

JUNE 24, 2022



# FY 2022 OUTCOME PLANS

## ANNUAL BUDGET PLANNING OUTCOMES – FY 22 BUDGET CALL

Dr. Rosevonne M. Pato, ASCC President  
**AMERICAN SAMOA COMMUNITY COLLEGE**

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## **Overview:**

Strategic planning ensures that ongoing and systematic evaluation and planning processes are used to improve student learning. The American Samoa Community College continues to emphasize the importance of quality assurance through its participatory governance structure to improve its ongoing processes for long range planning through the implementation of program review, and assessment of student learning outcomes to determine its priorities.

Planning at the program and department level focuses on the improving of services offered in the areas of academic services (instruction), student support services, research services, outreach services, and administrative services. Data from Institutional Program Review, Divisional Assessment and SLO assessments are used to aid in decision-making to improve the services it provides and allocation or reallocation of its program and department resources to meet the College's institutional priorities. Program and department planning is monitored by the appropriate Dean, Director, or Officer of the respective department or program and further reviewed by the vice presidents, President, and approved by the Board of Higher Education.

## **Introduction:**

In preparation for the College's Annual Budget Planning and Resource Allocation for Fiscal-Year (FY) 2022, the Financial Officer, Procurement Officer, Human Resource Officer, Vice presidents, and the IE Executive Director collaborated on the review of the College's institutional processes for planning and resource allocation in accordance to approved Standard Operating Procedures (SOPs) monitored by each ad hoc Committee member to provide a review of budget planning processes. The Ad Hoc Committee also provides recommendations to the President pertaining to the clarification of processes to improve budget planning and resource allocation.

## **Outcome Planning:**

Given the review, support, and approval of the President on the 23<sup>rd</sup> of April 2021, the recommendations of the Ad hoc Committee's proposal were approved allowing the Committee to modify the Outcome Planning Template and resource allocation processes for the upcoming fiscal year. A few adjustments were made to the 2022 Outcome Template to include approval protocols and alignment to the Institutional Strategic Plan through the reviews of the Vice President's and the Executive Director. The approved templates include:

- Outcome Planning and Resource Allocation Form
- Budget Planning Form
- Planned Purchases
- Request for Personnel Form

The Outcome Planning and Resource Allocation Form links program and divisional plans and activities (*clearly defined service outcomes which, may include academic services, student support services, research, community and outreach services, or administrative services*) to the division's mission and plans for FY 2022. The form is used to capture the status of program/divisional outcomes as well as, outcome achievements that occurred during the Fall 2020 and Spring 2021 semesters (Academic Year 2020-2021) and programs/divisions were encouraged to utilize the data to review program/division outcomes, plans, and activities in preparation for the FY 2022. The form also includes a section for constituencies to provide

feedback to improve the planning and resource allocation processes for monitoring purposes. The Outcomes Template is categorized in five main categories that include the following themes:

- Why it matters?
  - Focus
- Where are we at and why?
  - Outcomes and Actions
  - Outcome Achievements
  - Closing the Loop
- Where are we going?
  - FY 2022 Planning Outcomes
- How do we get there?
  - Proposed Plans, Activities, and Resources
- Evaluating the experience?
  - Improving the Planning Process

The Planned Purchases Form is used to emphasize the importance of planning for resource purchasing. This form provides a quarter-based detailed account of purchases submitted by each program/division based on planned activities and supports the Budget Planning Form that has been used in the previous years. The Budget Planning and Request for Personnel forms were also slightly modified to link resources to program/divisional outcomes, plans, activities, and success criterion.



## FY 2022 ASCC OUTCOME PLANS

### Institutional Effectiveness

#### Section I: Unit, Program, or Division Information:

##### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Institutional Effectiveness Division	Ma'auga Tauvela Fale	<a href="mailto:t.fale@amsamoa.edu">t.fale@amsamoa.edu</a> ex: 482	2021	2022

#### Section II: Unit, Program or Division Mission “Why Does it Matter?”

##### Program or Division Focus:

<b>Unit, Program, or Division Mission:</b>	<p>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.</p> <p><i>The functions of IE are as follows:</i></p> <ol style="list-style-type: none"> <li>1. Planning, research and evaluation that helps to improve institutional effectiveness and the achievement of student learning;</li> <li>2. Maintaining positive public relations by providing the community with information about the College's affairs through newsletters, press releases and other media; and,</li> <li>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.</li> </ol>
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#### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to your unit's, programs or division's outcomes assessment, justifications of program review and strategic planning.*

<p><b>Outcome 1- Statement:</b> ASCC stakeholders have access to timely and accurate institutional data collected by IE and reported in annual, quarterly, and semester publications.</p> <p><b>Outcome 2- Statement:</b> ASCC stakeholders voice opinions through surveys distributed by IE, which are collected, compiled, and disseminated to students and staff.</p> <p><b>Outcome 3- Statement:</b> ASCC employees have access to the College's archives to share, collaborate, and record evidence of institutional processes, program reviews, and planning.</p> <p><b>Outcome 4- Statement:</b> ASCC external stakeholders are informed of College events and accomplishments through ads, articles, and publications prepared by IE.</p> <p><b>Outcome 5- Statement:</b> ASCC internal and external stakeholders have access to student learning and achievement data through reports and publications disseminated by IE.</p>	<ul style="list-style-type: none"> <li>• Launching of the IE Website.</li> <li>• Approving of Fact Books for 2018-2019 and 2019-2020.</li> <li>• Approving of Fact Sheets for SP 2019, SU 2019, FA 2019, SP 2020.</li> <li>• Divisional Program Review Survey for FA 2020.</li> <li>• Approving of the College Newsletters for April 2021, Jan. 2019, Dec. 2018, Sept. 2018, Oct. 2018.</li> <li>• Approving of the ASCC ISP 2021-2026.</li> <li>• Institutional Set Standards Data Set.</li> <li>• Student Achievement Data Set.</li> <li>• Outcomes Module on Anthology for Student Learning Outcome Assessment.</li> <li>• ASG Quarterly Performance Reports.</li> <li>• Campus Crime Statistics Report.</li> <li>• Department of Commerce Report.</li> <li>• Press Release.</li> <li>• Integrated Postsecondary Data Systems Report.</li> </ul>
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- “Saili Le Atamai” Talk Show Program.

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for your Unit, Program or Division **Fiscal Year 2022** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For programs or divisions requesting for additional financial resources, additional information will be needed as well as, justification based on program review and assessment findings.

##### A. Planning FY 2022 Outcomes:

Please list your unit, program or divisions Outcome(s) for **Fiscal Year 2022**. Please indicate whether your outcomes are ongoing or new. If new, please provide additional information for the changes made.

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> ASCC stakeholders have access to timely and accurate institutional data collected by IE and reported in annual, quarterly, and semester publications.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> ASCC stakeholders voice opinions through surveys distributed by IE, which are collected, compiled, and disseminated to students and staff.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> ASCC employees have access to the College’s archives to share, collaborate, and record evidence of institutional processes, program reviews, and planning.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> ASCC external stakeholders are informed of College events and accomplishments through ads, articles, and publications prepared by IE.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 5:</b> ASCC internal and external stakeholders have access to student learning and achievement data through reports and publications disseminated by IE.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 6:</b> ASCC internal and external stakeholders have access to Title IX resources, information and processes in reference thereof.	<input type="checkbox"/> Ongoing Outcome <input checked="" type="checkbox"/> New Outcome	To make sure that ASCC is in compliance with federal regulations and expectations. Approved June 24, 2021.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

#### Section IV.B: Program or Division Planning Context “How do we get there?”

##### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2022**.

FY 2022 Outline of Plans:	Additional Proposed Funding:	Explanation of Costs:	Funding Source:	Unit or Program Approval (Deans and Directors)	Divisional Approval (Vice Presidents)	President Approval
Outcome 3:	\$1,000.00 (5504)	To meet the annual cost on Anthology (former Compliance Assist) for the next five years (2021-2025)	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: Approved June 24, 2021.

Outcome 6:	\$5,000.00 (5504)	To conduct training and workshops on Title IX.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification:	Justification: President's Note: Increase for Title IX training. Approved June 24, 2021.
Outcomes 1-6:	\$18,000.00 (5603)	<u>President's Note:</u> To increase budget to support institutional printing for all divisions. Add \$18,000.00 to the existing \$5,000.00.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification:	Justification: Approved June 24, 2021.
Outcomes 1-6:	\$3,000.00 (5308)	<u>President's Note:</u> 1. To include costs for Cable Services – ASTCA. (\$1,000.00) 2. Initiate assessment of plans for IRB (\$1,000.00) 3. Initiate assessment of plans for Archives (\$1,000.00)	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification:	Justification: Approved June 24, 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for Unit, Program or Division planning.

- 1.
- 2.
- 3.





# University Center for Excellence in Development Disabilities

## Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
UCEDD	Tafaimamao Tupuola	<a href="mailto:t.tupuola@amsamoa.edu">t.tupuola@amsamoa.edu</a>	2021	2022

## Section II: Unit, Program or Division Mission “Why Does it Matter?”

Program or Division Focus: UCEDD	
Unit, Program, or Division Mission:	UCEDD

## Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements: <i>Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.</i>	
<b>Outcome 1- Statement:</b> An interdisciplinary approach to teaching and learning is used in pre-service preparation and continuing education, early intervention, employment, and healthcare services thus increasing the holistic perspective on working with individuals with DD as measured through post participation.	<b>Outcome 1- Achievements:</b> <ul style="list-style-type: none"> <li>Delivery of UH Manoa DIS 380 Disability and Diversity with 41 Trainee (students) applicants and 22 accepted. Nineteen (19) trainees successfully completed the course. The course is a required course for the Disaster Management Degree program. Trainees are from American Samoa and the Commonwealth of Northern Marianas.</li> <li>Developed two (2) Disaster Management Courses for Tulane University:               <ul style="list-style-type: none"> <li>DMGT320 Disability and Disaster</li> <li>DMGT280 Diversity Awareness</li> </ul> </li> <li>Recruit six (6) students from AS and 14 students from CNMI for summer course DIS 380 Disability and Diversity. Course begins June 1.</li> </ul>
<b>Outcome 2- Statement:</b> Communities are accessible and respond to the needs of individuals with developmental disabilities and their families and are enriched by active participation and contribution of the disability community.	<b>Outcome 2- Achievements:</b> <ul style="list-style-type: none"> <li>Received 2 additional grant awards to respond to the needs of individuals with DD and their families during time of pandemic and vaccination.               <ol style="list-style-type: none"> <li>CARES Act funding \$300,000.00 to encourage social engagement, access to telehealth services, and community base services during pandemic.</li> <li>American Recovery Act funding \$159,000.00 to ensure access to vaccines is available for disability and aging community.</li> </ol> </li> </ul>
<b>Outcome 3- Statement:</b> Research-based practices and policy analysis findings are used in serving people with developmental disabilities.	<b>Outcome 3- Achievements:</b> <ul style="list-style-type: none"> <li>FONO members will sponsor the adoption of ADA.</li> <li>FONO tasked UCEDD and DD Partners to put language for sponsorship of ADA Bill</li> <li>AS Disability Policy Committee formed</li> </ul>
<b>Outcome 4- Statement:</b> Research based information practices related to individuals with developmental disabilities and their families are widely disseminated (across the region) thus increasing awareness and knowledge of individuals with developmental disabilities. Increasing community awareness of UCEDD and its resources provided.	<b>Outcome 4- Achievements:</b> <ul style="list-style-type: none"> <li>Presentation to the FONO Members on the lack of accessing community.</li> <li>Presentation of recommendation</li> </ul>

<b>Outcome 5- Statement:</b> COVID Social Isolation – Disability and aging communities access healthcare services, daily living, and are socially engaged through the use of assistive technology.	<b>Outcome 5- Achievements:</b> Assistive Technology (iPad) are used within quarantine facilities in response to repatriation.
<b>Outcome 6- Statement:</b> COVID – People with disabilities and aging community are protected from accessing vaccination.	<b>Outcome 6- Achievements:</b> <ul style="list-style-type: none"> <li>Partnership with the Department of Health to make vaccination accessible.</li> </ul>

### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> An interdisciplinary approach to teaching and learning is used in pre-service preparation and continuing education, early intervention, employment, and healthcare services thus increasing the holistic perspective on working with individuals with DD as measured through post participation.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> Communities are accessible and respond to the needs of individuals with developmental disabilities and their families and are enriched by active participation and contribution of the disability community.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input type="checkbox"/> Transfer to institutions of higher learning <input type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> Research-based practices and policy analysis findings are used in serving people with developmental disabilities.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input type="checkbox"/> Successful entry into the workforce <input type="checkbox"/> Transfer to institutions of higher learning <input type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> Research based information practices related to individuals with developmental disabilities and their families are widely disseminated (across the region) thus increasing awareness and knowledge of individuals with developmental disabilities. Increasing community awareness of UCEDD and its resources provided.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input type="checkbox"/> Successful entry into the workforce <input type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 5:</b> COVID – Disability and aging communities access healthcare services, daily living, and are socially engaged through the use of assistive technology.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input type="checkbox"/> Successful entry into the workforce <input type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 6:</b> COVID – People with disabilities and aging community are protected from accessing vaccination.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input type="checkbox"/> Successful entry into the workforce <input type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input type="checkbox"/> Research and extension in human and natural resources.

### Section IV.B: Program or Division Planning Context “How do we get there?”

**B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:**

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2022**.*

<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
Outcome 1:	\$10,000.00 <i>(Funding available)</i>	Interdisciplinary training and preservice: Emergency Management degree/training Office expansion renovation.	<input type="checkbox"/> Local <input checked="" type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification:	Justification: 100% grant funded. Approved June 23, 2021.

**Section V: Improving the Planning Process**

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.

1. Request for consistency in forms and processes.

2. Have program budget and planning due March 1 of every year.

3.



## Adult Education and Extended Learning

### Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Adult Education and Extended Learning (AELEL)	Dr. Faaletino S. Roberts	<a href="mailto:f.roberts2@amsamoa">f.roberts2@amsamoa</a> ext. 4301	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

Program or Division Focus:	
Unit, Program, or Division Mission:	To enable every adult learner in American Samoa to acquire the basic skills in math, reading, writing, speaking, listening as well as in science social studies in order to better themselves in the global workforce.

### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements: Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.	
Outcome 1- Statement: 98% will improve in reading and writing.	Outcome 1- Achievements:
Outcome 2- Statement: 95% will improve posttest in social studies.	Outcome 2- Achievements:
Outcome 3- Statement: 95% will improve posttest in science.	Outcome 3- Achievements:
Outcome 4- Statement: 95% will improve mathematics posttest.	Outcome 4- Achievements:
Outcome 5- Statement: 10% of students will sit GED TEST and passes with a score of 8 or better.	Outcome 5- Achievements:

### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2022 Outcomes:			
Please list the unit, program or divisions Outcome(s) for <i>Fiscal Year 2022</i> . Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.			
Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: 98% or more students will improve in reading and writing posttest.	<input type="checkbox"/> Ongoing Outcome	To increase number of participants that complete this content and for tracking.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome		
Outcome 2: 95% Or more students will improve in social studies posttest.	<input type="checkbox"/> Ongoing Outcome	To increase number of participants who complete course and for tracking	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome		

<b>Outcome 3:</b> 95% or more students will improve in science course posttest.	<input type="checkbox"/> Ongoing Outcome	To increase number of participants that made improvements in scientific concepts and passed the post test.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome		
<b>Outcome 4:</b> 95% or more students improve in social studies posttest.	<input type="checkbox"/> Ongoing Outcome	To determine number of students who successfully will be promoted to the next level.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome		
<b>Outcome 5:</b> 10% of students or more will score 45 or better in the GED test.	<input type="checkbox"/> Ongoing Outcome	To determine MGS students successfully obtain by result of GED test.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome		

### Section IV.B: Program or Division Planning Context “How do we get there?”

#### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2022**.

<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> (Indicate dollar amount only)	<b>Explanation of Costs:</b> (Explain the outcome plans for your request)	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> (Deans and Directors)	<b>Divisional Approval:</b> (Vice Presidents, Executive Director)	<b>President Approval:</b>
Outcome 5:	\$20,000.00	Admin wages and compensation.	<input type="checkbox"/> Local <input checked="" type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification:	Justification: <u>President's Note:</u> Review the classification of personnel (secondary and post-secondary classification). Approved June 24, 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.

1. Inclusion in the Planning Process of ASCC.

2.

3.



## Small Business Development Center

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Small Business Development Center	Jason Betham	<a href="mailto:jason.betham.sbdc@gmail.com">jason.betham.sbdc@gmail.com</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

#### Program or Division Focus:

Unit, Program, or Division Mission:
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement:	Outcome 1- Achievements:
Outcome 2- Statement:	Outcome 2- Achievements:
Outcome 3- Statement:	Outcome 3- Achievements:
Outcome 4- Statement:	Outcome 4- Achievements:
Outcome 5- Statement:	Outcome 5- Achievements:

### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1:	<input type="checkbox"/> Ongoing Outcome		<input type="checkbox"/> Successful entry into the workforce <input type="checkbox"/> Transfer to institutions of higher learning <input type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
Outcome 2:	<input type="checkbox"/> Ongoing Outcome		<input type="checkbox"/> Successful entry into the workforce <input type="checkbox"/> Transfer to institutions of higher learning <input type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
Outcome 3:	<input type="checkbox"/> Ongoing Outcome		<input type="checkbox"/> Successful entry into the workforce <input type="checkbox"/> Transfer to institutions of higher learning <input type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

<b>Outcome 4:</b>	<input type="checkbox"/> Ongoing Outcome		<input type="checkbox"/> Successful entry into the workforce <input type="checkbox"/> Transfer to institutions of higher learning <input type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 5:</b>	<input type="checkbox"/> Ongoing Outcome		<input type="checkbox"/> Successful entry into the workforce <input type="checkbox"/> Transfer to institutions of higher learning <input type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

### Section IV.B: Program or Division Planning Context “How do we get there?”

#### **B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:**

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2022**.*

<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
Outcome 1:			<input type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification:	Justification:

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.

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## Vice President of Academic, Community, and Student Affairs

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Vice President of Academic, Community, and Student Affairs	Letupu Moananu	<a href="mailto:l.moananu@amsamoa.edu">l.moananu@amsamoa.edu</a> ext. 350	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

#### Program or Division Focus:

<b>Unit, Program, or Division Mission:</b>	VP ACSA mainly oversees all outcomes for Academics, Student Services, Samoan Studies Institute, and Agriculture, Community, and Natural Resources
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<p><b>Outcome 1- Statement: Academic Affairs Mission Statement:</b> As the learning outcome centered division, the Academic Affairs Division is in alignment with the ASCC Catalog to provide the highest levels of quality services for students through on-going analysis, assessment, and improvement of instructional programs and personnel.</p> <ul style="list-style-type: none"> <li>- Outcome 1: Curriculum, Instruction and Planning.</li> <li>- Outcome 2: Institution-Set Standards and Student Achievement.</li> <li>- Outcome 3: Internal and External Partnerships and Entities.</li> <li>- Outcome 4: Manage and allocate institutional resources effectively.</li> <li>- Outcome 5: Recruit, retain, and support faculty and staff in a culture of excellence and innovation.</li> </ul>	<p><b>Outcome 1- Achievements:</b> Provided support to meet the needs of Academics</p> <ul style="list-style-type: none"> <li>- Completion of Academic Year 2020-2021 <ul style="list-style-type: none"> <li>o Fall 2020 – completion of program and courses offerings.</li> <li>o Spring 2021 –completion of program and course offerings.</li> <li>o Summer 2021- ongoing program and course offerings.</li> </ul> </li> <li>- Establishment and renewal of local and off-island MOUs and agreements (fall 2020 -spring 2021).</li> <li>- Completion of 2<sup>nd</sup> review of Institution Set Standards- fall 2020.</li> <li>- Faculty training on MOODLE (meet 33% online and 67% face-to-face for lecture courses).</li> <li>- Completion of the Academic review of Chapter 5 policies for the ASCC Governance Manual.</li> <li>- Professional development provided for administrators and faculty through zoom meetings.</li> <li>- Approval of funds (through grants) for AHEC, LSAMP, EXITO, STEAM, and Marine Sciences.</li> </ul> <p>Note: Status of Academic services and projects are detailed in the monthly reports submitted by the Division.</p>
<p><b>Outcome 2- Statement: Student Services Mission Statement:</b> The mission of the Division Student Services (DOSS) is to support the educational pursuits of all students attending ASCC through the provision of high-quality services, student access, and learning support. The DOSS provides information and services in financial aid resources, library, counseling, tutorial, admission, and records that are available to all ASCC students.</p>	<p><b>Outcome 2- Achievements:</b> Provided support through the Student Services Administrators to guide operations:</p> <ul style="list-style-type: none"> <li>- Completion of Academic Year 2020 - 2021 <ul style="list-style-type: none"> <li>o Fall 2020 enrollment -1078 students</li> <li>o Fall 2020 graduation -98 Graduates (91 Fall and 7 Summer 2020)</li> <li>o Number of degrees conferred: <ul style="list-style-type: none"> <li>▪ COP - 3</li> </ul> </li> </ul> </li> </ul>



<ul style="list-style-type: none"> <li>- Outcome 1: Students will receive academic and administrative services to support the DOSS/ASCC mission.</li> <li>- Outcome 2: DOSS possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.</li> <li>- Outcome 3: Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.</li> <li>- Outcome 4: Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.</li> </ul>	<ul style="list-style-type: none"> <li>▪ AA/AS – 86</li> <li>▪ Bachelor's Degree - 9</li> <li>○ Spring 2021 enrollment – 1020 students</li> <li>○ Spring 2021 graduation – 71 Graduates</li> <li>○ Number of degrees conferred <ul style="list-style-type: none"> <li>▪ 64 AA/AS Degrees</li> <li>▪ 8 B.Ed. Degrees</li> </ul> </li> <li>- Available student support services, student access, and learning support through the following: <ul style="list-style-type: none"> <li>○ Admission</li> <li>○ Counseling</li> <li>○ Library</li> <li>○ Financial Aid</li> <li>○ Library</li> <li>○ Student Support Learning Services</li> </ul> </li> <li>- Compliance with federal regulations through submission of reports to IPEDs, USDE and other federal related agencies.</li> <li>- Completed Student Services SOP Manual and Financial Aid Handbook.</li> <li>- Completion of the Student Services review of Chapter 5 policies for the ASCC Governance Manual.</li> <li>- Professional development through zoom meetings.</li> </ul> <p>Note: Status of all student services and projects are detailed in the monthly report for the Student Services Division.</p>
<p><b>Outcome 3- Statement: Samoan Studies Institute Mission Statement:</b> 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.</p> <ul style="list-style-type: none"> <li>- Outcome 1: Students enrolled in Samoa Studies courses receive effective instructions and updated curriculum that are aligned to the College mission.</li> <li>- Outcome 2: The community is aware of Samoa and the Pacific through SSI community and cultural extension programs</li> <li>- Outcome 3: The community is aware of Samoa and the Pacific through the development and production of research projects, translation projects and publications produced by SSI.</li> </ul>	<p><b>Outcome 3- Achievements:</b> Provided support to meet the mission of the SSI Division</p> <ul style="list-style-type: none"> <li>- Completion of Academic Year 2020-2021 <ul style="list-style-type: none"> <li>○ Fall 2020 – Spring 2021 – Summer 2021: <ul style="list-style-type: none"> <li>▪ Successful completion of SSI program courses.</li> <li>▪ Successful completion of SSI Community and Cultural extension programs.</li> <li>▪ Successful completion of SSI research projects, translation projects and publications.</li> </ul> </li> </ul> </li> </ul> <p>Note: All SSI projects, research and community and cultural extension programs are detailed in the SSI monthly reports submitted to Institutional Effectiveness,</p>
<p><b>Outcome 4- Statement: Agriculture, Community, and Natural Resources (ACNR):</b> While honoring the Fa'a-Samoa (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. In 1972, ASCC was designated as a Land Grant College as a result of an amendment to the Morrill-Nelso Act of 1862. In 1981, the ASCC Land Grant Program started serving the people of American Samoa in the areas of agriculture, family and consumer sciences, 4-H Youth</p>	<p><b>Outcome 4- Achievements:</b> Provided support to meet the mission of ACNR</p> <ul style="list-style-type: none"> <li>- Completion of Academic Year 2020-2021 <ul style="list-style-type: none"> <li>○ Fall 2020- Spring 2021 – Summer 2021 <ul style="list-style-type: none"> <li>▪ Successful completion of ACNR research programs to the community.</li> <li>▪ Successful completion of ACNR extension programs to the community.</li> </ul> </li> </ul> </li> </ul>

Development, and Forestry. The three major components of ACNR are Instruction/Education, Research, and Extension. <ul style="list-style-type: none"> <li>- Outcome 1: Strive to effectively provide quality and relevant Research Programs to the community.</li> <li>- Outcome 2: Strive to effectively provide quality and relevant Extension Programs to the community.</li> <li>- Outcome 3: Strive to effectively provide quality Instructional Program to the community.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Successful completion of ACNR instructional programs to the community and student.</li> </ul> Note: All ACNR research projects, extension programs, and instructional programs are detailed in the ACNR monthly reports submitted to Institutional Effectiveness.

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

##### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> <u>2021-2026 Institutional Strategic Plan</u> – Facilitates the implementation and monitoring of plans congruent to the 2021-2026 ISP through the Academic, Community, and Services divisions (Academic Affairs Division including Teacher Education Department(TED),Trade and Technical Department (TTD), Nursing and all academic departments; Agriculture, Community, and Natural Resources Division; Samoan Studies Institute Division; and Student Services Division including Admission, Counseling, Library, Financial Aid, Records, and Student Support services). Provides monthly statuses and reports to the division of Institutional Effectiveness for institutional reporting. <b>Duration: Monthly</b>	<input type="checkbox"/> Ongoing Outcome	Shift of outcome planning to focus on the implementation of the 2021-2026 Institutional Strategic Plan (ISP).	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome	To provide ISP detailed plans and guidance for all Administrative Service divisions.  To ensure that all plans are captured and reported monthly towards the achievement of the 2021-2026 ISP.	
<b>Outcome 2:</b> <u>Academic Student Outcomes and Achievement:</u> Plans and facilitates high-quality instructional programs and services to ensure Student Success and Student Achievement through ongoing: <ol style="list-style-type: none"> <li>1. Review and assessment of curriculum and courses</li> <li>2. Student support services:               <ul style="list-style-type: none"> <li>• Enrollment data</li> <li>• Graduation data</li> </ul> </li> <li>3. Community outreach</li> <li>4. Research and extension programs</li> </ol> <b>Duration: Monthly and Semesterly</b>	<input type="checkbox"/> Ongoing Outcome	To ensure that academic, community and student services data are captured and reported according to ISP plans.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome		

<b>Outcome 3: <u>Compliance</u></b> – Works collaboratively with all College division administrators to provide necessary updates on standard operating procedures, local and federal rules and regulations, and applicable policies. <i>Duration: Quarterly</i>	<input type="checkbox"/> Ongoing Outcome	To conduct as deemed necessary quarterly reviews of divisional SOPs, rules and regulations, and applicable policies.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome	To continue to develop, implement, and monitor plans for HEERF Funding (Coronavirus – COVID-19) and to ensure that required reports are submitted in a timely manner.	

### Section IV.B: Program or Division Planning Context “How do we get there?”

#### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2022**.

FY 2022 Outcome:	Additional Proposed Funding: (Indicate dollar amount only)	Explanation of Costs: (Explain the outcome plans for your request)	Funding Source:	Unit or Program Approval: (Deans and Directors)	Divisional Approval: (Vice Presidents, Executive Director)	President Approval:
<b>Outcomes 1-3:</b> (10-30000-5402)	\$15,500.00	Facilitation of internal trainings, plans, and professional development for administrators congruent to the Institutional Strategic Plan, Total Cost of Ownership and Comprehensive Maintenance Plans, and compliance with federal requirements for academic, community, and student services. <u>President's Note:</u> To cover unforeseen costs associated with COVID-19 conditions.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Keep previous allocation for compliance and monitoring of academic, community and student services.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Approved on June 22, 2021.
<b>Outcomes 1-3:</b> (10-30000-5308)	\$14,000.00	To meet internal operations of the Vice President of ACSA in order to support academics, community, and student services. <u>President's Notes:</u> To increase the amount of \$11,000.00 to \$25,000.00 – total (additional \$14,000.00).	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Keep previous allocation for operations of services to meet the needs of academic, community, and student services.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Continued allocation as of FY 2021. Approved June 22, 2021.
<b>Outcomes 1-3:</b> (10-30000-5503)	\$10,000.00	<u>President's Note:</u> 1. To revive the College's Teacher of the Year. 2. To research other statuses linked to Faculty Ranks: Emeritus, etc.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Approved June 24, 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.

1.
2.
3.



## Academic Affairs Division

### Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Academic Affairs Division	Dr. Siamaua Ropeti	<a href="mailto:s.ropeti@amsamoa.edu">s.ropeti@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

Program or Division Focus:	
Unit, Program, or Division Mission:	The Academic Affairs Division provides high quality educational programs and instructional services for students through on-going faculty curriculum planning, program review and assessment of Student Learning Outcomes for continual improvement and expansion of instructional programs, based on the need of the community.

### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements: <i>Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.</i>	
Outcome 1- Statement: Curriculum, Instruction and Planning.	<b>Outcome 1- Achievements:</b> Provide high quality education in all academic programs (18) <ul style="list-style-type: none"> <li>Completion of COCs, COPs, AS, AA, and B.Ed. degrees in various disciplines (Graduates in Fall 2020 and Spring 2021- 71 graduates).</li> <li>2020-2022 ASCC General Catalog.</li> <li>Approved Online percentages of ASCC Courses on MOODLE to prepare for COVID-19 pandemic (33% online and 67% face-to-face for lecture courses; 100% face-to-face for lab courses.</li> <li>Ongoing meetings for Core, Curriculum and Assessment.</li> </ul>
Outcome 2- Statement: Institution-Set Standards and Student Achievement.	<b>Outcome 2- Achievements:</b> Ongoing review of ISS and Student Achievement: <ul style="list-style-type: none"> <li>Completed review of ISS 2020 through review standards and pathways.</li> <li>Completed ACCJC Annual Report 2021.</li> <li>Introduced Career Technical Educational (CTE) Programs.</li> <li>Updated Pathway Milestones for all ISS.</li> <li>71 graduates in the Spring 2021 graduation.</li> </ul>
Outcome 3- Statement: Internal and External Partnerships and Entities.	<b>Outcome 3- Achievements:</b> Ongoing review and renewal of local and off-island agreements <ul style="list-style-type: none"> <li>Approved and renewed several local MOUs which include Dual Enrollment, Counseling, and renewal of ASBEP MOU.</li> <li>Established MOU through Nursing Caregiver with TAOA.</li> <li>Completed renewal of Articulation Agreements with Off-Island colleges and university.</li> <li>Established and approved Grant Funds for ASCC STEM through Teacher Education Program.</li> <li>Update/Renewal of AHEC, BUILD EXITO, LSAMP, and Marine Science Grants</li> <li>Increased involvement of Programs with community internship and outreach, e.g., Social Science, Nursing, TED, Computer Science, Fine Arts and Business.</li> </ul>

<b>Outcome 4- Statement:</b> Manage and allocate institutional resources effectively.	<b>Outcome 4- Achievements:</b> Ongoing allocation of funds for divisional operations: <ul style="list-style-type: none"> <li>• ASCC approval of Faculty classification, ready for implementation.</li> <li>• Completion of Fall 2020, Spring 2021, and Summer 2021 semesters.</li> <li>• Funding departments' instructional needs.</li> <li>• Allocating and utilizing lab fees for instructional purposes.</li> </ul>
<b>Outcome 5- Statement:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation.	<b>Outcome 5- Achievements:</b> Ongoing recruitment and support of adjunct and full-time faculty <ul style="list-style-type: none"> <li>• Continue to recruit and advertise vacant positions for faculty.</li> <li>• Completed 3 Online Sessions with faculty using MOODLE through Remote Learners.</li> <li>• Teacher Education faculty attended ARC 2021 through virtual conferences.</li> <li>• Deans attended REL training with Dr. Theresa.</li> <li>• ACCJC webinars training for Deans and Executive Leadership.</li> <li>• Expanded program recruitment in the area of Computer Science (New Academic Program).</li> <li>• (4) faculty graduated and were recognized for their doctoral degrees completion.</li> </ul>

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> <u>Curriculum, Instruction and Planning</u> Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No recommended changes	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> <u>Institution-Set Standards and Student Achievement:</u> Provide opportunities in establishing quality academic and student programs. Accountability in academic integrity for students and faculty.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No recommended changes	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> <u>Internal and External Partnerships and Entities</u> Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No recommended changes	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.



opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.			
<b>Outcome 4:</b> <u>Manage and allocate institutional resources effectively.</u> Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No recommended changes	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 5:</b> <u>Recruit, retain, and support faculty and staff in a culture of excellence and innovation.</u> Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No recommended changes	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

### Section IV.B: Program or Division Planning Context “How do we get there?”

#### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.*

<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
Outcome 1:	<ul style="list-style-type: none"> <li>\$5,600.00</li> <li>\$20,000.00</li> </ul>	<ul style="list-style-type: none"> <li>Provide Academic departments with additional funding for instructional materials and supplies.</li> <li>\$10,000 each for Nursing and Business Department to start the review and research for a Bachelor program as noted in the 2021-2026 ISP</li> </ul>	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Additional funds to meet the needs of programs and Institution.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Approved on June 22, 2021.
Outcome 4:	<ul style="list-style-type: none"> <li>\$7,000.00 (5503)</li> <li>\$58,599.00 (Science – Noted in Science Outcom Plan)</li> <li>\$52,883.00 (Nursing – Noted in Nursing Outcome Plan)</li> <li>\$47,185.00 (Criminal</li> </ul>	<ul style="list-style-type: none"> <li>Additional funding request for Internal Training development and teacher workshops during the faculty orientation. <i>(President’s Note –Shifted to 5503 – Training Contracts)</i></li> <li>Proposed faculty positions for Science and Nursing.</li> <li>Proposed position for Criminal Justice.</li> <li>Increase from \$12,500 position for ROTC to \$25,000. <i>(President’s Note: Transfer to PE Adjuncts-Increase PE contracts from \$7,000.00 to \$19,500.00)</i></li> <li>Nursing adjunct positions from 2 adjunct positions of \$22,500 each. <i>(Increase in student enrollment)</i></li> <li>Office clerk (Pre-approved by Pres).</li> </ul>	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Additional funds to accommodate the increase of enrollment in various programs that include Nursing, Science, and Criminal Justice. Additional funds allocated to increase adjunct positions in Nursing and ROTC.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Approved with recommendations in the explanation of costs – June 22, 2021.

	<i>Justice – Noted in CJ Outcome Plan)</i> <ul style="list-style-type: none"> <li>• 47,185.00 (<i>Business – Noted in Business Outcome Plan)</i></li> <li>• \$12,500.00 (<i>PE Adjunct Contracts)</i></li> <li>• \$45,000.00 (<i>Nursing Adjuncts – Additional due to the increase in enrollment)</i></li> <li>• \$15,119.00 (<i>New Position advertised)</i></li> </ul>					
Outcome 5:	<ul style="list-style-type: none"> <li>• \$13,000.00 (5603)</li> <li>• \$15,000.00 (5302)</li> <li>• \$5,000.00 (<i>Increase Salary for this position - ACO</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• \$13,000.00 added to \$7,000.00 totaling to \$20,000.00 Additional desktops and printers for faculty instruction. (<i>President's Note – Approved without no purchasing of new printers. Encouraging to use of IE printing services</i>)</li> <li>• \$15,000.00 added to \$5,000.00 totaling to \$20,000.00 Printers and toners for academic departments.</li> <li>• Reinsert the Assessment clerical officer and increase for assessment contract purposes from \$15,000.00 to \$20,000.00.</li> </ul>	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Meet the need of the Institution and programs to continually meet the Mission of the College.	Justification: Approved with the President's recommendation.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.

- 1.
- 2.
- 3.



## Teacher Education Department – American Samoa Bachelor in Education Program

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Teacher Education Department/ASBEP	Shirley De La Rosa	<a href="mailto:s.delarosa@amsamoa.edu">s.delarosa@amsamoa.edu</a> ext. 489	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

#### Program or Division Focus:

<b>Unit, Program, or Division Mission:</b>	<p>The American Samoa Community College Teacher Education Department provides 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, the Teacher Education Department emphasizes fundamental theories to pedagogical practices, methods and research that will improve the quality methods and research that will improve the quality of standard-based teaching as an instrument that of standard-based teaching as an instrument that reflects best teaching and learning practices.</p> <p><b>BED Program:</b> The mission of the American Samoa Community College Bachelor of Education in Elementary Education is to meet the professional development needs of Pre-service and in-service teachers enabling them to effectively teach in American Samoa and within the context of the global demands of the twenty first century.</p>
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<p><b>Outcome 1- Statement:</b> Competence in Content and Pedagogy: The teacher has acceptable level of knowledge and skills of the central concepts, tools of inquiry, and structures of the discipline that he or she teaches and creates learning experiences that make aspects of the subject matter meaningful for students.</p> <p><b>Outcome 2- Statement:</b> Competence in the Samoan Language, History, and Culture: The teacher is competent and skillful in utilizing the Samoan language, history, and culture as a responsive teaching foundation to enhance learning.</p> <p><b>Outcome 3- Statement:</b> Competence in Technology: The teacher is skilled in technology and is knowledgeable about using technology to support instruction and enhance student learning.</p> <p><b>Outcome 4- Statement:</b> Competence in Student Diversity: The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.</p> <p><b>Outcome 5- Statement:</b> Designs and provides meaningful learning experiences: The teacher consistently plans and implements meaningful learning experiences for students.</p>	<p>All learning outcomes are achieved in courses via CLO’s leading to students mastering or fulfilling them in 3 levels: Beginning, Developing and Proficient. Students continuing in the program earn: Certificate of Proficiency in Elementary Education, AA with emphasis in Elementary Education or a Bachelor of Education in Elementary Education.</p> <p>2020 (Spring 2020 and Fall 2020) completers include:</p> <ul style="list-style-type: none"> <li>1 – Certificate of Proficiency in Elementary Education.</li> <li>8 – AA with an emphasis in Elementary Education.</li> <li>9 – Bachelor of Education in Elementary Education.</li> </ul> <p style="text-align: center;"><b>Status of Program Outcomes:</b></p> <ol style="list-style-type: none"> <li><b>Outcome 1:</b> Competence in Content and Pedagogy-meets outcome taught in several courses.</li> <li><b>Outcome 2:</b> Competence in Samoan Language and Culture-Program teachers this in ED 285, ED 440.</li> <li><b>Outcome 3:</b> Competence in Technology-Program uses MOODLE extensively and educational technology is taught in ED 240.</li> </ol>
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<b>Outcome 6- Statement:</b> Competence in Assessment: The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner.	4. <b>Outcome 4:</b> Competence in Student Diversity-Program teaches this in program courses.
<b>Outcome 7- Statement:</b> Competence in School and Community Relationships: The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support student learning and well-being.	5. <b>Outcome 5:</b> Designs Meaningful Learning Experiences-Program teaches this is several program courses and students do practicums and student teaching.
<b>Outcome 8- Statement:</b> Competence in Professional Development: The teacher is a reflective practitioner who continually evaluates the effects of his or her choices and actions on others (students, parents, and other professionals in the learning community) and who actively seeks opportunities to grow professional.	6. <b>Outcome 6:</b> Competence in Assessment: Program teaches assessment in courses, mainly taught, implement in ED 340.
	7. <b>Outcome 7:</b> Competence in school and Community Relationships-Program has great repoire with local and private schools, students do practicums and student teaching at the schools as well as community voluntary work such as Read aloud and village participation building strong relationships with the community sectors and students are then employed with DOE and/or private schools after AA or BED is acquired.
	8. <b>Outcome 8:</b> Competence in Professional Development-program encourages PD for students to include community voluntary work.

### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

<b>A. Planning FY 2022 Outcomes:</b>			
<i>Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.</i>			
<b>Outcome Statements:</b>	<b>Outcome Status:</b>	<b>Purpose of Changes:</b>	<b>2021-2026 ISP Alignment:</b>
<b>Outcome 1:</b> Competence in Content and Pedagogy: The teacher has acceptable level of knowledge and skills of the central concepts, tools of inquiry, and structures of the discipline that he or she teaches and creates learning experiences that make aspects of the subject matter meaningful for students.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> Competence in the Samoan Language, History, and Culture: The teacher is competent and skillful in utilizing the Samoan language, history, and culture as a responsive teaching foundation to enhance learning.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> Competence in Technology: The teacher is skilled in technology and is knowledgeable about using technology to support instruction and enhance student learning.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> Competence in Student Diversity: The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 5:</b> Designs and provides meaningful learning experiences: The teacher consistently plans and implements meaningful learning experiences for students.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

<b>Outcome 6:</b> Competence in Assessment: The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 7:</b> Competence in School and Community Relationships: The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support student learning and well-being.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 8:</b> Competence in Professional Development: The teacher is a reflective practitioner who continually evaluates the effects of his or her choices and actions on others (students, parents, and other professionals in the learning community) and who actively seeks opportunities to grow professional.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

### Section IV.B: Program or Division Planning Context “How do we get there?”

<b>B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:</b>						
<i>Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for <b>Fiscal Year 2022</b>.</i>						
<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
Outcome 1:	\$240.00	Guide to APA Formatting Edition 7 <sup>th</sup> – 6 copies (40.00) Used to help students formatting and writing skills.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Meet the mission of the department.	Justification: Approved on June 22, 2021.
Outcome 2:	\$1,000.00	Supplemental Books from SSI (We use the SSI published books in ED 285 and ED 440.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Meet the mission of the department.	Justification: Approved on June 22, 2021.
Outcome 3:	\$1,500.00	Starboard software-it would help to be able to use the features of the starboard instead of just using it as a whiteboard to show power point presentations.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Meet the mission of the department.	Justification: Approved on June 22, 2021.
Outcome 5:	\$3,200.00	For Science: Discover Robotics and Physics 5 kits (iPad) \$2,949.00 + Shipping.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Meet the mission of the department.	Justification: Approved on June 22, 2021.
Outcome 6:	n/a	MOODLE having the capability to access outcomes, input and retrieve data to show students’ achievements based on expected outcomes.	<input type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Provide resources to meet the mission of the department.	Justification: Approved on June 22, 2021.
Outcome 7:	\$5,000.00 (5305)		<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved

		Insurance, fuel, and maintenance (needed to go out to the field-school and community). <i>President's Note: Standardized budget for 5305 at \$5,000.00.</i>		Justification:	Justification: Meet the mission of the department.	Justification: Approved with President's recommendation.
Outcome 8:	\$10,000.00	Training for 2 faculty – April 2022 ARC Conference.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: The Teacher Education Department needs to utilize the vehicle for practicum and field work purposes on a semester basis.	Justification: Approved on June 22, 2021.
Outcomes 1-8	\$55,325.00 (New Faculty Position)	<u>President's Note:</u> To include a new faculty position for the bachelor program to support full-time positions for B.Ed. Core Faculty.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification:	Justification: Approved on June 24, 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1.
2.
3.



## Trade and Technical Program

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Trade and Technical Department	Frederick R. Suisala	<a href="mailto:f.suisala@amsamoa.edu">f.suisala@amsamoa.edu</a> ext. 472	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

**Program or Division Focus:** Provide quality programs and instructions for traditional and non-traditional students.

<b>Unit, Program, or Division Mission:</b>	The mission of the Trade and Technical Department (TTD) is to equip students with knowledge and technical skills in their vocational specialties, through the issuance of Certificates of Completion (COC), Certificate of Proficiencies (COP) and Associate of Science (AS) degrees, based on national standards, with input from local, public and private entities. In addition, TTD develops programs that prepare students for entry-level employment, upgrades skills of incumbent workers, and prepares them for professional licensure and certification. The Trade and Technical Department provides preparatory training for students to further their education and training beyond ASCC.
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<b>Outcome 1- Achievements:</b> Provide the highest quality of programs resulting with the conferring of Associate Degrees: <b>Fall Semester 2020:</b> <ul style="list-style-type: none"> <li>AS Degree in Architectural Drafting Technology: Three graduates.</li> <li>AS Degree in Automotive Technology: <i>One graduate</i></li> <li>AS Degree in Civil Engineering Technology: <i>Four graduates</i></li> <li>AS Degree in Computer Technical Support: <i>Three graduates</i></li> <li>AS Degree in Welding: <i>One graduate</i></li> <li>COP in Information and Communication Technology: <i>One graduate</i></li> </ul> <b>Spring Semester 2021 (Prospective Graduates)</b> <ul style="list-style-type: none"> <li>AS Degree in Architectural Drafting Technology: <i>One prospect</i></li> <li>AS Degree in Automotive Technology: <i>Four prospects</i></li> <li>AS Degree in Civil Engineering Technology: <i>Four prospects</i></li> </ul>
<b>Outcome 2- Statement:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<b>Outcome 2- Achievements:</b> <ul style="list-style-type: none"> <li>Collaborated with the revisions of Institution-Set Standards and Student Achievements.</li> </ul>
<b>Outcome 3- Statement:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved,	<b>Outcome 3- Achievements:</b> <ul style="list-style-type: none"> <li>Provide and successfully completion of AWD Fall Session 2020 and Spring 2021 evening training programs for non-traditional students from September 21 –</li> </ul>

challenged, and non-traditional population and promote diversity and global engagement.	<p>November 20, 2020. Partnership with Public and the Private Sectors: agencies, departments as well as private employers and companies.</p> <ul style="list-style-type: none"> <li>Provide and successfully completion of AWD Fall Session 2020 and Spring 2021 evening training programs for non-traditional students from September 21 – November 20, 2020. Partnership with Public and the Private Sectors: agencies, departments as well as private employers and companies.</li> </ul>
<b>Outcome 4- Statement:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<b>Outcome 4- Achievements:</b> <ul style="list-style-type: none"> <li>Procuring of tools and equipment for the Architectural, AutoCAD, Automotive, Carpentry, Electrical, Electronic and Welding programs supported by TAP funding.</li> <li>Upgrade computers for the Computer Science Department, Business Department 1<sup>st</sup> Floor and 2<sup>nd</sup> Floor Library Labs, Procurement Office supported by TAP funding.</li> </ul>
<b>Outcome 5- Statement:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<b>Outcome 5- Achievements:</b> <ul style="list-style-type: none"> <li>Recruit adjunct instructors for the Architectural Drafting program, Carpentry program, Electrical program, Electronic program and ICT program.</li> <li>Perform annual Faculty Performance Evaluation for career service instructors and a contractual instructor.</li> <li>Perform semester and session Faculty Performance Evaluation for adjunct instructors.</li> </ul>

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 2:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 3:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific
	<input type="checkbox"/> New Outcome		

activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.			<input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 5:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

### Section IV.B: Program or Division Planning Context “How do we get there?”

#### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.*

<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
Outcome 1:	None	Reviewed by the President – June 22, 2021	<input type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.
1.
2.
3.





## Nursing Program

### Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Nursing Department	Lele Ah Mu	<a href="mailto:lahmu@amsamoa.edu">lahmu@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

Program or Division Focus:	
<b>Unit, Program, or Division Mission:</b>	<p>The Nursing Department is committed to provide quality nursing education in preparing knowledgeable and caring professional nurses to meet the diverse health needs of the community.</p> <p>To meet this mission, the department offers the following degree and certificate programs of studies:</p> <ul style="list-style-type: none"> <li>• Associate of Science degree in               <ol style="list-style-type: none"> <li>1. Nursing (RN)</li> </ol> </li> <li>• Certificate of Proficiency in               <ol style="list-style-type: none"> <li>1. Practical Nursing (PN)</li> </ol> </li> <li>• Certificate of Completion in               <ol style="list-style-type: none"> <li>1. Nurse Aide (NA)</li> </ol> </li> </ul>

### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements: <i>Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.</i>	
<b>Outcome 1- Statement: Communication:</b> Demonstrates and utilizes basic communication and writing skills to effectively facilitate understanding between patients, clients, family, significant others, and members of the healthcare personnel; utilizes teaching methods appropriate to various ages.	<p>All learning outcomes are achieved in courses via CLO’s leading to students mastering or fulfilling them in 3 levels: Beginning, Developing and Proficient. Students continuing in the program earn:</p> <ul style="list-style-type: none"> <li>• Associate of Science degree in               <ol style="list-style-type: none"> <li>1. Nursing (RN): Fall 2020 – 4 Graduates</li> </ol> </li> <li>• Certificate of Proficiency in               <ol style="list-style-type: none"> <li>1. Practical Nursing (PN): Fall 2020 – 3 Graduates</li> </ol> </li> <li>• Certificate of Completion in               <ol style="list-style-type: none"> <li>1. Nurse Aide (NA): Fall 2020 – 8 Graduates; Spring 2021 – 16 Graduates</li> </ol> </li> </ul>
<b>Outcome 2- Statement: Technology:</b> Utilizes technology to provide legal documentation of the patient care plan, complete care provided, and medications administered; knowledgeable in the use of technology to provide evidenced-based information in the care of patients.	
<b>Outcome 3- Statement: Accountability and Clinical Ethics:</b> Practices within the profession’s ethical and legal framework and is accountable for own nursing practice, behaviors, and care delegated; functions within the legal parameters and ethical practices that influence patient’s responses to illness in a variety of health care environments.	
<b>Outcome 4- Statement: Collaboration and Teamwork:</b> Develops an awareness of cultural and ethnic factors to enable active participation in collaborating and contributing to the patient’s plan of care by providing safe, basic nursing care of patients in various health care settings.	

<b>Outcome 5- Statement: Critical Thinking:</b> Utilizes the nursing process in the care of patients with needs resulting from altered states of wellness, by applying nursing knowledge and skills to provide basic and technical nursing care; promotes safe nursing practices and critical thinking skills in the care of patients.	
<b>Outcome 6- Statement: Process of Health Care:</b> Demonstrates safe and competent nursing care based on the facts and principles of biological, psychological, sociological, cultural and spiritual functioning.	
<b>Outcome 7- Statement: Leadership</b> Demonstrates sound leadership principles based on planning, managing, and delivering health care in interdisciplinary teams, including delegation and supervision of nursing care being delivered by others.	
<b>Outcome 8- Statement: Professionalism and Responsibility:</b> Demonstrates responsibility for own learning, and for participation in community and professional activities; understands the levels of authority and responsibility, and function as a member of the health care team under the supervision of the Registered Nurse (RN), or Medical Doctor/Medical Officer (MD/MO).	

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

<b>A. Planning FY 2022 Outcomes:</b>			
<i>Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.</i>			
<b>Outcome Statements:</b>	<b>Outcome Status:</b>	<b>Purpose of Changes:</b>	<b>2021-2026 ISP Alignment:</b>
<b>Outcome 1:</b> Demonstrates and utilizes basic communication and writing skills to effectively facilitate understanding between patients, clients, family, significant others, and members of the healthcare personnel; utilizes teaching methods appropriate to various ages.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> Utilizes technology to provide legal documentation of the patient care plan, complete care provided, and medications administered; knowledgeable in the use of technology to provide evidenced-based information in the care of patients.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> Practices within the profession’s ethical and legal framework and is accountable for own nursing practice, behaviors, and care delegated; functions within the legal parameters and ethical practices that influence patient’s responses to illness in a variety of health care environments.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> Develops an awareness of cultural and ethnic factors to enable active participation in collaborating and contributing to the patient’s plan of care by providing safe, basic nursing care of patients in various health care settings.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.



<b>Outcome 5:</b> Utilizes the nursing process in the care of patients with needs resulting from altered states of wellness, by applying nursing knowledge and skills to provide basic and technical nursing care; promotes safe nursing practices and critical thinking skills in the care of patients.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 6:</b> Demonstrates safe and competent nursing care based on the facts and principles of biological, psychological, sociological, cultural and spiritual functioning.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 7:</b> Demonstrates sound leadership principles based on planning, managing, and delivering health care in interdisciplinary teams, including delegation and supervision of nursing care being delivered by others.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 8:</b> Demonstrates responsibility for own learning, and for participation in community and professional activities; understands the levels of authority and responsibility, and function as a member of the health care team under the supervision of the Registered Nurse (RN), or Medical Doctor/Medical Officer (MD/MO).	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

### Section IV.B: Program or Division Planning Context “How do we get there?”

#### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2022**.

<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> (Indicate dollar amount only)	<b>Explanation of Costs:</b> (Explain the outcome plans for your request)	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> (Deans and Directors)	<b>Divisional Approval:</b> (Vice Presidents, Executive Director)	<b>President Approval:</b>
Outcome 1:	\$22,500.00	Increase additional funds for adjunct faculty due to high enrollment in CNA, LPN, and RN. Increase to \$45,000 from \$22,500.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Increase the existing adjunct positions from \$22,500 to \$35,000	Justification: Approved on June 22, 2021.
Outcome 2:	\$22,500.00	Increase additional funds for adjunct faculty due to high enrollment in CNA, LPN, and RN. Increase to \$45,000 from \$22,500.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Increase the existing adjunct positions from \$22,500.00 to \$35,000.00	Justification: Approved on June 22, 2021.
Outcome 8:	\$52,883.00 <i>(New Faculty Position)</i>  \$5,000.00 <i>(5401)</i>	Another Full-time position for faculty to accommodate the increase in the three nursing programs.  \$10,000 for initial stage of establishing a Bachelor program in Nursing.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Increase of CNA, LPN, and RN programs indicated a need to add another faculty position.	Justification: Approved on June 22, 2021.

	\$5,000.00 (5402)					
President's Notes: Grant based funding – Please review the plans for Planned Purchases in accordance to the Grant Cycle and Timelines.						

**Section V: Improving the Planning Process**

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.
2.
2.
3.



## Business Department

### Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Business Department	Dr. Faofua Fa'atoafe	<a href="mailto:f.faatoafe@amsamoa.edu">f.faatoafe@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

**Program or Division Focus:** Provide quality programs and instructions for traditional and non-traditional students.

<b>Unit, Program, or Division Mission:</b>	The mission of the Business Department is to develop and offer high quality business educational programs and services that will enable students to enter the workforce, continue their education, start a business, and become productive citizens in today's global and high-tech workforce. Moreover, the programs enable students to build strong partnerships with both the public and private sectors in job placement and educational improvement opportunities.
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<p><b>Outcome 1- Statement:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.</p>	<p><b>Outcome 1- Achievements:</b> Provide the highest quality of programs resulting with the conferring of Associate Degrees:</p> <p><b>Fall Semester 2020:</b></p> <ul style="list-style-type: none"> <li>• AA Degree with an Emphasis in Business Administration</li> <li>• AS Degree in Accounting: <i>5 graduates</i></li> <li>• AS Degree in Business Management: <i>6 graduates</i></li> <li>• COP in Accounting</li> <li>• COP in Business Management</li> </ul> <p><b>Spring Semester 2021:</b></p> <ul style="list-style-type: none"> <li>• AA Degree with an Emphasis in Business Administration</li> <li>• AS Degree in Accounting: <i>5 graduates</i></li> <li>• AS Degree in Business Management: <i>6 graduates</i></li> <li>• COP in Accounting</li> <li>• COP in Business Management</li> </ul> <p>Ongoing assessment of courses and offering of courses on MOODLE to meet the 33% online for lecture courses.</p>
<p><b>Outcome 2- Statement:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.</p>	<p><b>Outcome 2- Achievements:</b></p> <ul style="list-style-type: none"> <li>• Collaborated with the revisions of Institution-Set Standards and Student Achievements.</li> </ul>

<b>Outcome 3- Statement:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<b>Outcome 3- Achievements:</b> <ul style="list-style-type: none"> <li>Promoted the involvement of students in the Business club (BAOA).</li> <li>Promoted marketing opportunities for students to work directly with local agencies to gain work experiences.</li> </ul>
<b>Outcome 4- Statement:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<b>Outcome 4- Achievements:</b> <ul style="list-style-type: none"> <li>Upgrade computers for the Business Department through TTD Tap funding.</li> <li>Established a course with the Apprenticeship Program.</li> </ul>
<b>Outcome 5- Statement:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<b>Outcome 5- Achievements:</b> <ul style="list-style-type: none"> <li>Recruited adjunct instructors for Business courses offered after hours.</li> <li>Performed annual Faculty Performance Evaluation for full-time instructors.</li> <li>Attended MOODLE training.</li> </ul>

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.			
<b>Outcome 4:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 5:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

#### Section IV.B: Program or Division Planning Context “How do we get there?”

<b>B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:</b>						
<i>Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for <b>Fiscal Year 2022</b>.</i>						
<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <small>(Indicate dollar amount only)</small>	<b>Explanation of Costs:</b> <small>(Explain the outcome plans for your request)</small>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <small>(Deans and Directors)</small>	<b>Divisional Approval:</b> <small>(Vice Presidents, Executive Director)</small>	<b>President Approval:</b>
Outcome 1:	\$5,000.00 <i>(5401)</i> \$5,000.00 <i>(5402)</i>	<i>(5401 and 5402)</i> Review of curriculum for a Bachelor program in alignment with the ISP 2021-2026.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Approved June 24, 2021.
Outcome 1:	\$500.00 <i>(5201)</i>	<i>(5201)</i> Office supplies.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Approved June 24, 2021.
Outcome 1-5:	\$47,185.00 <i>(New Faculty Position)</i>	New Faculty Position: <u>President’s Note</u> : Do not shift any positions to other departments as faculty will be detailed for the developing of the bachelor programs. <i>(Nursing, Samoan Studies, and Business)</i>	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: <u>President’s Note</u> : For programs that are working toward developing a bachelor component, we must account the need for faculty positions. Approved June 24, 2021.

### **Section V: Improving the Planning Process**

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.

1.

2.

3.



## English College Accelerated Preparatory Program

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
English C.A.P.P.	Ms. Edna Zarraga	<a href="mailto:e.zarraga@amsamoa.edu">e.zarraga@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

**Program or Division Focus:** Provide quality programs and instructions for traditional and non-traditional students.

<b>Unit, Program, or Division Mission:</b>	The mission of the English College Accelerated Preparatory Program (C.A.P.P) 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.
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<b>Outcome 1- Achievements:</b> <ul style="list-style-type: none"> <li>• Provided course offerings in pre-collegiate courses in order to meet students’ pre-requisites for college level courses in English and Math.</li> <li>• Offered courses in two six-week sessions on a daily basis.</li> <li>• Ongoing assessment of courses and offering of courses on MOODLE to meet the 33% online.</li> </ul>
<b>Outcome 2- Statement:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<b>Outcome 2- Achievements:</b> <ul style="list-style-type: none"> <li>• Collaborated and participated with the revisions of Institution-Set Standards and Student Achievements.</li> </ul>
<b>Outcome 3- Statement:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<b>Outcome 3- Achievements:</b> <ul style="list-style-type: none"> <li>• Promoted tutorial and lab to assist with the passing rate of students in English CAPP courses.</li> </ul>
<b>Outcome 4- Statement:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<b>Outcome 4- Achievements:</b>
<b>Outcome 5- Statement:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support	<b>Outcome 5- Achievements:</b> <ul style="list-style-type: none"> <li>• Recruited faculty for vacant positions.</li> <li>• Performed annual Faculty Performance Evaluation for full-time instructors.</li> <li>• Attended MOODLE training.</li> </ul>



instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

##### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 5:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.



commitment to student learning by upgrading skills in teaching and learning.			
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### Section IV.B: Program or Division Planning Context “How do we get there?”

<b>B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:</b>						
<i>Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.</i>						
<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
Outcome 1:	\$2,000.00 (5201)	VPACSA and President’s Recommendation: To add office supplies. The increase is based is based on student enrollment.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Approved June 24, 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.
1.
2.
3.



## Criminal Justice Department

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Criminal Justice Department	Mrs. Rosie Ah Chee- Toeava	<a href="mailto:r.toeava@amsamoa.edu">r.toeava@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

**Program or Division Focus:** Provide quality programs and instructions for traditional and non-traditional students.

<b>Unit, Program, or Division Mission:</b>	The mission of the Criminal Justice Department is to develop and offer the student academic preparation for entry-level career positions in areas of the criminal justice system in the United States and American Samoa. The program provides an opportunity for the student to develop abilities and skills necessary for a career upgrade and/or for transfer to other colleges and/or four-year institutions. The program encourages students to be cognizant of the social, ethical, legal, political and cultural perspectives of the American Justice System and its impact on the American Samoa System of Justice as well as those of other Pacific Island nations.
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<p><b>Outcome 1- Statement:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.</p>	<p><b>Outcome 1- Achievements:</b> Provide the highest quality of programs resulting with the conferring of Associate degrees: <b>Fall Semester 2020:</b></p> <ul style="list-style-type: none"> <li>AA Degree with an Emphasis in Pre-Law: <i>1 graduate</i></li> <li>AS Degree in Criminal Justice: <i>14 graduates</i></li> </ul> <p><b>Spring Semester 2021:</b></p> <ul style="list-style-type: none"> <li>AA Degree with an Emphasis in Pre-Law: <i>1 graduate</i></li> <li>AS Degree in Criminal Justice: <i>3 graduates</i></li> </ul> <p>Ongoing assessment of courses, and offering of courses on MOODLE to meet the 33% online.</p>
<p><b>Outcome 2- Statement:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.</p>	<p><b>Outcome 2- Achievements:</b></p> <ul style="list-style-type: none"> <li>Collaborated with the revisions of Institution-Set Standards and Student Achievements.</li> </ul>
<p><b>Outcome 3- Statement:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.</p>	<p><b>Outcome 3- Achievements:</b></p> <ul style="list-style-type: none"> <li>Collaborated with local agencies in promoting criminal justice degree programs and establishing an agreement with the Policy Academy under the Public Safety Division.</li> </ul>

<b>Outcome 4- Statement:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<b>Outcome 4- Achievements:</b>
<b>Outcome 5- Statement:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<b>Outcome 5- Achievements:</b> <ul style="list-style-type: none"> <li>Performed annual Faculty Performance Evaluation for full-time instructors.</li> <li>Attended MOODLE training.</li> </ul>

### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

<b>Outcome 5:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

#### Section IV.B: Program or Division Planning Context “How do we get there?”

<b>B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:</b>						
<i>Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for <b>Fiscal Year 2022</b>.</i>						
<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
Outcome 1:	\$500.00 <i>(5201)</i>	VPACSA and President’s Recommendation: To add office supplies. Increase of allocation is based on enrollment.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: Approved June 24, 2021.
Outcome 4:	\$47,185.00 <i>(Criminal Justice)</i>	Proposed new position for Criminal Justice based on student enrollment.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: Approved June 24, 2021.

#### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.
1.
2.
3.



## Computer Science Department

### Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Computer Department	Dr. Ernie Seiuli	<a href="mailto:e.seiuli@amsamoa.edu">e.seiuli@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

Program or Division Focus: Provide quality programs and instructions for traditional and non-traditional students.	
Unit, Program, or Division Mission:	The ASCC Computer Science Department strives for excellence by providing quality and comprehensive educational programs to assist students in realizing their maximum potential for personal and professional development and in collaboration with the industry to meet the educational needs of the community. The program ensures that ASCC graduates will be equipped with the necessary computer literacy skillset required in the ever-changing work environment.

### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements: <i>Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.</i>	
<b>Outcome 1- Statement:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<b>Outcome 1- Achievements:</b> <ul style="list-style-type: none"> <li>Provided course offerings to meet general education requirement for information technology.</li> <li>Ongoing assessment of courses and offering of courses on MOODLE to meet the 33% online for lecture courses.</li> </ul>
<b>Outcome 2- Statement:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<b>Outcome 2- Achievements:</b> <ul style="list-style-type: none"> <li>Collaborated with the revisions of Institution-Set Standards and Student Achievements.</li> </ul>
<b>Outcome 3- Statement:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<b>Outcome 3- Achievements:</b> <ul style="list-style-type: none"> <li>Established MOU with local agencies.</li> <li>Offered a course in the Apprenticeship Program.</li> </ul>
<b>Outcome 4- Statement:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<b>Outcome 4- Achievements:</b> <ul style="list-style-type: none"> <li>Upgrade computers for the Computer Science Department through TTD Tap funding.</li> </ul>
<b>Outcome 5- Statement:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors	<b>Outcome 5- Achievements:</b> <ul style="list-style-type: none"> <li>Attended MOODLE training.</li> <li>Performed annual Faculty Performance Evaluation for full-time instructors.</li> </ul>

with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.

- Two Computer Science faculty were awarded with Doctoral degree from Capella University.

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

##### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 5:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

commitment to student learning by upgrading skills in teaching and learning.			
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### Section IV.B: Program or Division Planning Context “How do we get there?”

<b>B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:</b>						
<i>Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.</i>						
<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
Outcome 1:	\$500.00 (5201)	VPACSA and President’s Recommendation: To add office supplies.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Approved June 24, 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.
1.
2.
3.





## Fine Arts Department

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Fine Arts Department	Mr. Kuki Tuiasosopo	<a href="mailto:k.tuiasosopo@amsamoa.edu">k.tuiasosopo@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

**Program or Division Focus:** Provide quality programs and instructions for traditional and non-traditional students.

<b>Unit, Program, or Division Mission:</b>	The Fine Arts Department provides educational services by offering courses that cultivate expression, emotion, and creativity. Exposure to, and immersion in the arts will enhance and enrich academic studies, therefore, the department encourages students to engage and participate in all performances and studio courses, which include the musical arts, the visual arts, and the theatrical arts. In addition, the department offers courses that allow students to study and appreciate the historical, the social, and the cultural aspects of music, art, and theatre. The Fine Arts Department also offers degrees in the areas of music and visual arts. These degree programs prepare students for a career in the arts or for transfer to a four-year college or university. The Fine Arts Department is committed to educate and inspire students while broadening their life experiences through diversity in learning.
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<b>Outcome 1- Achievements:</b> Provided the highest quality of course offerings in the following Degrees: <ul style="list-style-type: none"> <li>• AA degree with an Emphasis in Music:</li> <li>• AA degree with an Emphasis in Visual Arts: Spring 2021 -1 graduate</li> <li>• Offered course to meet the General Education requirement</li> </ul> Ongoing assessment of courses and offering of courses on MOODLE to meet the 33% of online for lecture courses.
<b>Outcome 2- Statement:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<b>Outcome 2- Achievements:</b> <ul style="list-style-type: none"> <li>• Collaborated with the revisions of Institution-Set Standards and Student Achievements.</li> </ul>
<b>Outcome 3- Statement:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the underserved, challenged, and non-traditional population and promote diversity and global engagement.	<b>Outcome 3- Achievements:</b>
<b>Outcome 4- Statement:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<b>Outcome 4- Achievements:</b>

**Outcome 5- Statement:** Recruit, retain, and support faculty and staff in a culture of excellence and innovation.  
Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.

**Outcome 5- Achievements:**

- Performed annual Faculty Performance Evaluation for full-time instructors.
- Attended MOODLE training.
- Recognition of music faculty nationally when selected as one of musicians by the Society for Ethnomusicology (SEM).

**Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”**

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

**A. Planning FY 2022 Outcomes:**

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

<b>Outcome 5:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

#### Section IV.B: Program or Division Planning Context “How do we get there?”

<b>B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:</b>						
<i>Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for <b>Fiscal Year 2022</b>.</i>						
<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
Outcome 1:	None	No request received.	<input type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:

#### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.	
1.	
2.	
3.	



## Health and Human Services Department

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Health and Human Services Department	Mr. Derek Helsham	<a href="mailto:d.helsham@amsamoa.edu">d.helsham@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

**Program or Division Focus:** Provide quality programs and instructions for traditional and non-traditional students.

<b>Unit, Program, or Division Mission:</b>	The Health and Human Services (HHS) Department is to support and prepare students who are interested in pursuing a career in the field of health or human services. Central to this mission is a commitment to provide students with a sound foundation and broad balance of knowledge and skills. Students who fulfill the requirements for an Associate of Science Degree in Health Science, Associate of Arts Degree with an emphasis in Human Services, or a Certificate of Proficiency in Guidance and Counseling or a Certificate of Proficiency in Public Health are able to continue studies in a specialized area in allied health or into a bachelor’s degree program in health science, human services or related fields; Obtain local employment as medical support staff, public health educator, or enter into employment as a paraprofessional in the human services agencies; Enhance occupational skills needed in professional growth and career development; and, Apply knowledge and skills in health and human relations into their daily lives with an awareness and understanding of Samoa and Pacific Island cultures.
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<b>Outcome 1- Achievements:</b> Provided the highest quality of course offerings in the following Degrees: <b>Fall 2020:</b> <ul style="list-style-type: none"> <li>AA Degree with an Emphasis in Human Services: <i>1 graduate</i></li> <li>AS Degree in Health Science.: <i>7 graduates</i></li> <li>COP in Guidance and Counseling.</li> <li>COP in Public Health.</li> </ul> <b>Spring 2021:</b> <ul style="list-style-type: none"> <li>AA Degree with an Emphasis in Human Services: <i>4 graduates</i></li> <li>AS Degree in Health Science: <i>5 graduates</i></li> <li>COP in Guidance and Counseling.</li> <li>COP in Public Health.</li> <li>Offered course to meet the program requirements.</li> </ul> Ongoing assessment of courses and offering of courses on MOODLE to meet the 33% of online for lecture courses.
<b>Outcome 2- Statement:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards	<b>Outcome 2- Achievements:</b> <ul style="list-style-type: none"> <li>Collaborated with the revisions of Institution-Set Standards and Student Achievements.</li> </ul>

serve as career pathway indicators to determine the academic and integrity of all academic programs.	
<b>Outcome 3- Statement:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<b>Outcome 3- Achievements:</b> <ul style="list-style-type: none"> <li>Established EXITO agreement with Portland State University.</li> <li>Served as a Board member for the AHEC Board.</li> <li>Established MOU with ASDOE for the counseling program.</li> </ul>
<b>Outcome 4- Statement:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<b>Outcome 4- Achievements:</b>
<b>Outcome 5- Statement:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<b>Outcome 5- Achievements:</b> <ul style="list-style-type: none"> <li>Performed annual Faculty Performance Evaluation for adjunct faculty.</li> <li>Attended MOODLE training.</li> </ul>

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific

activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.			<input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 5:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

### Section IV.B: Program or Division Planning Context “How do we get there?”

<b>B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:</b>						
<i>Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.</i>						
<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <small>(Indicate dollar amount only)</small>	<b>Explanation of Costs:</b> <small>(Explain the outcome plans for your request)</small>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <small>(Deans and Directors)</small>	<b>Divisional Approval:</b> <small>(Vice Presidents, Executive Director)</small>	<b>President Approval:</b>
Outcome 1:	\$500.00 (5201)	VPACSA and President’s Recommendation: To add office supplies.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Approved June 24, 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.
1.
2.
3.





## Language and Literature Department

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Language and Literature Department	Mr. Ben Goodwin	<a href="mailto:b.goodwin@amsamoa.edu">b.goodwin@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

**Program or Division Focus:** Provide quality programs and instructions for traditional and non-traditional students.

<b>Unit, Program, or Division Mission:</b>	The Language and Literature Department offers intensive English literature and writing courses to help students develop and strengthen their critical thinking skills, become proficient college-level readers and writers, and become clear, effective communicators. Writing courses will focus on helping students become competent and skillful writers by using selective rhetorical strategies. Literature courses will evaluate and examine cultures, issues, and themes in multiple genres by applying a variety of writing methods and styles. Students will demonstrate critical thinking through literary analysis. The courses offered by the Language and Literature Department are designed to prepare students for transfer to a four-year College or university and/or to be successful and contributing members of the modern work force.
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<b>Outcome 1- Achievements:</b>  <b>Completion of Fall 2020 – Spring 2021:</b> <ul style="list-style-type: none"> <li>Offered course to meet the First Year and Second Year General Education requirements</li> </ul> Ongoing assessment of courses and offering of courses on MOODLE to meet the 33% of online for lecture courses.
<b>Outcome 2- Statement:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<b>Outcome 2- Achievements:</b> <ul style="list-style-type: none"> <li>Collaborated with the revisions of Institution-Set Standards and Student Achievements.</li> </ul>
<b>Outcome 3- Statement:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<b>Outcome 3- Achievements:</b>
<b>Outcome 4- Statement:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in	<b>Outcome 4- Achievements:</b>



achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	
<b>Outcome 5- Statement:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<b>Outcome 5- Achievements:</b> <ul style="list-style-type: none"> <li>Performed annual Faculty Performance Evaluation for full-time instructors.</li> <li>Attended MOODLE training.</li> </ul>

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 2:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 3:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 4:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

<b>Outcome 5:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

#### Section IV.B: Program or Division Planning Context “How do we get there?”

<b>B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:</b>						
<i>Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for <b>Fiscal Year 2022</b>.</i>						
<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
Outcome 1:	\$500.00 (5201)	VPACSA and President’s Recommendation: To add office supplies.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification:	Justification: Approved June 24, 2021.

#### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.
1.
2.
3.



## Mathematics Department

### Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Mathematics Department	Mrs. Amete Moefiainu	<a href="mailto:a.moefiainu@amsamoa.edu">a.moefiainu@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

**Program or Division Focus:** Provide quality programs and instructions for traditional and non-traditional students.

<b>Unit, Program, or Division Mission:</b>	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.
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<b>Outcome 1- Achievements:</b> <b>Completion of Fall 2020 – Spring 2021:</b> <ul style="list-style-type: none"> <li>Offered remedial math to meet prerequisite for college-level math courses</li> <li>Offered courses to meet the First Year and Second Year General Education requirements.</li> </ul> <p>Ongoing assessment of courses and offering of courses on MOODLE to meet the 33% of online for lecture courses.</p>
<b>Outcome 2- Statement:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<b>Outcome 2- Achievements:</b> <ul style="list-style-type: none"> <li>Collaborated with the revisions of Institution-Set Standards and Student Achievements.</li> </ul>
<b>Outcome 3- Statement:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<b>Outcome 3- Achievements:</b>
<b>Outcome 4- Statement:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<b>Outcome 4- Achievements:</b>

**Outcome 5- Statement:** Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.

**Outcome 5- Achievements:**

- Performed annual Faculty Performance Evaluation for full-time instructors.
- Attended MOODLE training.

**Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”**

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

**A. Planning FY 2022 Outcomes:**

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 5:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<input type="checkbox"/> New Outcome		
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### Section IV.B: Program or Division Planning Context “How do we get there?”

<b>B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:</b>						
<i>Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.</i>						
<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
Outcome 1:	\$2,000.00 (5201)	VPACSA and President’s Recommendation: To add office supplies.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Approved June 24, 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.
1.
2.
3.



## Physical Education Department

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Physical Education Department	Dr. Siamaua Ropeti	<a href="mailto:s.ropeti@amsamoa.edu">s.ropeti@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

**Program or Division Focus:** Provide quality programs and instructions for traditional and non-traditional students.

<b>Unit, Program, or Division Mission:</b>	The Physical Education Department’s (PED) mission is to provide experiences that guide students in becoming physically active for a lifetime. The department offers courses that will fulfill the requirements for Associate of Arts and Associate of Science degrees. The department actively pursue athletic scholarships for those interested in continuing participation abroad and also provide continuous training for those athletes.
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<b>Outcome 1- Achievements:</b> <b>Completion of Fall 2020 – Spring 2021</b> <ul style="list-style-type: none"> <li>Offered course to meet the General Education requirement.</li> <li>Ongoing assessment of courses, and offering of courses on MOODLE to meet the 33% of online for lecture courses.</li> </ul>
<b>Outcome 2- Statement:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<b>Outcome 2- Achievements:</b> <ul style="list-style-type: none"> <li>Collaborated with the revisions of Institution-Set Standards and Student Achievements.</li> </ul>
<b>Outcome 3- Statement:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<b>Outcome 3- Achievements:</b>
<b>Outcome 4- Statement:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<b>Outcome 4- Achievements:</b>
<b>Outcome 5- Statement:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high	<b>Outcome 5- Achievements:</b> <ul style="list-style-type: none"> <li>Performed annual Faculty Performance Evaluation for adjunct faculty.</li> <li>Attended MOODLE training.</li> </ul>



technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

##### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 5:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.



commitment to student learning by upgrading skills in teaching and learning.			
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### Section IV.B: Program or Division Planning Context “How do we get there?”

<b>B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:</b>						
<i>Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.</i>						
<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
Outcome 1:	\$500.00 (5201)	VPACSA and President’s Recommendation: To add office supplies.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: Approved June 24, 2021.
Outcome 4:	\$3,000.00 (PE Adjunct Contracts)	Increase PE adjunct faculty contracts. Add \$3,000.00 to the existing \$7,000.00 to make it \$10,000.00.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: Approved June 24, 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.
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2.
3.



## Army Reserve Officers Training Corps (ROTC)

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
ROTC Department	Mr. Kitzen Moliga	<a href="mailto:k.moliga@amsamoa.edu">k.moliga@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

**Program or Division Focus:** Provide quality programs and instructions for traditional and non-traditional students.

<b>Unit, Program, or Division Mission:</b>	The UH/ASCC ROTC Program recruits, trains, and develops leaders of character to serve the Nation as Commissioned Officers in the U.S. Army; additionally, motivates young people to be better citizens committed to lifelong service to the Nation and their Community.
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<b>Outcome 1- Achievements:</b> <b>Completion of Fall 2020 – Spring 2021:</b> <ul style="list-style-type: none"> <li>Offered courses to meet General Education and Program requirements.</li> <li>Ongoing assessment of courses and offering of courses on MOODLE to meet the 33% of online for lecture courses.</li> </ul>
<b>Outcome 2- Statement:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<b>Outcome 2- Achievements:</b> <ul style="list-style-type: none"> <li>Collaborated with the revisions of Institution-Set Standards and Student Achievements.</li> </ul>
<b>Outcome 3- Statement:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<b>Outcome 3- Achievements:</b> <ul style="list-style-type: none"> <li>Worked collaboratively with the local Reserve center in recruitment and UH-Manoa.</li> </ul>
<b>Outcome 4- Statement:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<b>Outcome 4- Achievements:</b>
<b>Outcome 5- Statement:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support	<b>Outcome 5- Achievements:</b> <ul style="list-style-type: none"> <li>Performed annual Faculty Performance Evaluation for full-time instructors</li> <li>Attended MOODLE training.</li> </ul>

instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

##### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 5:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

commitment to student learning by upgrading skills in teaching and learning.			
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### Section IV.B: Program or Division Planning Context “How do we get there?”

<b>B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:</b>						
<i>Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.</i>						
<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
Outcome 1:	None	No proposed requests.	<input type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.
1.
2.
3.



## Science Department

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Science Department	Dr. Randel DeWees	<a href="mailto:r.dewees@amsamoa.edu">r.dewees@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

**Program or Division Focus:** Provide quality programs and instructions for traditional and non-traditional students.

<b>Unit, Program, or Division Mission:</b>	The mission of the Science Department is to inspire the student community through educational services, research, and outreach programs in the broad areas of the basic sciences. Within the Science Department, there is currently one-degree program, an Associate of Science degree in Marine Science. By taking advantage of our natural surroundings, the Science Department is proud to offer a hands-on, comprehensive Marine Science program for its students to explore, understand, and appreciate the importance of the influence the ocean has on our planet’s climate, as well as learn about marine organisms and habitats both locally and globally. The department is committed to a strong science program that strives to work with the latest technologies, and that explores environmental and human life sustainability issues in order to produce the next generation of leaders.
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<b>Outcome 1- Achievements:</b> <b>Completion of Fall 2020 – Spring 2021:</b> Fall 2020: Conferred degree in <ul style="list-style-type: none"> <li>Associate of Science in Marine Science: <i>1 graduate</i></li> <li>COP in Marine Option Program (MOP)</li> </ul> Spring 2021: Conferred degree in <ul style="list-style-type: none"> <li>Associate of Science in Marine Science: <i>1 graduate</i></li> <li>COP in Marine Option Program (MOP)</li> </ul> <ul style="list-style-type: none"> <li>Offered courses to meet the First Year and Second Year General Education requirements, and program requirements.</li> </ul> Ongoing assessment of courses and offering of courses on MOODLE to meet the 33% of online for lecture courses.
<b>Outcome 2- Statement:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<b>Outcome 2- Achievements:</b> <ul style="list-style-type: none"> <li>Collaborated with the revisions of Institution-Set Standards and Student Achievements.</li> </ul>
<b>Outcome 3- Statement:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved,	<b>Outcome 3- Achievements:</b> <ul style="list-style-type: none"> <li>Established MOU with UH-Hilo in LSAMP.</li> <li>Established MOU with UH-Manoa in Marine Science.</li> </ul>

challenged, and non-traditional population and promote diversity and global engagement.	
<b>Outcome 4- Statement:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<b>Outcome 4- Achievements:</b>
<b>Outcome 5- Statement:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<b>Outcome 5- Achievements:</b> <ul style="list-style-type: none"> <li>Performed annual Faculty Performance Evaluation for full-time instructors.</li> <li>Hired a science lab technician.</li> <li>Attended MOODLE training.</li> </ul>

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

##### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity,	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

access, and equity in professional development for faculty and staff both locally and off-island.			
<b>Outcome 5:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

### Section IV.B: Program or Division Planning Context “How do we get there?”

#### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2022**.*

<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
Outcome 1:	\$500 (5201)	Office supplies	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: Approved June 24, 2021.
Outcome 4:	\$58,599.00 (New Faculty Position)	Proposed new science core faculty position. General Education.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: Approved June 24, 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.

1.
2.
3.





## Social Science Department

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Social Science Department	Mrs. Lilian Temese	<a href="mailto:l.temese@amsamoa.edu">l.temese@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

**Program or Division Focus:** Provide quality programs and instructions for traditional and non-traditional students.

<b>Unit, Program, or Division Mission:</b>	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.
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<b>Outcome 1- Achievements:</b> <b>Completion of Fall 2020 – Spring 2021:</b> Fall 2020: Conferred degree in <ul style="list-style-type: none"> <li>Associate of Arts degree with an emphasis in Political Science:</li> </ul> Spring 2021: Conferred degree in <ul style="list-style-type: none"> <li>Associate of Arts degree with an emphasis in Political Science: <i>1 graduate</i></li> </ul> <ul style="list-style-type: none"> <li>Offered courses to meet general education and degree program requirements.</li> </ul> Ongoing assessment of courses and offering of courses on MOODLE to meet the 33% of online for lecture courses.
<b>Outcome 2- Statement:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<b>Outcome 2- Achievements:</b> <ul style="list-style-type: none"> <li>Collaborated with the revisions of Institution-Set Standards and Student Achievements.</li> </ul>
<b>Outcome 3- Statement:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<b>Outcome 3- Achievements:</b> <ul style="list-style-type: none"> <li>Promoted opportunities for students through the Political Science Club</li> </ul>
<b>Outcome 4- Statement:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in	<b>Outcome 4- Achievements:</b>

achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	
<b>Outcome 5- Statement:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<b>Outcome 5- Achievements:</b> <ul style="list-style-type: none"> <li>Performed annual Faculty Performance Evaluation for full-time instructors</li> <li>Attended MOODLE training</li> </ul>

### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 2:</b> Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 3:</b> Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 4:</b> Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

<b>Outcome 5:</b> Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

#### Section IV.B: Program or Division Planning Context “How do we get there?”

<b>B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:</b>						
<i>Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for <b>Fiscal Year 2022</b>.</i>						
<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
Outcome 1:	\$500.00 (5201)	Office supplies	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification:	Justification: Approved June 24, 2021.

#### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.
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2.
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## Agriculture, Community, and Natural Resources Division

### Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Agriculture, Community and Natural Resources (ACNR) – Land Grant Program	Aufa'i Apulu Ropeti Areta	<a href="mailto:a.aret@amsamoa.edu">a.aret@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

Program or Division Focus:	
Unit, Program, or Division Mission:	<p>“While honoring the <i>Fa'a-Samoa</i> (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.”</p> <p><i>Note: The following outcome template covers all units under the Division of Agriculture, Community, and Natural Resources. The Division’s Program Outcomes encompasses the services for which all units under ACNR are offered and evaluated.</i></p>

### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements: Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.	
<p><b>Outcome 1- Statement:</b> Strive to effectively provide quality and relevant Research Programs to the community.</p>	<p><b>Outcome 1- Achievements:</b> The Division continues to effectively provide quality and relevant research programs to the community through the Horticulture and Entomology programs. Projects include but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Conventional plant breeding and selection to produce new superior disease resistant taro varieties.</li> <li>2. Field trials to identify vegetable crops, varieties, and cropping practices suitable for American Samoa.</li> <li>3. Assessment of compost and nonliving mulches to improve soil health and crop production.</li> <li>4. Survey, detection, and control of little fire ant and other invasive ant species.</li> <li>5. Control of scale insects destroying native forest on Rose Atoll.</li> <li>6. Biology and control of disease-carrying mosquitoes.</li> <li>7. Insect pest survey.</li> </ol> <p>Note: ACNR Monthly reports and monthly highlights detailed all completed projects and ongoing activities.</p>
<p><b>Outcome 2- Statement:</b> Strive to effectively provide quality and relevant Extension Programs to the community.</p>	<p><b>Outcome 2- Achievements:</b> The Division continues to effectively provide quality and relevant extension programs to the community through:</p> <ol style="list-style-type: none"> <li>1. Agriculture and Aquaculture</li> <li>2. 4H Youth Program</li> <li>3. Family and Consumer Sciences (EFNEP)</li> </ol>

	<p>4. Forestry Program</p> <p>Note: ACNR Monthly reports and monthly highlights detailed all completed projects and ongoing activities.</p>
<p><b>Outcome 3- Statement:</b> Strive to effectively provide quality Instructional Programs to the community.</p>	<p><b>Outcome 3- Achievements:</b></p> <p>The Division continues to effectively provide quality Instructional Program to the community through ongoing instruction:</p> <p><i>ACNR offers Associate of Science degree in:</i></p> <ol style="list-style-type: none"> <li>1. Agribusiness</li> <li>2. Family and Consumer Science</li> <li>3. General Agriculture</li> <li>4. Natural Resources</li> </ol> <p><i>ASCC Graduates completed ACNR programs:</i></p> <ol style="list-style-type: none"> <li>1. Fall 2020: <ul style="list-style-type: none"> <li>o AS in General Agriculture – 1 graduate</li> <li>o AS in Natural Resources – 2 graduates</li> </ul> </li> <li>2. Spring 2021: <ul style="list-style-type: none"> <li>o AS in Agribusiness – 1 graduate</li> <li>o AS in General Agriculture – 1 graduate</li> </ul> </li> </ol> <p>Note: ACNR Monthly reports and monthly highlights detailed all completed projects and activities.</p>

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

##### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Strive to effectively provide quality and relevant Research Programs to the community.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 2:</b> Strive to effectively provide quality and relevant Extension Programs to the community.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 3:</b> Strive to effectively provide quality Instructional Programs to the community.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

#### Section IV.B: Program or Division Planning Context “How do we get there?”

##### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2022**.

<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> (Indicate dollar amount only)	<b>Explanation of Costs:</b> (Explain the outcome plans for your request)	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> (Deans and Directors)	<b>Divisional Approval:</b> (Vice Presidents, Executive Director)	<b>President Approval:</b>
Outcome 1:	<b>HATCH:</b> FY 21: \$1,119,500.00 FY 22: \$1,806,100.00	<b>Hatch:</b> Increase of <b>\$686,600.00</b> (FY 2022 amount given is an estimate. Actual amount will be set in the FY 2022 US federal budget once it passes Congress and is signed by the U.S. President.).	<input type="checkbox"/> Local <input checked="" type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: Grantor approved plan of work and project proposals. Supports Division and ASCC missions	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: 100% Grant Funded	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: Approved June 23, 2021.
Outcome 2:	<b>SMITH LEVER:</b> FY 21: \$1,516,500.00 FY 22: \$1,883,500.00  <b>FORESTRY:</b> FY 21: \$205,500.00 FY 22: \$392,000.00  <b>EFNP:</b> FY 21: \$21,000.00 FY 22: \$106,000.00	<b>Smith Lever:</b> Increase of <b>\$367,000.00</b> . <b>Forestry:</b> Increase of <b>\$186,500.00</b> . <b>EFNP:</b> Increase of <b>\$85,000.00</b> (FY 2022 amounts for Smith-Lever and EFNEP given are estimates. Actual amounts will be set in the FY 2022 US federal budget once it passes Congress and is signed by the U.S. President.). Total Increase: <b>\$638,500.00</b> .	<input type="checkbox"/> Local <input checked="" type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: Grantor approved plans of work and project proposals. Supports Division and ASCC missions.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: 100% Grant Funded	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: Approved June 23, 2021.
Outcome 3:	<b>CARIPAC:</b> FY 21: \$364,500.00 FY 22: \$367,000.00	<b>CARIPAC:</b> Increase of <b>\$2,500.00</b> .	<input type="checkbox"/> Local <input checked="" type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: Grantor approved plans of work and project proposals. Supports Division and ASCC missions.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: 100% Grant Funded	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: Approved June 23, 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.

1.
2.
3.





## Samoa Studies Institute Division

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Samoa Studies Institute	Ms. Keseta Okenaisa Fauolo	<a href="mailto:o.fauolo@amsamoa.edu">o.fauolo@amsamoa.edu</a> ext. 347	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

#### Program or Division Focus:

Unit, Program, or Division Mission:	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.
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Students enrolled in Samoa Studies courses receive effective instructions and updated curriculum that are aligned to College’s Mission.	<b>Outcome 1- Achievements:</b> <ol style="list-style-type: none"> <li>1. Introduction to Samoan Language Reader text.</li> <li>2. Nei Solo le Falute: Collection of students writings.</li> <li>3. Samoan Essay Writing Competition: “Lau Gagana”</li> <li>4. Recruiting and on campus meeting with students interested in Samoan Degree.</li> <li>5. Recruiting and promoting Samoan Degree at High Schools.</li> <li>6. Offering and Teaching 14 Samoan courses.</li> <li>7. SAFF: Students Association for Faasamoa.</li> <li>8. Malae Eese - Two Weeks Summer Program for students per High School Outreach during Spring and Fall Semester.</li> </ol>
<b>Outcome 2- Statement:</b> The community is aware of Samoa and the Pacific through SSI community and cultural extension programs.	<b>Outcome 2- Achievements:</b> <ol style="list-style-type: none"> <li>1. Faasamoa Pea Radio Program. This is a weekly program. Air for free by FM 92.1.</li> <li>2. Taiala Partnership.</li> <li>3. Campus Lecture: Spring Semester Event.</li> <li>4. Territorial Correctional Facility upcoming.</li> <li>5. Juvenile Program Completed.</li> <li>6. Workshops per requests such as Elei and Literature.</li> <li>7. Ie toga Project with Amaluia Youth.</li> <li>8. Faatufugaga o le Faamatala Tala Project.</li> <li>9. Saole Coalition Youth Camp Project.</li> <li>10. Lau gagana Event every Fall Semester.</li> <li>11. SSI Facebook Page.</li> </ol>
<b>Outcome 3- Statement:</b> The community is aware of Samoa and the Pacific through the development and production of research projects, translation projects and publications produced by SSI.	<b>Outcome 3- Achievements:</b> <ol style="list-style-type: none"> <li>1. Ua tala le tau series (collection of Tutuila and Manua myths and legends).</li> <li>2. Samoa Anamua series (coloring book series. Bilingual approach).</li> <li>3. Enugagana: Glossary</li> </ol>



4. GRAC: translation for AS Coral Reef Advisory Council (MOU).
5. CONCUR: translation and interpretation language service (MOU).
6. Complete Fagatogo project. Teaching youth to write about the history of their village.
7. Ava Documentary.
8. Fati a Manu'a Documentary.
9. Translation MOU with Department of Social Services (2020 - 2022).
10. Translation for UCEDD, other agencies.

### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

#### Top of Form

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘Fiscal Year 2022’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Students enrolled in Samoa Studies courses receive effective instructions and updated curriculum that are aligned to College’s mission.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No recommended changes	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> The community is aware of Samoa and the Pacific through SSI community and cultural extension programs.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No recommended changes	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> The community is aware of Samoa and the Pacific through the development and production of research projects, translation projects and publications produced by SSI.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No recommended changes	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

### Section IV.B: Program or Division Planning Context “How do we get there?”

#### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.*

FY 2022 Outcome:	Additional Proposed Funding: (Indicate dollar amount only)	Explanation of Costs: (Explain the outcome plans for your request)	Funding Source:	Unit or Program Approval: (Deans and Directors)	Divisional Approval: (Vice Presidents, Executive Director)	President Approval:
Outcome 1:	1. \$3,000.00 (5401)  2. \$3,000.00 (5402)	1. Increase business travel cost centers from \$2,000.00 to \$5,000.00 each to assist with curriculum review and planning for Bachelor in Samoan Studies. (Account 10-31200-5401)	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: References and Textbooks for proposed upper-level	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: To increase the training and business travel plans to \$5,000.00 for review of	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: President’s Note: SSI Account 10-00000-2107 to be shifted to the O and

		2. Increase training cost centers from \$2,000.00 to \$5,000.00 each to assist with curriculum review and planning for Bachelor in Samoan Studies. ( <i>Account 10-31200-5402</i> )		courses for BA Samoan Studies Writing curriculum for Certification in Teaching Samoan Language (ANA proposal 2021)	curriculum in establishing a Bachelor in Samoan Studies. (Adding an additional \$3,000.00)	M Account. Approved June 23, 2021.
Outcome 2:	1. \$4,000.00 (5305)	1. Increase funds for maintenance, service, and any need parts for the vehicle. Adding an additional \$4,000.00 to the original allocation of \$1,000.00 for a total of \$5,000.00. ( <i>Account 5305</i> ).	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: To increase maintenance for the SSI car with the additional \$4,000.00 added to previous allocation.	Justification: Approved June 23, 2021.
Outcome 3:	1. \$30,000.00 (5308)  2. \$14,469.00 (New Position)	1. Institutional allocation through Total Cost of Ownership to promote translation as noted in the ISP and TCO plans. <i>Referencing 2021-2026 Total Cost of Ownership and Comprehensive Maintenance Plan: 2021-2026 ISP ASFA 3: Goal 2: Objectives a – Translate disseminated college documents in the Samoan Language to ensure effective delivery to dominantly Samoan speaking stakeholders. (brochure, pamphlets, newsletters., pp. 17-18. (\$30,000.00 allocated to Account 10-31200-5308)</i>  2. New Position: SSI Publication Clerk.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification: 2020 Damage Office Report to VPS. Still no internet and telephone services for office space at M-17 and M-18.	Justification: This is the institution's allocation for translation services as noted in the 2021-2026 Institutional Strategic Plan.	Justification: <u>President's Note:</u> To review the appropriateness of the Administrative Assistant position for a division with two administrative assistant positions. Change the assistant to Clerk and remove administrative from the proposed job title. Approved June 23, 2021.
Outcome 1:	1. \$47,185.00	1. New Position: Faculty ( <i>President's Note</i> )	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification:	Justification: <u>President's Note:</u> Faculty and staff ratio. Add another faculty position to assist with the needs of instruction for General Education requirements and support for the ISP 2021-2026 plans. Approved June 23, 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.

1.

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## Student Services Division

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Student Services	Dr. Emilia Le'i	<a href="mailto:e.lei@amsamoa.edu">e.lei@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

#### Program or Division Focus:

<b>Unit, Program, or Division Mission:</b>	<p>In support of the American Samoa Community College’s mission, the Division of Student Services (DOSS: Admission, Counseling, Financial Aid, Library Services/LRC, Registrar-Records Office, Student Support and Learning Services, Student Government Association) strives to provide services and programs in support of its students educational, career, leadership, social and personal needs through involvement in student organizations, service programs and campus.</p> <p>The DOSS is student-centered dedicated to assist, support, develop, empower and enrich students inside and outside the classroom. DOSS goal is to provide quality and effective services to create a positive, exciting college experience for all of our students.</p> <p>The mission of the Division of Student Services is aligned to the Institutional Mission, “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.”</p> <p>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.</p> <p>DOSS commits to providing support for students’ academic pathway to success by providing educational information resources and other facets of learning resources available. We are also dedicated to ensuring the professional and success of student through the academic arena in the areas of testing, admission, registration, academic/degree planning and graduation.</p> <p><b><u>President’s Note: Effective FY 2022 - Change titles for all counselors (Diversity Counselor; Personal Counselor; Academic Counselor; Transfer and Career Counselor) to:</u></b></p> <ol style="list-style-type: none"><li>1. Counselor I</li><li>2. Counselor II</li><li>3. Counselor III</li><li>4. VA Counselor (<i>Keep VA Counselor as is</i>)</li></ol>
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<p><b>Outcome 1- Statement:</b> Students will receive academic support and administrative services to support the DOSS/ASCC Mission.</p>	<p><b>Outcome 1- Achievements:</b> The Division of Student Services provides ongoing services through:</p> <ul style="list-style-type: none"> <li>• Awareness of and compliance with Admission Policies on Admission Procedures, Admission Requirements, Pre-admission Requirements, Early Admission, Placement Tests, Admission Application, and College Credit Equivalency.</li> <li>• Access to student support services through tutoring and computer services, and provide counseling services to assist students in meeting their academic needs.</li> <li>• Access to, and success in higher education by helping students and families apply, obtain and make the best use of all financial resources they are eligible to receive.</li> <li>• Educational pursuit of students through access to and all library services.</li> <li>• Awareness of and compliance with academic and registration policies and procedures, federal regulations, and security of student records.</li> <li>• Opportunities for personal and leadership growth through participation and involvement in the student government association and other leadership experiences.</li> </ul>
<p><b>Outcome 2- Statement:</b> DOSS possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every two years, as per ASCC Catalog, for improvement to efficiently and regularly serve ASCC stakeholders.</p>	<p><b>Outcome 2- Achievements:</b></p> <ul style="list-style-type: none"> <li>• 2020 – 2022 DOSS combined SOP Manual completed and published.</li> </ul>
<p><b>Outcome 3- Statement:</b> Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.</p>	<p><b>Outcome 3- Achievements:</b></p> <ul style="list-style-type: none"> <li>• New Student Orientation participation.</li> <li>• ASCC Meet and Greet participation.</li> <li>• Admission Night.</li> <li>• Priority and Regular Registration for Summer, Fall and Spring.</li> <li>• Advising for all new students by Counselors.</li> <li>• Counseling.</li> <li>• Tutoring.</li> <li>• Computer Labs – MPC and Rm. 15.</li> <li>• Student Government Association Calendar of Activities for Fall and Spring semesters: Adherence and completion of activities per semester.</li> <li>• Outreach to High Schools and High School's ASCC tours.</li> <li>• Financial Aid: <ul style="list-style-type: none"> <li>○ Pell Grant, Federal Work Study, Federal Work Study/ Student Orientation.</li> <li>○ Non-Pell Work Study.</li> <li>○ In-House Scholarships: Non-Pell and Presidential Merit Scholarships.</li> </ul> </li> </ul>
<p><b>Outcome 4- Statement:</b> Students complete all administrative and other pertinent student activities within the period of time scheduled for each term/semester.</p>	<p><b>Outcome 4- Achievements:</b></p> <ul style="list-style-type: none"> <li>• Maintain a high level of customer service by guiding all students and stakeholders of the college to all student services offices, i.e., the Admission Office, Counseling Services, Financial Aid Office, Finance Office, Library, Records Office, Student Support and Learning Services, Le Bookstore, Security Office and the Academic Affairs Office.</li> <li>• Adherence to the respective DOSS's offices/services Academic, SGA, Counseling, Tutoring, Financial Aid, among other services that is needed and or required by the students and community stakeholders.</li> </ul>

### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Statement: Students will receive academic support and administrative services to support the DOSS/ASCC Mission.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> The DOSS possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every two years, as per ASCC Catalog, for improvement to efficiently and regularly serve ASCC stakeholders.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> Students complete all administrative and other pertinent student activities within the period of time scheduled for each term/semester.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

### Section IV.B: Program or Division Planning Context “How do we get there?”

#### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.*

FY 2022 Outcome:	Additional Proposed Funding: (Indicate dollar amount only)	Explanation of Costs: (Explain the outcome plans for your request)	Funding Source:	Unit or Program Approval: (Deans and Directors)	Divisional Approval: (Vice Presidents, Executive Director)	President Approval:
Outcome 2:	1. \$2,000.00 (5302)	1. Increase from \$2,000.00 to \$4,000.00 to assist with printing of manuals and DOSS documents. (Account 5302) <i>President's Clarification:</i> This additional increase of \$2,000.00 will be for IE Printing Services.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Necessary Printing for manual, meeting agendas, etc.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Approved with recommendation. <u>President's Note:</u> All Student Services publications should be processed through the IE printing services. Approved June 23, 2021.
Outcome 3:			<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved

	1. \$3,000.00 (CC 5308)	1. To increase from \$2,000.00 to \$5,000.00 Consumables for registration, trainings, and meetings.		Justification:	Justification: Provide for divisional meetings and planning for opening of school year and graduation exercises.	Justification: <u>Presidents Note:</u> The request for furniture \$3,000.00 has been denied. Not to be used for any retreat purposes. Approved June 23, 2021.
Outcome 4:	1. \$5,000.00 (CC 5402)	1. Additional Funding requested for Travel/Training, Workshops and Conferences online and or virtual including fees and professional organizations/associations memberships. <u>President Note:</u> To standardize travel for staff at \$5,000.00 for all administrative and student support services.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Training through virtual conferences.	Justification: <u>President Note:</u> Consumables for meetings and trainings have been removed as clarified in the note above. Approved June 23, 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. Ensure that respective DOSS offices/services are aware of their respective budgets expenditure and balance(s) per quarter.
2.
3.





## Library Services Division

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Student Services – Library Resource Center	Faailoa Afalava	<a href="mailto:f.afalava@amsamoa.edu">f.afalava@amsamoa.edu</a> ext.440	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

#### Program or Division Focus:

<b>Unit, Program, or Division Mission:</b>	In support of the American Samoa Community College’s mission, the Division of Student Services (DOSS) strives to provide services and programs in support of its student’s educational, career, leadership, social and personal needs through involvement in student organizations, service programs and campus events.
	The Division of Student Service’s (DOSS) is student-centered dedicated to assist, support, develop, empower and enrich students inside and outside the classroom. DOSS goal is to provide quality and effective services to create a positive, exciting college experience for all our students.
	In support, The American Samoa Community College Library, the (LRC) Learning Resource Center, is a center where educational information resources are provided for the lifelong learning needs of the total college population, and these are bibliographical, physical and intellectual. Library also supports curriculum, research and personal development of the members of the academic community, and to provide a quiet place to work and study.

### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Students will receive academic and administrative services to support the DOSS/ASCC mission.	<b>Outcome 1- Achievements:</b> <ul style="list-style-type: none"> <li>Extension of Library hours to 6:00 p.m. in order to accommodate students enrolled in evening classes.</li> <li>Students’ access to library book collection.</li> </ul> Access to library computer, printing, and circulation services.
<b>Outcome 2- Statement:</b> DOSS possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.	<b>Outcome 2- Achievements:</b> DOSS completed its reviewed of its DOSS Manual. Approved 2020 DOSS SOP which includes the library division.
<b>Outcome 3- Statement:</b> Students are aware of and participate in the various support services offered by DOSS/Library contributing to their educational pathways to success.	<b>Outcome 3- Achievements:</b> <ul style="list-style-type: none"> <li>Circulation Desk – documents daily headcount on a daily basis.</li> <li>Reference Desk – documents computer usage, student programs, and library tours.</li> <li>Special Collections: Samoa and Pacific Island Nations Collection- documents student and community usage of collection.</li> </ul> Education Resource Center (ERC) Room- documents usage of ERC center.
	<b>Outcome 4- Achievements:</b>

**Outcome 4-Statement:** Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.

- Availability of library cards to access library computer, printing, and circulation services
- Availability of collection materials to be checked out by students

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

##### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Students will receive academic and administrative services to support the DOSS/ASCC mission.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 2:</b> DOSS possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 3:</b> Students are aware of and participate in the various support services offered by DOSS/Library contributing to their educational pathways to success.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 4:</b> Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

#### Section IV.B: Program or Division Planning Context “How do we get there?”

##### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.*

FY 2022 Outcome:	Additional Proposed Funding: (Indicate dollar amount only)	Explanation of Costs: (Explain the outcome plans for your request)	Funding Source:	Unit or Program Approval: (Deans and Directors)	Divisional Approval: (Vice Presidents, Executive Director)	President Approval:
Outcome 1:	\$5,000.00 (Added to Cost center 5604)	Increase from \$5,000.00 to \$10,000.00 for students. Having a safe and comfortable environment to study in, students tend to work better. Reading more and studying longer Due to wear and tear, library really needs new furniture. Students study better in their own areas, being more efficient and comfortable. <u>President’s Note:</u> Purchasing of more furniture for students.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Included in 5604	Justification: Approved June 23, 2021.

Outcomes 1, 2, and 3:	\$5,000.00 (5402)	Additional Funding requested for Travel/Training, Workshops and Conferences online and or virtual including fees and professional organizations/associations memberships. <u>President Note:</u> To standardize travel for staff at \$5,000.00 for all administrative and student support services.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Training and virtual conferences.	Justification: Approved June 23, 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.	
1.	We should all be given at least two weeks' time to work on our Planning (at least for myself, I would love to have more time). Thank you so much for the opportunity to learn and acquire what needs to be done.
2.	
3.	



## Counseling

### Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Counseling Services	Annie Panama	<a href="mailto:a.panama@amsamoa.edu">a.panama@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

Program or Division Focus:	
<b>Unit, Program, or Division Mission:</b>	<p>Student Services mission in support of the college’s mission is to provide quality services to support the educational pursuit of prospective students and all enrolled students in ASCC. Division of Student Services (DOSS) provides accessible services in support of student learning, with the provision of college information, admission, financial -aid, library resources, records, tutorial and counseling available to all ASCC students.</p> <p>In Support of the Divisions of Student Services, counseling provides academic advising and guidance to new, continuing, returning and prospective students. In addition, counselors assist students in all aspects of their educational pathway from entry to exit with inquiries in planning and tracking course work to graduation, to the ease of transferring to a university and/ or deciding on a career pathway. Counseling services work hand in hand with Academics office and faculty to ensure the academic needs of students have been met Services include but not limited to the following:</p> <p><b>Academic Advising</b></p> <ul style="list-style-type: none"> <li>Advise and assist all students accordingly during priority and regular registration periods.</li> <li>Assist students with inquiries relating to academic tracking of course work in completing degree requirements.</li> </ul> <p><b>Academic Counseling</b></p> <ul style="list-style-type: none"> <li>Advise and consult with students on academic probation and at risk of failing class during low grade period.</li> <li>Teaching CLP 150 course(s) with ties to curriculum committee participation.</li> </ul> <p><b>Personal counseling</b></p> <ul style="list-style-type: none"> <li>Provide assessment and intervention counseling for students.</li> <li>Provide assistive services to accommodate students with disabilities.</li> <li>Peer mentor activities</li> </ul> <p><b>Transfer and Career Counseling</b></p> <ul style="list-style-type: none"> <li>Assist students with transfer process to universities off-island.</li> <li>Provide resources and materials on career/education information.</li> </ul> <p><b>VA Counseling</b></p> <ul style="list-style-type: none"> <li>Provide orientation to VA students’ eligible to educational benefits.</li> <li>Certified liaison with VA and college for student educational benefits.</li> </ul> <p><b>Other Activities</b></p> <ul style="list-style-type: none"> <li>Monthly reporting of service activities/challenges.</li> <li>Preparation and participation with commencement exercise.</li> <li>Provide presentation to and participate in faculty orientation activities.</li> <li>Pork with admissions to monitor placement test and assist with new student orientation activities.</li> </ul> <p><b>President’s Note: Effective FY 2022 - Change titles for all counselors (Diversity Counselor; Personal Counselor; Academic Counselor; Transfer and Career Counselor) to:</b></p> <p>5. Counselor I</p>

- |  |   |
|--|---|
|  | 6. Counselor II<br>7. Counselor III<br>8. VA Counselor ( <i>Keep VA Counselor as is</i> ) |
|--|---|

### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

**Outcome 1- Statement:** Students will receive academic and administrative services to support the DOSS/ASCC mission.

**Outcome 1 Achievement(s):**

- Advised and assisted with priority and regular registration activities: *Ongoing*
- Advising and guiding students to track course work requirements completed to graduate: *Ongoing*
- Counsel students from academic referrals on academic probation and academic issues hindering their progress: *Ongoing*
- Assist admissions with monitor of placement testing activities: *Complete*
- Assist with new student orientation program: *Complete*
- Assist students with process of transfer to a four-year institution of higher education: *Ongoing*
- Provide career materials and resources to guide students: *Ongoing*
- Provide CLP course to enable students in their college experience and life-long learning potentials: *Ongoing*
- Work collaboratively with academic dean, chairs and faculty on student referrals regarding academic or grievance issues: *Ongoing*
- Participate in institution program reviews: *Complete*
- Assist with commencement exercise planning and program activities: *Complete*
- Provide accommodation services to students with special needs to be in compliance with ADA and college policies: *Ongoing*
- Participate in Curriculum and Assessment committees to assess and review course offerings, updating students in support of their academic pursuit to complete degree program requirements: *Ongoing*
- Career employment opportunities on campus with non-PELL program: *Ongoing*

**Outcome 2- Statement:** DOSS possesses a combined Standard Operations Procedures (SOP) Manual that is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.

**Outcome 2- Achievements:**

- Updated counseling services SOP’s in assisting with the write up of the DOSS SOP Manual for 2020-2022.

**Outcome 3- Statement:** Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.

**Outcome 3- Achievements:**

- New Student Orientation participation: *Complete*
- ASCC Meet and Greet participation: *Complete*
- Teach College Life Planning class with syllabus to guide students in the course of the semester: *Ongoing*
- Provide registration advising and guidance: *Ongoing*
- Orientation for students with special needs and eligible students for veteran educational assistance benefits: *Ongoing*
- Provide counseling sessions for students enrolled in CLP courses: *Complete*

<b>Outcome 4- Statement:</b> Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	<b>Outcome 4- Achievements:</b> <ul style="list-style-type: none"> <li>Counseling services continue to offer open door services to students who walk in or referred to the counselors during working hours. Students are assessed according to their needs, inquiries or issues and will be addressed accordingly. If and when students will be referred to off-campus agencies for assistance and services: <i>Ongoing</i></li> <li>Adherence to ASCC's academic calendar in meeting set deadlines for each semester: <i>Ongoing</i></li> </ul>
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### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Students will receive academic and administrative services to support the DOSS/ASCC mission	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> DOSS possesses a combined Standard Operations Procedures (SOP) Manual that is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders. Counseling will continue to update DOSS on changes or improvements of services within the given time frame.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success. Counseling continues to provide services to advise, assist, guide and teach students in their education pathway to success.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> Students complete all administrative and other pertinent student activities within the period of time scheduled for each term. Counseling services will continue to provide services according to the college calendar set bi-annually in the approved college catalog.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

### Section IV.B: Program or Division Planning Context “How do we get there?”

#### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.*

FY 2022 Outcome:	Additional Proposed Funding: (Indicate dollar amount only)	Explanation of Costs: (Explain the outcome plans for your request)	Funding Source:	Unit or Program Approval: (Deans and Directors)	Divisional Approval: (Vice Presidents, Executive Director)	President Approval:
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Outcome 1:	\$2,500.00 Cost Centers (5308, 5603)	<p>Students will receive academic and administrative services to support the DOSS/ASCC mission.</p> <ul style="list-style-type: none"> <li>5308: \$1,000.00 – Membership Fees, counseling certificates and certification.</li> <li>5603: \$1,500.00 – Request for Equipment funding to support counselors in their work to provide immediate and accessible materials/resources in support of students’ academic activities and needs.</li> </ul>	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Outcomes 1, 2, 3, and 4.	Justification: <u>President’s Notes:</u> 1. Remove request for 5502 – Maintenance Contracts as there is limited justification in the proposal received. 2. With reference to 5603 – please clarify plans for the monitoring of student with disabilities equipment. Approved June 23, 2021.
Outcome 4:	\$5,000.00 (5402)	<p>Additional funds are being requested for Travel line items. Line items budget revisions for 5402 are noted on the attached Budget Proposal and the Planned Purchases and Travel for Fiscal Year 2021.</p> <ul style="list-style-type: none"> <li>Request for Travel funding will cover registration fees for Outreach activities, Webinars, Virtual Conferences, etc., in support of the counselors to better serve the academic and career needs of the students.</li> </ul>	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: DOSS Outcomes 1, 2, 3, and 4.	Justification: <u>President’s Note:</u> 1. Separated equipment and training according to accounts. 2. To standardize travel for staff at \$5,000.00 for all administrative and student support services. 3. Please Note: ACA Membership and all College members annual fees will be shifted to the VPACSA Budget for renewal. Approved June 23, 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.

- 1.
- 2.
- 3.





## Student Support Learning Services (SLSS) Office

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Student Support and Learning Services	Estell Levu-Saelua	<a href="mailto:e.saelua@amsamoa.edu">e.saelua@amsamoa.edu</a> ext. 0010	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

#### Program or Division Focus:

<b>Unit, Program, or Division Mission:</b>	<p>In support of the American Samoa Community College’s mission, the Division of Student Services (DOSS) strives to provide services and programs in support of its students educational, career, leadership, social and personal needs through involvement in student organizations, service programs and campus events.</p> <p>The Division of Student Services (DOSS) is student-centered dedicated to assist, support, develop, empower and enrich students inside and outside the classroom. DOSS goal is to provide quality and effective services to create a positive, exciting college experience for all our students.</p> <p>In support of the Division of Student Services mission, the Student Support and Learning Services (SSLS) provides consultation, scheduling and tutorial services for the diverse populations of educationally underserved, challenged, traditional or non-traditional students to achieve their educational goals. Provides computers for student’s usage and a quiet space to study. Supporting the mission and purposes of ASCC. Services include the following:</p> <ul style="list-style-type: none"> <li>• To assist students in becoming independent learners.</li> <li>• To identify student area(s) of concern.</li> <li>• To provide access to study skills resources, such as workshops and online support.</li> <li>• To assist students in mastering of a particular subject area.</li> <li>• To assist students in becoming active in the learning process.</li> <li>• To aid in the development of a positive approach toward learning.</li> <li>• To provide a supportive and encouraging environment where learning takes place at the students’ pace.</li> </ul>
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Students will receive academic and administrative services to support the DOSS/ASCC mission.	<b>Outcome 1 Achievement(s):</b> <ul style="list-style-type: none"> <li>• Assisted students performing virtual classes, through Zoom: <i>Complete</i></li> <li>• Promote Tutorial Services with Instructors: <i>Complete</i></li> <li>• Assist/Guide Students with FAFSA online applications: <i>Complete</i></li> </ul>
<b>Outcome 2- Statement:</b> DOSS possesses a combined Standard Operations Procedures (SOP) Manual that is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.	<b>Outcome 2- Achievements:</b> <ul style="list-style-type: none"> <li>• 2020-2022 DOSS Combined SOP Manual completed and published</li> </ul>

<b>Outcome 3- Statement:</b> Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	<b>Outcome 3- Achievements:</b> <ul style="list-style-type: none"> <li>ASCC Meet and Greet Participation: <i>Complete</i></li> <li>Participation in SGA's Career Fair: <i>Complete</i></li> <li>Assisted the Counselors with hosting campus tour for High School students: <i>Complete</i></li> <li>Provide registration guidance: <i>Complete</i></li> <li>Provide timely, precise guidance and support to ASCC students as they are prepared for finals: <i>Complete</i></li> </ul>
<b>Outcome 4- Statement:</b> Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	<b>Outcome 4- Achievements:</b> <ul style="list-style-type: none"> <li>Provide ongoing Student Support Learning Services through: <ul style="list-style-type: none"> <li>Student Computer Lab for <ul style="list-style-type: none"> <li>Typing</li> <li>Researching</li> <li>Email</li> <li>MOODLE</li> </ul> </li> <li>MPC Lounge Computer Lab</li> <li>Tutoring through referral in English and Math</li> </ul> </li> </ul>

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

##### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1- Statement:</b> Students will receive academic and administrative services to support the DOSS/ASCC mission.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2- Statement:</b> DOSS possesses a combined Standard Operations Procedures (SOP) Manual that is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3- Statement:</b> Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4- Statement:</b> Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

## Section IV.B: Program or Division Planning Context “How do we get there?”

### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2022**.

FY 2022	Additional Proposed Funding: (Indicate dollar amount only)	Explanation of Costs: (Explain the outcome plans for your request)	Funding Source:	Unit or Program Approval: (Deans and Directors)	Divisional Approval: (Vice Presidents, Executive Director)	President Approval:
Outcome 1:	\$5,000.00 (5202)	To add \$1,500.00 to Photocopies and other. To ensure sufficient supplies of toner and paper to accommodate students' needs for printing resources. <u>President's Note:</u> Approved \$5,000.00 for printing services for students.	<input type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: To ensure sufficient resources for services.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: <u>President's Note:</u> Increase the request from \$1,500.00 to \$5,000.00. Approved June 23, 2021.
Outcome 4:	\$3,000.00 (5402)	Request for Travel funding will cover registration fees for Webinars, Virtual Conferences, etc. to update Training Services. <u>President's Note:</u> Approved.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: To ensure a sufficient amount of resources as well as training for online services.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: <u>President's Notes:</u> Removed account 5502 for Maintenance Contracts as it is not justified. Approved June 23, 2021.
Outcome 1-4	\$10,000.00 (Position ID SSLS-40601)	To change the position SSLS-40601 and reclassify the salary of the SLSS Technician to Diversity Coordinator.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: <u>President's Notes:</u> To establish the position of the Diversity Coordinator to accommodate plans for students with disabilities. Approved June 23, 2021.

## Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1.
2.
3.



## Admissions Office

### Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Admissions Office	Elizabeth S. Leuma	<a href="mailto:e.leuma@amsamoa.edu">e.leuma@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

Program or Division Focus:	
<b>Unit, Program, or Division Mission:</b>	<p>In support of the American Samoa Community College’s mission, the Division of Student Services (DOSS) strives to provide services and programs in support of its student’s educational, career, leadership, social and personal needs through involvement in student organizations, service programs and campus events.</p> <p>The Division of Student Services (DOSS) is student-centered dedicated to assist, support, develop, empower and enrich students inside and outside the classroom. DOSS goal is to provide quality and effective services to create a positive, exciting college experience for all our students.</p> <p>In support of the Division of Student Services mission, the Admission Office provides customer services to prospective students, parents, schools and all interested individuals considering a college degree program. Work collaboratively with all academic and administrative departments to provide the required services in support of the college mission.</p> <p>Services include the following:</p> <ul style="list-style-type: none"> <li>• Outreach and Recruitment.</li> <li>• Processing new admission applications.</li> <li>• Administer Placement Test.</li> <li>• Evaluation of Scholastic Tests for Placement.</li> <li>• New Student Orientation.</li> <li>• Assist with Registration (process new applications, data entry).</li> <li>• Transcript evaluation.</li> <li>• Pell and Non-Pell work-study site placement.</li> </ul>

### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

<b>A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:</b> <i>Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.</i>	
<b>Outcome 1- Statement:</b> Students will receive academic and administrative services to support the DOSS/ASCC mission.	<p><b>Outcome 1 Achievement(s):</b></p> <ul style="list-style-type: none"> <li>- Outreach and Recruitment: <i>Ongoing</i></li> <li>- Process new admission applications: <i>Complete</i></li> <li>- Administer Placement Test, Evaluation of Scholastic tests for placement: <i>Complete</i></li> <li>- New Student Orientation: <i>Complete</i></li> <li>- Transcript evaluation for transfer in or returning students, and move to records office for processing: <i>In progress with 90% completion</i></li> </ul>

	<ul style="list-style-type: none"> <li>- Move new admission application to Records for filing: <i>Complete</i></li> <li>- Placement Test review of instrument, initiate operational committee to review criteria of instrument; proctors; compensation; etc. Printing of new instrument to implement in the Fall of 2021: <i>2020-2022 in progress with 90% completion</i></li> <li>- Provide admissions statistics as requested: <i>Ongoing</i></li> <li>- Assist with EOC Grant Proposal: <i>Complete</i></li> <li>- Required Federal Reports (IPEDS): <i>Complete</i></li> </ul>
<b>Outcome 2- Statement:</b> DOSS possesses a combined Standard Operations Procedures (SOP) Manual that is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.	<b>Outcome 2- Achievements:</b> <ul style="list-style-type: none"> <li>- 2020-2022 DOSS Combined SOP Manual completed and published.</li> </ul>
<b>Outcome 3- Statement:</b> Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	<b>Outcome 3- Achievements:</b> <ul style="list-style-type: none"> <li>- New Student Orientation including dual enrollment: <i>Complete</i></li> <li>- SGA Meet and Greet Participation: <i>Complete</i></li> <li>- Provide presentation for High School Counselors – Admissions Requirements for new Dual Enrollment participants (11<sup>th</sup> graders); Provide presentation for ASG-DOE Elementary and High School Counselors for Certificate of Completion program: <i>Complete</i></li> <li>- Campus Tours for High Schools: <i>Complete and Ongoing</i></li> <li>- Admission Night: <i>In-Progress</i></li> <li>- Survey of Heal Criteria for Admission requirements: <i>In-Progress</i></li> </ul>
<b>Outcome 4- Statement:</b> Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	<b>Outcome 4- Achievements:</b> <ul style="list-style-type: none"> <li>- All Admission required services have been completed as scheduled adhering to ASCC academic calendar for 2020-2022 for the current semester: <i>Complete</i></li> <li>- Evaluation for all services provided: <i>Completed and Reported</i></li> </ul>

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

##### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Students will receive academic and administrative services to support the DOSS/ASCC mission.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 2:</b> ASCC will ensure all Admission requirements are completed and in compliance with for enrollment services.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

<b>Outcome 3:</b> ASCC Admission will continue to provide supporting activities to inform prospective students and the community regarding the function, program and services made available to assist them in their studies at ASCC.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 4:</b> The Admission Office will maintain, review and uphold all requirements and services, as well as, implementing needed changes to improve enrollment at ASCC.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 5:</b> The Admission office in collaboration with the local DOE office and services will continue partnership and team efforts to improve student pathways from K-5 to Higher Education to meet the needs of the community at large.	<input checked="" type="checkbox"/> Ongoing Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

### Section IV.B: Program or Division Planning Context “How do we get there?”

<b>B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:</b>						
<i>Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.</i>						
<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <small>(Indicate dollar amount only)</small>	<b>Explanation of Costs:</b> <small>(Explain the outcome plans for your request)</small>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <small>(Deans and Directors)</small>	<b>Divisional Approval:</b> <small>(Vice Presidents, Executive Director)</small>	<b>President Approval:</b>
Outcome 1:	\$5,000.00 (5401)	Additional funds are being requested for Travel line items. Line items budget revisions for 5401 are noted on the attached Budget Proposal and the Planned Purchases and Travel for Fiscal Year 2021.  1. Request for Travel funding will cover registration fees for Outreach, Webinars, Virtual Conferences, etc. in compliance with the federal laws and regulations regarding student records.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Outcome 1, 2, 3, 4, and 5.	Justification: <u>President's Note:</u> Remove request for 5502. Also, removed equipment as there was limited justification. To standardize travel for staff at \$5,000.00 for all administrative and student support services. Approved June 23, 2021.
Outcome 3:	\$1,000.00 (5402)	Travel to Manu'a for Outreach and Recruitment for 2 staff.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Outcomes 1, 2, 3, 4, and 5.	Justification: Approved June 23, 2021.
Outcome 4:	\$1,500.00 (5504)	Compensation for Proctors – Placement Test for 3 faculties.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Outcome 1, 2, 3, 4, and 5.	Justification: <u>President's Note:</u> Change of Account from 5502 to 5504. Approved June 23, 2021.

### **Section V: Improving the Planning Process**

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.

1.

2.

3.





## Records Office

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Records Office	Sifagatogo Tuitasi	<a href="mailto:s.tuitasi@amsamoa.edu">s.tuitasi@amsamoa.edu</a> ext. 317	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

#### Program or Division Focus:

<b>Unit, Program, or Division Mission:</b>	<p>In support of the American Samoa Community College’s mission, the Division of Student Services (DOSS) strives to provide services and programs in support of its students educational, career, leadership, social and personal needs through involvement in student organizations, service programs and campus events.</p> <p>The Division of Student Services (DOSS) is student-centered dedicated to assist, support, develop, empower and enrich students inside and outside the classroom. DOSS goal is to provide quality and effective services to create a positive, exciting college experience for all our students.</p> <p>In support of the Division of Student Services mission, the Records Office provides registration, records management, information services, and academic support to students and the campus community supporting the mission and purposes of ASCC. Services include the following:</p> <ul style="list-style-type: none"> <li>• Maintaining permanent academic records for current and former students.</li> <li>• Providing transcripts and enrollment information upon request.</li> <li>• Creating and maintaining class lists, grade lists, and grade reports.</li> <li>• Graduation activity support.</li> <li>• Graduation certification.</li> <li>• Statistical reporting.</li> <li>• Transcript evaluation.</li> </ul>
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Students will receive academic and administrative services to support the DOSS/ASCC mission.	<b>Outcome 1 Achievement(s):</b> <ul style="list-style-type: none"> <li>• Assisted the Office of Academic Affairs with system management and curricular matters: <i>Complete</i></li> <li>• Registration activities: <i>Complete</i></li> <li>• Trained Admission staff on Colleague modules: <i>Complete</i></li> <li>• Enrollment/Record verifications – Official/Unofficial Transcript processing: <i>Complete</i></li> </ul>
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	<ul style="list-style-type: none"> <li>• General Colleague maintenance for the Records Office includes entries of the past Academic Catalog to current (2020-2022) for degree Program Evaluations: <i>2020-2022 entries in Progress with 90% complete</i></li> <li>• Guide students by providing accurate degree audits and effective tracking of students' progress toward graduation: <i>Complete</i></li> <li>• Gather data about students failing to meet academic standards or satisfactory academic progress for both the Academic and the Counseling departments: <i>Complete</i></li> <li>• Provide support to both the academic and student services divisions' end of term degree evaluations of prospective graduates including finalizing and certifying program completion: <i>Complete</i></li> <li>• Records management (managing of all archived student records) and retention policy: <i>In-Progress with 20% complete</i></li> <li>• Transfer credit data entries/processing: <i>Complete</i></li> <li>• Enrollment management, grading, and tracking degree completion information: <i>Complete</i></li> <li>• Enrollment/departamental statistics as requested: <i>Complete</i></li> <li>• Required Federal reports (IPEDS): <i>Complete</i></li> </ul>
<b>Outcome 2- Statement:</b> DOSS possesses a combined Standard Operations Procedures (SOP) Manual that is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.	<b>Outcome 2- Achievements:</b> <ul style="list-style-type: none"> <li>• 2020-2022 DOSS Combined SOP Manual completed and published.</li> </ul>
<b>Outcome 3- Statement:</b> Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	<b>Outcome 3- Achievements:</b> <ul style="list-style-type: none"> <li>• New Student Orientation participation: <i>Complete</i></li> <li>• ASCC Meet and Greet participation: <i>Complete</i></li> <li>• Provide accurate program evaluation; Availability of the Program Evaluation online for student access: <i>Complete</i></li> <li>• Provide registration guidance: <i>Complete</i></li> <li>• Provide timely, precise guidance and support to ASCC students as they work toward degree completion. This includes supporting the role of the faculty advisors by providing accurate degree audits and effective tracking of students' progress toward graduation: <i>Complete</i></li> </ul>
<b>Outcome 4- Statement:</b> Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	<b>Outcome 4- Achievements:</b> <ul style="list-style-type: none"> <li>• Maintain a high level of customer service by guiding all patrons of the college to other student services offices (i.e., the Finance Office, Financial Aid, Counseling, Library, the Office of Academic Affairs) when issues arise that the Records Office cannot solve, and providing support or follow up as necessary: <i>Complete</i></li> <li>• Adherence to ASCC's academic calendar in meeting set deadlines for each semester: <i>Complete</i></li> </ul>

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

## A. Planning FY 2022 Outcomes:

Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2022**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Students will receive academic and administrative services to support the DOSS/ASCC mission	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> ASCC will maintain accurate personal, academic, and enrollment records for all students, past and present, and provide access to data originated from these records only when appropriate.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> ASCC will manage an efficient registration and scheduling process to deliver the college's academic curriculum in accordance with its policies and regulations.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> The Records Office will demonstrate a proactive leadership that improves outcomes within the office and throughout ASCC.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

## Section IV.B: Program or Division Planning Context “How do we get there?”

### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2022**.

FY 2022 Outcome:	Additional Proposed Funding: (Indicate dollar amount only)	Explanation of Costs: (Explain the outcome plans for your request)	Funding Source:	Unit or Program Approval: (Deans and Directors)	Divisional Approval: (Vice Presidents, Executive Director)	President Approval:
Outcome 1:	\$2,000.00 (5603)	Students will receive academic and administrative services to support the DOSS/ASCC mission <ul style="list-style-type: none"> <li>5603 – Office Equipment: \$2,000.00 (hard file archives)</li> </ul>	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Outcomes 1, 2, 3, and 4.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: <u>President's Note:</u> Account 5308 for annual fees has been shifted to the VPACSA. Increase request from \$1,500.00 to \$2,000.00 for Office Equipment. Approved June 23, 2021.
Outcome 4:	\$5,000.00 (5401)	Additional funds are being requested for Travel line items. Line items budget revisions for 5401 are noted on the attached Budget Proposal and the Planned Purchases and Travel for Fiscal Year 2021.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Outcomes 1, 2, 3, and 4.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: <u>President's Note:</u> Initial request for training was \$4,000.00 and was increased to

		1. Request for Travel funding will cover registration fees for Webinars, Virtual Conferences, etc. in compliance with the federal laws and regulations regarding student records (FERPA, Campus Security, etc.).				\$5,000.00. Purpose: To standardize travel for staff at \$5,000.00 for all administrative and student support services. Approved June 23, 2021.
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**Section V: Improving the Planning Process**

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.						
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2.						
3.						



## Financial Aid Office

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Financial Aid	Shanell Tauiliili	<a href="mailto:shanell.tauiliili@amsamoa.edu">shanell.tauiliili@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

#### Program or Division Focus:

<b>Unit, Program, or Division Mission:</b>	<p>In support of the American Samoa Community College’s mission, the Division of Student Services (DOSS: Admission, Counseling, Financial Aid, Library Services/LRC, Registrar-Records Office, Student Support and Learning Services, Student Government Association) strives to provide services and programs in support of its students educational, career, leadership, social and personal needs through involvement in student organizations, service programs and campus.</p> <p>The DOSS is student-centered dedicated to assist, support, develop, empower and enrich students inside and outside the classroom. DOSS goal is to provide quality and effective services to create a positive, exciting college experience for all of our students.</p> <p>The mission of the Division of Student Services is aligned to the Institutional Mission, “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.”</p> <p>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.</p> <p>DOSS commits to providing support for students’ academic pathway to success by providing educational information resources and other facets of learning resources available. We are also dedicated to ensuring the professional and success of student through the academic arena in the areas of testing, admission, registration, academic/degree planning and graduation.</p>
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Students will receive academic support and administrative services to support the DOSS/ASCC Mission.	<b>Outcome 1- Achievements:</b> <ul style="list-style-type: none"> <li>Financial Aid services through counseling and support services.</li> </ul>
<b>Outcome 2- Statement:</b> DOSS possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every two years, as per ASCC Catalog, for improvement to efficiently and regularly serve ASCC stakeholders.	<b>Outcome 2- Achievements:</b> <ul style="list-style-type: none"> <li>2020 – 2022 DOSS combined SOP Manual completed and published.</li> <li>Completed the Financial Aid Handbook.</li> </ul>
<b>Outcome 3- Statement:</b> Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	<b>Outcome 3- Achievements:</b> <ul style="list-style-type: none"> <li>New Student Orientation participation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Pell Grant, Federal Work Study, Federal Work Study/ Student Orientation.</li> <li>• Non-Pell Work Study.</li> <li>• In-House Scholarships: Non-Pell and Presidential Merit Scholarships.</li> </ul>
<b>Outcome 4- Statement:</b> Students complete all administrative and other pertinent student activities within the period of time scheduled for each term/semester.	<b>Outcome 4- Achievements:</b> <ul style="list-style-type: none"> <li>• Maintain a high level of customer service by guiding all students with financial assistance through the Financial Aid Office.</li> </ul>

#### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

##### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Statement: Students will receive academic support and administrative services to support the DOSS/ASCC Mission.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 2:</b> The DOSS possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every two years, as per ASCC Catalog, for improvement to efficiently and regularly serve ASCC stakeholders.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 3:</b> Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
<b>Outcome 4:</b> Students complete all administrative and other pertinent student activities within the period of time scheduled for each term/semester.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No proposed changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

#### Section IV.B: Program or Division Planning Context “How do we get there?”

##### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.*

FY 2022 Outcome:	Additional Proposed Funding: (Indicate dollar amount only)	Explanation of Costs: (Explain the outcome plans for your request)	Funding Source:	Unit or Program Approval: (Deans and Directors)	Divisional Approval: (Vice Presidents, Executive Director)	President Approval:
Outcome 2:	\$2,000.00 (5202)	Assist with printing of students’ financial aid applications and other necessary documents.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Necessary Printing for manual, meeting agendas, etc.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Approved June 23, 2021.

Outcome 4:	\$5,000.00 (5401)	It is vital that Financial Aid personnel are trained and informed of all USDE funds and allocation to ensure compliance with federal regulation. The Financial Aid Officer needs to be certified on behalf of the college.  Additional Funding requested for Travel/Training, Workshops and Conferences online and or virtual including fees and professional organizations/associations memberships.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Training and certification for compliance purposes with USDE.	Justification: To standardize travel for staff at \$5,000.00 for all administrative and student support services. Approved June 23, 2021.
Outcome 3:	\$1,000.00 (5402)	<u>President's Note:</u> Travel to Manu'a for Outreach and Recruitment for 2 staff.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification:	Justification: <u>President's Note:</u> Add travel for outreach to Manu'a. Approved June 23, 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.	
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## Vice President of Administration and Finance

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Vice President of Administration and Finance	Sonny J. Leomiti	<a href="mailto:s.leomiti@amsamoa.edu">s.leomiti@amsamoa.edu</a> ext. 350	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

#### Program or Division Focus:

Unit, Program, or Division Mission:
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Financial Services: Ensures the stability, integrity, and accountability of services pertinent to the College’s financial resources and commitments.	<b>Outcome 1- Achievements:</b> Utility bills are up-to-date as of May 2021. Personnel Payroll Deductions are up-to-date. Completed 2020 Annual Audit.
<b>Outcome 2- Statement:</b> Procurement Services: Ensures the procurement of contractual and purchasing services congruent to the College’s operational needs.	<b>Outcome 2- Achievements:</b> All College vehicles are now fully insured. Completed Fixed and Non-fixed asset inventory. Procured services for contracted vendors under HEERF funding.
<b>Outcome 3- Statement:</b> Human Resource Services: Ensures equity and fairness in the recruitment of qualified personnel and the well-being of all personnel to provide services to meet the needs of the College’s Mission.	<b>Outcome 3- Achievements:</b> Local vacant positions are now being advertised and have been removed from cost containment. Participatory Governance Structural Manual has been updated. Completed the compiling of the 2020 Governance Manual. Completed the College’s classification system and pay schedule.
<b>Outcome 4- Statement:</b> Technological Services: Ensures the stability, security, and compatibility of up-to-date management systems, telecommunication systems, and technical support services pertinent the College Mission.	<b>Outcome 4- Achievements:</b> Upgraded the College’s email to G-Suite. Installed fiber wire (1gbps per computer user) network connection for the quad and upper campus areas. Hired a highly qualified Chief Information Officer. Full upgrade of mnemonics for G5 server users and ColReporting users not limited to the MOODLE server upgrade and faculty and staff training. Processed two network contracts to improve the College’s network infrastructure. Updating the College Website.
<b>Outcome 5- Statement:</b> Physical Facilities & Maintenance Services: Ensures the quality of services particular to the College’s capital improvements, campus safety, and a healthy campus environment.	<b>Outcome 5- Achievements:</b> Fall 2020 and Spring 2021 commencement ceremonies – building of the stage outside of the MPC. Continued repairs to damaged classrooms, offices, and facilities.
<b>Outcome 6- Statement:</b> Book Store Services: Ensures the availability and accessibility of resources sufficient to the needs for all College constituencies.	<b>Outcome 6- Achievements:</b> Generating of revenue to assist the College with payroll and purchasing of needed equipment.

### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘**Fiscal Year 2022**’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2022**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
<b>Outcome 1: <u>2021-2026 Institutional Strategic Plan</u></b> – Facilitates the implementation and monitoring of plans congruent to the 2021-2026 ISP through the administrative services divisions ( <i>Human Resources, Finance, Procurement, Physical Facilities and Maintenance, Security, Management Information Systems, and Bookstore</i> ). Provides monthly statuses and reports to the division of Institutional Effectiveness for institutional reporting. <b>Duration: Monthly</b>	<input type="checkbox"/> Ongoing Outcome	Shift of outcome planning to focus on the implementation of the 2021-2026 Institutional Strategic Plan (ISP).	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome	To provide ISP detailed plans and guidance for all Administrative Service divisions.  To ensure that all plans are captured and reported monthly towards the achievement of the 2021-2026 ISP.	
<b>Outcome 2: <u>2021-2026 Total Cost of Ownership and Comprehensive Maintenance Plan</u></b> – Coordinates and monitors the implementation of the 2021-2026 Total Cost of Ownership and Comprehensive Maintenance Plans in administrative divisional plans and meetings ( <i>Human Resources, Finance, Procurement, Physical Facilities and Maintenance, Security, Management Information Systems, and Bookstore</i> ) to ensure annual accurate resource assessments. <b>Duration: Monthly</b>	<input type="checkbox"/> Ongoing Outcome	Shift of outcome planning to focus on the implementation of the 2021-2026 Total Cost of Ownership and Comprehensive Maintenance Plan (TCOCMP).	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome	To conduct TCOCMP checkpoints and statuses for Administrative Service divisions plans and timelines.  To ensure that all plans are captured and reported monthly towards the achievement of the 2021-2026 TCOCMP.	
<b>Outcome 3: <u>Compliance</u></b> – Works collaboratively with all College division administrators to provide necessary updates on standard operating procedures, local and federal rules and regulations, and applicable policies. <b>Duration: Quarterly</b>	<input type="checkbox"/> Ongoing Outcome	To conduct as deemed necessary quarterly reviews of divisional SOPs, rules and regulations, and applicable policies.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome	To continue to develop, implement, and monitor plans for HEERF Funding (Coronavirus – COVID-19) and to ensure that required reports are submitted in a timely manner.	

#### Section IV.B: Program or Division Planning Context “How do we get there?”

## B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2022**.

<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> (Indicate dollar amount only)	<b>Explanation of Costs:</b> (Explain the outcome plans for your request)	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> (Deans and Directors)	<b>Divisional Approval:</b> (Vice Presidents, Executive Director)	<b>President Approval:</b>
<b>Outcomes 1-3:</b> (10-20100-5402)	\$10,000.00	Facilitation of internal trainings, plans, and professional development for administrators congruent to the Institutional Strategic Plan, Total Cost of Ownership and Comprehensive Maintenance Plans, and compliance with federal requirements for administrative services.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Request for the President's Approval and allocation.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Approved on the 21 <sup>st</sup> of June 2021.
<b>Outcomes 1-3:</b> (10-20100-5504)	\$29,500.00	To increase the budget for contractual services from \$500.00 to \$30,000.00 to cover approved request for overtime hours for ASCC personnel.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Request for the President's approval and allocation.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Approved on the 21 <sup>st</sup> of June 2021.
<b>Outcomes 1-3:</b> (10-20100-5501)	\$100,000.00	<u>President's Directive:</u> Shift Annual Audit Fees from the Finance Office Account 10-20200-5501 to the VPAF Account 10-20100-5501.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Approved on the 21 <sup>st</sup> of June 2021.

## Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.

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2.
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## Bookstore

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Le Bookstore	Officer Alofia Afalava	<a href="mailto:al.afalava@amsamoa.edu">al.afalava@amsamoa.edu</a> Ext 465	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

**Program or Division Focus:** To be in compliance with ASCC & Federal policies, rules and regulations in obtaining the necessary goods and services for ASCC.

<b>Unit, Program, or Division Mission:</b>	The Le Bookstore Mission is to serve students by providing educational text books, school supplies, equipment, merchandise, and other services to achieve students’ educational goal
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement: <u>Bulk Purchase</u>:</b> To expand the purchasing of program/division materials and resources/immediate items that may be available in the Le Bookstore due to the timely wait and receiving of items from off-island vendors. This will require a collaboration with academic programs administrators and MIS admin.	<b>Outcome 1- Achievements:</b> 1. Office Supplies – 20% 2. Apparel and General Merchandise – 15% 3. Technology and Accessories – 15% 4. Academic Textbooks – 90%
<b>Outcome 2- Statement: <u>Sales Goal of the Year</u>:</b> To increase the sales goal for the Bookstore to further assist the College with its annual priorities and outcome plans.	<b>Outcome 2- Achievements:</b> Sales Goal for FY 2021 is \$600,000.00. As of today, the Bookstore has generated \$300,000.00 plus and will continue to close the 4 <sup>th</sup> quarter.

### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: <u>Bulk Purchase</u> :	<input checked="" type="checkbox"/> Ongoing Outcome	FY 2022 Goals and Expectations: 1. Office Supplies – 20% (Increase to 40% overall. To assist with the purchasing of	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

		printer toners, and other program needs.) 2. Apparel and General Merchandise – 15% (Increase to 15% overall. Items are mainly used as incentives for academic programs. This is to make sure that enough apparel and general merchandise is available for academic program needs.) 3. Technology and Accessories – 15% (Increase to 50%. All technologies available in the Le Bookstore are immediately purchased by students, staff, and community members.) 4. Academic Textbooks – 90% (Increase to 100% to ensure that all require academic programs textbooks are in stock two semester prior to the current semester.)	
Outcome 2: <b>Sales Goal of the Year:</b> The Bookstore’s goal for FY 2022 for Sales is set at \$800,000.00	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	Changes to the set sales goal is to generate revenue to assist the College priorities and outcome plans.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

### Section IV.B: Program or Division Planning Context “How do we get there?”

#### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.*

FY 2022 Outcome:	Additional Proposed Funding: (Indicate dollar amount only)	Explanation of Costs: (Explain the outcome plans for your request)	Funding Source:	Unit or Program Approval: (Deans and Directors)	Divisional Approval: (Vice Presidents, Executive Director)	President Approval:
Outcome 1:	\$0	No proposal for additional funding for FY 2022	<input type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:
Outcome 2:	\$0	No proposal for additional funding for FY 2022	<input type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.
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## Finance Division

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Finance	Ms. Elsie Lesa	<a href="mailto:e.lesa@amsamoa.edu">e.lesa@amsamoa.edu</a> ext. 308	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

#### Program or Division Focus:

<b>Unit, Program, or Division Mission:</b>	Our mission is improving compliance and integrity of financial services for federal grantors that encompasses timely required reports, dissemination of monthly financial reports to administrators, safeguarding of assets, timely disbursement of students’ PELL grants, fair customer service, and the overall accomplishment of the vision and mission of the College.
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Continue to review and improve its SOP and internal controls.	<b>Outcome 1- Achievements:</b> The review of SOP is currently pending and will plan to complete this by October 2021.
<b>Outcome 2- Statement:</b> To reconcile the Aging Report on a monthly basis in order to clear out all outstanding payments.	<b>Outcome 2- Achievements:</b> The College has cleared all its Utilities and Payroll deductions as of May 2021 and currently working on vendor outstanding payments.
<b>Outcome 3- Statement:</b> To meet monthly closing deadline.	<b>Outcome 3- Achievements:</b> Due to the shortage of staff, it has been a challenge for the Finance Division to achieve this outcome. However, this is an ongoing outcome and the staff continues to work on reconciling and updating accounts for both local and grants. Vacant positions have been advertised. One Account Specialist is off-island due to the closure of the territory borders. During the FY 2021, the President has lifted the freeze on local hiring of vacant positions.
<b>Outcome 4- Statement:</b> Reduce Student AR Aging by 30 percent.	<b>Outcome 4- Achievements:</b> Due to the shortage of staff, it has been a challenge for the Finance Division to achieve this outcome. However, this will be an ongoing outcome for the Accounts Receivable side as vacant positions have been filled to achieve this outcome. During the FY 2021, the President has lifted the freeze on local hiring of vacant positions.
<b>Outcome 5- Statement:</b> Retrieve correct ACH information from employees to ensure Direct Deposits are processed accurately and on time.	<b>Outcome 5- Achievements:</b> This is an ongoing outcome for Payroll and it has been completed as employees provide new account numbers, the account status (closed) or the format of the account to be included in the direct deposit. This was possible due to several upgrades in the datatel system.
<b>Outcome 6- Statement:</b> To disburse checks (General Fund, Bookstore, and Financial Aid) in a timely manner.	<b>Outcome 6- Achievements:</b> Due to shortage of staff it has been a challenge for the Accounts Receivable (AR) unit of the Finance division to achieve this outcome. This is an ongoing outcome and the staff will continue to contact vendors, students, and employees to pick up their payments or mail the checks before they are stalled. During the FY 2021, the President has lifted the freeze on local hiring of vacant positions. The positions for AR have been filled.



### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes or upcoming plans:	2021-2026 ISP Alignment:
<b>Outcome 1:</b> Continue to review and improve its SOP and internal control on an annual basis.	<input checked="" type="checkbox"/> Ongoing Outcome	To determine ways to cross-train Finance personnel to ensure consistent financial services.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 2:</b> To reconcile the Aging Report on a monthly basis in order to clear out all outstanding payments.	<input checked="" type="checkbox"/> Ongoing Outcome	No recommended changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 3:</b> To meet monthly closing deadline.	<input checked="" type="checkbox"/> Ongoing Outcome	No recommended changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 4:</b> Reduce Student AR Aging by 30 percent	<input checked="" type="checkbox"/> Ongoing Outcome	No recommended changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 5:</b> Retrieve correct ACH information from employees to ensure Direct Deposits are processed accurately and on time.	<input checked="" type="checkbox"/> Ongoing Outcome	No recommended changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		
<b>Outcome 6:</b> To disburse checks (General Fund, Bookstore, and Financial Aid) in a timely manner.	<input checked="" type="checkbox"/> Ongoing Outcome	No recommended changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome		

### Section IV.B: Program or Division Planning Context “How do we get there?”

#### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.*

FY 2022 Outcome:	Additional Proposed Funding: (Indicate dollar amount only)	Explanation of Costs: (Explain the outcome plans for your request)	Funding Source:	Unit or Program Approval: (Deans and Directors)	Divisional Approval: (Vice Presidents, Executive Director)	President Approval:
<b>Outcomes 1-6:</b> (Account	\$29,250.00	There is a great need for a budget increase in operational cost for the Finance Division. The FY 2021 budget allocated only	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved



10-20200-5209)		\$7,500 but need additional \$29,250.00 to fulfill all outcomes in our divisions with its daily, weekly, and monthly activities.		Justification:	Justification: The request will cover items specifically to materials and supplies account – 10-20200-5209. This will assist with the physical archiving of finance documents not limited the storage of files. Additional request for funding. Subject for the approval of the President.	Justification: Approved on the 21 <sup>st</sup> of June 2021.
<b>Outcomes 1-6</b> (Account 10-20200-5501)	\$20,000.00 (Finance Account 10-20200-5501 has been shifted to the VPAF Budget)	For the previous two annual audits, there was an increase in fees for additional services. <u>President's Directive</u> : Shift the costs of Annual Audit fees to the Vice President of Administration and Finance account.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Expected additional costs for annual audit fees. Additional request for funding. Subject for the approval of the President.	Justification: Shift to the Vice President of Administration and Finance Budget.
<b>Outcomes 1-6</b> (Account 10-20200-5208)	\$500.00	Request to increase the budget from \$500 to \$1,000 for the maintenance of our printers, computers, copiers, and ACs. (TCO)	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Request for additional funding through the President's Office	Justification: Approved on the 21 <sup>st</sup> of June 2021.
<b>Outcomes 1-6</b> (Account 10-20200-5401)	\$5,000.00	WACUBO, NACUBO conferences for updates on Financial Aid (AR), Payroll and AP. <u>President's Directive</u> : Remove \$3,000.00 and leave \$5,000.00 as CUPA is mostly under HR.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Request for additional funding through the President's Office	Justification: Approved \$5,000.00. Shift \$3,000.00 back to the VPAF account. To standardize travel for staff at \$5,000.00 for all administrative and student support services.
<b>Outcomes 1-6</b> (Account 10-20200-5308)	\$2,000.00	Finance Division Annual Training to support Professional Development.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Request for additional funding	Justification: Approved on the 21 <sup>st</sup> of June 2021.

					through the President's Office	
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**Section V: Improving the Planning Process**

Utilize the spaces below to comment on recommendations that may improve the College’s budget planning process for unit, program or division planning.						
1.						
2.						
3.						



## Human Resources Division

### Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Human Resources Division	Sereima S. Asifoa	<a href="mailto:s.asifoa@amsamoa.edu">s.asifoa@amsamoa.edu</a>	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

**Program or Division Focus:** To support American Samoa Community College’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 ASCA and ASCC Personnel Governance.

<b>Unit, Program, or Division Mission:</b>	To support American Samoa Community College’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 ASCA and ASCC Personnel Governance.
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Human Resources Office (HRO) has in place Standard of Operating Procedures which clearly defines human resource roles and procedures which foster Human Resources commitment to service excellence.	<b>Outcome 1- Achievements:</b> Completed 2020 BHE Governance Policy Manual. Review of Rules and Regulations - pending; Review of Standard of Operating Procedures; Review of Personnel Action Forms - pending.
<b>Outcome 2- Statement:</b> Human Resources will ensure clear processes for the recruiting of highly qualified applicants.	<b>Outcome 2- Achievements:</b> 2020 General Pay Scale and 2021 Revised Teacher Pay Scale; 2020 Approved Classification; 2021-2026 Comprehensive Maintenance Plan - Staffing
<b>Outcome 3- Statement:</b> Human Resources Office (HRO) supports a healthy and safe working environment at the College.	<b>Outcome 3- Achievements:</b> Establishment of the 2021 Wellness Program Plan – pending implementation.
<b>Outcome 4- Statement:</b> College employees clearly understand the role of Equal Employment Opportunity/Affirmative Action (EEO/AA) which is to promote effective employee relations, and develop employee’s capacities in the workforce.	<b>Outcome 4- Achievements:</b> 2020 BHE Governance Policy Manual, ASCC Extension Program Civil Rights Audit.
<b>Outcome 5- Statement:</b> ASCC employees receive timely and accurate processing of personnel transactions, documentation, and internal controls.	<b>Outcome 5- Achievements:</b> Pending improvements in this area.

### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes or Description of Plans:	2021-2026 ISP Alignment:
Outcome 1: Human Resources Office (HRO) has in place Standard of Operating Procedures which clearly defines human resources roles and procedures which foster Human Resources commitment to service excellence.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	To determine plans on how cross-training will assist to ensure the consistency and compliance of HR services.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
Outcome 2: Human Resources will ensure clear processes for the recruiting of highly qualified applicants.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No recommended changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
Outcome 3: Human Resources Office (HRO) supports a healthy and safe working environment at the College.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No recommended changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
Outcome 4: College employees clearly understand the role of Equal Employment Opportunity/Affirmative Action (EEO/AA) which is to promote effective employee relations, and develop employee's capacities in the workforce.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No recommended changes.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
Outcome 5: ASCC employees receives timely and accurate processing of personnel transactions, documentation, and internal controls.	<input checked="" type="checkbox"/> Ongoing Outcome <input type="checkbox"/> New Outcome	No recommended changes. To improve the standard of HR dissemination of information to the community.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

#### Section IV.B: Program or Division Planning Context “How do we get there?”

##### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for *Fiscal Year 2022*.

FY 2022 Outcome:	Additional Proposed Funding: (Indicate dollar amount only)	Explanation of Costs: (Explain the outcome plans for your request)	Funding Source:	Unit or Program Approval: (Deans and Directors)	Divisional Approval: (Vice Presidents, Executive Director)	President Approval:
<b>Outcomes 1-5:</b> (Account 10-21000-5402)	\$ 3,500.00 (Shift full amount \$3,500.00 back to VPAF as approved by the President)	CUPA-HR Regional Training for HR Professionals to include annual CUPA fees for HR. <u>President's Directive</u> : There has been limited improvements in HR processes. This request has been disapproved. Amount has been shifted back to the Vice President of Administration and Finance.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Shift \$3,500.00 from VPAF account 10-20100-5401	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Disapproved  Justification: Allocation of PD must coincide with the performance and accountability of HR staff. Return to VPAF budget.
<b>Outcome 3:</b> (Account 10-21000-5308)	\$ 2,000.00	Personnel Wellness Program Initiatives: Supplies and compensation for resources, experts and trainers.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Shift \$2,000.00 from VPAF account 10-20100-5308.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved  Justification: Approved on the 21 <sup>st</sup> of June 2021.

<b>Outcomes 1-5:</b> (Account 10-21000-5308)	\$ 1,500.00	Purchasing of resources for internal training for annual compliance with HR regulations during annual convocation or requested internal presentations.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Shift \$1,500.00 from VPAF account 10-20100-5308.	Justification: Approved on the 21 <sup>st</sup> of June 2021.
<b>Outcomes 1-5</b> (Account 10-21000-5308)	\$5,000.00	Service Awards: Personnel 20, 30, or 40 years of service recognition. FY 2022 (2) personnel 20 years of service and (6) personnel 30 years of service.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Shift \$5,000.00 from VPAF account 10-20100-5308.	Justification: Approved on the 21 <sup>st</sup> of June 2021.
<b>Outcomes 1-5</b> (Account 10-21000-5308)	\$3,500.00	Advertisement of Vacant Positions for Recruitment and Hiring.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Shift \$3,500.00 from VPAF account 10-20100-5308.	Justification: Approved on the 21 <sup>st</sup> of June 2021.
<b>Outcome 5</b> (Account 10-21000-5202)	\$2,500.00	Purchasing of toner cartridges for printer. There has been increase for need of printing. Current printers and available toners were purchased through grant funds.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Shift \$2,500.00 from VPAF account 10-20100-5308.	Justification: Approved on the 21 <sup>st</sup> of June 2021.
<b>Outcomes 1-5</b> (Account 10-21000-5307)	\$9,000.00	Institution costs of bonuses for two-year contractors (4).	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: To increase the amount of \$9,000.00 to the existing \$3,000.00 to cover the costs of contractors currently on a two-year contract with the College. Added costs to institution. Subject for the President's approval.	Justification: Approved on the 21 <sup>st</sup> of June 2021.
<b>Outcomes 1 and 5</b> (10-21-000-5308)	\$35,000.00	Contract Payout for one-year and two-year local contracts (17).	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Subject for the President's approval.	Justification: Approved on the 21 <sup>st</sup> of June 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.

1. Human Resources Office to provide actuals to attain spending from Finance and Procurement to assist with cost estimates of annual expenditures of divisions.

2.
3.



# Management Information Systems

## Section I: Unit, Program, or Division Information:

### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Management Information Systems	Grace Tulafono-Asi	<a href="mailto:g.tulafono@amsamoa.edu">g.tulafono@amsamoa.edu</a> ext. 433	2021	2022

## Section II: Unit, Program or Division Mission “Why Does it Matter?”

### Program or Division Focus:

<b>Unit, Program, or Division Mission:</b>	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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## Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> MIS will provide high quality technology services to students in ASCC Computer Labs.	<b>Outcome 1- Achievements:</b> Refer to assessments in 2021-2026 TCO and CMP, pp. 30-40. Percentages and Assessments available.
<b>Outcome 2- Statement:</b> Faculty, staff and students will receive superior technology support from MIS in a timely manner.	<b>Outcome 2- Achievements:</b> Refer to assessments in 2021-2026 TCO and CMP, pp. 30-40. Percentages and Assessments available.
<b>Outcome 3- Statement:</b> Faculty, staff and students will receive dependable and secure network accessibility.	<b>Outcome 3- Achievements:</b> Refer to assessments in 2021-2026 TCO and CMP, pp. 30-40. Percentages and Assessments available.
<b>Outcome 4- Statement:</b> Faculty, staff and students will receive consistent and appropriate access to current technology.	<b>Outcome 4- Achievements:</b> Refer to assessments in 2021-2026 TCO and CMP, pp. 30-40. Percentages and Assessments available.
<b>Outcome 5- Statement:</b> Faculty, staff and students will receive continuous and reliable access to online resources.	<b>Outcome 5- Achievements:</b> Refer to assessments in 2021-2026 TCO and CMP, pp. 30-40. Percentages and Assessments available.

## Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes or Description of Plans:	2021-2026 ISP Alignment:
	<input checked="" type="checkbox"/> Ongoing Outcome		<input checked="" type="checkbox"/> Successful entry into the workforce



<p>Outcome 1: MIS will provide high quality technology services to students in ASCC Computer Labs.</p>	<p><input type="checkbox"/> New Outcome</p>	<p>Obj.1.1. Procure computer systems to replace obsolete and/or non-functioning systems in student computer labs.</p> <p>Obj.1.2. Install updated computer systems in student computer labs.</p> <p>Obj.1.3 Procure printers to replace obsolete and/or non-functioning printers in student computer labs.</p> <p>Obj.1.4 Install updated software on systems used in computer lab.</p> <p>Obj.1.5 Provide internet access to computer systems in 100% of student computer labs.</p> <p>Obj.1.6 Complete 100% of work orders requested for IT support for computer, printer and network equipment and services in student computer labs.</p> <p>Obj.1.7 Create and distribute logins for students to access computers in student computer labs.</p>	<p><input checked="" type="checkbox"/> Transfer to institutions of higher learning</p> <p><input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific</p> <p><input checked="" type="checkbox"/> Research and extension in human and natural resources.</p>
<p>Outcome 2: Faculty, staff and students will receive superior technology support from MIS in a timely manner.</p>	<p><input checked="" type="checkbox"/> Ongoing Outcome</p>	<p>Obj.2.1 Complete 100% of work orders requested for IT support for computer, printer, phone and network equipment and services in student computer labs.</p> <p>Obj.2.2 Repair and Return, Replace and/or dispose of 100% of computer, printer, and systems checked in to MIS.</p>	<p><input checked="" type="checkbox"/> Successful entry into the workforce</p> <p><input checked="" type="checkbox"/> Transfer to institutions of higher learning</p> <p><input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific</p> <p><input checked="" type="checkbox"/> Research and extension in human and natural resources.</p>
	<p><input type="checkbox"/> New Outcome</p>	<p>Obj.2.3 Review OS Ticket functionality to ensure work orders and status updates are being processed efficiently.</p> <p>Obj.2.4 Hire MIS Technician II.</p> <p>Obj.2.5 Hire Administrative Assistant.</p>	
<p>Outcome 3: Faculty, staff and students will receive dependable and secure network accessibility.</p>	<p><input checked="" type="checkbox"/> Ongoing Outcome</p>	<p>Obj.3.1. Update network diagram to show 100% of network equipment on campus, including but not limited to switches, routers, and wireless access points.</p> <p>Obj.3.2 Install new VoIP phones to 100% of the locations of old system phones.</p>	<p><input checked="" type="checkbox"/> Successful entry into the workforce</p> <p><input checked="" type="checkbox"/> Transfer to institutions of higher learning</p> <p><input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific</p> <p><input checked="" type="checkbox"/> Research and extension in human and natural resources.</p>
	<p><input type="checkbox"/> New Outcome</p>	<p>Obj.3.3. Switch main ASCC phone line 699-9155 from old system to use new VoIP system.</p>	

		<p>Obj.3.4. Replace all old switches with new Ubiquity switches so that 100% of switches on campus are viewable on monitoring software.</p> <p>Obj.3.5 Provide ASCC network accessibility to 100% of ASCC buildings that require internet.</p> <p>Obj.3.6 Clean up static IP listing for computers.</p> <p>Obj.3.7 Clean up static IP listing for Printers.</p> <p>Obj.3.8 Clean up static IP listing for all Other Devices.</p> <p>Obj.3.9 Update IP documentation on Wiki.</p> <p>Obj.3.10 Perform quarterly firewall review for cybersecurity requirement checks and maintenance.</p> <p>Obj.3.11 Review user access policies for cyber security requirement checks.</p> <p>Obj.3.12 Hire Network / Multimedia Specialist.</p> <p>Obj.3.13 Hire Network / Multimedia Technician.</p>	
Outcome 4: Faculty, staff and students will receive consistent and appropriate access to current technology.	<input checked="" type="checkbox"/> Ongoing Outcome	<p>Obj.4.1. Procure computer systems to replace obsolete and/or non-functioning systems used by faculty, staff and students.</p> <p>Obj.4.2. Install updated computer systems to replace obsolete and/or non-functioning systems used by faculty, staff and students.</p> <p>Obj.4.3 Procure printers to replace obsolete and/or non-functioning printers used by faculty, staff and students.</p>	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome	<p>Obj.4.4 Install updated software on systems used by faculty, staff and students.</p> <p>Obj.4.5 Provide setup and support services for Multimedia including teleconference units, projectors, star boards, smart boards, projector screens.</p>	

		<p>Obj.4.6 Set up remote backup location at MPS for the current NOC, replicating local critical systems including but not limited to Active Directory and shared folders.</p> <p>Obj.4.7 Complete scheduled maintenance for all active servers in the server room.</p> <p>Obj.4.8 Provide setup and support services for faculty and staff providing Student Registration for Fall, Spring and Summer semesters.</p> <p>Obj.4.9 Provide setup and support for lecture hall.</p> <p>Obj.4.10 Provide configuration and support services for faculty using Moodle courses in Fall, Spring and Summer semesters.</p> <p>Obj.4.11 Create and distribute logins for students to access Webadvisor (and new Self-Service) for online registration.</p> <p>Obj.4.12 Create and distribute logins for students to access Moodle for their courses.</p> <p>Obj.4.13 Create and distribute logins and configure access for faculty and staff that require access to Moodle.</p> <p>Obj.4.14 Configure access for faculty and staff that require access to Colleague (including Webadvisor and Self-Service).</p> <p>Obj.4.15 Review MIS policies based on cyber security standards.</p> <p>Obj.4.16 Perform Colleague user access review to ensure proper controls are in place.</p> <p>Obj.4.17 Hire System Administrator.</p>	
Outcome 5: Faculty, staff and students will receive continuous and reliable access to online resources.	<input checked="" type="checkbox"/> Ongoing Outcome	<p>Obj.5.1 Complete migration of WebAdvisor to Self-Service.</p> <p>Obj.5.2 Complete setup of online payments with integration of ACI and Colleague system.</p>	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input type="checkbox"/> New Outcome	<p>Obj.5.3 Complete first test of local (on premises) online registration on Self-</p>	

		<p>Service (current process on Self-Service).</p> <p>Obj.5.4 Complete migration of 100% of Colleague system (includes services on 7-10 servers) and connecting all module and service users to the Saas cloud environment.</p> <p>Obj.5.5 Complete Go Live of fully upgraded Colleague system on Saas cloud environment.</p> <p>Obj.5.6 Complete implementing standardized ASCC branding across 100% of ASCC online services including ASCC website, Moodle site, Colleague Portal, E-mail, Compliance Assist and IE website.</p> <p>Obj.5.7 Launch new OCR compliant ASCC website.</p> <p>Obj.5.8 Hire Webmaster.</p>	
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#### Section IV.B: Program or Division Planning Context “How do we get there?”

##### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for Fiscal Year 2022.*

<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
<b>Outcomes 1-5:</b>	\$61,308.00 (Personnel Costs) VPAF Note: Funded by vacant positions.	<b>Personnel Costs:</b> <ol style="list-style-type: none"> <li>Position of the Chief Information Officer – additional \$33,280.00 as per approved Memo of the VPAF for the hiring of the Chief Information Officer.</li> <li>Position of the Web Communication Administrator - \$5,008.00</li> <li>New Position – Administrative Technician II - \$23,020.00</li> </ol>	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: NOTE: The total of \$61,308.00 will be pulled from the VPAF vacant positions. These positions will be omitted from the VPAF FY 2022 Budget. Position includes Position IDs: VP-2154 (Resource Specialist/Technician) and VP-2015 (Assistant Safety/Compliance Officer). 1. <u>Chief Information Officer:</u> New Grade Scale - Coordination of College Projects and Plans for Online Services. This position has been contracted for the College's additional priority for	Justification: Approved on the 21 <sup>st</sup> of June 2021.

					<p>Online Learning prior to the full-time hiring of Mrs. Grace Tulafono-Asi. The reclassification of this position was approved by the President given the College's shift to online learning.</p> <p>2. <u>Web Communication Administrator</u>: Request to increase Grade from 14 to 15 to accommodate scope of work increased due to VoIP and zoom usage. VPAF Note: Increase approved. It is important to note that this position was contracted four-times during the shift to online learning. It is imperative that scope of the contract be infused in the job description of this position.</p> <p>3. <u>Administrative Technician</u>: This position is in the org chart; Recommended pay is from previous admin assistant starting salary with BA. VPAF Note: Approved. Currently the VPAF and VPACSA Administrative Assistant is answering all inquiries received from info@amsamoa.edu. Other justifications include the OCR accessibility@amsamoa.edu link where communication is vital and that the incumbent is fluent in College level English for daily communications.</p>	
<b>Outcome 5:</b> (Account 10-22000-5504)	\$591,354.00	Ellucian Contract Payments for FY22. Funding Source - HEERF II and III.	<input type="checkbox"/> Local <input checked="" type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: HEERF Funding – Online Learning	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: Approved on the 21 <sup>st</sup> of June 2021.
<b>Outcomes 4 &amp; 5:</b> (Account 10-22000-5308)	\$189,700.00	Office 2019 Software; Annual Zoom subscription; System and Application software for OCR, website, security (Adobe Acrobat pro, Dreamweaver, Malwarebytes). Funding Source: HEERF II and III.	<input type="checkbox"/> Local <input checked="" type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: HEERF Funding – Online Learning	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: Approved on the 21 <sup>st</sup> of June 2021.
<b>Outcome 4:</b> (Account 10-22000-5603)	\$948,100.00	Hardware purchase under Covid funding to replace obsolete computers and printers. Funding Source: HEERF II and III.	<input type="checkbox"/> Local <input checked="" type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: HEERF Funding – Online Learning	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Justification: Approved on the 21 <sup>st</sup> of June 2021.
	\$5,000.00		<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved

<b>Outcomes 1-5</b> (Account 10-22000-5402)		Professional development or professional training for internal stakeholders.		Justification:	Justification: Shift \$5,000.00 from VPAF account 10-20100-5401.	Justification: Approved on the 21 <sup>st</sup> of June 2021.
<b>Outcomes 1-5</b> (Account 10-22000-5319)	160,000.00	To support the MIS Total Cost of Ownership plans in the 2021-2026 Total Cost of Ownership and Comprehensive Maintenance Plans.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Shift \$160,000.00 from VPAF account 10-20100-5319.	Justification: Approved on the 21 <sup>st</sup> of June 2021.
<b>Outcomes 4 &amp; 5</b> (Account 10-22000-5304)	\$45,000.00	Cover the costs of maintenance for all VoIP phones and network services.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Shift \$45,000.00 from VPAF account 10-20100-5304.	Justification: Approved on the 21 <sup>st</sup> of June 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.						
1.						
2.						
3.						



## Physical Facilities and Maintenance Division

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Physical Facilities and Maintenance	Lokeni Lokeni	<a href="mailto:l.lokeni@amsamoa.edu">l.lokeni@amsamoa.edu</a> ext. 503	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

#### Program or Division Focus:

<p><b>Unit, Program, or Division Mission:</b></p>	<p>The mission of the Physical Facilities and Management Department is to maintain and support quality services in the areas of maintenance, landscaping, and facilities and grounds. It is also the mission of the Physical Facilities Management Department to hire qualified personnel, to improve the quality of the work environment for employees, and to protect and secure the safety of students, college personnel, property, and the visiting public.</p> <p><b>Note: The PFM Outcome Template accounts for the following units under the PFM Division:</b></p> <ol style="list-style-type: none"> <li><i>Custodian Unit – Outcome 1</i></li> <li><i>Maintenance Unit – Outcomes 3 &amp; 4</i></li> <li><i>Grounds Unit – Outcome 2</i></li> </ol>
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<p><b>Outcome 1- Statement:</b> To ensure that facilities are maintained and assessed periodically.</p>	<p><b>Outcome 1- Achievements:</b> Refer to assessments in 2021-2026 TCO and CMP, pp. 22-29. Percentages and Assessments available.</p>
<p><b>Outcome 2- Statement:</b> To ensure that landscaping is maintained and assessed periodically.</p>	<p><b>Outcome 2- Achievements:</b> Refer to assessments in 2021-2026 TCO and CMP, pp. 22-29. Percentages and Assessments available.</p>
<p><b>Outcome 3- Statement:</b> To ensure that plans for facility maintenance and projects are completed in a timely manner.</p>	<p><b>Outcome 3- Achievements:</b> Refer to assessments in 2021-2026 TCO and CMP, pp. 22-29. Percentages and Assessments available.</p>
<p><b>Outcome 4- Statement:</b> To ensure that all facility equipment is fully operational and assessed periodically. <i>(Air conditioners, plumbing, etc.)</i></p>	<p><b>Outcome 4- Achievements:</b> Refer to assessments in 2021-2026 TCO and CMP, pp. 22-29. Percentages and Assessments available.</p>

### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:



Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2022**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.

Outcome Statements:	Outcome Status:	Purpose of Changes or Description of Plans:	2021-2026 ISP Alignment:
Outcome 1: To ensure that facilities is maintained and assessed periodically.	<input type="checkbox"/> Ongoing Outcome	VPAF review of outcomes based on 2018 PFM approved outcomes. Continue with ongoing plans as per the 2021-2026 Total Cost of Ownership and Comprehensive Maintenance Plans.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome		
Outcome 2: To ensure that landscaping is maintained and assessed periodically.	<input type="checkbox"/> Ongoing Outcome	VPAF review of outcomes based on 2018 PFM approved outcomes. Continue with ongoing plans as per the 2021-2026 Total Cost of Ownership and Comprehensive Maintenance Plans.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome		
Outcome 3: To ensure that plans for facility maintenance and projects are completed in a timely manner.	<input type="checkbox"/> Ongoing Outcome	VPAF review of outcomes based on 2018 PFM approved outcomes. Continue with ongoing plans as per the 2021-2026 Total Cost of Ownership and Comprehensive Maintenance Plans.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome		
Outcome 4: To ensure that all facility equipment is fully operational and assessed periodically. (Air conditioners, plumbing, etc.)	<input type="checkbox"/> Ongoing Outcome	VPAF review of outcomes based on 2018 PFM approved outcomes. Continue with ongoing plans as per the 2021-2026 Total Cost of Ownership and Comprehensive Maintenance Plans.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome		

### Section IV.B: Program or Division Planning Context “How do we get there?”

B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:						
Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for <b>Fiscal Year 2022</b> .						
FY 2022 Outcome:	Additional Proposed Funding: (Indicate dollar amount only)	Explanation of Costs: (Explain the outcome plans for your request)	Funding Source:	Unit or Program Approval: (Deans and Directors)	Divisional Approval: (Vice Presidents, Executive Director)	President Approval:
PFM Outcomes 2 & 4 Account 10-23300-5605	\$18,000.00	Unit – Grounds: Proposal to increase the costs for equipment maintenance and to purchase more equipment for campus maintenance.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: All vacant positions have been filled and there is a need for more equipment. Subjected for the approval of the President for source of funding.	Justification: Devise a plan and check-out processes to centralize all equipment. Revisit the processes for the inventory of non-fixed assets to determine the need of additional

						personnel for inventorying all equipment for PFM – Grounds and Maintenance. Approved on the 21 <sup>st</sup> of June 2021.
PFM Outcomes 2 & 4 Account 10-23300- 5204	\$10,000.00	Unit-Custodians: President's Directive: Increase \$15,000.00 to \$25,000.00 to align with the COVID-19 Mandate to ensure the constant sanitizing of all facilities and the purchasing of necessary supplies.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
					Supported by VPAF. To clarify a process for monitoring supplies.	Justification: Allocation by President - \$25,000.00 – June 21, 2021. janitorial supplies for cleaning and the disposing of waste and trash.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.

1.
2.
3.



## Procurement Division

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Procurement	Jessie Su'esu'e	<a href="mailto:j.suesue@amsamoa.edu">j.suesue@amsamoa.edu</a> 391	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

**Program or Division Focus:** To be in compliance with ASCC & Federal policies, rules and regulations in obtaining the necessary goods and services for ASCC.

<b>Unit, Program, or Division Mission:</b>	<p>The Procurement Divisional Mission is to ensure the quality of procurement services that include the:</p> <ul style="list-style-type: none"> <li>Obtaining of necessary goods and services for all ASCC department in a cost effective, efficient, and timely manner.</li> <li>Safeguarding of all tangible and intangible assets by updating accurate records, and performing annual physical inventory.</li> <li>Ensuring that ASCC Procurement as well as ASG &amp; Federal Rules and Regulations are adhered to at all times.</li> </ul>
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Bulk Purchases: Procurement staff will procure all the necessary resources (products and services) necessary to plan and implement the procuring of goods and services for all programs and instructions for the next Academic and Program Fiscal Year.	<b>Outcome 1- Achievements:</b> 90% Completion of bulk purchases
<b>Outcome 2- Statement:</b> Reduce Outstanding Orders: College divisions shall be able to obtain all the necessary goods and services for department needs, in a cost effective, efficient and timely manner through its ability to utilize its Purchase Orders (PO).	<b>Outcome 2- Achievements:</b> 30% Reduction of Outstanding orders
<b>Outcome 3- Statement:</b> Inventory Fixed and Non-Fixed Assets: Procurement staff will be able to maintain and to develop a consistent schedule as required for quarterly, bi-annual, and annual physical inventory.	<b>Outcome 3- Achievements:</b> 70% Inventory complete, data entry ongoing
<b>Outcome 4- Statement:</b> Professional Development: Ensure that all Procurement staff is knowledgeable with the required skills and abilities to negotiate and finalize orders and contracts legally and to help protect and safeguard the institution from any disputes particular to services offered.	<b>Outcome 4- Achievements:</b> 20% Internal meetings and presentation to faculty during Convocation.

### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

## A. Planning FY 2022 Outcomes:

Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2022**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.

Outcome Statements:	Outcome Status:	Purpose of Changes or Description of Plans:	2021-2026 ISP Alignment:
Outcome 1: <b>Bulk Purchase:</b> Procurement staff will procure all the necessary resources (products and services) necessary to plan and implement the procuring of goods and services for all programs and instructions for the next Academic and Program Fiscal Year.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	Work collaboratively with all administrators to assess the accuracy of their annual planned purchases as submitted for approval to the Executive Leadership.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
Outcome 2: <b>Reduce Outstanding Orders:</b> College divisions shall be able to obtain all the necessary goods and services for department needs, in a cost effective, efficient and timely manner through its ability to utilize its Purchase Orders (PO).	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	Develop plans to reduce advanced or Prepayment of orders. This will be dependent on funds and close monitoring of payment through the Aging Reports; a collaboration between Accounts Payable and Procurement staff.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
Outcome 3: <b>Inventory of Assets (Fixed and Non-Fixed Upgrade by Division:</b> Procurement staff will be able to maintain and to develop a consistent schedule as required for quarterly, bi-annual, and annual physical inventory.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	<p>Work collaboratively with divisions for accountability on program inventory. Procurement shall improve the monitoring, verification and finalizing of records in collaboration with the Finance Office for capitalization and depreciation of items accordingly (Fixed and Non-Fixed).</p> <p>Procurement staff in addition, will work closely with divisions for accurately planning and disposing of resources properly as necessary.</p> <p>Procurement will ensure to disseminate and provide current and accurate records to leaders and outside stakeholders to include its audit provider of what are utilized and what is needed to be replaced, maintained, or disposed of.</p>	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
Outcome 4: <b>Professional Development:</b> Ensure that all Procurement staff is knowledgeable with the required skills and abilities to negotiate and finalize orders and contracts legally and to help protect and safeguard the institution from any disputes particular to services offered.	<input checked="" type="checkbox"/> Ongoing Outcome  <input type="checkbox"/> New Outcome	<p>Provide professional development opportunities revolving on compliance to local and federal laws.</p> <p>Provide professional development and training opportunities to improve internal procurement services in the areas of reporting, standard operating procedures, and certification as deemed necessary.</p>	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

## Section IV.B: Program or Division Planning Context “How do we get there?”

### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2022**.

FY 2022 Outcome:	Additional Proposed Funding: (Indicate dollar amount only)	Explanation of Costs: (Explain the outcome plans for your request)	Funding Source:	Unit or Program Approval: (Deans and Directors)	Divisional Approval: (Vice Presidents, Executive Director)	President Approval:
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<b>Outcome 4:</b> (Account 10-20400-5402)	\$5,000.00	Provide professional development opportunities revolving on compliance to local and federal laws.  Provide professional development and training opportunities to improve internal procurement services in the areas of reporting, standard operating procedures, and certification as deemed necessary.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Shift \$7,000.00 from VPAF account 10-20100-5401.	Justification: To standardize travel for staff at \$5,000.00 for all administrative and student support services. Approved on the 21 <sup>st</sup> of June 2021.
<b>Outcome 1-3:</b> (Account 10-20400-5305)	\$17,500.00	Proposal to increase the costs for Motor Pool Fuel and Maintenance. This will cover the costs of maintenance for four College vehicles that includes the divisions of Physical Facilities and Maintenance and Procurement, and to include the costs for annual insurance renewal. Vehicles for Teacher Education, Samoan Studies Institute, and ACNR are covered in their budgets. Shift \$17,500.00 from VPAF account 10-20100-5308.  Cost of Fuel for College vehicles. Shift \$1,000.00 from VPAF account 10-20100-5305. Propose to the President for additional funding in the amount of \$4,000.00 for vehicle Fuel, for a total \$5,000.00.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Outcomes 1 - 3. Referencing the 2021-2026 Total Cost of Ownership and Comprehensive Maintenance Plan. Shift from VPAF account 10-20100-5308.	Justification: Approved on the 21 <sup>st</sup> of June 2021.
<b>Outcomes 1-3</b> (Account 10-20400-5305)	\$5,000.00	Cost of Fuel for College vehicles.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
					Justification: Shift \$1,000.00 from VPAF account 10-20100-5305. Also, to propose to the President for additional funding in the amount of \$4,000.00 for vehicle Fuel.	Justification: Approved on the 21 <sup>st</sup> of June 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.

1.

2.

3.



## Security Division

### Section I: Unit, Program, or Division Information:

#### Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Security	Toetu Saili	<a href="mailto:t.saili@amsamoa.edu">t.saili@amsamoa.edu</a> ext. 0	2021	2022

### Section II: Unit, Program or Division Mission “Why Does it Matter?”

#### Program or Division Focus:

<b>Unit, Program, or Division Mission:</b>	<p>The mission of American Samoa Community College Campus Police/Security Department is to provide for the safety and security of the students, faculty, staff, and general public while on or in any property or facility owned or operated by the College.</p> <p>The department acts to deter crime, protect property, preserve the peace, and enforce all federal, state, and local laws within its jurisdiction in accomplishing the mission. Department employees shall apply the law and policy in an equal and consistent manner, maintain a customer service orientation, and treat everyone with respect.</p>
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### Section III: Unit, Program, or Division Outcomes “Where we are at and why it Matters”

**A. Summary Context: FY 2021 Unit, Program, or Division Outcomes and Achievements:** *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

<b>Outcome 1- Statement:</b> Ensures the protection and safety of all College constituencies during regular operational hours.	<b>Outcome 1- Achievements:</b> Note: This position has been shifted under the Vice President of Administration and Finance and is now a standing Department.
<b>Outcome 2- Statement:</b> Ensures the safety and security of campus buildings and premises during operational and non-operational hours.	<b>Outcome 2- Achievements:</b> Note: This position has been shifted under the Vice President of Administration and Finance and is now a standing Department.
<b>Outcome 3- Statement:</b> Facilitates planning and training particular to evacuation plans during natural or other types of disasters.	<b>Outcome 3- Achievements:</b> Note: This position has been shifted under the Vice President of Administration and Finance and is now a standing Department.

### Section IV.A: Unit, Program, or Division Planning Context “Where we are Going?”

The following sections will serve as the ‘Planning’ function for the unit, program or division ‘*Fiscal Year 2022*’ planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

#### A. Planning FY 2022 Outcomes:

*Please list the unit, program or divisions Outcome(s) for Fiscal Year 2022. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Ensures the protection and safety of all College constituencies during regular operational hours.	<input type="checkbox"/> Ongoing Outcome <input checked="" type="checkbox"/> New Outcome	Security was shifted from the Physical Facilities and Maintenance Division to the Vice President of	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.

		Administration and Finance during FY 2021.	
Outcome 2: Ensures the safety and security of campus buildings and premises during non-operational hours.	<input type="checkbox"/> Ongoing Outcome	Security was shifted from the Physical Facilities and Maintenance Division to the Vice President of Administration and Finance during FY 2021.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome		
Outcome 3: Facilitates planning and training particular to evacuation plans during natural or other types of disasters.	<input type="checkbox"/> Ongoing Outcome	Security was shifted from the Physical Facilities and Maintenance Division to the Vice President of Administration and Finance during FY 2021.	<input checked="" type="checkbox"/> Successful entry into the workforce <input checked="" type="checkbox"/> Transfer to institutions of higher learning <input checked="" type="checkbox"/> Awareness of the Samoan Culture and the Pacific <input checked="" type="checkbox"/> Research and extension in human and natural resources.
	<input checked="" type="checkbox"/> New Outcome		

### Section IV.B: Program or Division Planning Context “How do we get there?”

#### B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2022**.*

<b>FY 2022 Outcome:</b>	<b>Additional Proposed Funding:</b> <i>(Indicate dollar amount only)</i>	<b>Explanation of Costs:</b> <i>(Explain the outcome plans for your request)</i>	<b>Funding Source:</b>	<b>Unit or Program Approval:</b> <i>(Deans and Directors)</i>	<b>Divisional Approval:</b> <i>(Vice Presidents, Executive Director)</i>	<b>President Approval:</b>
<b>Outcomes 1-3:</b> <i>(Account 10-23100-5504)</i>	\$7,000.00	To cover the costs of holiday pay (time-and-a-half) for security staff. It is a requirement for security staff to work during holidays to ensure the safety of the College's property and facilities.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Shift from the VPAF account 10-20100-5308.	Justification: Approved on the 21 <sup>st</sup> of June 2021.
<b>Outcome 3:</b> <i>(Account 10-23100-5401)</i>	\$5,000.00	Professional Development – Outcome 3. To provide necessary access for professional development for staff and College internal stakeholders particular to emergency plans and trainings.	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
				Justification:	Justification: Shift from the VPAF account 10-20100-5401	Justification: Approved on the 21 <sup>st</sup> of June 2021.

### Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.

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