



American Samoa Community College

Review of ASCC's Program Review Processes and Procedures Improving our Planning Practices

January 28, 2020

Program Review:

Description:

Program Review ensures that review processes are ongoing, systematic and used to assess and improve student learning and achievement. Results from program review are used to continually refine and improve program practices resulting in appropriate improvement of the College's Mission.

The College utilizes two types of program review mechanisms to review its decision-making processes and Mission. Program reviews include the *Institutional Program Review* and the *Divisional Program Review*.

Divisional Program Review was developed to assess the quality of the College's programs and departments to determine ways to improve the quality of education, scholarship, and services. The purpose of Divisional Program Review is to assure that the ASCC provides high quality services that support academic programs for students and to identify opportunities for improvement for each service department.

Program Review Continuation:

Data reviewed from the annual Divisional Program Review include department and program mission and outcomes, evaluation of program and department effectiveness and improvements, decision-making, personnel, staff development and facilities, equipment and technology, student support services, safety and emergency procedures, and divisional planning and resource allocation. The Divisional Program Review is conducted annually (every fall semester) and monitored by the Institutional Planning Executive Core Committee (IPECC).

Institutional Program Review: The Institutional Program Review was developed as an institutional review process to provide access to institutional data, assistance in the analysis of data for decision-making, and to improve the ASCC's operations through strategic planning. The Institutional Program Review is conducted biennially and monitored by the IPECC. Data reviewed include areas that cover mission effectiveness, student learning programs and services, resources, and governance.



American Samoa Community College

Program Review Processes

- Divisional Program Review
- Institutional Program Review

January 28, 2020

Divisional Program Review:

Procedures:

1. The IPECC reviews the appropriateness of the Divisional Program Review survey and provide revisions when deemed necessary. Changes made to the survey require the review of the Leadership Triangle and President's approval.
2. Upon approval of the survey, the IE Director electronically disseminates Divisional Program Review survey to all ASCC employees for input via email/online. Three scheduled sessions for manual input and clarification of the survey questions in English and Samoan are provided for staff in the Lecture Hall. Accommodations will be provided for programs that request special dates and venue following the Divisional Program Review timeline.
3. Data collected from Divisional Program Review are compiled by the Research and Evaluation Unit at IE and upon completion is disseminated to the Leadership Team and posted on the [ASCC Website](#) for access, deliberation, and planning.
4. Hard copies of all Divisional Program Review are printed and forwarded to the IPECC for deliberation and planning at the end of each fall semester.

(Note: Last Revision of Divisional Program Review Survey was approved on the 26th of October, 2018.)

Institutional Program Review:

Procedures:

1. The IPECC reviews the appropriateness of the Institutional Program Review survey and provide revisions when deemed necessary. Any change made to the survey requires the review of the Leadership Triangle and President's approval.
1. Upon approval of the survey, the IE Director electronically disseminates the Institutional Program Review survey to all administrators, faculty, and staff for input via email. Three scheduled sessions for manual input and clarification of the survey questions are provided for staff in the Lecture Hall or other designated on-campus locations, or by the request.
3. Data collected from Institutional Program Review are compiled by the Research and Evaluation Unit and disseminated upon completion to the Leadership Team and posted on the [ASCC Website](#) for access, deliberation, and planning.
4. Hard copies of the Institutional Program Review are printed and forwarded to the IPECC for deliberation and planning at the end of each fall semester.

(Note: Last Revision of Divisional Program Review Survey was approved as is on the 26th of October, 2018.)



American Samoa Community College

Review of Program Review Surveys

- Divisional Program Review Survey
- Institutional Program Review Survey

January 28, 2020

Divisional Program Review Sections:

- I. Program/Division Information
- II. Evaluation
- III. Decision Making
- IV. Personnel Data
- V. Staff Development
- VI. Facilities
- VII. Equipment
- VIII. Budget
- IX. Technology
- X. Student Support Services
- XI. Safety and Emergency Procedure

(Please refer to Divisional Program Review Instrument Handout ☺)

Institutional Program Review Sections:

- I. General Information
- II. Defining Institutional Purposes and Ensuring Educational Outcomes
- III. Achieving Educational Objectives through core functions, such as teaching and learning, scholarship and creative activity, and support for student learning
- IV. Developing and Applying Resources and organizational structures to ensure sustainability
- V. Creating and organization committed to learning and improvement.

(Please refer to Institutional Program Review Instrument Handout ☺)



American Samoa Community College

Implementation Schedule

January 28, 2020

Calendars for January & February 2020:

| JANUARY | | | | | | | FEBRUARY | | | | | | |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |



American Samoa Community College

Committee Action Status and Forthcoming Planning Agenda

January 28, 2020

Committee Tasks and Status:

I. Bylaws: *Approved – October 27, 2017*

II. Committee Templates:

- a. Annual Report Template: *Approved – October 27, 2017*
- b. Committee Agenda Template: *Approved – October 27, 2017*
- c. Minutes Template: *Approved – October 27, 2018*

III. 2015-2020 Strategic Plan 2018 Update: *Completed – September 19, 2018*

IV. Review of Program Review Processes and Instruments: *Pending Completion*

V. Review of 2015-2020 Institutional Strategic Plan – Final Update and Development of the next Five-Year Plan: *Pending Spring 2020*