part, is SSI really needs to be renovated to accommodate its needs. For example, its meeting room is also used for SAFF practices, and storage.
64. I believe we have good amount to perform with right now.
65. Of course improvement is always good but we haven't died from what we have (fai atu ai fo'i)
66. Need partitions for privacy
67. If we need to use other facilities, the institution has been gracious and provided the needed space.
68. As previously reported, Wifi in all classrooms in M8 will make all the difference so that students do not have to use their own Wifi minutes.
69. With the ten weeks courses, the institution provides other classrooms, beside the classes in the TED buildings, to accommodate or house the American Samoa Department of Education' In-services teachers for their courses.
70. Institution help out in providing other spaces especially during after hour courses when needed
71. The facility needs to be expanded to housed various programs for the traditional degree programs as well as the apprenticeship programs 2. A restructure planning is needed to be done to the existing building to maximized space
72. UCEDD is expected to hire 2 more staffers/faculty for new grant funded projects and 1 media room.
73. NA

VII. EQUIPMENT

1. Briefly describe current equipment used by your Department/Program/Division and indicate whether it is adequate or inadequate

1. We use; microscopes, cameras, water distiller, growth chambers, insect traps, scales.
2. We have camera, growth chamber, insect trap, microscope.
3. EC meter, pH meter, LAQUA meters - testing NO3, Na, K+
4. Sterilizer, laminar flow hood, refrigerator, glass sterilizer, microwave, magnifying glass, water distiller, pH meter, analytical balance and etc.
5. Research and extension equipment and vehicles. Yes.
6. New microscopes (compound) needed
7. Pelu, moa, gaifi, ili
8. Moavao, suo, pelu, uilipaelo, taavale ma le tele o isi
9. Moa vao - le lava. Mea kamuta - fia faaleleia. Mea uela - Manaomia
10. Procurement inventory ensures equipment used at ACNR
11. Procurement inventory ensures equipment used at ACNR
12. Manaomia se faamalu palapala lapa, po ose palau e faamalu ai palapala, agaese, oni faila mo agaese, nisi moa, ili afi.
13. Moa vao. Taavale. Sapelu
14. Don't Know
15. Computa, taavale, ili afi, moa vao
16. Vehicles, computers, printers, gardening tools, tillers, lawn mowers
17. Moa vao e le lava
18. Moa vao e le lava. E manaomia nisi mea fou
19. O masini faamlu palapala
20. Weedeater, blower, machete, chainsaw (All equipmens are inadequate)
21. Not enough incentives
22. Computers (iMac, Mac Pro, MacBook Pro), Cameras, Lights, Microphones
23. Laboratory equipment - freezers, refrigerators, separators, spectrometer, others - (adequate for now). Farm equipment - tillers, wood chipper machine, de-husker, others - (adequate for now). Office equipment - printers, copiers, computers, scanners, others - (adequate for now)
24. Hobart mixer, drying oven and refrigerator. Also air blowers to provide oxygen for fish tanks and water pumps for aquariums.
25. GPS, computers, vehicles (Adequate)
26. Chainsaws, weed eaters, machetes', shovels, blowers
27. Books, lab equipment
28. Some equipment are outdaed and need major upgrading. Some are in good conditions
29. Wellness Center Kitchen (Oven, Fridge, as well as other things needed for cooking) Wellness Center Workout Area (Treadmill, exercise bike, elliptical, dumbbells, kettle bells, exercise mats, exercise bands, and etc…)

30. ACNR has sufficient vehicles to meet its needs. The Wellness Center Exercise Lab has sufficient to meet its needs.
31. Wood-chipper, Rotor-tiller, Weed-eater, Sprayers, Power-washer, Bush-knives & Pick; spade; folk; rake; etc.
32. Computers and printers.
33. Chairs, computers, desks, filing cabinets, laptop, office telephones, and printer.
34. N/A
35. Our computer lab needs to be updated and internet to our and internet for the smart boards to be use in our designated classroom.
36. Computer lab: adequate. Office computers, key boards, mouse, swivel chairs, waste trash: adequate. Printer, Scanner, copy machine: adequate. Smart boards: adequate. Telephone: adequate but only one phone working in the office. Desks, filing cabinets, book shelves, white boards, class rooms and chairs: adequate. AC Units in Classroom and office: adequate
37. Computers/Lab – Adequate 2. Smartboards – Adequate 3. Laptops – Adequate 4. Copier and Printer - Adequate
38. Technology seems to an issue with our Department. Also, we need to add more land line phones for teacher usage.
39. We have thirty laptops for student use, four projectors, eight desktops for teachers, 2 printers, 3 office printers, and one smartboard in one of the classroom.
40. We have laptops for student use. Teachers have projectors, desktops, office printers, and a smartboard. I would say we are well equipped.
41. We have thirty laptops for student use, four projectors, eight desktops for teachers, 2 big printers, 3 office printers, and one smartboard in one of the classrooms.
42. Would be nice to have all our classrooms fitted with a white/smart board that comes with projectors to help with our teaching strategies, and also so we can say ASCC is tech ready in every classroom!!!
43. Outdated and obsolete. ALL technology equipments used by students and instructors have exceeded its life since the ICE AGE
44. 31 Desktops for students. 3 desktops for teachers. 2 printers. Definitely need a "NEW" hardware
45. Inadequate and the technology equipment's used by both students and instructors are outdated.
46. Computers & printers
47. Printers with scanner. Fax. Computers
48. Adequate enough
49. Computers. Old conditions
50. All are adequate. Printer – Inadequate
51. There are some cabinets that we don't need in our office
52. Computers. Printers. Xerox. Shredder. Phone
53. Computers. Printers. Xerox. Shredder. Phone
54. Printer (& Ink). Computer systems. Copy Machine. These are minimal items that are necessary to perform program duties /responsibilities

55. We use computers, printers, scanners, and telephones.
56. We have desks and chairs. Although they are old, we could use a bit of an upgrade.
57. PCs are out of date. FA Office must stay up to date with applications, internet capabilities, and Datatel system in order to meet federal requirements.
58. Computers for 5 employees. 1 Network Printer/Copier and Scanner. 1 Shredder. Office Desks 5. Meeting Table. Filing cabinets 10. Telephones, Fax Machine. 2 External Drives for Information Back Up
59. 5 Computers (need update and antivirus). 1 Mac (inoperable need update). 1 network printer. 2 isolated small printer for back up (no toners). 4 office desks and chairs. 1 table for meeting area. 1 icebox. Sink. 1 oven. Bathroom. 1 shredder
60. 1 heavy duty printer/scanner/copier, 2 backup printers, heavy duty shredder, 7 desktop computers, 1 label writer, 1 facsimile, 4 interoffice phone lines, and 1 private phone line.
61. The printer is fine but it still needs more toner. The desktops used are outdated so it needs to be updated.
62. For the most part I use my personal equipment (projector and laptop) for my teaching. I know that this equipment is available for faculty to use, however it is much easier for me to use my own equipment.
63. Currently, all faculty members have their own desktop with internet access. Also, all members have full access to the printer. There are 3 landlines within the office.
64. 15 staff Lenovo desktop computers with monitors, 29 student computers, 4 OPAC computer stations, 1 industrial Xerox copier, 8 printers, 9 telephones with extension lines and numbers, 1 direct line telephone, 1 laptop, 1 projector and retractable screen, 2 - 40 inch flat screen televisions, 1- 32 inch box type television with DVD/VHS player on metal cart, 2 overhead projectors, and 2 old 2003 Sanyo Cassette 36,000 BTU AC Units, 1 2003 Samsung split air wall A/C unit, 5 2016/2017 Samsung ceiling cassette A/C units (with one that is broken and in need of replacement), 4 2019 split air wall A/C units. Equipment inadequate: NEED another industrial copier. NEED to replace existing 2 Sanyo Cassette 36,000 BTU AC Units that are classified "obsolete" by AC professional inspection because they are 15 years old, and one is broken down and the other is no longer serviceable when it breaks down again. Further, vendor and "parts" are no longer available on island. Also need to replace 2016 Samsung ceiling cassette unit that is broken and cannot be fixed according to ASCC A/C tech.
65. 15 staff Lenovo desktop computers with monitors, 29 student computers, 4 OPAC computer stations, 1 industrial Xerox copier, 8 printers, 9 telephones with extension lines and numbers, 1 direct line telephone, 1 laptop, 1 projector and retractable screen, 2 - 40 inch flat screen televisions, 1- 32 inch box type television with DVD/VHS player on metal cart, 2 overhead projectors, and 2 old 2003 Sanyo Cassette 36,000 BTU AC Units, 1 2003 Samsung split air wall A/C unit, 5 2016/2017 Samsung ceiling cassette A/C units (with one that is broken and in need of replacement), 4 2019 split air wall A/C units.

Equipment inadequate: NEED another industrial copier. NEED to replace existing 2 Sanyo Cassette 36,000 BTU AC Units that are classified "obsolete" by AC professional inspection because they are 15 years old, and one is broken down and the other is no longer serviceable when it breaks down again. Further, vendor and "parts" are no longer available on island. Also need to replace 2016 Samsung ceiling cassette unit that is broken and cannot be fixed according to ASCC A/C tech.

66. 12 staff old desktop computers with monitors, 29 student computers, 1 industrial Xerox copier/printer, 2 copier/printers, 8 telephones with extension lines and numbers, 1 direct line telephone, 1 laptop, 1 projector and retractable screen, and 6 Cassette 36,000 BTU AC and 6 split Units, with 3 needed replacements . NEED 2 industrial copier/printers. NEED to replace existing 3 of the 11 Cassette 36,000 BTU AC Units that are classified "obsolete" by AC professional inspection, and are 15 years old, and are considered no longer serviceable once they break down again. Further, vendor and "parts" are no longer available on island.

67. 12 staff old desktop computers with monitors, 29 student computers, 1 industrial Xerox copier/printer, 2 copier/printers, 8 telephones with extension lines and numbers, 1 direct line telephone, 1 laptop, 1 projector and retractable screen, and 6 Cassette 36,000 BTU AC and 6 split Units, with 3 needed replacements . NEED 2 industrial copier/printers. NEED to replace existing 3 of the 11 Cassette 36,000 BTU AC Units that are classified "obsolete" by AC professional inspection, and are 15 years old, and are considered no longer serviceable once they break down again. Further, vendor and "parts" are no longer available on island.

68. 10 staff old desktop computers with monitors, 20 student computers, 1 industrial Xerox copier/printer, 2 copier/printers, 7 telephones with extension lines and numbers, 1 direct line telephone, 1 laptop, 1 projector and retractable screen, a video monitoring camera system with 9 camera monitors, and 12 Cassette 36,000 BTU AC Units– are inadequate.

69. 10 staff old desktop computers with monitors, 20 student computers, 1 industrial Xerox copier/printer, 2 copier/printers, 7 telephones with extension lines and numbers, 1 direct line telephone, 1 laptop, 1 projector and retractable screen, a video monitoring camera system with 9 camera monitors, and 12 Cassette 36,000 BTU AC Units– are inadequate.

70. I'm thinking of TV/Lap top/Projector and other equipment that connects to library usage. These we already have and is used upon teachers requests.

71. 12 staff old desktop computers with monitors, 29 student computers, 1 industrial Xerox copier/printer, 2 copier/printers, 8 telephones with extension lines and numbers, 1 direct line telephone, 1 laptop, 1 projector and retractable screen, and 6 Cassette 36,000 BTU AC and 6 split Units, with 3 needed replacements . NEED 2 industrial copier/printers. NEED to replace existing 3 of the 11 Cassette 36,000 BTU AC Units that are classified "obsolete" by AC professional inspection, and are 15 years old, and are considered no longer serviceable once they break down again. Further, vendor and "parts" are no longer available on island.

72. The math department instructors do not have enough to cater for math labs.
73. Last year I submitted a job order form for the Xerox ./ printer machine and yet none has been done up until now.
74. We have a CAPP Math Lab, where there's a screen, have the 28 laptops, and one printer. We need to change the locks of the inside Door, the outside, so that none of the other offices or labs use the printer and laptops assign for the CAPP Math. We don't have anyone to monitor the Lab, but each faculty uses the room and monitor it. Lately, our color printer is out of toner, but we didn't use it. The 38 earphones that were left and got transfer to Room 16 disappeared, only 5 or less left, and I'm afraid that our laptops might disappeared too, if we don't change the locks, and have only the math department to access that CAPP Math Lab.
75. computers, laptops, printers, xerox, and projector, laptops in the computer lab
76. The Servers and networking devices are inadequate for majority of our new software applications. The required specifications for our servers are needed for these software applications to work for our students, faculty and staff.
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78. The Servers and networking devices are inadequate for majority of our new software applications. The required specifications for our servers are needed for these software applications to work for our students, faculty and staff.
79. The Servers and networking devices are inadequate for majority of our new software applications. The required specifications for our servers are needed for these software applications to work for our students, faculty and staff.
80. The Servers and networking devices are inadequate for majority of our new software applications. The required specifications for our servers are needed for these software applications to work for our students, faculty and staff.
81. A lot of the equipment we are using is very old and we need to start upgrading to newer equipment otherwise we won't be able to keep up with the newer software that is required. I've noticed that some computers are still using windows xp, and now windows 7 is no longer supported so we need to upgrade, but a lot of computers are very old too.
82. The Servers and networking devices are inadequate for majority of our new software applications. The required specifications for our servers are needed for these software applications to work for our students, faculty and staff.
83. The nursing program currently has 7 working computers and waiting for 10 that were ordered through the CSBG nursing grant. 2. There are 9 laptops that are used by faculty for lecture power point presentations and to accommodate for the number of students when working on their online resource and research. 3. Three faculty offices have computers 4. One old vital sign machines 5. One digital board without wires that had been assessed by MIS just recently 6. A Smart Board in M-10, and M-4 that belongs to Samoa Studies. 7. Five hospital beds, 2 are broken but still usable.
84. We need new tools cause at moment we are using tools that are close to break down.

85. moa vao, moa toso, salu, blower
86. Ili lau papa, samala, square, fua toso.
87. Manaomia lava ni mea faigaluega.
88. We still need a lot of tools because the tools we use are not safe.
89. Need new equipment/ tools for work.
90. We have all the equipment.
91. 6 2-way radio and flashlights.
92. pafa; taavale toso; masini
93. moa vao; blower; ili afi; naifi
94. Pafa; Pulumu; blower, etc…
95. O lea e lelei
96. Yes
97. Buffer; cleaning carts; blower
98. We need vehicles to patrol the campus 24/7 in order to patrol ad do our job so we can better protect the faculty/staff and students that are inneed of an Emergency, our department will have vehicles to response in adequate time.
99. Radio, flashlights, campus key rings, air condition remotes, computers and printers for office work.
100. Walkie Talkie; Adequate for campus use and for the weather use!
101. (1) Microsoft Window 7 2) Brother Muti-Function Printer 3) Brother Fax Machine 4) Konica Minolta C280 Xerox Machine
102. Computers, Printers/copy machine, Scanners, Telephones, Typewriters, Binding machines & Teleconference speaker
103. Computers (8) Printers (2) Fax (1)
104. Procurement has two vehicles; a pickup truck and a flatbed. Dolly, printers, copiers, fax machines, computers, laptops, Wasp Fixed Assets System (not in use yet)
105. Computers, printers, office phones, tables, chairs, filing cabinet-adequate, mini fridge, microwave- adequate.
106. Computers - adequate. Printers - adequate. Desk - Rodent issue
107. 4 Dell all-in-one systems (adequate), 4 desktops (inadequate - more than 5 years old), 5 phone handsets (inadequate – hangs up on people, static noises at times, cannot call out at times), HP PO printer (adequate for now. Will need a new one soon), 1 fax (adequate), 1 newt work printer (adequate when it feels like it), 1 Dell printer (inadequate)
108. We borrow just about everything from other departments. We are in dire need of equipment to ensure safety and efficiency in performing our day to day operations.
109. Desktop, Fax, Printer
110. 1 Printer assigned for transcript printing. 2 Printers in the main office for printing unofficial transcripts and registration paperwork. 4 desktops. 1 desktop on the service counter. 1 heavy duty shredder. 4 personal shredder. 1 desktop in verification room.1 printer in verification room
111. Zerox, computers, telephones & Fax machine. We need toners for the zerox because we always make copies
112. The SBDC currently has adequate equipment for daily operation.

113. The SBDC currently has adequate equipment for daily operation.
114. Computers and other office equipment. They are currently sufficient however in order to expand services and provide a computer lab as requested by clients more computers, servers, and other equipment will be needed.
115. Currently we are using laptops to conduct most of our work and to serve our clients.
116. Most of the laboratory equipment and computers are old but still useable.
117. Laboratory/field equipment, chemicals, printers, copiers, computers and projectors.
118. Different kinds of lab equipment are being used such as microscopes, digital/non-digital weighing scales, pH measuring devices, digital sonde probes, incubators etc. More numbers of weighing scales, microscopes, pH measuring devices and safety goggles are required.
119. Equipment: Copier Machine: Inadequate; Do not have toner for the copier for the past 3 years.
120. Outdate desktop computers; unable to use copy/printer machine as there has been no toner for the past two semesters
121. Not adequate, in the last two semesters there are NO TONERS for faculty & office to print their work, shortage of laptops and projectors, sometimes misuse the Smartboard. Need classroom doors to be properly locked.
122. Desktop computers, laptop computers, printers, paper cutters, cameras, etc..
123. For publication yeah we need a photoshop software and other machines to do our work properly. We got printers Xerox, Paper cutter box of papers Glues for publication

124. For SSI instructors: There is one laptop. The projector is shared between the instruction and other divisions of the department. The classrooms are hot yet we are grateful for the ceiling fans and the others that stand around the room which now help to make it a bit cooler and tolerable for classes. Hope a smart board can be provided for our department soon.
125. For publication yeah we need a photoshop software and other machines to do our work properly. We got printers Xerox, Paper cutter box of papers Glues for publication.
126. Easel pad for instructions since there are no white boards in new classrooms (rooms M-17 and M-18). Faculty desktops, printer, xerox machine, cutter, and general supplies for teaching.
127. Xerox machine: really need backup especially when in the middle of bookmaking. Printers: alright, maintenance needed and well as inks etc. Book cutter. Paper shredder. Binding machine –manual and electric- Electric wasn't so successful so we went back to the faithful manual one. Phone lines-finally got Moli's extension. Assistant Researcher will need own as he is using faculty side. Desk area used for binding, gluing, formatting books. Computers –speaking of my pc—could do with SSD as recommended by MIS. So much material for Academics, books, translation etc that is is very slow. Used to stay on Admin Assit's pc as well as former faculty's due to

faster access to files etc. Laptops –IN NEED OF A NEW ONE FOR OUTREACH, RESEARCH, TRANSLATIONS AND PUBLICATIONS TEAM –because the group editing jobs never end requiring us to project the work on the screen/wall. Desktop and screen of laptop malfunctions and is a let down especially when out in the community to present. Video equipment –one for faculty is not as clear and professional esp when taking important functions. Hazy at night and in the distant. Camera –staff using personal cameras—need own –(no wonder re: vt). Phone lines-often need to call cell phone but can't use director's line because it cannot call cells Conference calls need to be made with our partners from off island requiring being able to call long distance etc

128. We have desks and chairs. Although they are old, we could use a bit of an upgrade.
129. SGA is equipped with a PA sound system, tables and chairs in support of the student activities.
130. Adequate Computers, printers, chairs and desks
131. Office computers - adequate. Printers - adequate
132. Computers & printers
133. Some of the equipment TED uses are whiteboards, smartboard, projectors, adaptors for laptops, personal computers for faculty and computers for students in the labs. Most of them are adequate and do assist with instruction. However, smartboards in rm 10 and TED classrooms may need repairs. These problems have already been discussed with the MIS department.
134. We have 2 labs for our courses and students to use for their assignments. All the faculty have desktops. We also have a car that helps teachers with practicum courses and for our recruiter.
135. Laptops, desktops, projectors, teaching items (previously mentioned)
136. We have equipment, some may not be in tiptop shape but they are functioning and when they die, we will figure it out. We have: printers, computer labs we have computers and every single computer has been upgraded recently as we have invested and bought SSD (Solid State Drives) for all computers to extend the life of them. It was apparent that these computers were purchased during ARA, and they were dying one by one, and in time, if nothing was done, TED will not have them much longer. Thus, it was more feasible to install SSD's then to purchase new computers as we have no budget for replacing of computers. SSD's was the most reasonable thing to do to extend the use of our computers. We also have laptops used by faculty, and recently we installed security cameras to beef up the security at M7 and M8. Air cons, in TED 1 and 2 air cons are not sufficient to keep those rooms cool, the rooms are big, and I believe that there are other problems electronically which could be the reason why those air cons can't keep the rooms cool, especially toward the front of the rooms. We have smart boards in TED 1,2 and Room 10. The smart board in room 10 is used as a screen mostly for power point presentations, the speakers are not working, as well as the smartboard features. Needs maintainance.
137. Labs, desktops, projectors, car to help out with our Practicum

138. There are 5 printers/copier machines at TED. One is housed at M8 for faculty. This is the biggest, yet oldest machine we have and needs to be replace per MIS. There are also 4 desktop printers/copiers that are housed in M7. We have 44 iMacs between our two labs and offices. Twenty-four is in our Room 10 lab, twelve in our M7 lab together with 4 Dell PCs and 8 amongst faculty and staff. We have 4 laptops on hand. There are 3 smart boards in our TED 1&2 classrooms and one in our Room 10 lab. There are 4 projectors on hand to be shared by faculty and adjuncts.
139. WE HAVE THE MOST NEEDED EQUIPMENT FOR TEACHING STUDENTS BUT SOME OLD EQUIPMENT NEED TO BE REPLCED WITH NEW ONES.
140. Architectural drafting desks and instruments 2. AutoCAD software with computers 3. Automotive Lifts 4. Tools boxes and tools Specialty tools 5. Work benches 6. Carpentry basic tools 7. Civil Engineering surveying equipment 8. Electrical basic tools 9. Welding equipment 10. Air compressor
141. Software and Hardware 2. Power tools and Hand tools 3. Special Service Tools
142. Program: Drafting tables, chairs, computers, drafting tools, plotter/printer, projector, computer
143. 1 Printer, 3 Computers
144. Television for any update news, computers, and telecommunication.
145. Filing cabinets, Computers, printer, TV for news updates, and telecommunications.
146. We have 2 copy machines and only one is in operation at the moment.
147. Color copy machine. Binding machine. Lamination machine. Computers
148. Printers, Laminating machine, Binding machine, telephones, teleconference, computers, laptops, smartboard
149. The usual
150. Computers, pens, printers, cameras, all the usual items associated with information-gathering entities. It is adequate equipment with which to do an adequate job, whereas outstanding equipment might result in an outstanding job.
151. Good

2a. Are there any additional equipment required to support the Department/Program/Division?					
	Do not know	No	Yes	Blank	Total
Administrator	0	1	16	0	17
Faculty	5	8	20	3	36
Staff	24	19	81	10	134
Total	29	28	117	13	187
Percentage	16%	15%	63%	7%	100%

2b. Please Explain:

1. Nutrient meters: We don't have a complete set of meters to test ALL nutrients in soil.
2. Growth chamber, and back up equipment in case the one we have now malfunction or breaks down.
3. Microscopes for class lessons
4. Need more equipment
5. Ioe e tatau ona faafou uma meafaigaluega mo le saogalemu o tagata faigaluega. Taavale ma isi.
6. Moomia ni meafai ma toe fia faaleleia le tele o meafaigaluega
7. NA
8. NA
9. Mea faigaluega fa'a ono po nei e fa'a faigofie ai le galuega
10. Moa Vao. Seevae. Naifi
11. E manaomia moa vao. E manaomia ili afi. Manaomia gaifi
12. Need weedeater, chainsaw, machete
13. Tillers, tractors, laboratory equipment, trailer, flat-bed truck, bucket truck, others.
14. Additional equipment is always required to build the capacity of the department, especially as technology advances
15. We have ramps for wheelchairs and other stuff to assist with the disability
16. NA
17. Additional vehicles to serve all community requests in a timely manner
18. We have AC, but it tends to break down every time. So we need better AC in the Wellness Center Office areas because we all know how hot it gets here.
19. No, but we need to have updated software and programs.
20. Printer and telephone (call cell/mobile) so students are contacted regarding Testing (especially Unscheduled Placement testing).
21. Our individual phones needs to be reinstall
22. Telephone for all faculty. Access to ASCC vehicle for outreach proposes, obtain supply quotes for the department
23. Office telephones 2. Internet/YouTube Access
24. Need more phones for staff use. We also need to turn on youtube for educational learning activities.
25. NA
26. Right now, I don't think so! For our students, there are good and adequate room for classes, there is a computer lab for them, the ACs in the classrooms are all working. We are okay for now!!!
27. Lab computers, instructors' computers are sufficient. We need more smart boards and whiteboards to replace non functional ones.
28. Technology equipment need to be upgraded. Internet connection need to be upgraded
29. Definitely need more devices for people with disabilities.
30. Need upgrade on computer hardware and software. Need to upgrade internet connection. Need to update on computer labs smartboard.

31. More toners for printers to assist students with coursework, students print for "free" at MPC & provide Wifi for students' access (router/portal)
32. Computers. Office supplies such as chairs, desks, etc.
33. If only someone can research it
34. There's always room for improvement and modernization.
35. Stand Alone Computer to back up shared files (no need network). Back Up Printers/copier. 6 laptops (each staff). First Aid Kit. Fire Extinguisher. Vehicle for deliveries
36. Equip all staff with Mac – 4-6 Mac Desktop (avoid compromising and virus). HR was impacted greatly by the NBES virus and lost important files. Backup was used. 2 laser printer and copier – all network. NAS for storage and back up
37. Need: 1) Laptop for divisional professional development training 2) Upgrade all computers to recent updates because current ones are slow and not up to par. 3) Network needs to be safe for HR files
38. Phones for each of the cubicles would be great, as well as updated desktops or laptops to be used in the classroom. I am currently using my own personal computer and projector for my classes, so providing those for the teachers would be great.
39. Possible 1-2 projectors and laptops
40. Per #1 above.
41. Mentioned in #1 above.
42. Per #1 Above
43. Per #1 Above
44. Per above 1. Two industrial printers, 7 new cassette 36,000 btu AC units (replacement for remaining 7 - 2003 old obsolete AC units).
45. Per #1 Above
46. In the future, we might need to renew the laptops, but 2 are already not working. I don't know the story about it, but I heard that the screen of those two were cracked. It seems like they didn't find the culprit. That is why it need to change all the locks and give the keys to the math department only. We used to have a computer technician in place, but now we don't. We borrow the computer technician nowadays, very reliable worker, but we can't have the person work for us full-time. The c. technician works for another person whom watches the student lab next door. In the beginning, I thought the c. technician watches our math lab, so that when I, faculty comes to the CAPP math lab, everything is on line, then I took over my lab while he takes a break. Then, when I'm done, the students leave, and I'll help turn off the laptops, copy machines, and air conditioner. He prepares the lab, like have them turn on, put on the correct screen, the lab sign-in sheet, and when I come in, I take over and the c. technician takes a break. The c. technician can also help the faculty by checking the tables if they are clear from writings, and no stolen wires, but the rest of the day, it's the faculty giving instruction, and watching the students.

47. Servers, Networking Devices (Switches, Routers, Access Points, Firewall, etc.), Tools (Power Supply Testers, Cable Testers, Drills, Cable management wires, etc).
48. Servers, Networking Devices (Switches, Routers, Access Points, Firewall, etc.), Tools (Power Supply Testers, Cable Testers, Drills, Cable management wires, etc).
49. Servers, Networking Devices (Switches, Routers, Access Points, Firewall, etc.), Tools (Power Supply Testers, Cable Testers, Drills, Cable management wires, etc).
50. Servers, Networking Devices (Switches, Routers, Access Points, Firewall, etc.), Tools (Power Supply Testers, Cable Testers, Drills, Cable management wires, etc).
51. Servers, Networking Devices (Switches, Routers, Access Points, Firewall, etc.), Tools (Power Supply Testers, Cable Testers, Drills, Cable management wires, etc).
52. Switches, servers, access points, more cat 6 ethernet cables, tools such as drills, screws, saws, testers etc.
53. Servers, Networking Devices (Switches, Routers, Access Points, Firewall, etc.), Tools (Power Supply Testers, Cable Testers, Drills, Cable management wires, etc).
54. Nursing Skills' Lab Equipment for Training: 1. 2 electric hospital bed for students' practice or 1 electronic and 1 manual beds if 2 electronic is not affordable so the broken ones can be removed before it is unsafe. 2. 1 vital sign machine 3. 1 Alaris IV Pump for training prior to transitioning students to LBJ. 4. 1 Smart Board for M-9 if Digital Board cannot be repaired and 1 in M-4 to provide power point presentations or view nursing DVDs.
55. Tele mea e manaomia
56. E matua manaomia lava nisi o mea faigaluega aua le faamamaina o la matou galuega aua e le faigofie.
57. all kinds of tools we need
58. Heavy-duty equipment/ tools/ supplies /materials for work.
59. Rain coats, security golf carts for campus patrol, heavy duty flashlights, uniforms (safety boots, etc..)
60. Moomia se tavale
61. Need a truck
62. We have only two blowers for the whole campus but we have six (6) division of the campus.
63. Rain gear/boots, and a patrol vehicle that we can patrol in respond in a certain for protection of the campus, facilities and equipment.
64. Raincoats, golf carts, ASCC security vehicle.
65. Security Carts; Security Weapons
66. I have the needed equipment to do my work.
67. Need Procurement system for inventory
68. We need dollies, heavy duty embossing machine to permanently mark equipment and tools, safety gears for receiving personnel.

69. An inventory system that creates and prints labels and can also keep track of where these items are. This system must also be able to print out count sheets for inventory purposes.
70. 8 ft Step Ladder, 2 Box of Bankers Boxes , Hand Truck (Dolly), Hammer, Key Cabinet w/lock, Crow Bar, Jumper Cables, (2) 36 x 80 in Exterior Doors, Large Office Chair, Flex Seal Spray, Shop Vacuum, (2) 36 x 80 in Exterior Doors, Garden Hose (Heavy Duty), 5 Gal Navy Blue Oil Base Paint, Tool Set (32-48 Piece Kit), 5 Gal Light Gray Oil Base Paint, Soft Bristle Broom
(2) Box Cement Board Screws, (1) Rubber Triangle Door Wedge (4) Runners, (1) Mounted Rubber Door Stopper (8) 8 ft Metal Wall Studs, (6) 3/8 Cement Board Plywood
(3) Box Cement Board Screws, Work Gloves Gripped (10 Pairs) 3 XL, 4 LG, 3 MED
71. Updated Desktops – The ones we are currently using are so outdated that its slowing down work.
72. An equipment to electronically store all student records to save space.
73. Additional equipment are required to complete the computer lab and for incoming employees.
74. Additional equipment are required to complete the computer lab and for incoming employees.
75. Office vehicle is needed to do site visits and implement the SBDC outreach program.
76. Director and deputy director needs access to ASCC's network but hard to get connection. MIS removed the cable switch that gave access to them a few years back and never replace it again. Each offices also needs desktops for daily work.
77. Upgrade of computers, Microscopes
78. Need telescopes, modeling lab probes, heavy weighing scales etc.
79. Equipment Needed: Smart Board for classrooms. Maps for classrooms. Adapters for Laptops to hook up to Smart Boards/Projectors.
80. Working copy/printer machine; projectors
81. NEW DESKTOPS FOR FACULTY….especially for required Semester Assessments & Data Collection. INSTALL MORE SMARTBOARDS….students are more prone to technology & LAPTOPS FOR EACH FACULTY……used for variety of teaching methods, lecture. 1-2 PROJECTORS PER DEPARTMENT….if there are no Smartboard in classroom.
82. Need new equipment to replace old ones. For example SSI cameras are from early 2000s and use mini DV tapes as the record media. Tripods are all old and damaged due to natural degradation and use over the years. Wireless lav mic have ceased to function due to aging components, mics have stopped working due to corrosion from old batteries.
83. We need a creaser to score the back of the books spine. We also in need of a book binder to bind it professionally not the spiral we have that already. Spare blade for the paper cutter. And more of the paper for publications
84. Yes we do, but the procuring process takes forever.

85. Yes we do, but the procuring process takes forever.
86. Yes we do, but the procuring process takes forever.
87. We need a Creaser to score the back of the books spine. We also in need of a book binder to bind it professionally not the spiral we have that already. Spare blade for the paper Cutter. And more of the paper for publications
88. White Board and Smartboards for rooms M-17 and M-18. Air condition units for those two rooms as well.
89. M17&M18 need smartboard from M4 upstairs AND even better –buy a new one from $2000 budget Dean brought up.
90. NA
91. Boards/Smart Board. Partitions for student privacy
92. The only equipment that we need are laptops for faculty to use in the classes.
93. The printer used by the faculty is still in use, however parts are needed and we have been told that parts for that particular printer is obsolete. So they will use it until the printer dies and it will be soon. We will work it out.
94. Laptop, faculty projector, camera for practicum
95. NEED TO REPLACE THE TWO OLD TOTAL STATIONS WITH NEW ONES. NEED TO ORDER SURVEY CONTROL MARKERS WITH ASCC NAME ENGRAVED ON THEM. PRISMATIC COMPAS, SURVEY FIELD BOOKS. SAFETY VESTS, HARD HATS STEEL TOE BOOTS(SAFETY). TRIPODS FOR SURVEYING TO REPLACE THE OLD ONES. LEVEL RODS, BI-PODS. DESK TOP COMPUTERS AND RELATED SOFTWARE FOR CIVIL ENGINEERING STUDIES . VEHICLE FOR SURVEYING STUDENTS TO CARRY THEIR EQUIPMENT FOR PRACTICAL AND FIELD WORK. RAIN COATS. COMPUTER SOFTWARE: ARCGIS FOR GIS COURSE, TRAVESE PC SOFTWARE SUBSCRIPTION, DIGITIZING TABLE FOR GIS MAPPING
96. We are fortunate to have a grant to purchase equipment for our programs
97. Forklift 2. Air compressor
98. -Laptops to assist faculty and adjuncts for instructional use. Personal laptops are being used and some items are reported to have gone missing from classrooms after lock up.
99. Need media equipment for "Tuesday w/Liz" video project and camera for Social Media and Newsletter.
100. Need to obtain needed parts for the other copier to operate.
101. More high tech machine
102. Need Toners and Printers for the Department

3a. Does the Department/Program/Division account for its equipment through regular inventory?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	0	0	16	1	**17**
Faculty	5	1	29	1	**36**
Staff	23	10	98	3	**134**

Total	28	11	143	5	187
Percentage	15%	6%	76%	3%	100%

3b. Please Explain:

1. We have annual inventories
2. Annual Inventory
3. Annual Inventory
4. Annual Inventory
5. Ae mana'omia ona toe inventory mea faigaluega
6. O loo fai lava ma fai suesuega mo mea faigaluega ina ia saogalemu mea uma o mea totino ale kolisi
7. O lo'o faia ia suega oloa faavaitau
8. O loo puipuia mea faigaluega ma lona faitauga.
9. Inventory a le ofisa ma le procurement
10. Monthly and quarterly inventories are conducted for each program.
11. Inventory
12. Division suesue
13. Ona o lea fatoa amata
14. Forestry conducts annual tool inventory
15. ACNR conducted monthly and quarterly equipment inventories aside from the annual inventory by the Procurement Office
16. NA
17. The ACNR programs take full account of their respective equipment during inventories done by the Procurement Office
18. ASCC business office and procurement staff routinely visit ACNR to complete inventories of our equipment.
19. I do not know of any process that our office undergoes inventory for our equipment.
20. Assist with inventory and monitoring equipment usage as well as protection.
21. The Procurement Office and MIS regularly does inventory of equipment's
22. MIS regularly updates and maintains the effectiveness of equipment for student/faculty use at the beginning of every semester. 2. Office supplies, materials, furnitures, electronics, etc…are regularly inventoried by the Procurement Office.
23. Inventories of equipment, textbooks, furnitures are done on a quarterly basis.
24. We do have one responsible faculty member that complete the inventory for our novels and computers and turn it in to our Chairperson for her files.
25. Faculty completes inventory sheets for our files.
26. We do have one designated faculty member that completed the inventory for our novels and computers and turns it in to our Chairperson for her files.
27. OH YES!! We have a person in charge of our equipments, someone for maintenance, someone for orders, someone for technology support and data, etc. Each of us have our own responsibility to inventory every semester/session.

28. MIS does it regularly.
29. I really don't know
30. Im not sure. Is that procurements job>?
31. Yes it is necessary for program to make sure there is adequate equipment and enough supplies to perform daily tasks
32. Procurement checks from time to time and we track what we order and buy through the reporting period.
33. Procurement regularly does inventory of all equipment and College assets with HR
34. I know the equipments that we currently have are accounted for by our department chair.
35. I use personal equipment so I do not know if equipment is tracked.
36. Yes, in collaboration with the Procurement Office who completes the Library Equipment Inventory.
37. Yes, in collaboration with the Procurement Office who completes the Library Equipment Inventory.
38. Yes, in collaboration with the Procurement Office who completes the Library Equipment Inventory.
39. Yes, in collaboration with the Procurement Office who completes the Library Equipment Inventory.
40. Yes, in collaboration with the Procurement Office who completes the Library Equipment Inventory.
41. Yes, in collaboration with the Procurement Office who completes the Library Equipment Inventory.
42. The guys always come by for inventories
43. Yes in collaboration with the Procurement Office who completes the Library Equipment Inventory.
44. Yes in collaboration with the Procurement Office who completes the Library Equipment Inventory.
45. The laptops in the math lab
46. Yearly inventory report are submitted to the Deans office during the end of each semester.
47. Annual inventory is done by the department and submitted to the dean at the end of every year.
48. The MIS Division does inventory process at the end of the year.
49. The MIS Division does inventory process at the end of the year.
50. The MIS Division does inventory process at the end of the year.
51. The MIS Division does inventory process at the end of the year.
52. The MIS Division does inventory process at the end of the year.
53. I have catalogued inventory already with Joe, I believe this is done at the end of each year.
54. The MIS Division does inventory process at the end of the year.
55. Equipment are counted at the beginning of the semester and end. Laptops are kept locked away with students and faculty to sign them out as needed.
56. Inventory

57. Aua foi a faaletonu le mea faigaluega e tatau ona teu lelei, ia oo I le taimi o le suegaoloa ao loo iloa le tulaga o loo iai le mea faigaluega.
58. All equipment is tagged by the Procurement department who regularly check inventory.
59. Procurement accounts for its equipment at all times.
60. Receivables handles the inventory regularly
61. Fixed asset inventory done on a yearly basis.
62. In the past Procurement has only inventoried for Fixed Assets. Things that I've been working on are: Audits for the A/Cs, Water & Electric Meters, Printers. We will be performing the 1st overall inventory in June of 2020
63. Regular inventory should be performed by the Procurement Office. The Records Office staff do account for all office equipment.
64. All SBDC equipment are documented through ASCC inventory.
65. All SBDC equipment are documented through ASCC inventory maintained by the Procurement.
66. All SBDC equipment is documented with ASCC Procurement.
67. For equipments that is own by the office, we do inventories for it along with office supplies inventories. Other equipments such as computers, is done by ASCC annually.
68. Equipment has been inventoried by the procurement personal in the past.
69. Updating of Inventory of equipment takes place annually
70. We still have our old laptop and projector that are no longer functioning from 10 years ago.
71. Lists updated yearly
72. The department equipments are accounted for because its whats keeping this office running
73. It's our responsibility to ensure equipment are accounted for
74. The instructors make sure that everything used within be switched off. Make sure the rooms are locked after every session. During different times of the year, an inventory team from Procurement visit and count what equipment are here and what not.
75. The department equipments are accounted for because its whats keeping this office running.
76. None yet. Likely up to the time Admin Assistant left –Dec 2019
77. The administrative assistant conducts inventory of equipment at the end of every semester.
78. We keep an inventory of all our equipment and materials.
79. Christine is on this every year.
80. Our admin constantly doing her inventory
81. We keep track of our office supplies with administrative assistant. Procurement office checks equipment at each department on an annual basis.
82. Quarterly Inventory
83. Login book signatures to keep records.
84. A log book is provided for sign in/out. Even when loaning to other staff.
85. IE Division does inventory at the of the year

4a. Does the Department/Program/Division account for preventive maintenance of its equipment?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	0	2	14	1	**17**
Faculty	7	3	25	1	**36**
Staff	26	9	96	3	**134**
Total	**33**	**14**	**135**	**5**	**187**
Percentage	18%	7%	72%	3%	100%

4b. Please explain:

1. All equipments are cleaned after each use
2. All equipment are kept clean.
3. As well as we can
4. As well as we can
5. E le lava potu e keu ai mea faigaluega
6. Ioe o loo taoto faapena ma tapena le nofo tapena ina ia puipui ai mea uma
7. O loo saogalemu mea faigaluega uma
8. Follow up inventory
9. Surveys Forms, Job order forms are used to speed process and account for equipement's.
10. Follow up inventory
11. Ia uma on faaoga le moa faigaluega
12. E umi on faaogaiga
13. Ia malu puipuia ia mea faigaluega
14. Employees are required to use the equipment with care
15. ACNR has a preventive maintenance schedule for its equipment
16. We are trained to do the maintenance ourselves
17. NA
18. The ACNR ensures that all equipment is well maintained and serviced to prevent any permanent damages to it.
19. We have partnerships with local businesses about servicing the AC's but they just can't seem to fix the problem.
20. Many of the vehicles undergo preventative maintenance to ensure that they can operate well. However, I am not sure whether each department does preventative maintenance for other equipment that is used.
21. I do not believe there is a plan for preventative maintenance for our equipment.
22. Assist with inventory and monitoring equipment usage as well as protection.
23. MIS regularly provides necessary updates needed for the computers and provide maintenance for printers, scanners, copy machines and smart boards. PFM provide maintenance for the AC units used in classrooms and office

24. Upon notification, MIS regularly updates and maintains the effectiveness of equipment for student/faculty use at the beginning of every semester. 2. Program funds are allocated for assistance from local vendor for equipment maintenance when need be.
25. Everything is inventory and story in our storage room.
26. We have the two laptops carts for all our laptops and we have each of the four projector in each box.
27. NA
28. We have the two laptops carts for all our laptops and each of the four projectors.
29. WE TRY OUR BEST, but we end up calling MIS for our laptops or Maintenance for our ACs, classrooms needs!
30. Regular maintenance of the computers are being done.
31. I really don't know
32. Need backup of files and preventive measures against viruses.
33. Minimal Coverage on approved budget
34. Try to order supply but unfortunately no allocation or set back up of equipment or supplies needed on hand.
35. I know that IT come up occassionally when there is a need for maintenance on larger equipment such as printer and desktop computers
36. Through library staff on-site troubleshooting equipment if possible. If not, proper request form for maintenance request is generated and routed for proper authorizing signatures (or MIS email support@amsamoa.edu for "computer" helpdesk) to get proper institutional or outside vendor assistance/help.
37. Through library staff on-site troubleshooting equipment if possible. If not, proper request form for maintenance request is generated and routed for proper authorizing signatures (or MIS email support@amsamoa.edu for "computer" helpdesk) to get proper institutional or outside vendor assistance/help.
38. Through library staff on-site troubleshooting equipment if possible. If not, proper request form for maintenance request is generated and routed for proper authorizing signatures (or MIS email support@amsamoa.edu for "computer" helpdesk) to get proper institutional or outside vendor assistance - help.
39. Through library staff on-site troubleshooting equipment if possible. If not, proper request form for maintenance request is generated and routed for proper authorizing signatures (or MIS email support@amsamoa.edu for "computer" helpdesk) to get proper institutional or outside vendor assistance - help.
40. Through library staff on-site troubleshooting equipment if possible. If not, proper request form for maintenance request is generated and routed for proper authorizing signatures (or MIS email support@amsamoa.edu for "computer" helpdesk) to get proper institutional or outside vendor assistance - help.

41. Through library staff on-site troubleshooting equipment if possible. If not, proper request form for maintenance request is generated and routed for proper authorizing signatures (or MIS email support@amsamoa.edu for "computer" helpdesk) to get proper institutional or outside vendor assistance - help.

42. We always make sure things are taken good care of and if it needs fixing we'll ask for help.

43. Through library staff on-site troubleshooting equipment if possible. If not, proper request form for maintenance request is generated and routed for proper authorizing signatures (or MIS email support@amsamoa.edu for "computer" helpdesk) to get proper institutional or outside vendor assistance - help.

44. Through library staff on-site troubleshooting equipment if possible. If not, proper request form for maintenance request is generated and routed for proper authorizing signatures (or MIS email support@amsamoa.edu for "computer" helpdesk) to get proper institutional or outside vendor assistance - help.

45. The MIS should maintain the laptops in the math labs.

46. How can I or should I say department be accountable for the equipment, when other departments used the laptops without my knowledge or departments. That is why we need a computer technician, so that he or she will do a fast cleaning or is it fast screening of all the laptops before the semester begins. Every time the laptops are used on something, for example, registrations, the math department started the lab on the second week. Why? Because the Desktop is all mess up, the program we use for the math is supposed to be on the desktop, some of the icons are missing , like the Microsoft word and the Math Trek. We leave it on the desktop because it will be easy access for the math students. That is why we need a computer technician to clean up the mess and put the icons or folders back before the classes started in each semester or summer. Some of our faculties are not into computers, so of course he will need the assistant. I know it's not a problem to others, but it is a problem to me. I wished the MIS employee who came and take the laptops over to the MPC remembers that when you take them, there is always change done on the Desktop Screen by any employee who uses it. So, when you take it, with respect to your department or whatever department, Please, hook the laptop back and check if all the programs are there and clean the thing. That will cut out the scheduling of the MIS people to come and clean the computer laptops. I just thought I needed to stress this, since it's been happening We don't have the computer technician working full time for the math department. Sometimes, I do the hooking up of laptops and the wires put away in a manner where no one will fall from it. Thank you.

47. Yes, the department is responsible for the maintenance of the available equipments. All are in good conditions.

48. Majority of the equipment are maintained during Summer while students are on their break.

49. Majority of the equipment are maintained during Summer while students are on their break.
50. Majority of the equipment are maintained during Summer while students are on their break.
51. Majority of the equipment are maintained during Summer while students are on their break.
52. Majority of the equipment are maintained during Summer while students are on their break.
53. We make sure to keep equipment clean, and try to make sure they are kept in an organized manner.
54. Majority of the equipment are maintained during Summer while students are on their break.
55. Faculty and students are made responsible for equipment at the end of each day.
56. Ua maea lava ona faataoto tulaga ia.
57. Service every other Fridays.
58. That is our role always prepoare for any call.
59. O loo tausi lelei
60. Everything that we need for safety
61. Yes, supervisors are responsible/ lead person and the staff with there tools and equipment inside their area inside their area work.
62. Need a place for the grounds/ keeping to put these equipment
63. Our department provides our equipment to help us with doing our dutyy during and shifts.
64. Aua foi a puipuia leleia mea faigaluega o le a faaitiitia foi le faaaluina o tupe a le Kolisi.
65. Procurement accounts for the preventive maintenance of its equipment and in support of this; we have not replaced/ordered the copier, printer and desktop computers in over 7 years now.
66. Receivables does regularly
67. Vehicle maintenance twice a year when needed.
68. As I mentioned in previous questions ASCC needs to get its PFM department to provide this service for the college on a scheduled and more regular basis. Procurement does not have any other equipment besides computers and printers.
69. We take care of our equipment but not prepared for maintenance when it breaks as we do not have a budget for it.
70. Equipment that require ongoing maintenance (ex: Air Conditioning Units) have written into the purchase agreement with the Vendor warranties or regular maintenance checks.
71. By explaining the use of equipment to the students and making sure that they take good care of equipment while in use at the laboratory
72. Equipment is either maintained by faculty or vendors such as copy machine cleaning and repair.

73. Preventive measures such as turning off all equipment that consumes electricity, informing the maintenance department in advance about any wear and tear are carried out.
74. MIS is our "go to" when equipment do not work properly. Often they are very helpful and are able to solve most of our technical issues. MIS do not have the spare parts and are often limited when requests are made for lack of funding or equipment. I think most times they have to improvise with what is available to them…..hard working Staff.
75. The person using it is the one that's keep maintenance of it and when to operate. So our machines or equipment are in good hands
76. Preventive maintenance requires training from IT especially with computers
77. Preventive maintenance requires training from IT especially with computers
78. We try by making sure all are accounted for, close up and locked after every class.
79. The person using it is the one that's keep maintenance of it and when to operate. So our machines or equipment are in good hands.
80. MIS showed how to keep cleaning PC disk –use of Disk Clean up instead of Defragging which they have on automatic after work
81. With the support and help of MIS
82. In regards to maintenance, faculty members are responsible in taking care of the equipment they use. For example, one faculty member is assigned to use room 10 for all courses taught by her. She is then responsible in maintaining not only the classroom itself, but the smartboard and the computers in the lab. The faculty member is responsible for cleaning the computers, delete any unnecessary documents that may be on the computer and making sure that all computers are turned off properly when not in use. This goes the same for the smartboard as well.
83. Our computers are constantly cleaned and emptied of student work. Our secretary, chair, and director all help to keep the equipment working well.
84. I know we keep track of how many copies are made in M8 daily. These receipts are turned in to Christine who documents them. It helps with toner wear and tear.
85. We try. A good example are our computers having installed SSD and updating them. MIS are task to check on our computers at least once a year to help us keep them in working order. As with our air cons, we call maintenance right away when something unusual is detected, but it would be beneficial to have them serviced periodical even to clean the filters that would help to keep them working longer and keep the air clean.
86. We try to have MIS check on our printers periodically.
87. We repair our equipment if they are repairable
88. Daily Equipment Check
89. UCEDD department do requires 3 years warranty for invoice.
90. We require 3 years of warranty if possible when requesting for invoice.
91. We do but like everything else, we depend on our budget to get things done.
92. Majority of the equipment are maintained

93. I have seen preventive maintenance being done on our printers, and occasionally on our computers.

5a. Is the equipment used by this Department/Program/Division similar to that used in the workplace or at a higher-level institution?

	Do not know	No	Yes	Blank	Total
Administrator	1	4	11	1	**17**
Faculty	5	12	17	2	**36**
Staff	30	33	65	6	**134**
Total	**36**	**49**	**93**	**9**	**187**
Percentage	19%	26%	50%	5%	100%

5b. Please Explain:

1. We need better equipment
2. Need better equipment
3. Some of the equipment are specific for micropropagation only
4. O loo tala feagai mea uma male faatinoina o galuega ma isi matagaluega ma isi kolisi
5. E tutusa lava mea faigaluega o loo faaaoga.
6. E iai tatou potu su'esu'e, e iai foi potu su'esu'e i fafo (univesite)
7. Office computers, printers, scanners, type writers, are all used by other offices and Colleges/Universities of Higher Learning.
8. Moa vao
9. Ioe o mea uma e tasi
10. E leo aafia
11. All equipment are similar
12. Laboratory equipment, Office equipment, and farm machinery/implements used at ACNR are similar to those used at other institutions of higher learning in the United States.
13. NA
14. Some equipment (i.e. computers, vehicles, etc.) are outdated compared to other Land Grant institutions
15. I have only visited two or three different higher-level Land Grant Universities. The equipment used here seems to be similar to what I have seen at other Land Grant Universities.
16. It can be better in terms of numbers to provide the required services.
17. Recommendation of equipment before purchasing is usually from the ASCC MIS department so that the installation, cabling, and networking are compatible to the ASCC networking system.
18. We have one smartboard/smart-tv in our lab and one in one of our classroom for class presentations, department meetings if needed to!
19. Yes, we have all necessary similar equipment.

20. We have one smartboard/smart-tv in our lab and one in one of our classroom for class presentations, department meetings if we need to!
21. FAR FROM IT! We have dinosaur-aged materials in our department, but we make do with what we have!!!
22. Our equipments are outdated and the workplace and technology has evolved rapidly leaving us in the stone age
23. Need an upgrade technology – Hardware & Software
24. Equipment's outdated.
25. I won't know
26. There's always room for improvement and modernization.
27. Older version of system. Need upgrade which can be supported by the IT infrastructure on campus.
28. Yes. But the equipment are not updated regularly especially with software requirements or updates.
29. We have equipment but I am certain it is not similar as to those used at a higher level institution.
30. The printer is, desktops are much older versions than what I am accustomed to at other campuses. However more accessibility to projectors and laptops may make the workplace similar to where I have worked before (i.e., UH manoa, Argosy and Wayland) universities.
31. At a bare minimum, for a small community college academic library.
32. At a bare minimum, for a small community college academic library.
33. At a bare minimum, for a small community college academic library.
34. At a bare minimum, for a small community college academic library.
35. I don't think so
36. At a bare minimum, for a small community college academic library.
37. Not for a small community college academic library serving 1300 plus students and faculty.
38. Some departments borrow laptops from the math lab.
39. all the available equipment listed.
40. The equipment/devices used are out dated and needs to be upgraded.
41. The equipment/devices used are out dated and needs to be upgraded.
42. The equipment/devices used are out dated and needs to be upgraded.
43. The equipment/devices used are out dated and needs to be upgraded.
44. The equipment/devices used are out dated and needs to be upgraded.
45. A lot of the equipment we use are very old and out of date. We need newer and better equipment.
46. The equipment/devices used are out dated and needs to be upgraded.
47. The computer, vital sign machine, and Alaris are equipment used daily at LBJ. The program does not have an Alaris. The manual beds are no longer used at LBJ. The electronic hospital beds are currently used but the program does not have one.
48. always have safety on.
49. Sometimes we still need some of the tools that other colleges have.
50. Each department have their tools and equipments for work and also they should keep track of everything together. Inventory material.

51. All other institutions have equipment to keep and to patrol campuses and its facilities safete in a good response time.
52. Equipment such as; computers, copier, printers etc…
53. 3 computers are more than 5 years old. No system for tagging and tracking fixed asset inventory. No trolleys for moving of heavy items. Phone hand sets are older than some of the staff members and causing problems.
54. The equipment used here at ASCC is the same as with any institution, however, funding and enrollment may have a lot to do with what type of equipment is feasible for the institution versus another
55. I would surely think so.
56. All equipment purchases are approved and compliant with the ASCC specifications
57. All equipment purchases are approved and compliant with the ASCC specifications
58. Similar as what is used in the workplace and approved per ASCC specs and requirements.
59. This really depends on the College, University or any other higher learning institution that we are comparing it to. An upgrade of the equipment is very welcome to make it similar to mainland colleges and universities.
60. Basic computers and projectors may be similar but some of the equipment used in the laboratory still needs upgrading.
61. Equipment such as Sonde probes, incubators are used in higher level universities in US and other parts of the world.

62. Most of the higher institutions of learning have an IT department. Most of these institutions have several lecture halls that have installed Smartboards or built in Projectors for lectures to take place….therefore omitting the need for equipment to be carried around by the faculty if using for lecture purposes.
63. At best it would be the bare minimum
64. Ours is less but more doable for the time being but to compare with higher level we're getting there.
65. Ours is less but more doable for the time being but to compare with higher level we're getting there.
66. Smartboard. Laptop
67. The smartboards are outdated. This was discovered when one of the MIS staff came to inspect the smartboard in rm 10. The staff member stated that it is difficult to find parts for the smartboards we have in place because they are obsolete. Updated equipment would be more sufficient to have especially with the continuous evolvement of technology. However, funding does play a big part in this.
68. We are pretty updated and compatible to equipment used by other institutions.
69. I was handed chalk when I first came on board.
70. The institution, American Samoa Community College (ASCC), needs up-to-date equipment to support its services to its students, faculties, and staff.

71. I'm not understanding this question, as we are a workplace and we are at a higher-level institution. So if you are referring to another workplace and a higher, higher level institution like a university…ummmm…..I imagine that they could be using the same equipment or a lot of up to date equipment than what we have….I don't really know, I'm working here, not there. This is a good question for Jeopardy
72. We have and/or exceed the equipment used in the workplace
73. Hydraulic Hoists 2. Hydraulic Press 3. Brake Lathes
74. Because the projects are not funded by large funding source in comparison to other UCEDDs, we use minimal equipment necessary to complete activities.
75. The equipment and machines needs to be upgraded
76. Some of it is certainly similar, if not identical. If the institution being compared is higher-level, it is reasonable to assume its equipment is also higher-level. This question presumes the person being asked is familiar with equipment at a higher-level institution.

6a. Is there a need to update/upgrade equipment for improvement of services?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	0	2	13	2	**17**
Faculty	2	2	31	1	**36**
Staff	13	9	108	4	**134**
Total	**15**	**13**	**152**	**7**	**187**
Percentage	8%	7%	81%	4%	100%

6b. Please Explain:

1. Because equipment becomes old and back up can be very helpful to continue.
2. Yes, because equipment becomes old and back up can be helpful to continue our work.
3. E mana'omia isi mea faigaluega
4. E tatau ona faalelei atili mea faigaluega toe faafou faamolemole.
5. Manaomia se faamalu palapala lapoa mo le faafaigofieina o galuega
6. Manaomia mea faigaluega fa'aonopo nei
7. Need upgraded technological equipment's.
8. Manaomia mea faigaluega fa'aonopo nei
9. manaomia nisi taavale. Moa ti'eti'e
10. E manaomia moa tietie. E manaomia taavale
11. E manaomia ia naifi o faila
12. Some equipment are outdated
13. Equipment parts and models need to be updated and upgraded
14. Maybe a new Hobart mixer and drying oven
15. Just got a software upgrade but there's always a need to continue upgrading software and equipment.
16. Every 5 years we need to up-grade our equipment for safety reasons

17. NA
18. In order to meet modern standards in technology, community requests, and agricultural and natural resources issues or developments, all equipment need to be updated
19. I feel mostly in the Exercise and Research facilities. There are so many new equipment in these areas that can help improve how we do our job immensely.
20. We are running on Windows 7 which is now obsolete and there is no technical support for it. We are also working with datatel that has constant issues because it is outdated. We get so many spam emails, it's easy for our less aware staff members to click on virus or hacking links. We have little to no security on our servers making it easy for hackers to target and retrieve our information and data. All of this should be a priority to look into and change.
21. Yes, maintenance of equipment(s) is much needed to recall and retain information to provide and continue services to meet the college mission and vision.
22. Our computer lab needs to updated
23. We are currently using the Lenovo ThinkPad. Need to Update or upgrade to Dell, HP, Apple MacBook Air etc.
24. Accessing the internet have been a challenge, so MIS folks have been helpful.
25. We need a better network connections because our students are paying expensive reading textbook that associate with a code that require to complete online assignment, but most of the time our students have to look elsewhere on campus to utilize the computers on campus to complete their assignments. In our six week sessions, both teachers and students have a lab day which they suppose to complete their online assignments, but due to bad network connections only two percent of the student as a whole are able to complete.
26. Internet connection is not consistent, and sometimes prevents students from using lab services.
27. We need a better network connection.
28. YES that would be great to upgrade our equipments!!!
29. Need faster internet connections, more funds for office supplies and equipment.
30. This is an oxymoron question.
31. Everything actually
32. Yes. There is a need for protection against viruses. Earlier this year a virus impacted our shared files. Also, there is a need for more storage space of our files.
33. There's always room for improvement and modernization.
34. Yes. Need a IT system for the maintenance and oversight of the performance management of College thereby filtering all information and data for institutional evaluation. All is manually kept in paper and in Microsoft Office software available such as Word and Excel etc. Need to update system to avoid losing files
35. Need updated equipment and software for compatibility with the latest versions used to avoid unreadable data and losing data through network

deficiencies. Also the network is not reliable as it goes up and down and internet connection can be unreliable for web service etc.

36. Computer and network affected with virus wiping out all files saved on shared folder and making it unsafe.
37. Yes, equipments should be updated in terms of software used, the equipment itself (computers, desks, etc)
38. See 2a, 2b
39. Need newer model ACs, computers and soft-wares, including security programs. Need to greatly improve internet connectivity.
40. Need newer model ACs, computers and soft-wares, including security programs. Need to greatly improve internet connectivity.
41. Need newer model computers and software, including security programs. Need to greatly improve internet connectivity and MIS services and expertise.
42. Need newer model computers and software, including security programs. Need to greatly improve internet connectivity and MIS services and expertise.
43. Need newer model computers and software, including security programs. Need to greatly improve internet connectivity and MIS services and expertise.
44. Need newer model computers and software, including security programs. Need to greatly improve internet connectivity and MIS services and expertise.
45. I think a lot of the equipment that we have really needs up-grading.
46. Need newer model computers and software, including security programs. Need to greatly improve internet connectivity and MIS services and expertise.
47. Need newer model ACs, computers and soft-wares, including security programs. Need to greatly improve internet connectivity and MIS SERVICES AND EXPERTISE!
48. MIS should update after each semester.
49. In order to improve service, it needs to be fixed, upgrade or update the equipment.
50. The antivirus Sophos expired. I think all instructors" computers must have an antivirus to safeguard from input devices.
51. Existing equipment/devices are all outdated and unsupported by other applications. Upgraded equipment/devices can help get or use the other features of our existing and new applications.
52. Existing equipment/devices are all outdated and unsupported by other applications. Upgraded equipment/devices can help get or use the other features of our existing and new applications.
53. Existing equipment/devices are all outdated and unsupported by other applications. Upgraded equipment/devices can help get or use the other features of our existing and new applications.
54. Existing equipment/devices are all outdated and unsupported by other applications. Upgraded equipment/devices can help get or use the other features of our existing and new applications.
55. Existing equipment/devices are all outdated and unsupported by other applications. Upgraded equipment/devices can help get or use the other features of our existing and new applications.

56. This will help us to accomplish our tasks easier, and we won't need to use messed up tools or random tools to do our job. One example is we carry a pair of scissors in our tool bag which we use to cut the outer layer of the ethernet cable. We should have a proper cable cutter for this but the ones we have are so old and either cant cut properly or they cut too deep.
57. Existing equipment/devices are all outdated and unsupported by other applications. Upgraded equipment/devices can help get or use the other features of our existing and new applications.
58. The hospital beds are needed to train students to comfortably and safely operate them at the hospital to prevent injuries to the patients.
59. Need to upgrade working equipment.
60. Ina ia iloa ai le mea o loo need.
61. O loo moomia lava ni mea faigaluega
62. We still need these tools
63. Director/ Supervisor will deal with the supplies/ materials.
64. E manaomia lava le lelei o mea faigaluega
65. Pafa fou
66. Upgrade buffer; blowers; dolley
67. Mostly all equipemtn needs to be updated. We don't have enough equipment. Lack of equipmnt makes a lot harder and longer to complete the job.
68. To better serve our ASCC campus, our Security Team needs more security trainings to better equipped on the job twenty four hours!
69. The need to replace/upgrade computers as per recommendation by our CIO, but due to funding are only able to replace two at this time. Also, we have been asking for help in upgrading and utilizing the WASP Fixed Asset Inventory system purchased but we are unable to use as we have no support from MIS. This system was ordered based on specification and recommendation for this specific system by the former CIO Don Nelson; however, they were not able to install and implement it since. To date it is put once again on the back burner until such time someone with the technology expertise can make this happen for us.
70. Telephones need to be replaced, constant dropped calls. Internet connection is sometimes down for multiple days at a time.
71. Three members of our office are utilizing computers that are more than 5 years old. Our office does not have a budget to purchase new ones, therefore we rely on other departments for such items. Our CC-13 vehicle needs to be serviced (no money for it) or traded in for a new one.
72. More so than upgrade, we need equipment nonetheless.
73. As mentioned before, we need updated Desktops to ease the flow of our daily work.
74. Not sure how to answer this as there is a need to update on OS, software, storage, and all. Also, our printer is nearing its lifetime usage and most definitely needs upgrading and all.
75. All computers for the computer lab and old printers needs to be replaced
76. All computers for the computer lab and old printers needs to be replaced

77. All computers and servers for the proposed computer lab should be purchased new. All old office printers need to be replaced.
78. Because they are outdated and some are obsolete
79. The laboratory experience for our students is still in the process of reevaluation, which is a constant process, that will lead to an upgrade of the equipment used to come closer to that found in other institutions.
80. Latest versions of probes are available and the current ones need to be updated.
81. Need to upgrade computers; working printer/copy machine; projectors
82. Yes, definitely the need for upgrading and improvement of learning thru technology.
83. Need new equipment to replace old ones. For example SSI cameras are from early 2000s and use mini DV tapes as the record media. Tripods are all old and damaged due to natural degradation and use over the years. Wireless lav mic have ceased to function due to aging components, mics have stopped working due to corrosion from old batteries.
84. If I can get a software for photoshop to run this new computer we got couple years back were good because the other software we installed even tho we weren't suppose to is kind of slow when it takes up a lot of space meaning the files huge its starting to not work right but it just close off the program suddenly and than I have to wait for it to open up and restart the process all over again.
85. If I can get a software for photoshop to run this new computer we got couple years back were good because the other software we installed even tho we weren't suppose to is kind of slow when it takes up a lot of space meaning the files huge its starting to not work right but it just close off the program suddenly and than I have to wait for it to open up and restart the process all over again.
86. As mentioned above. Laptop, bulb of Smart board etc
87. Refer to the above response.
88. The printer in M8 is old. A new printer is needed. It still works…
89. We did get SSD for all office desktops, so I am thankful for that. That's the Solid State Drives, by the way.
90. With the two Starboards located in the TED1 and TED2 and Smart Boards in the college's classrooms, most of these types of equipment are entirely unusable. The faculties need these types of equipment to project and enhance lessons or objectives. As for the students, these types of equipment are needed for their Power-Point presentation for course work when required.
91. There's always a need to update/upgrade equipment, namely computers, and we have done that. Need a new smart board in room 10, Room 10 is the computer lab that ED 240 and ED 340 is taught at. While ED 240 carries our technology education course, it would be nice to be able to implement the smart board features in this course, however because the smartboard no longer can function as a smartboard because it is in dire need of maintenance, it is merely used as a screen for presentations. It is evident that we will need to replace it in the very near future.

92. Printer and Aircon in Room 8
93. Need to update windows, Microsoft, etc. Recently, TED purchased Solid State Drives for all iMacs for more storage space and update of iMacs.
94. We are in the process of upgrading our equipment
95. Update Tools and Equipments
96. -For safety purposes and for quality of instructions to meet ASCC"s mission
97. In many cases we only replace equipment until it is broken or unrepairable. UCEDD tries to maintain its equipment to increase the lifespan of usage.
98. Our computer software and operating systems must be upgraded to the latest version so that our can continue our work supported by these equipments.
99. Antivirus software for computers.
100. Equipment needs to be updated/upgraded for two reasons: 1) Equipment goes out of date. 2) As with humans, equipment eventually fails for good. It's just a question of when. So yes, there is such a need.
101. Antivirus software for computers.

VIII. BUDGET

1a. Is the budget information available to this Department/Program/Division?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	0	2	13	2	**17**
Faculty	12	14	9	1	**36**
Staff	43	32	54	5	**134**
Total	**55**	**48**	**76**	**8**	**187**
Percentage	29%	26%	41%	4%	100%

1b. Please Explain:

1. Only up to a supervisory level.
2. Only up to a supervisory level.
3. Update tala tupe tausaga uma
4. O loo faailoa uma lua faamoemoe. Faafetai.
5. NA
6. Not Applicable to me
7. NA
8. NA
9. The manager lets the employees know about the budget for spending budget
10. I don't see that information so I just hope my planned purchases fit the unknown budget
11. Budget information is available to ACNR Director, Coordinators, and Managers.
12. NA
13. Provided by the Business/Finance office
14. Budget information is available to staff members who need it.
15. We are involved in the planning process.
16. I am not privileged to this information. Although, I strongly believe for developmental and team work purposes, supervisors should teach and at least consult their subordinates on budgeting issues and plans.
17. Admission budget information.
18. Most budget information is related verbally by the State Director, but faculty and staff are welcome to research and view in-depth through its website sources.
19. It's a must that this information is made available to me.
20. As far as I understand there is no budget information provided for us, the only thing I'm certain is we have the most incoming students every fall semester and for that we always get paid on-time.
21. Don't Know?
22. Not much idea about it. X
23. No financial information are disseminated as the usual response is "NO MONEY" or "BUDGET CUTS"
24. Refer to Finance Office.
25. All leaders have access to their budgets on datatel
26. Yes. It is available.
27. Divisional and ASCC personnel budget made available for daily use.
28. All personnel budget are available to HR. This is information is privy to HR.
29. I have not inquired about budget information as I am more concerned about completing teaching objectives as I have only been on board for 2 months.
30. Budget information is available from the Library's Program Director.
31. Budget information is available from the Library's Program Director.
32. Library has access to available budget information through Program Director.

33. Library has access to available budget information through Program Director.
34. Library has access to available budget information through Program Director.
35. Library has access to available budget information through Program Director.
36. Library has access to available budget information through Program Director.
37. We are still in the dark with this issue.
38. I think it is managed by the dean"s office and the department have no information on the allocation and budget.
39. Dean Dr. Siamaua Ropeti provides information when asked. Information on the amount from DOI and CSBG grants are on file.
40. They did not let us kow about the money for each department.
41. Head Security Officer with PFM Officer to discuss budgeting for office supplies and office use for Security/Reception Office!
42. Upon request is budget information available.
43. Upon approval of the annual budget, the Board secretary and executive secretary are provided with a copy of filing purposes.
44. The Officer see's this and sends us the final approved budget so we know how much we have to spend for which area (cleaning, printing, etc…). From there we know how to budget for the whole year (if the price is right)
45. More so than upgrade, we need equipment nonetheless.
46. Only to the Registrar via WebAdvisor.
47. Budget information is provided by the Business Office however it is important to receive monthly financial statements in a timely manner. ASCC has assured SBDC that monthly financials will be received on a monthly basis.
48. The Department Chair updates the whole Department of the budget for supplies and equipment each semester
49. Each semester the Dean of Academic Affairs or finance office personnel provide budget information each semester for the Science Department.
50. During the orientation week in the beginning of each semester, budget information is provided to all departments.
51. Updates to SSI account provided by Director
52. I don't know if we have a budget or not.
53. YES: I know of SSI's other account only from Director in bi-weekly staff meetings NO: I don't have access to information of FY approved budget information for the last three Fiscal Years
54. ASCC HAS SOP FOR BUDGET, but not followed. Since the last few years, SSI director is no longer involved in budget calls as it was done before. There are no longer any preparations of the budget from SSI divisional level. SSI practice as it was, when the budget is in for the fiscal year, copies are provided to faculty and staff. Since 2009, there has been a consistent cut in SSI operational budget until three years ago; SSI does not have an operational budget. SSI has other account which we are using for operations.
55. I don't know if we have a budget or not.

56. It's been 3 years now without a Budget. However, SSI has always relied on its own "Others Account" as revealed in Fall 2019 meeting with ASCC Administration.
57. Yes-we have access to our OTHER account..funded from SSI research projects, books written and printed, translation work etc. NO-We havent' had any Operations Budget since 2015-so nothing to look at. Some of SSI staff attended time set by VP etc to talk budget
58. Upon request.
59. No comment
60. We were once told we don't have a budget
61. The budget information is filed with the administrative assistant and director. If any faculty member of the department needs to see the budget, it is easily accessible.
62. We don't know anything about our budget.
63. Our director often talks about the budget, but other than a mention of MOU coming from ASDOE, I do not know.
64. We do not have access to a budget. It has been that way for some time. So I don't even look at it myself online. Local fund as far as I know pays our salaries, with the exception of our administrative Assist. and our Recruiter, their salaries come out of the ASDOE MOU. So all that I have and we keep a very close watch on it, is our ASDOE MOU, of which all expenditures are included in the MOU, nothing to be discussed with faculty, because it is a Memorandum of Understanding of which all in it, are already spoken for and cannot be altered.
65. We don't know anything about our budget.
66. It is available with director and assistant along with ASCC Finance office.
67. Fedral Grant
68. Through the budget call process
69. Most IE directors have been very open about their budget planning.

2a. Are faculty/staff involved in Department/Program/Division annual budget planning?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	2	4	9	2	**17**
Faculty	12	16	7	1	**36**
Staff	45	37	47	5	**134**
Total	**59**	**57**	**63**	**8**	**187**
Percentage	32%	30%	34%	4%	100%

2b. Please Explain:

1. Only up to supervisory level.

2. Only up to supervisory level.
3. Ioe e tatau ona auai uma ma faiaoga i lua faamoemoe.
4. NA
5. Director, Coordinators and Managers are involved in Budget planning.
6. NA
7. E leo auai i le tala o le tupe
8. NA
9. E leo aafia ai ia au ile tala o tupe
10. ACNR's Instructional Coordinator works with two instructors in preparation of the Instructional budget. ACNR's Research Coordinator works with his researchers in preparation of the Research budget. ACNR's Extension Coordinator works with her managers in preparation of the Extension budget. ACNR Director works with Coordinators on the overall budget preparation.
11. Manager
12. NA
13. A budget planning document was established for this sole purpose. Aside from that, grant budgets are planned.
14. Managers of all Departments help work on a Plan of Work for all of ACNR. It outlines what will be done for the whole year and how the funds will be allocated into the different programs as outlined for the whole year. It is made available to the rest of the staff so that everyone is on the same page.
15. Staff members who need to be involved with annual budget planning are usually involved in the process (e.g., Division director, program coordinators, program managers, etc.)
16. We are always involved.
17. I would like to be a part of this process.
18. Staff are informed through monthly staff meetings and recommendations/suggestions are encouraged with regards to office needs for improvement and sustainability.
19. (Refer to State Director response)
20. Don't Know?
21. Only purchases with whatever lab fees accrued each semester. Department does not have a budget at all.
22. Refer to Finance Office.
23. They should
24. I cant remember if we've been involved. No.
25. This year we did not meet to discussing our budget.
26. I am not certain. I am new to the position.
27. Divisional Meeting for planned purchases and accessing the leadership for consultation of any necessary items needed and required.
28. Staffing plan and office supplies and equipment needs on an annual, quarterly, or monthly basis. Sometimes the involvement is on a daily basis based on the need and urgency of matter.
29. I am not sure as these types of planning meetings have not happeed for me yet.
30. Through expected planned purchases of supplies, equipment, and collection development.

31. Through expected planned purchases of supplies, equipment, and collection development.
32. Indirectly, through expected planned purchases of supplies, equipment, and collection development.
33. Indirectly, through expected planned purchases of supplies, equipment, and collection development.
34. Indirectly, through expected planned purchases of supplies, equipment, and collection development.
35. Indirectly, through expected planned purchases of supplies, equipment, and collection development.
36. Through expected planned purchases of supplies, equipment, and collection development.
37. It has been approximately 10 years since chairperson had been involved in the budget planning and not sure to this point if the program director is involved in the budget planning.
38. Because we don't know what program the money goes too.
39. The staff within the President's office is involved, as we do provide insight to the President of equipment and supplies needed for the office.
40. The department has meetings regarding its budget
41. Staff members are asked to submit a list of items or services we need to the Officer and then she compiles a listing of what we turned in. From there we go through the list and finalize it based on what our office needs: staff development, toners, copier papers, etc…
42. With such a minimal budget, we all submit a want list of materials and or equipment that we need for operations. Our Procurement Officer and Acting decide by reviewing the list and setting priorities of the items mentioned.
43. All personnel are involved in the annual planning. Personnel are consulted and asked to submit professional development proposal as well for any other needs to efficiently perform each responsibility.
44. All personnel are involved in the annual planning. Personnel are consulted and asked to submit professional development proposal as well for any other needs to efficiently perform each responsibility.
45. Staff input is requested and staff provide proposals for professional development and any other purchases that they feel may enhance the services offered by the SBDC.
46. Our office is so small in numbers, which we all get to have a say and understanding of our departments annual budget planning. But our finance analyst and Director have the final decision.
47. We are asked to submit a "wish list" of supplies and equipment to the Chair.
48. The Department Chair contributes to the budget planning.
49. Finance department provides information about current financial progress and status
50. IF YOU ARE NOT INVOLVED THEN THERE IS NO PLANNING.
51. There is nothing to budget
52. They must be I don't know

53. SSI Director handles all budgeting for the office. This is because, SSI budget is based on what SSI can bring in from translating projects, MOU with other agencies and book sales.
54. SSI Director handles all budgeting for the office. This is because, SSI budget is based on what SSI can bring in from translating projects, MOU with other agencies and book sales.
55. They must be I don't know
56. Again this is because SSI has no Operations budget to discuss
57. No comment
58. Majority of our funding comes from our Memorandum of Understanding with ASDOE. We are not involved in this budget planning process because ASDOE sets the budget.
59. Our director handles all that…
60. If we are, I have never been invited.
61. No comment, and please specify what department is. Is it referring to administrators, faculties, and staff as a whole or merely specific individual, like the administrators only?
62. There is no budget planning for our department. We have only our ASDOE MOU and all that is included in it, has been pre-determined according to our agreement of service with them.
63. I wish I do but IDK
64. Faculty are given the opportunity to provide materials/supplies etc. to assist in budget planning for allocation
65. Discussion within department
66. For the last 3 years, the same budget was submitted to the government because there was no change.
67. I recall that the IE staff is usually encouraged to express their need for equipment/supplies when the budget is being planned.

3a. Does the Department/Program/Division provide guidance on budget processes, analysis, and preparation?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	1	4	9	3	**17**
Faculty	17	11	6	2	**36**
Staff	41	44	42	7	**134**
Total	**59**	**59**	**57**	**12**	**187**
Percentage	32%	32%	30%	6%	100%

3b. Please Explain:

1. We can give suggestions of what our need and our supervisor prioritize the needs according to our project time line
2. Ioe e tatau ona ta'u i tagata faigaluega lea faamoemoe
3. Matou te leo aua i tala o tupe
4. NA
5. Director, Coordinators and Managers provide guidance on budget processes, analysis and preparation.
6. NA
7. E le o auai le tala o le tupe
8. NA
9. E leo auai i le faiga o le tala o tupe
10. Some templates are provided
11. ACNR Director meets with the Coordinators (Research, Extension, Instruction) and go over the budget information, processes, and preparation.
12. Manager
13. Occasionally. These services come from the Business/Finance office though.
14. I am sure these processes are in place but it is not something that I am directly involved with.
15. Regular inventories.
16. I would like to be a part of this process.
17. Leadership Meetings and Trainings (monthly, annually and as necessary).
18. Suggestions are regularly voiced to the State Director in the department monthly/quarterly meetings or during casual conversations.
19. Don't Know?
20. I don't know
21. I am not certain. I am new to the position.
22. Budget Allocation Team
23. Guidance is providing for all department and division through staffing planning and resource allocation and budget call.
24. See 3a.
25. The library staff's budgetary information comes from the Library's Program Director.
26. The library staff's budgetary information comes from the Library's Program Director.
27. No! The Business Office Provides us with Finance/budgeting Assistance.
28. No! The Business Office Provides us with Finance/budgeting Assistance.
29. At a minimum
30. At a minimum
31. All I know is library budget is on hold.
32. No guidance from division head or both Deans of Academic and Student Services. Normally it is from the Financial Officer or Business Office.
33. not that I know of
34. The program is currently providing for the DOI and CSBG grants.
35. We do not know anything about the money and where they use it.
36. Mana'omia mea faigaluega fou.

37. I know they try to do so. Grooming is important for other future leaders to take over the many different committees. We rely too heavily on a few and this can cause burnout very quickly.
38. The President does allow for suggestions from her staff of budgeting and spending for the needs when planning purchases with the year.
39. We need training on budget processes, analysis, preparation and understanding of the whole process. I suggest that our Business Department perform training across the board for us.
40. We require departments to complete a purchase plan for the whole fiscal year. We help them stick to their budget by referring to the purchase plan and we minimize the URGENT requests as well.
41. I mean, is there enough budget to actually have an anaylsis or discussion about?
42. There has been a lot of changes in regards to the review and involvement in the budget processes. The SOP's has not been followed nor updated to reflect the current processes.
43. The SBDC was provided with a Cost Price Analysis and Budget Justification Worksheet
44. The SBDC was provided with a Cost Price Analysis and Budget Justification Worksheet
45. SBA provides the SBDC with guidance on how to prepare and present its annual budget.
46. We are just informed of how much budget we have for the semester and to submit a list of what we need to the department chair
47. Finance office has always been helpful.
48. DH informs the finance department of the departmental needs. Finance department provides information about current financial progress and status
49. IF YOU ARE NOT INVOLVED THEN THERE IS NO PROCESS TAKING PLACE.
50. There is nothing to budget
51. Everything about money is kept private until something goes wrong than its been brought up.
52. Based on the money SSI has in its other account, the SSI faculty and staff are informed on how much to spend for each activity. This is discussed in SSI office meeting. SSI also uses information from past activity costs, to plan costing of its future projects/activities. For example, the Lau Gagana Writing Competition. The prize monies started by donations from SSI faculty, with SSI other account available, SSI funded the prizes. Expertize in equipment quality is also sought, for example when it comes to technology for SSI Media. Due to costs, SSI director rescind payment for SSI Media being member of updating its software. It was too costly.
53. SSI Director during Office meetings inform faculty and staff about our Office budget though at most times, it is quite worrisome.
54. Based on the money SSI has in its other account, the SSI faculty and staff are informed on how much to spend for each activity. This is discussed in SSI office meeting. SSI also uses information from past activity costs, to plan

costing of its future projects/activities. For example, the Lau Gagana Writing Competition. The prize monies started by donations from SSI faculty, with SSI other account available, SSI funded the prizes. Expertize in equipment quality is also sought, for example when it comes to technology for SSI Media. Due to costs, SSI director rescind payment for SSI Media being member of updating its software. It was too costly.

55. Everything about money is kept private until something goes wrong than its been brought up.
56. Other than brief on budget set by VPs & etc to talk budget (2019)-usually not the case
57. Refer to the above response.
58. Our director is very good with our budget. I'm sure she gets guidance when needed.
59. Please see above comment.
60. No comment
61. Again, same answer as above.
62. Director writes up budget for the year that allocates certain amounts for each category such as supplies, professional development, travel, etc.
63. This guidance is available on request.

4a. Is adequate financial support available to meet the needs of this Department/Program/Division?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	0	9	6	2	**17**
Faculty	12	12	11	1	**36**
Staff	41	54	32	7	**134**
Total	**53**	**75**	**49**	**10**	**187**
Percentage	28%	40%	26%	5%	100%

4b. Please Explain:

1. It used to be adequate. But now there are changes and it is a little difficult to make purchases when we can't choose the vendor and brand we want.
2. E le lava le totogi
3. E le lava tupe mo lua faamoemoe, teo tagai totoa iai faamolemole

4. N/A
5. N/A
6. NA
7. NA
8. E le lava tupe e faatino ai galuega
9. E manaomia tupe
10. E leo lava alagatupe e fai ai galuega
11. Grants are available for all departments
12. Need money to support the programs
13. At present, the funding from USDA-NIFA and other grants is adequate to meet the needs of ACNR
14. NA
15. The USDA provides sufficient funding for ACNRs programs
16. Additional funding is always helpful to allow ACNR to do more work to serve our community. We work with the funds that are available to us.
17. Since I do not know the kind of budget that our department is allotted or what it is planned for, I cannot confirm if the support is there. But from what I see and ask of, it does not seem so.
18. Finance is a critical area for the College due to government approved budget (cut) and outstanding subsidies.
19. (Refer to State Director response)
20. Don't Know?
21. This is an obvious ongoing dilemma, finances !
22. We are operating in a very limited budget
23. I don't think because we get to buy our own supplies sometimes
24. Need funding for staff to attend training.
25. Not enough budget for some office equipment's.
26. The adequacy of support is forward to the Finance, Procurement and Vice President for their immediate review if needed.
27. See 3a.
28. Cost containments and budgetary cuts have made it difficult for the library to sustain supportive services. Broken/old equipment is not able to be maintained or replaced, supplies & book purchases are limited, and travel for professional development has been suspended.
29. Cost containments and budgetary cuts have made it difficult for the library to sustain supportive services. Broken/old equipment is not able to be maintained or replaced, supplies & book purchases are limited, and travel for professional development has been suspended.
30. Explained above in "NEED". In addition, without fail, every year budget is being "cut" more and more. For example, currently, no staff approved increments (going on three years), no travel and professional development budget, no equipment and maintenance budget and supplies.
31. Explained above in "NEED". In addition, without fail, every year budget is being "cut" more and more. For example, currently, no staff approved increments (going on three years), no travel and professional development budget, no equipment and maintenance budget and supplies.

32. Explained above in "NEED". In addition, without fail, every year budget is being "cut" more and more. For example, currently, no staff approved increments (going on three years), no travel and professional development budget, no equipment and maintenance budget and supplies.

33. Budget is being "cut" more and more every year, for three straight years now. For example, currently, no staff approved increments (going on three years), no travel and professional development budget, and no equipment and maintenance budget.

34. The department had a $500 budget for teaching supplies to be used at the Le Bookstore for this semester.

35. The number of enrolled students varies each semester making it difficult to know how many clinical adjunct faculty will be needed for the 3 programs. Thus far, within the last year, we were able to meet this need with the hope that we will continue to do so as enrollment increases.

36. Because do not know those things

37. E le lava ia tupe, a fai matou oka e fiu faatali ia kesi, manoa, ma suauu

38. Need more financial support on security materials, security compensation and overtime and security welfare!

39. There is a underlying concern from faculty and staff that the College does not have adequate funds to operate but with high creative means of doing so, the College manages to stay above the water.

40. The President's office continues to work on a cost containment within the department as there is a need for repairs, updating of equipment and professional development. All areas which do require financial support.

41. As mentioned earlier, Procurement needs to have a Property management person in place but due to funding it is not possible, but there is the need for this to be filled if and when funding permits. Our fixed assets system needed to be used but there is no funding to proceed with training and implementation of it at this time. Currently we have our Travel Coordinator/Property person doing this, but ASCC has a lot of personnel traveling throughout the fiscal year. The concentration and record keeping of Travel alone for one person should be a one dedicated job and not to include the Property. Property Management must be held by one person as well. It is a huge responsibility.

42. We do not have a budget for staff development. The budget we do have for the whole fiscal year is enough for just 2 toners (if the price is right).

43. I feel as if some of these questions are redundant. NO, we don't have adequate support, hence the need for equipment and more space to better our services.

44. Every time we need equipments/supplies for our office, there is always a…"Theres no money available". And so we always have to work with what we have. L

45. The financial status of the college is unknown at this point. So is there adequate financial support available to meet the needs of our office? We can only ask and wait for our orders to push through based on the availability of funds.

46. The duration and timeliness of the procurement process has a strong impact on the SBDC operation. It could use a lot of improvement in order to provide the supplies as needed.
47. ASCC has struggled to make requested purchases in a timely manner. A new process has been implemented by ASCC to set aside funds to be used to remove the delay in making purchases. This process is in the beginning stages and SBDC will work with ASCC to provide the information needed (ex: planned purchase template and budget vs actual spreadsheet) in order to help ASCC meet the funding requirements of the SBDC in lieu of advanced payments from SBA.
48. We always have issues with waiting for payments to our vendors for months, or payment for office supplies. For examples our bluesky connection. We sometimes received emails from vendor that our service will cut if we do not pay outstanding bills and things like that.
49. At the minimum for the Department to function.
50. Grants and laboratory fees
51. Finance department provides information about current financial progress and status
52. CAN'T ANSWER WHEN YOU ARE NOT PART OF THE PLAN AND THE PROCESS.
53. SSI runs on funds it ha acquired through variou projects done in collaboration with other departments and organizations, translation services and the sale of various SSI publications as there is no operations budget.
54. I don't know
55. Much is always verbally promised. However, the reality of the financial situation with SSI, we have to work and sought financial assistance elsewhere.
56. Much of what needs to be done and accomplished are sought and attained by SSI department itself.
57. Much is always verbally promised. However, the reality of the financial situation with SSI, we have to work and sought financial assistance elsewhere.
58. I don't know
59. It's been years of no Operations budget and looking for community etc projects to get funds from
60. We try to make do with what we have.
61. We always hear the negative news about low numbers and this does cause a concern. However, no dollar amount is ever discussed
62. Yes, however, the ASDOE MOU binds us to our agreement with DOE, it does not allow us leeway to use the fund in other ways that could benefit the program, for example having PD's in content areas for each faculty. Years before, TED was fortunate to have TTD federal fund, Local fund were transparent and also ASDOE MOU. As it's been since Pres. Pato, TTD has run out, local fund is no longer transparent, and we have only ASDOE MOU of which has been getting smaller and smaller each year.
63. Supplies
64. Adequate support in budget preparation before budget call 2. Inadequate budget to fulfill department needs

65. Due to budget cut by the government.
66. It seems adequate, or at least not severely inadequate.

5a. Does the Department/Program/Division effectively use its current financial resources to achieve its mission?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	1	1	13	2	**17**
Faculty	12	2	19	3	**36**
Staff	42	18	67	7	**134**
Total	**55**	**21**	**99**	**12**	**187**
Percentage	29%	11%	53%	6%	100%

5b. Please Explain:

1. I used to think so. But because of the new purchasing rules, I don't know how effective this is going to be when there are certain purchases that I am used to purchasing and now I feel that the price is all that matters.
2. Build more storage room space
3. Kele oka laku luma le kolisi ae kaofi le lava le local fund.
4. E tatau ona faaoga tatau ma ia faaoga lelei lea vaega faamolemole.
5. Faaoga tatau i mea e tatau
6. O loo faaaoga tatau tupe mo le lelei o le polokalama
7. Ua mae'a ripoti
8. Yes, reports have been approved as communicated by our program Leaders and Director.
9. Ua mae'a ripoti
10. O loo faaoga tatau tupe
11. Faaoga tatau
12. O loo manaomia pea ia tupe e faaleleia ai ia galuega
13. By effectively using up all their grant money
14. Not really sure sometimes. Questionable purchases (Try perspective)
15. ACNR uses the financial resources following the federal guidelines to achieve its mission
16. NA
17. Important aspects for the programs success such as funding and travel are all acquired by financial resources.
18. In the ACNR Plan of work for the year breaks down what programs we'll be working on for the year. Also shows how the funds are allocated into these different programs so the money received is put to the right use.
19. Sometimes we cannot even get ink for our printers.
20. Budget is kept at minimal level to assist with Cost Containment efforts and others.

21. (Refer to State Director response)
22. We collect some funds from our students for loosing our novels and it's been very useful to purchase some of the materials we need for our facilities.
23. Don't Know?
24. The department uses it fairly, if ever there are funds available.
25. No budget
26. No budget.
27. I really hope so
28. Need funding for staff to attend training.
29. Budget used for need equipments (printer, etc.)
30. We use what is available on the necessity of resources.
31. I am not aware of any budget for this department but I know that resources and materials like expos, textbooks, folders, pens etc are purchased and distributed among each member of the department, and all this contributes to achieving the mission of providing quality education for the students. If teachers are well prepared in this manner, they too are well prepared in proving effecting instructions to the learners.
32. See 3a.
33. As best as it possibly can under significantly reduced current FY budget.
34. As best as it possibly can under significantly reduced current FY budget.
35. As best as we possibly can under significantly reduced current FY budget.
36. As best as we possibly can under significantly reduced current FY budget.
37. As best as we possibly can under significantly reduced current FY budget.
38. As best as we possibly can under significantly reduced current FY budget.
39. All I know is we haven't had a book order for a long time now
40. As best as we possibly can under significantly reduced current FY budget.
41. I believe so.
42. Financial resources are utilized to purchase needed materials or equipment as old ones are broken and need replacement such as chairs and computers. Supplies and equipment are purchased for classroom and skills' lab as well as materials for community outreach projects when needed. Grants are used for more expensive equipment such as computers and online Assessment Technology Institute (ATI) resource, NCLEX applications, and NCLEX review to prepare students in achieving success.
43. Because do not know those things
44. Director
45. The President's office continues to work within its budget and means providing the resources and services needed in adhering with the ASCC mission, however the suggested improvements are made with financial constraints in mind.
46. We make do, but we have to ask other departments to purchase items for us to use.
47. All I know is that ASCC is in arrears with the majority of our vendors. A fair percentage of our vendors are not putting our account on hold until the aging bills are paid. This affects the services that we are able to provide for the college-student.

48. The timing for the availability of the resources affects the ability of the center to provide services to the clients.
49. Resources that the SBDC is able to access in a timely manner are used to effectively provide services to SBDC clients.
50. SBDC does plan ahead of time for things that will help achieve our mission and purpose, but SBDC sometimes find it hard to achieve planned mission due to financing process or procurement process.
51. The Department Chair is doing his best in budgeting the finances for the Department
52. Laboratory fees along with other sources to complete tasks needed. Funding has been adequate.
53. Procurement for the department, provisions for internships and scholarships are in effect for achieving departmental mission
54. THERE IS MONEY FOR BASIC MATERIALS SUCH AS TEXTBOOKS. THERE IS NO FINANCIAL RESOURCES FOR FACULTY TO USE FOR THEIR OWN OFFICES OR DEPARTMENT. FACULTY FIND INCENTIVES SUCH AS A CLUB, EXTRA CREDITS, PROJECTS TO INCITE STUDENTS TO TAKE AN INTEREST IN THEIR DEGREE PROGRAMS. WE OFTEN PAY FOR OUR OWN BANNERS, T-SHIRTS, BROCHURES, WALK-O-THONS, PICK-A-THONS, OR ASK STUDENTS FOR MEMBERSHIP FEES TO FUND OUR PROGRAMS.
55. jSSI gets creative in order to achieve its goals with the current financial resources.
56. I think so?
57. With SSI other account, SSI is able to keep its calendar of activities.
58. I think so?
59. Yes: the money SSI hustles to get –is utilized to provide much needed supplies, (printing needs – toners, reams of paper, carstock etc, Gas, maintenance etc, Awards, prizes for for Prize Giving, Community etc
60. Yes. As previously stated, the budget is planned by the ASDOE through the MOU. This is where majority of TED's funding comes from. All financial resources are allocated in a way to support instruction, student achievement and to assist the TED faculty in achieving the mission of the program and the mission of the college.
61. We utilize any funding that is given us to help promote our programs and provide materials for faculty and staff. We also give to the schools that take our practicum students.
62. Quite possible. Again, a lot of these questions cannot be answered due to the lack of leadership in sharing updates. I do know, however, that there are close, if not more, to ten adjuncts hired to teach classes faculty used to teach. Why? Good question. Many of them were "promised" a position based on comments multiple times by our TED Chairperson. How then, is that "effectively" using personal to teach and achieve its mission?
63. With the limited funding provided by the local government, the TED has to redirect or upend it limited fund to sustain its mission and compensate its faculties, staff, and functions.

64. That is what it's used for. In terms of our ASDOE MOU, we are still fortunate and am able to live with it to sustain the program in accomplishing our mission, without it, we would be running on a skeleton budget, really begging to make ends meet. Right not, it is not the case, and such things as an ECE certification program will be coming on board, with another MOU, will help to move us forward as we develop that program to enhance in meeting our mission with the ECE teacher population.
65. Supporting us with supplies and School sites with our supporters the DOE schools supporting our Student Teaching and Pre-Service Teachers.
66. Proposed plannings
67. We deal with what ever we have at the moment.
68. We definitely use our current budget, and we do our best to achieve our mission effectively.

6a. Does the Department/Program/Division have any budget priorities to implement for continuous improvement to achieve its mission?

	Do not know	No	Yes	Blank	Total
Administrator	0	1	13	3	**17**
Faculty	19	4	10	3	**36**
Staff	53	15	58	8	**134**
Total	**72**	**20**	**81**	**14**	**187**
Percentage	39%	11%	43%	7%	100%

6b. Please Explain:

1. But this is hard to work with because some supplies depends on expiration date, number of testing and screening that are being performed, availability and number of students we have to help the next year.
2. Laku a le oka faaalu loa aua le koe kaofia
3. E tatau ona lava le tupe aua le alualu I luma o le matagaluega
4. Maua totogi tagata. Auaunaga ma tagata agava'a
5. Ia faamuamua totogi o tagata faigaluega
6. Faaoga mea uma
7. ACNR follows national & federal budget guidelines and priorities (USDA-NIFA) to achieve its mission
8. Prioritizing new software that will allow cetain tasks to be achieved
9. NA
10. It depends on the programs priorities on a six-month basis

11. The software and programs needed to have an improved our computer systems are very expensive and should be an institutional priority instead of just our office.
12. Textbooks for ESL and ABE courses. Hire a Administrative Assistant. Increments for faculty
13. AELEL Faculty Reclassification 2. Updated textbooks for ESL 1-6, Math 1, and Math 2. 3. Faculty Outreach Overload Pay
14. Don't Know?
15. Plenty priorities but no budget
16. No budget.
17. Counseling activities, i.e.., awareness of services to students, meet-and-greet etc.
18. Need to upgrade computers to assist with daily work and to safeguard sensitive financial information.
19. I wish I knew
20. We print out and send student statements on a monthly, quarterly basis.
21. Our Office needs financial assistance to attend training. In order to be proficient in our duties, be current in all matters regarding federal financial aid, and network, funding should be allocated for staff to be trained.
22. Records Management.
23. These are submitted through Planned Purchases each annual planning
24. See 3a.
25. In all the areas that were cut in the library's budget.
26. In all the areas that were cut in the library's budget.
27. In all of the areas that were arbitrarily cut in the budget!
28. In all of the areas that were arbitrarily cut in the budget!
29. In all of the areas that were arbitrarily cut in the budget!
30. In all of the areas that were arbitrarily cut in the budget!
31. Whatever we have here allows us to order ream papers and some library supplies to assist the students with their needs
32. In all of the areas that were cut in the budget!
33. The department requested for a printer and xerox toners and has received the orders this semester.
34. The priorities of the nursing program include providing faculty, medical supplies for training, ATI resource and equipment such as computers, chairs and tables, to provide safety and comfort for students in their learning experience
35. Security Office to operates it's services in a higher standard like the Department of Public Safety and Emergency Services!
36. Ensuring that student services are top priority.
37. We do not have a budget for staff development. The budget we do have for the whole fiscal year is enough for just 2 toners (if the price is right).
38. For procurement, we only have a budget of $500.00 per fiscal year. This is not enough to cover our supplies, and so we are forced to borrow from various departments. With such a minimal budget, we cannot improve the services provided, as we cannot afford to purchase equipment that we need to do so.

39. It is impossible to plan budget priorities if there are financial uncertainties.
40. For staff hiring and extension office and computer lab
41. For staff hiring and extension office and computer lab
42. Office renovations and computer lab. New satellite office on eastside. Additional staffing.
43. I'm not aware of any formal budget priorities
44. Laboratory fees
45. Budgetary decisions are made during departmental meetings.
46. Maintaining the mission and outcomes of the departdment through SSI courses and various ongoing projects.
47. We do have on going projects that in need of some budgets to keep it going
48. With its set schedule per annual, SSI other account is able to fund its set events of Campus Lecture, Samoan Summer Program, Lau Gagana Competition, publishing and launching its researches/ projects.
49. SSI other account is able to fund its set events per annual. Lau Gagana Competition, Campus Lecture, Publications, Samoan Summer Program, Publishing and launching researches and projects.
50. With its set schedule per annual, SSI other account is able to fund its set events of Campus Lecture, Samoan Summer Program, Lau Gagana Competition, publishing and launching its researches/ projects.
51. We do have on going projects that in need of some budgets to keep it going.
52. E iai le SSI other account mo gaoioiga/poloketi a lana ofisa.
53. Priority as named in 5b –for our carrying out publications, translation, outreaches. For Faculty handouts. Book printing
54. I have no idea of knowing because of the lack of leadership.
55. As of now, the TED has MOU with the American Samoa Department of Education to serve its In-service teachers but is inadequate to support the AA and B. Ed degrees program of ASCC.
56. Of course, we are a business of service, however with that service entails making the best use of the MOU (this is only what we have to work with) and it takes some ingenuity and creativity to make things work. Example, two years ago, we were able to create a Summer Lab School. It was proposed to DOE, a plan was drawn and DOE while they were skeptical, allow us to instigate it. It was very successful. The following year, we pinpointed over 20 in-service teachers who would benefit with the Summer Lab School, so 2 summer lab schools were created at 2 sites. What happened, the in-service teachers didn't keep their commitment after we had contacted them and planned and carried the program through. As a result, there were less than 10 students who attended summer practicum courses, and that didn't do justice to the amount of money that was used to create the 2 labs, and with all who were involved including elementary school children in the program, the labs schools had to continue. Thus, a decision was made that the lab schools will not be every summer, but every other summer. While the lab schools were created to help expedient the in-service teachers, program, because they had decided it wasn't their priority, the lab school for the following summer was put on hold.

That decision, was noted on the current MOU and DOE knows the reason for it.

57. Grants
58. SOP review, Professional Development, Reclassification
59. Funds are not routinely earmarked for improvement activities, but such activities could be budgeted given adequate time to plan.

IX. TECHNOLOGY

1a. Is technology used to improve student learning and services?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	0	0	15	2	**17**
Faculty	0	1	34	1	**36**
Staff	18	4	105	7	**134**
Total	**18**	**5**	**154**	**10**	**187**
Percentage	10%	3%	82%	5%	100%

1b. Please Explain:

1. We sure them to help students with their projects

2. A lot of the equipment is gearing up more towards computerize
3. Vave ai galuega faamaumau
4. Ia o loo faaoga lea vaega. Malo lava. Faafetai malo.
5. O lo'o iai potu faapitoa mo masini faapitoa po'o le (lab)
6. Student lab use
7. Student lab use
8. O loo iai potu ma masini faakomipiuta
9. Computer lab
10. Science Laboratories and Computer Labs are used.
11. Student lab
12. O le potu computer mo tamaiti aoga
13. Potu komipiuta
14. O le potu aoga tamaiti
15. ACNR Computer Lab
16. I think we can do a little better. Wifi access
17. ACNR has a computer laboratory dedicated for students majoring in ACNR's degree programs to improe student learning
18. We always have assist with students with science projects of any informations they need
19. Presence of a computer lab for student' use. Need new microscopes.
20. Modern day students, and modern day living, rely heavily on technology. Internet usage and social media are used on a daily basis for learning.
21. We are at the age of Technology. Anything and everything are done mostly through some form of technology. It makes the communication between students and teachers easier.
22. I teach one course to ASCC students and try to utilize modern technology (e.g., using smartphone/tablet apps during instruction and using apps created by creditable and reliable sources; referring students to creditable, reliable, and scientific/research-based online websites to find information to enhance their learning capacity while a student at ASCC). From what I understand, the college does not utilize any social media platforms (e.g., Facebook, Instagram, Twitter, etc.) to make our information more readily available to community members who use social media on a day-to-day basis. If the college were to utilize social media platforms, it could possibly help improve student learning and services.
23. The computers in the quad lab and library are so old and slow, it's embarrassing. Also, there are so many new programs out there that students should have access too. I also believe opening up youtube on campus should be considered. There are many informational and educational videos online that could help with student learning.
24. Need and Requirement to improve, support, update Orientation and Recruitment efforts.
25. No access
26. Instructors can harness the power of digital devices, apps and tools to increase engagement, encourage collaboration, spark innovation and enhance student learning. If used with intent, technology can be transformed from a distraction

to an effective teaching tool to better access to resources, to improve student engagement, to expand classroom boundaries, to encourage self-paced learning, and to promote innovative teaching techniques.

27. We have online assignment at Townsendpress that provide extra practice and test for all reading skills.
28. We have online assignment via Townsend press
29. We have online assignments on Townsendpress that provides extra practice and tests for all reading skills.
30. The CAPP English Computer lab is a way for us to provide our students technology assessment and support. The most important improvement we need there is our internet connection. Sometimes we go almost a whole session (6 weeks) without internet connection!
31. I really hope so
32. Student labs and internet are available to students for school work and studies
33. With the use of technology students are able to research an abundance of things to gain knowledge on different topics. Students can find a load of information on the web which can be accessed through technology.
34. Technology helps communicate with students more effectively (i.e. emails, telephone).
35. Means of communication in conducting tasks for networking and processing of activities.
36. Compliance Assist. Website. Web Advisor. Datatel. Office software for communication   etc
37. Most of the courses I teach I use technology (laptop, projector etc). Utilizing technology ensure effective learning, and keeps up with student interest in learning.
38. I use technology in all of my courses
39. Several faculty members use the Smartboard as well as personal projectors for power point presentations to enhance student learning and services.
40. Physical facility and spaces, computers, copier/printers to help meet students' academic informational needs to successfully complete their course assignments, and course degree and certificate programs to graduate.
41. Physical facility and spaces, computers, copier/printers to help meet students' academic informational needs to successfully complete their course assignments, and course degree and certificate programs to graduate.
42. Physical facility and spaces, computers, copier/printers to help meet students' informational needs
43. Physical facility and spaces, computers, copier/printers to help meet students' informational needs
44. Physical facility and spaces, computers, copier/printers to help meet students' informational needs
45. Physical facility and spaces, computers, copier/printers to help meet students' informational needs
46. We have just about enough computers at the moment for students to use

47. Physical facility and spaces, computers, copier/printers to help meet students' informational needs
48. Physical facility and spaces, computers, copier/printers to help meet students' academic informational needs to successfully complete their course assignments, and course degree and certificate programs to graduate.
49. Math lab classrooms
50. CAPP MATH have computer lab.
51. The math lab is for CAPP Math classes in room 16 and scientific calculator for upper math courses. Graphing calculator is encouraged for Math 280.
52. Moodle is one of the technologies that is being used to improve student learning and Computer labs are being utilized for the students usage for study and research.
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56. Moodle is one of the technologies that is being used to improve student learning and Computer labs are being utilized for the students usage for study and research.
57. We have various programs that help our students, such as moodle, or their login credentials that allow them to access our computers here in the lab to access our network and keep in touch with their instructors as well as other students.
58. Moodle is one of the technologies that is being used to improve student learning and Computer labs are being utilized for the students usage for study and research.
59. Technology is used to improve student learning and services in the work area. Computers are used to input patient information, treatment, and care provided and needs to be legally worded. The electronic vital sign machine and Alaris IV pump are used daily to administer medication and intravenous fluid and is part of patient care. Lastly, the NCLEX licensure exam is a computerized adaptive test that is connected to the national council with the testing center located at Pago Plaza. The ATI is a computerized online resource that students are required to complete as part of their course requirement.
60. Yes, everything is ok
61. Computer labs are available to the students of ASCC as a resource to improve student learning and services.
62. There are classes that utilizes the Moodle form online, but there is one catch. If our syllabi says "synchronized and asynchronization" for classes. Then why do students have to be in class for the whole school year in order for them to be marked as completed the contact hours. Meeting online is also meeting

the contact hours. Just a question I have been asking ever since I took courses and even now that I am done.

63. For procurement, we only have a budget of $500.00 per fiscal year. This is not enough to cover our supplies, and so we are forced to borrow from various departments. With such a minimal budget, we cannot improve the services provided, as we cannot afford to purchase equipment that we need to do so.

64. Now days electronics can be more useful for kids to learn because its faster and understandable for them.

65. Students are welcome to use SBDC internet connection for research

66. Computer lab is yet to be established and made available.

67. Not applicable at this time.

68. Lecture and laboratory equipment specifically

69. Computers are available in the science department

70. Technology such as projectors, PowerPoint, YouTube science videos, laptops, DVDs, digital scales, digital probes etc. are used. Institutional digital Moodle program also utilized.

71. We find that many of our students are drawn more to technology whether doing a research, a presentation or finding pictures and photos of people or events. There are laptops, ipads and very advanced phones which can create some of these very creative and informative presentations and projects. Lectures on the Smartboard minimizes writing on a board, presents pictures and visual aides in a more clearer and colorful way versus just talking directly to students. To put simply, it transforms a boring talking-listening experience into an

72. PowerPoint and media presentations to assist students in their learning

73. Our office is getting into more of technologies now than before we are trying our best to use it along with our Faculties

74. SSI has smart board, mini computer lab.

75. In the SSI office, there is 1. A mini lab which assist students with their researches and assignments. 2. In the classrooms there used to be a smart board for media presentations and lessons, now with the changes of classrooms from M4 to the new current classrooms, SSI faculty patiently awaits and hope we would soon have a new smart board for the students presentations.

76. SSI has smart board, mini computer lab.

77. Our office is getting into more of technologies now than before we are trying our best to use it along with our Faculties.

78. Waiting for Smartboard but currently using laptops and projector

79. Availability of computers and internet access

80. Computers used for tutoring services

81. Technology is used to support instruction and student learning. For example, TED uses moodle as a course management system. This is where resources for each course can be located and this is also where students submit their assignments. It supports student learning because students are able to collaborate with their peers on Moodle to carry out assignments for courses, access resources needed to complete assignments and communicate with the

teacher. The Microsoft Office software is also utilized by TED students. All assignments must be executed through this software.

82. Definitely…all our courses are on MOODLE.

83. By technology, I am referring to the use of a projector attached to my laptop.

84. All of the course works for the AA and B. Ed degrees for the TED are submitted online, MOODLE. This method also accounts for the TED's accreditation requirement and is a convenience for both the students and faculties of the department, TED. Further, it offers students to contact faculty regarding his/her inquiry concerning course works or clarification or detail on course issues regardless of whether he/she is on the campus of aboard.

85. TED uses MOODLE as a classroom management system. All assignments, forums, information and updates can be accessed on MOODLE. Instructors and students can exchange messages to one another and students can access MOODLE from anywhere that has internet service. Arrangements between students and teacher to hold virtual classes. For example, if an instructor is off island, he/she can arrange a chat session with the students to carry on with a lecture or presentation if prior instructions were given to the students. The challenge for the instructor will be the change of time, however, that can easily be determined ahead of time. I have continued to hold classes of my own through interventive means by planning ahead and no contact time is missed. Students use technology to do presentations, namely power point presentations. In ED 240, students are taught to do pre-recording presentations, where they will simply introduction what they are to present, turn it on, and allow timing and voice recording and slides to do the rest. While students are well versed in power point presentations, they mainly do live presentations using the 7 by 7 rule. Technology is widely used in TED.

86. Labs are open and utilize by our students

87. STUDENTS USE COMPUTERS BASED PROGRAM FOR THEIR STUDIES. AUTO CAD AND GEOGRAPGIC INFORMATION SYSTEM, TRAVERSE PC SOFTWARE FOR SURVEY AND CIVIL ENGINEERING SYUDENTS STUDIES

88. Software is required to teach the Civil Engineering Technology GIS program. 2. Software is required to teach the AutoCAD program 3. Software is required to support the automotive program

89. All Data Excess Available

90. Technologies that used to improve student learning and for study and research

91. Yes, technology is used for that purpose.

2. Check the following technologies sufficient to perform your duties:					
ASCC Online Systems (Moodle, Compliance Assist, Colleague, Webmail, Website etc.) (Sisitema a le Kolisi Tuufaatasi (polokalama e fai ai vasega)					
	Appropriate	**Available/ Accessible**	**Current**	**Blank**	**Total**

Administrator	5	9	1	2	**17**
Faculty	10	16	8	2	**36**
Staff	29	70	6	29	**134**
Total	**44**	**95**	**15**	**33**	**187**
Percentage	24%	51%	8%	18%	100%

Software (Microsoft Office, SPSS, CAD, Autodesk, etc.)					
	Appropriate	**Available/ Accessible**	**Current**	**Blank**	**Total**
Administrator	4	10	2	1	**17**
Faculty	17	12	6	1	**36**
Staff	31	67	6	30	**134**
Total	**52**	**89**	**14**	**32**	**187**
Percentage	28%	48%	7%	17%	100%

Internet Connectivity (speed, etc.)					
	Appropriate	**Available/ Accessible**	**Current**	**Blank**	**Total**
Administrator	5	10	1	1	**17**
Faculty	19	9	5	3	**36**
Staff	29	68	10	27	**134**
Total	**53**	**87**	**16**	**31**	**187**
Percentage	28%	47%	9%	17%	100%

Other Technology:
1. Ma isi sisitema e faaleleia atili ai faamolemole
2. Leai
3. Global Position System (GPS) for mapping of sites
4. Leai
5. Just wanted to say: a lot of our technology is outdated (webmail) and is susceptible to security issues.
6. Scales, m/scopes, cameras, lab equipment, etc.
7. Need access to YouTube to download mini-clips to broaden/strengthen lectures and instructions for Science and Social Studies.
8. Projectors
9. I have created and used an online student resource website for my classes, as well as encourage students to use updated versions of google docs and google slides (apps) for student assignments and projects. Students who do not have the Office Suite on their home devices have more access to google apps to

complete shorter papers and PPT presentations and are able to do so in a timelier manner. This also enables them to hone these skills that will be required in off-island institutions and in the workplace.

10. Computers, copiers/printers, ACs, telephones, fax, projector & retractable screen.
11. Computers, copiers/printers, ACs, telephones, fax, projector & retractable screen.
12. Copiers/printers, ACs, telephones, fax, projector & retractable screen.
13. Copiers/printers, ACs, telephones, fax, projector & retractable screen.
14. Copiers/printers, ACs, telephones, fax, projector & retractable screen.
15. Copiers/printers, ACs, telephones, fax, projector & retractable screen.
16. Copiers/printers, ACs, telephones, fax, projector & retractable screen.
17. Computers, copiers/printers, ACs, telephones, fax, projector & retractable screen.
18. Medical and Nursing websites for evidenced-based research practice
19. Need new phones in our office.
20. Auto mechanic diagnostic/scanning tools. Drafting tools. Construction tools. Agricultural tools.
21. SBDC has its own Bluesky Internet connection
22. SBDC has its own Bluesky Internet connection
23. ASTCA and Bluesky Internet.
24. Some scientific laboratory equipment
25. Projectors, TVs, DVDs, laptops
26. Facebook for --ON YOUR OWN but a free useful service eg. Reached 600 people during promotion of Lau Gagana Writing Competition
27. NA
28. Personal computers for faculty members. Computers for students. Projectors. Smartboards. Adaptors
29. Projectors
30. Phone/emailx
31. I use my own camera.

X. STUDENT SUPPORT SERVICES

1. Are the following student support services available and accessible to students when needed?	Do not know		None		Yes		Blank		Total
	N	%	N	%	N	%	N	%	
Computer Labs	4	2%	1	1%	140	75%	42	22%	**187**
Counseling (All types of Counseling)	4	2%	1	1%	127	68%	55	29%	**187**
Financial Assistance (ex. Financial Aid, Work-Study, Scholarship, Deferred Payment Plans)	4	2%	2	1%	125	67%	56	30%	**187**
Library:	3	2%	0	1%	141	75%	43	23%	**187**

Academic Tutoring:	8	4%	2	1%	121	65%	56	30%	**187**
Academic Advising (i.e., Online Information, Faculty Availability)	5	3%	1	1%	125	67%	56	30%	**187**
Campus Life (i.e., Security, Extra Curricular, Co-Curricular, etc.)	6	3%	1	1%	123	66%	57	30%	**187**
Admissions and Records (Application, Transcripts, etc.)	4	2%	2	1%	125	67%	56	30%	**187**

XI. SAFETY AND EMERGENCY PROCEDURE

1a. Does your Department/Program/Division help to ensure safety awareness and emergency procedures for its personnel, students and community?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	1	5	11	0	**17**
Faculty	7	4	25	0	**36**
Staff	19	17	93	5	**134**
Total	**27**	**26**	**129**	**5**	**187**
Percentage	14%	14%	69%	3%	100%

1b. Please Explain:

1. We have fire extinguishers accessible in hallways, first-aid kits in our labs, AED available in main office.
2. We have (AED) First Aid and Fire Extinguisher
3. First Aid Kits, Defibrillators, Fire extinguishers and evacuation plans posters and clearly displayed on doors for information
4. CPR training
5. Kele kausaga leai gi five drill. E le'o lava fo'I le gi mea e oso ai le aufaigaluega pe'a oso mai tsunami. E leai se emergency exit ai le aufaigaluega kua o le maumaga pea sau tsunami.
6. O le mea pito I sili lea ona faataua o le saogalemu e tatau ona loga uma ofisa mo le saogalemu. Ia puipui uma mea totino ina ia saogalemu tagata faigaluega ma fanau aoga. Ia atoatoa mea uma ma ia faataua mea uma mo le saogalemu o fanau aoga ma tagata faigaluega ma le atunu'u
7. Set evacuation plan for all natural disasters
8. Set evacuation plan for all natural disasters
9. All fire extinguishers, evacuation plans. First Aids are in place. Trainings for CPR/First Aid are conducted for Staff, pesticide trainings are also in place for staff and students. Drills are planned.
10. Evacuation plan. First aid. Defibrillator (Heart)
11. Fagutineimu. Fesoasoani muamua
12. E muamua le saoga lemu o tagata
13. O loo atoatoa uma ia mea tau safety
14. ACNR buildings are equipped with fire extinguiaher, first aid kit
15. Need more training drills for staff and students. Never seen any of them done since 2014.
16. ACNR has an evacuation plan during an emergency (man-made or natural disasters). ACNR has a generator, fire extinguishers in all buildings, first aid kits in all officers, 2 defibrillators, and a fire alarm system in the Wellness Center. Ten (10) ACNR staff are certified in First-Aid/CPR
17. Notices on all entrances regarding Student IDs and consequences
18. ACNR supervisors and management staff ensure that its staff memebers are well equipped to perform various duties in the field or in the office. Safety is our priority in all activities and events
19. We have a written plan of action as well as drills that we conduct so that everyone knows what to do in a state of emergency.
20. Approximately 16 ACNR staff members are trained and certified to perform First Aid and/or First Aid/CPR in the event that a medical emergency occurs during regular working hours (whether on ACNR property or in the field). Several fire extinguishers are located at ACNR. However, I am not aware of any formal training or emergency drills that periodically take place so that these fire extinguishers can be used safely and effectively in the event that a fire. I am not sure about evacuation plans. I do not recall ever having periodic drills to prepare our staff to evacuate in the event that an emergency arises.
21. I don't know of any safety procedures on campus.
22. Need training for safety awareness and all emergency situations/catastrophes.
23. No fire extinguishers/No evacuation plan

24. Textbooks for ESL and ABE courses. Hire a Administrative Assistant. Increments for faculty
25. First-day Student/Faculty Orientation provides all the valuable information every student must be well aware of regarding school policies, safety awareness, emergency procedures, and program expectations for all its students to be informed of. Throughout the semester, students are constantly reminded of these policies and procedures.
26. We have had several bad weather lately, in addition to theft problems around the community. ASCC informed all ASCC employees in reference to a lock up of all offices, classrooms, and other offices for safety reasons.
27. Most of our classrooms have exit doors through the back side of the college for emergency exit and we practice it everyday till now.
28. Classrooms have alterative exits. We do need first aid kits and more fire extinguishers.
29. Most of our classrooms have exit doors through the back side of the college for emergency exits.
30. We use the first day of class, every session, for house cleaning rules and part of that is showing students that in case of an emergency just locate the nearest OUT exit to move towards and exit the building instead of the other exit door that leads them to the inside hallway!!!
31. Conducting lectures on Safety and Evacuation plans from time to time.
32. No safety trainings by the Institution
33. Currently we do not the resources to ensure safety awareness within our division and the college
34. I wish I knew
35. Yes, theres a map and plan of where to go, what to do…if employees need to exit campus due to natural disasters
36. There are no fire extinguishers, evacuation plans, or first-aid kits available to our Office. Also, the condition of our office (i.e. termite infested, mold) can be a health hazardous working environment.
37. By providing services in the incident reporting process and being involved in the emergency planning responders as well as providing the Workman's Compensation Claim when needed by employees.
38. Yes. By orientating staff and students through employment services to safety and awareness of the campus.
39. Since I started working here, I have not heard of an evacuation plan for this institution. In addition, I am not really aware of the location of fire extinguishers, but I am adamant that there is a plan put in place for the safety of both the students and teachers.
40. I have not participated in a safety awareness and emergency procedure training so far, only exception was the one provided by UCEDD at faculty orientation.
41. Faculty promotes a safe learning environment in the classrooms. Students are also advised when they see anything suspicious that requires further assistance, locate the nearest security for help

42. Posted evacuation plans, annual library safety drill training or refresher training
43. Posted evacuation plans, annual library safety drill training or refresher training
44. Available fire extinguishers, posted evacuation plans, annual library safety drill training or refresher training.
45. Available fire extinguishers, posted evacuation plans, annual library safety drill training or refresher training.
46. Available fire extinguishers, posted evacuation plans, annual library safety drill training or refresher training.
47. Available fire extinguishers, posted evacuation plans, annual library safety drill training or refresher training.
48. We have an evacuation plan for emergency
49. Available fire extinguishers, posted evacuation plans, annual library safety drill training or refresher training.
50. Available fire extinguishers, posted evacuation plans, annual library safety drill training or refresher training.
51. I do not recall any time that ASCC had a fire drill. Fire extinguisher and evacuation plans must be at the security office. We do not have one in the office or on the walls.
52. Even though there are safety procedures for the MIS Division, we still need proper training for staff every year to be certified.
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56. Even though there are safety procedures for the MIS Division, we still need proper training for staff every year to be certified.
57. When we do jobs that require power tools or even manual labor on site, we always make sure to use equipment properly and safely, although I do recommend we have training, I usually saw quarterly fire drill training at other jobs, but I have yet to experience a random fire drill training activity here.
58. Even though there are safety procedures for the MIS Division, we still need proper training for staff every year to be certified.
59. Students are taught first aid, emergency and disaster awareness as part of their learning. Evacuation plan is introduced at the beginning of each semester to students and faculty.
60. Fai lava ma faatino ia tulaga, ae ua manaomia ona toe fai.
61. I don't know anything abou it
62. Security
63. Need to have time extinguish on campus and need to have evacuation plan for safety for students.
64. We do have the evacuation plans for awareness and emergency but we still asked to provide fire extingushers and first aid certify people.

65. We need first aid kit; we need fire extinguishers.
66. Please referred to Daily Security Reports for these requests on campus!
67. Need those things listed above.
68. Procurement is involved in meetings pertaining to safety awareness and emergency procedures for the college. We are also task with obtaining goods and services to ensure that safety and emergency needs are adhered to at all times.
69. We have an evacuation plan. We purchase the items needed for such matters when these orders come through our office.
70. Auto mechanic diagnostic/scanning tools. Drafting tools. Construction tools. Agricultural tools.
71. Each class discusses lab safety as all science classes have a laboratory component.
72. Emergency shower facility is in place in one of the labs. Emergency water fountain for eye wash available in each of the science labs. Fume hood is in place of each lab to exhaust out waste gases of chemical reactions. Safety goggles are provided to each student prior to the lab.
73. There are no fire extinguishers in the hallways or quad areas, no smoke alarms in the classroom or our offices that I had seen. Not sure of any appointed person on campus that is certified in CPR. No one in our department is a certified person in CPR.
74. Yes by turning everything off before going home but really in need of a fire extinguisher for the office we don't know what time a fire can start but at least having one in the office is good
75. YES: Aware of emergency procedures first aid training from previous employment but NO, not by ASCC
76. SSI faculty and staff are aware of emergency procedures. As yet, there has not been a training for first aid in ASCC as far as I know.
77. YES: Aware of emergency procedures first aid training from previous employment but NO, not by ASCC
78. Yes by turning everything off before going home but really in need of fire extinguisher for the office we don't know what time a fire can start but at least having one in the office is good.
79. FOR SSI --evacuation plans –had drills in the past but need to do it again
80. Would like to see more training in this area
81. All faculty and students are aware of the safety/emergency procedures.
82. We have maps placed next to the doors to direct students in case of emergencies. Students are reminded of what they need to do in case of emergencies.
83. I have an evacuation map on my office door. I can't speak for the entire department, though. I do know we have never practiced a drill since I've been employed here.
84. TED has the utmost care for its students, personnel, and community. For example, once a building, classroom, or circumstance that jeopardize or endanger the performing or serving its population, Director of TED and its

personnel take actions to safeguard its students, personnel, facilities, and follow protocols concerning its health hazardous situation.

85. We have the campus map that shows where students could go in case of a crisis or emergency and it shows evacuation plans. We need to have 1st Aid kits, and Fire extinguishers are either out dated or needed in buildings. We will work on the first aid kit and fire extinguishers. Question: Who is responsible to get fire extinguishers?

86. There are evacuation plans posted throughout each department to show where to go in case of emergency.

87. An ATL Policy Handbook is provided for all students that are housed under the main workshop which contains safety awareness, emergencies, evacuation procedure and rules and regulations.

88. Workshop and Parking Marking 2. Equipments labeling

89. I hope these fire extinguisher works, no evacuation plans posted, no drills, or briefing of these drills.

90. There are safety procedures for the IE Division,but we still need training to be certified

91. Our campus could really use some kind of medical facility.

2a. Are you aware of the College's processes and procedures for grievances?					
	Do not know	**No**	**Yes**	**Blank**	**Total**
Administrator	0	1	16	0	**17**
Faculty	2	5	24	5	**36**
Staff	16	14	83	21	**134**
Total	**18**	**20**	**123**	**26**	**187**
Percentage	10%	11%	66%	14%	100%

2b. Please Explain:

1. Awareness and workshops are routinely informed.
2. Ioe, oute malamalama
3. There were past trainings conducted by the ASCC Human Resources Office on process and procedures for grievances. ACNR needs training for new staff members.
4. Oute le iloa
5. I understand the procedure in filing grievance & harassment
6. ASCC's processes and procedures for grievances are in the Personnel Manual, Governance & Policy Manual, Catalog and website
7. If they need the couseling. I can give it to them
8. NA
9. I am aware that the college has processes and procedures to handle grievances in the event that any arise. I have read the college's procedures about how to handle grievances but have never been filed a grievance, nor have I been involved with a grievance filed by anyone at the college.

10. I know to follow protocol concerning grievances and that we can go to HR concerning other particular grievances such as harassment.
11. Yes, however, need continuation for updates and recall information.
12. Policies and procedures are found on the ASCC website. Convenient and easily available and accessible for employees. Just need to be updated when changes are made.
http://www.amsamoa.edu/files/archive/EMPLOYEE_HANDBOOK_2012.pdf
13. In the Personnel Manual Chapter 10 Appeal, Grievances, & Administrative Review section, full details are provided for my awareness of the College's processes and procedures for grievances.
14. I know if I'm going through I can file it through our human resources department and from there I'll go through their process of filing complaints.
15. Not sure but if needed will obtain from HR.
16. We must address this through HRO.
17. Must have a workshop during faculty orientation to discuss and explain grievances or review it again for us who do not know or aren't aware, please!!!
18. Yes, the catalog is the principal source.
19. Refer to governance & HR
20. I wish there was even a training on this
21. Yes I am aware.
22. Not sure what exactly the procedure is for filing a grievance, it would be nice to have a training done
23. Yes, I have a general idea on the process. More importantly, I understand whom I can contact should I have any questions.
24. HR SOP - ASCC Policy 4212.
25. Yes. Through the established policies and SOP with HR on grievance and appeal.
26. The Employee handbook provided quality information for processes and procedures for the institution.
27. Based on faculty orientation
28. It was briefly discussed during Staff/Faculty orientation Spr. 2020
29. The policy is in the Personnel Governance Manual, a copy is on file in the Library's Pacific room, also on the ASCC Website "Archive" tab – online copy of "Personnel Governance Manual" or hardcopy with the ASCC Human Resource Office, and the office I need to file it with. You file it with the ASCC Human Resource Office.
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31. I know where to locate the policy if I have to, on ASCC Website "Archive" tab – online copy of "Personnel Governance Manual" or hardcopy with the ASCC Human Resource Office, and the office I need to file it with. You file it with the ASCC Human Resource Office.

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35. I never knew about it until one of my friends came by and we talked about it.
36. I know where to locate the policy if I have to, on ASCC Website "Archive" tab – online copy of "Personnel Governance Manual" or hardcopy with the ASCC Human Resource Office, and the office I need to file it with. You file it with the ASCC Human Resource Office.
37. I know where to locate the policy if I have to, on ASCC Website "Archive" tab – online copy of "Personnel Governance Manual" or hardcopy with the ASCC Human Resource Office, and the office I need to file it with. You file it with the ASCC Human Resource Office.
38. I will find out.
39. Information is provided in the catalog. Additional information is found online in the Labor Laws and Issues, and Occupational Safety and Health that we provide our students.
40. sa'o lelei. Ua uma one faatino ia tulaga.
41. Always look forward for your safety. Thank you.
42. Unknown.
43. Ia lelei le va ma tausaga e ala I le amio pulea I lou tautala faaaloalo I sooseisi ma mata atata I taimi uma.
44. Yes, secured with sure!
45. The challenge for the above is the how, when and when it will be addressed. There are policies and procedures but a need for a walk through would be helpful on these matters.
46. Yes, it is in the Human Resources Personnel Manual… available through ASCC online.
47. No. Have never had to do a grievance, therefore never was shown or told how to complete the process.
48. Yes I am aware of the process and procedures however it relates directly or indirectly to grievances, as stated in the ASCC Governance Policy Manual: 4212 – Grievance, 3005 – People Treatment, 4126 – Grievances – Striking Prohibited, 4201 – Equal Employment Opportunity & Affirmative Action, & 4201 – Employment Terms.
49. As documented on the Personnel Manual.
50. As documented on the Personnel Manual.
51. Yes. As provided in the ASCC Personnel Manual.

52. Various handbooks as well as the current catalog
53. This matter is explained in the institutional catalogue (2018 to 2020) in pages 11 to 14.
54. There are no fire extinguishers in the hallways or quad areas, no smoke alarms in the classroom or our offices that I had seen. Not sure of any appointed person on campus that is certified in CPR. No one in our department is a certified person in CPR.
55. Process is outlined in ASCC employee handbook
56. Don't know about it
57. YES: Personnel Manual. NO: Some ASCC policies do not really mirror the Administrative Code which makes it difficult for an employee to understand
58. The personnel manual thus states as mentioned. Do not quite understand about these so I am sure employees need to be properly informed of the processes. Workshops and some training night be necessary for these.
59. YES: Personnel Manual. NO: Some ASCC policies do not really mirror the Administrative Code which makes it difficult for an employee to understand
60. Yes by turning everything off before going home but really in need of fire extinguisher for the office we don't know what time a fire can start but at least having one in the office is good.
61. E le'o faia ni vasega mo lea tulaga.
62. ASCC is non-discriminatory employer as provided in it's Policy 4212 Appeal (a) and Grievance (b). B says: Any employee who has a complaint concerning disciplinary action, denial of promotion, layoff, or discrimination against harassment based on a category (i.e race, age, disability) recognized by local and federal civil rights laws has the right to file grievance per procedures outlined in this policy Source: http://www.amsamoa.edu/show_cause/Evidence/Governance%20Policy%20 Manual.pdf
63. I'm not fully aware of the procedures for grievances but would like to know more.
64. Yes, I am. I learned of these processes and procedures from my supervisor (chairperson), director and the workshops carried out by the college during orientation.
65. We have information on how to file a grievance.
66. Unfortunately, the system is broken. Making a grievance doesn't mean it will be followed through. This issue is laughable. By the way, how is filing a grievance considered part of a "Safety and Emergencies" Procedure?
67. Yes! If a student violates any of the college's ASCC, actions, plagiarizing someone's work for his/her, cheating or sharing information regarding exams, abusing the institution's resources, and forging or falsifying information requiring identification or documentation, and attempting or actual stealing/damaging college property. The student's violation will be reported to the Dean of Student Services for appropriate discipline, which will result in probation, suspension, or expulsion following the seriousness of the action.
68. Unclear on the process as, several practices have been in play, but no clear practices are noted in the Governance Manual, # 4126, p. 43 & #4212, p. 55;

in the Personnel Manual it simply defines Grievance, #4.2153, p. 11; in ASCC Handbook XIII.B. a process is mention however it is vague as nothing of the process in conclusive other than the breach of confidentiality being a serious offense. Clarity is needed for a clear process from HR.

69. I have no information on how to file grievances
70. Human Resources can give directions on what to do for grievances and/or check governance manual.
71. Not sure
72. Governance policy/ Personnel Manual
73. Only from what is available in the Personnel Manual. However, an updated procedure needs to be made available.
74. Look at the Governance Policy Manual and the current Personnel Manual.
75. Teamwork and respect each other
76. There is a procedure for grievances, which I believe is administered by Human Resources.