

**Section 1: Report Header** - The Report Header provides an overview of the reporting Division's mission, divisional outcomes and outcomes status, and a matrix alignment to the College's Institutional Priorities. Information indicated in the Report Header was extracted from the Student Services Divisional FY 2018 Outcome Plans to aid in the division's monitoring and reporting of outcomes.

<b>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.		
The DOSS works collaboratively with the Division of Academic Affairs to provide guidance to students for career planning/transferability and successful entry into the workforce.		
<b>FY 2018 Student Services Outcome Statements:</b>	<b>Outcome Status:</b>	<b>Aligned College Priorities:</b>
<b>Outcome 1:</b> Students will receive academic and administrative services to support the DOSS/ASCC mission.	<input checked="" type="checkbox"/> DOSS Ongoing Outcome	<input checked="" type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Professional Development <input checked="" type="checkbox"/> Community Outreach, Extension, and Research
<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"/> DOSS Ongoing Outcome	<input checked="" type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Professional Development <input checked="" type="checkbox"/> Community Outreach, Extension, and Research
<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"/> DOSS Ongoing Outcome	<input checked="" type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Professional Development <input checked="" type="checkbox"/> Community Outreach, Extension, and Research
<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"/> DOSS Ongoing Outcome	<input checked="" type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Professional Development <input checked="" type="checkbox"/> Community Outreach, Extension, and Research

**Section 2: Divisional Report-** The Divisional Report section allows a Division to report outcome updates through services offered, activities, or performance indicators that occurred during the previous month. The template also includes a section for input on data that support the outcomes of the reporting division not limited to challenges and recommendations for outcome monitoring purposes.

## 1. Students will receive academic and administrative services to support the DOSS/ASCC mission.

Activities:	Challenges:	Recommendations:	Plans:
<p>Total students served throughout the month of <b>November= 4,583(not distinct count)</b>  <b>Dean SS office- 9</b>(8scholarships, 1- work-study assistance, referral)  <b>Admission – 53</b>  <b>Counseling- 197</b> (133/Priority Registration, 52/Counseling, 12/Other SSLS- 900            *Tutoring- ENG 3, MAT 23= 26            *MPC Lounge Computer Lab= 362            *Computer Lab= 512  <b>Financial Aid – 805</b>  <b>Library – 2,410</b>  <b>Records</b> - No data reported  <b>SGA –210+</b> (non-distinct count) – does not include field/malae activities, difficult to track.</p> <p style="text-align: center;"><b>ADMISSIONS</b></p> <p>-Meeting with Dr. Le'i – 11/5/20 : Challenges on monthly reports            -DOSS Monthly Meeting – 11/6/20: Report on Division on activities and operations            -Updated 2020 Outreach Action plan – 11/6/20            -Meeting with Manu'a HS Volunteer Teacher-Mrs. Toni Leano – 11/10/20: ASCC New Admission requirements; Financial Aid;            -Leadership Team Meeting – 11/12/20            -Graduation Committee Meeting – 11/16/20            -Send updated Admissions Booklet to High Schools (Principals &amp; Counselors) to share with Seniors and Juniors Both Public and Private schools;            -Admissions Instruction Video Script &amp; Admissions New Student Orientation proposal            -Admission Staff Monthly Meeting (via ZOOM) - 11/18/20: Update on institutional and DOSS activities and updates on Covid-19; Budget, Fall 2020 Graduation etc.;            -Career Readiness Workshop for Admission Work Study participants 11/20/20</p> <p><u>On-going Activities or Tasks</u>– Assist students/public with inquiries</p>	<p style="text-align: center;"><b>ADMISSION</b></p> <p>– Admission Office immediately requires a <b>window</b> to serve students due to FERPA requirements for confidentiality and privacy of student information on applications and transfer information – after meeting with Dean of Student Services (11/5/20) this challenge is addressed through the upcoming new Cafeteria structure to be completed hopefully in FY'2021.            – Need for Administrative Assistant to assist with daily operations and productivity –HR forms/paperwork has been routed for approval signatures (forward to HR – 11/23/20) and waiting on HRO to advertise position In-House as discussed.            - Placement instrument revision – Reading complete; Math and Writing pending review by Department Chairpersons for required changes based on revisions and recommendations - Both Reading and Math Placement Test Revisions completed (pending review Curriculum committee, pending until Fall 2021 to implement revisions). Writing Placement section also under review for changes.</p>	<p style="text-align: center;"><b>ADMISSION</b></p> <p>*Recommendation to stay with the initial plan to be situated next to the Records office to continue with “One Stop” shop concept. The Admission office is the initial point of contact for enrollment services and recommending being at the fore front of the campus for easy access.            -(Pending meeting with Procurement Office – rescheduled meeting due to availability of Procurement Officer)            - The last and recent discussion regarding the Sign was the location and approval from the President. Still waiting for the next step and what need to be done to move forward with installation. If funding is a problem then perhaps it can be a fundraising and project for the Student Services division to include clubs and SGA – recently mentioned to VP L. Moananu and listed as “to do”.</p> <p style="text-align: center;"><b>COUNSELING &amp; STUDENT SUPPORTLEARNING SERVICES(SSLS)</b></p> <p>-Administer a survey to evening classes as to the type of services they would want to have available to them in the evening as necessary to continue.            -ASCC to look into other pathways to help students find their niche in</p>	<p style="text-align: center;"><b>ADMISSION</b></p> <p>-Priority Registration (Clear Percs)            - Excess Leave            -Preparations for 1) Placement Test for Spring 2021 – 1/6-8/2021; 2) New Student Orientation 2021            - Dual Enrollment – review New Admission applications and required documentations; New Student Orientation plan, 12/29/2020, 1-6pm Lecture Hall            -IPEDS report</p> <p style="text-align: center;"><b>COUNSELING &amp; STUDENT SUPPORTLEARNING SERVICES(SSLS)</b></p> <p>-ASCC to look into other pathways to help students find their niche in life besides an academic degree, preferably a COC or COP....            -Instructors to promote tutoring services to their students and not wait last minute until it is too late...Low Grade period is a chance to utilize tutoring services;            -Stressing rules and regulations to students of using the MPC quiet lounge and the Computer Lab.</p> <p style="text-align: center;"><b>FINANCIAL AID</b></p> <p>-Batch 3 to be released 11/3/2020            -Continue with Audit preparations and updates            -Continue Year-To-Date Reconciliation for Award Year (AY) 2020—2021 Pell, FSEOG, &amp; FWS            -Reconciliation of Pell Spreadsheet 19-20 Award Year            -Reconciliation of FWS Spreadsheet 19-20 Award Year.            -Reconciliation of R2T4 Spreadsheet 19-20</p>

<p>and accepting student applications, data-entry, routing paper work, i.e., Job Orders; PR's; and other standard clerical duties; transcript evaluation, supervise Pell &amp; Non-Pell work study students, ASCC-AS Tuition Residency student applications; IPEDS; Transcripts Evaluation – route, complete and submit to Registrar; Financial Aid Internal Review: ASCC-AS Tuition Residency student applications; Timesheets.</p> <p>New Admission applications: 01 (Spring 2021) Returning Students: 0 Transfer Students: 0 Dual Enrollment: 0 Unclassified/Non-degree:0 AS Tuition residency: 0 (early admissions) Unscheduled Placement Test: 08 ACT/SAT received from:00 Transfer Credit Evaluation:01 (1 complete-1 pending DC signatures) AS DOE Certification:0 (new teachers) Number of ASCC students, faculty and staff as well as the community at large with inquiries to the Admission office; to include:67 (telephone calls, emails &amp; walk-ins):43 New Student Orientation: 0 Total Students Services= 53</p> <p style="text-align: center;"><b>COUNSELING</b></p> <p>*All Counselors advised for Priority Registration for S21/SU21...continue on to December 4th *All completed CLP 150 Course Finals plus projects and presentations *Work study program hours ended this month (FWS, Non-Pell work study) *DHSS presentation continuation *Burning ceremony of venting boxes</p> <p><u>Personal Counselor:</u> *Continue with sessions by UCEDD Ambassador training program online *Attend 1 transition meeting (THS)</p>	<p style="text-align: center;"><b>COUNSELING &amp; STUDENT SUPPORTLEARNING SERVICES(SSLs)</b></p> <p>*Priority registration took time and students waited till the last week *Students continue to be confused with priority registration process</p> <p style="text-align: center;"><b>FINANCIAL AID</b></p> <p>-Still awaiting order of 8 office chairs, pending payment approval from the Finance Office –<i>previously reported</i> -Air-conditioners (2) in office are blowing hot-air as of 11/30. Douglas came in before Thanksgiving to service A/C and it worked that day and Friday, but not after that. Call and email to PFM brought Douglas back to check again but nothing was done. This makes our work very uncomfortable and practically impossible to fulfill. -MIS provided a survey of all FAO computers for compliance of the upcoming FA Updates. Recommendation is for 8 new computers in order for our office to maintain communications with our federal partners. Current computers are not compatible with system upgrades. This must be completed before Feb. 2021.</p>	<p>life besides an academic degree, preferably a COC or COP -Continue...Instructors to promote tutoring services to their (respective) students and not wait last minute until it is too late...Low Grade period is a chance to utilize tutoring services -Continue to emphasize and stress rules and regulations to students of using the quiet lounge and the computer labs. -Keep reminding students of Covid-19 restrictions compliance</p> <p style="text-align: center;"><b>FINANCIAL AID</b></p> <p>No report</p> <p style="text-align: center;"><b>LIBRARY</b></p> <p>- Maintain library mission readiness status despite cost containment measures.</p> <p style="text-align: center;"><b>RECORDS</b></p> <p>Working closely with the staff and the Acting IO in fulfilling the challenge listed above. However, it is made known that whatever the situation may be regarding the Blackbaud system, the Records staff will continue to manually check all historic records to ensure the correct records of students are inputted into the Colleague system. ONGOING</p> <p>I do not have a</p>	<p>Award Year -Student File Organization 19-20 Award Year</p> <p style="text-align: center;"><b>LIBRARY</b></p> <p>-Continue activity practice, also a professional development because it is a continuous practice. This is a continuous part of what we do every work day, in all areas of services. -Library services have to be sustained and maintained every work day to best serve students' informational needs as well as program, divisional, and college missions.</p> <p style="text-align: center;"><b>RECORDS</b></p> <ol style="list-style-type: none"> <li>1. Continue with the academic calendar schedule for the rest of the Fall term.</li> <li>2. Attend ASCC/DOSS leadership and other requested meetings.</li> <li>3. Continue with daily routine tasks and responsibilities and in preparations for the end of term including verifications of grades and confirmation of graduates.</li> </ol> <p style="text-align: center;"><b>STUDENT GOVERNMENT ASSOCIATION</b> N/A</p>
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<p><u>Transfer Counselor:</u> Non-Pell Workstudy program ended in the last few days of November</p> <p><u>Veterans Counselor:</u> Maternity leave *Referred students to PD for any assistance with VA processes and information</p> <p><b>Student Support Learning Services:</b> *English and Math tutors (1 is off-island) *Students welcome new set up more privacy</p> <p><b>FINANCIAL AID</b> Services and functions accomplished throughout the reporting period include daily compilation of the number of students visiting as well as the purpose of their visit. For the month of November a total of 805 students were reported to have visited this office for the following purposes: -Batch status/clearance: 366 -FAFSA status/clearance: 146 -Attendance forms: 59 -Federal Work-study: 121 -Withdrawal forms: 3 -See counselor(s): 34 -Copies of Document(s): 37 -V1-form/income-clarification/non-tax filer/tax-transcript: 39 <b>Total Students: 805</b></p> <p><b>LIBRARY SERVICES</b> Regular administrative actions/processes that maintain library mission readiness status to serve students each work day. In order for students to get the library services that they need the below list of actions have to be completed first. For example, in order for students to access library book collection, books have to be continually ordered first, then received, then cataloged and placed on the shelves for them to access and use. In addition, in order for students to have and use</p>	<p>-Due to on-going concerns of staff attendance, I have made contact with MIS in regards to the use of the FAO Time log in. Will follow up with Jack Palelei and hope to have this ready for use by Jan.1, 2021.</p> <p><b>LIBRARY</b> -The front Library entrance Security Gate is down – currentupdate: PR to PO for Security Gate is now with Procurement Office for processing; 10/09/20, Royal Media Network, Inc. – Security Gate – <i>Previously reported.</i></p> <p><b>RECORDS</b> (No report) THIS IS STILL A CHALLENGE... moving into manual entries of all old transcripts not available on Blackbaud due to a crash in the server housing Blackbaud data...</p> <p>Colreporting – the cornerstone for reporting statistical data is no longer supported by the current version of Colleague/Ellucian. Currently, an email was sent to the IO and cc'ing both VPs on the urgency of updating this reporting tool in preparations for upcoming IPEDS and enrollment reports. PENDING. • The Finance Office has</p>	<p>recommendation for ColReporting other than an urgent request to make it work as to assist with the upcoming internal, external (esp. Federal) reports.</p> <p><b>STUDENT GOVERNMENT ASSOCIATION</b> - Have each club member sign a liability and waiver form at the beginning of the semester to participate in all SGA activities for the semester. - Order or borrow a tent for our students. -Plan ahead and provided food and prizes or gifts for all participants. - Send out an invitation in advanced too all participants that will be recognized.</p>	
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<p>existing facility and equipment for research, typing, and printing options these options have to be continually maintained or purchased if need be through the listed processes below.</p> <p style="text-align: center;"><b>RECORDS</b></p> <ul style="list-style-type: none"> <li>Worked collaboratively with the faculty, academic departments and campus programs/divisions, to effectively build, manage and maintain the set curriculum and related records including semester course schedules, course numbering, and other curricular matters. <ul style="list-style-type: none"> <li>Continue providing assistance with the following: <ul style="list-style-type: none"> <li>Priority registration for Spring and Summer 2021</li> <li>Processing withdrawal for 2nd session and the regular term</li> <li>Exporting and completing of all grade sheets for the term</li> <li>Preparations for the end of the term activities</li> <li>Providing requested data.</li> </ul> </li> </ul> </li> <li>Maintained each student's official/unofficial educational records, with appropriate sensitivity to privacy and confidentiality concerns and laws governing student's academic records. <ul style="list-style-type: none"> <li>Note: See details of number of transcript requests received under "Achievements."</li> </ul> </li> </ul> <p style="text-align: center;"><b>STUDENT GOVERNMENT ASSOCIATION</b></p> <p>-11/3 &amp; 11/5: This is one of the most popular intramural activity that the SGA hosts every semester. This co-ed tournament took place in the gymnasium with the assistance of Soy AhSiu and BarrittNiu as our two umpires.</p> <p>-11/10Field Day: The ASCC Field day was another hit activity that took place this semester. It was the first time the SGA hosted a Samoan Field Day that included a number of Samoan Games/Relay Race.</p> <p>-11/12:Chiefs' Kickback Movie Day- SGA hosted a kickback movie day in the MPC Auditorium and played "Take Home Pay".</p> <p>-11/17 &amp; 11/19: On Nov. 11<sup>th</sup>, the SGA officers held a rehearsal for the Talent Show scheduled for the 19<sup>th</sup>. The SGA Coordinator and the Dean of Student Services sat in the rehearsal to screen all the</p>	<p>requested data on the enrollment status (FT/PT) of all students in the 2020 Fall term. Due to the status of Colreporting, I was not able to provide the requested data, thus informed the Finance Officer on this.</p> <ul style="list-style-type: none"> <li>The second round of surveys for the IPEDS will begin in February – this will require more details on the student enrollment tracking from 6-8 years ago. If Colreporting is not available then, it would be a PRIORITY to research ways to capture the requested data to complete this important survey.</li> </ul> <p>I am reporting this again as the IPEDS surveys are now open for data input and still have not gotten the most recent update(s) on ColReporting.</p> <p style="text-align: center;"><b>STUDENT GOVERNMENT ASSOCIATION</b></p> <p>Getting all the students who signed up to play to sign a liability and waiver. Cherie is the only person who can notarize a liability.</p>		
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<p>performances. -11/24: Club of the Semester Announcement-At the end of every semester, the SGA recognizes the most outstanding club of the semester and also award the clubs for their participation. -11/25: Thank You Service Project- Before the end of every semester, the SGA conducts a service project. However, instead of going out to the community, this semester the SGA decided to treat our very own ASCC community.</p>			
<b>Achievements:</b> Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement.	<b>Divisional Outcome Addressed:</b>	<b>Institutional Priorities:</b> Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply.	
<p style="text-align: center;"><b>COUNSELING</b></p> <p><u>Program Director:</u> Priority registration – 23 students            *Counseled 12 students            *DHSS last two suicide presentation – low student participation            *Venting Boxes burned 3, with 3 counselors and 12 students in the malae</p> <p><u>Academic Counselor-</u> * Counseled – 15 students/ *Priority registered – 80</p> <p>Personal Counselor- *Counseled 25/ *Priority registered ( 30 + students)            [Transfer Counselor- Non-Pell WS – 4 students] – previously reported            Veterans Counselor: Data will provided for December report</p> <p style="text-align: center;"><b>STUDENT SUPPORT &amp; LEARNING SERVICES</b></p> <p><b>TUTOR:</b>            Tutors:2 staff working with –            Walk ins, referrals, appointments = ENG 3, MAT 23</p> <p><b>MPC Student Lounge-</b>            Student Activities:ID taking – 2/ Tutorial – 9/ Counseling – 24/ Computer usage – 91/ Study/Hwrks – 106/ Lounge – 78/ SGA – 9/ CLP – 29/ Printing – 14= <b>Total 362</b></p> <p><b>Computer Lab #15:</b>Typing – 215 / Printing – 65/ Research – 184/ Email – 44 / FAFSA – 0/            Registration – 4= <b>Total = 512</b></p>			

<p style="text-align: center;"><b>LIBRARY</b></p> <p>1. Processing Room: [Faailoa Afalava and Faye Panama]          No. of New Books Processed: 0          No. of New or donated Books/Journals Cataloged: 19 Journals          No. of Magazines received: 48</p> <p>No. of New Orders Processed (PRs, POs, Invoices): 0</p> <p>No. of PFM Job Orders turned in: 02          1. PFM – 11/09/20 – AC-19413 = 2 lights are out in the PC room.          2. PFM, 11/20/20– AC-18081 = Soap Dispenser at the lady’s bathroom on the first floor fell off the wall again.</p> <p>No. of Orders Received:0</p> <p>No. of Follow-ups (PRs, POs, Invoices): 07          1) PO# 15672, 5/27/20, DEMCO – Office supplies = Update: waiting for 2 more items; (rubberbands and clear tapes) - 11/24/20 per Alieta, (Procurement), new eta for arrival of final items to complete order is 12/04/20          2) PO# 15844, EBSCO Magazines = Payment terms: paid ck# 0102362, order status: OUTSTANDING; order still in process.          3) PO# M-18123, ACE – Smoke Alarm Detectors: This is an old order from March, 2020. According to Berta (PFM), still waiting for payment from Business Office. Per Josephine (Business Office), already prepared (PR) for payment that was paid on Nov. 13, 2020.          4) 10/09/20, Social Media Network Inc. – Security Gate. Per Alieta (Procurement), order is already submitted to vendor. She will get back to us for future order status.          5) 11/09/20, Rowman &amp; Littlefield – Book Order, Per Alieta (Procurement), order is in progress, waiting for vendor to advise her if they received it and in return, Alieta will inform us of status.          6) 10/02/20, PFM, AC-18317, Doug = need to call vendor to follow up on AC for PC room. It needs freon to charge unit(s)          7) 10/26/20, PFM - Minks Co., AC-18325, Doug = called vendor for recharge of Freon under warranty. Also need to change old piping for Minks AC.</p> <p>Maintenance Repair Service Done: 13          1) 11/02/20, SOPAC Inc, Tavita&amp; Sisi = Reattached the soap dispenser inside staff restroom on 2<sup>nd</sup> floor.          2) 11/02/20, Procurement, Pisia and Arieta = did inventory on two filing cabinets          3) 11/02/20, Procurement, Tusi, and Michael = inventory for students’ computers at the Reference area</p>		
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<p>4) 11/04/20, MIS, Joseph = fixed internet connetion on computer #2 @ Reference area.</p> <p>5) 11/06/20 H&amp;H, Allan &amp; Douglas = checked Samsung AC in ERC room; the compressor needs to be replaced.</p> <p>6) 11/09/20, PFM, Roberta = Checking up if all Work Orders are completed.</p> <p>7) 11/09/20, Minks Cool Air, Arthur= Fixing PC room's AC. He added Freon to the PC Room VS Lakes A/C. He also checked for a leak but couldn't find one. He told Doug that a new line needs to be run because when they installed the AC, they connected it to the old line that was there. The only way to correct the problem is to run a new line. They will wait to hear from Doug when to schedule the installation of a new line for the VS Lakes A/C.</p> <p>8) 11/13/20, ASPA, John = Checking the meter</p> <p>9) 11/17/20, MIS, Tap = fixed director's printing machine</p> <p>10) 11/19/20, MIS, Jack &amp; Workstudy students = inventoried all computers in Library. Will be back the next day to finish up inventory</p> <p>11) 11/20/20, MIS, Jack and his students = came back to continue their inventory plus upgraded printing machines in General Collection &amp; ERC room on 2<sup>nd</sup> floor. Job completed same day.</p> <p>12) 11/23/20, MIS, Jose &amp; Levi and workstudy = came to fix Printing machine issues @ ERC room on 2<sup>nd</sup> floor.</p> <p>13) 11/25/20, MIS, Jose &amp; Jack = fixed computer #8 @ Reference area not working. Discovered the UPS-backup battery is the issue and needs to be replaced</p> <p style="text-align: center;"><b>RECORDS</b></p> <p><b>Processed received student requests:</b></p> <ul style="list-style-type: none"> <li>• Processed received Data Change requests. (<u>Ongoing</u>).</li> <li>• Processed all inquiries received via e-mail, mail, or walk-ins. These include enrollment verifications for whatever purposes intended for. (<u>Ongoing</u>).</li> <li>• Processed all incoming transcript requests for both local and off-island.</li> <li>• Continued with transcript verifications including cross checking of Blackbaud and Colleague systems; pulling old hard copy of transcripts and cross checking of grade books for the listed courses(s).</li> </ul> <p><b><u>Service Window:</u></b></p> <p>All requests regarding the list below were handled at the service window on a day-to-day basis. Inclusive of these provided services pertaining to students specifically are requests by faculty and staff for support</p>		
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<p>services such as class rosters and student inquiries.</p> <ul style="list-style-type: none"> <li>• Transcript requests.</li> <li>• Transcript pick-up.</li> <li>• Data Change.</li> <li>• Priority registration adjustments (add/drop/withdrawal/registration)</li> <li>• Enrollment verifications including verification of background checks for off-island requests, military, employment, and personal purposes.</li> <li>• Other (Grade report requests; general inquiries).</li> </ul> <p><b><u>Data Entry Project:</u></b></p> <p>Ongoing updates are performed on identified data entry projects in both the Blackbaud and Colleague systems:</p> <ul style="list-style-type: none"> <li>• <b>Continued</b> to provide assistance to the Office of the Dean of Academic Affairs and academic department requests in matters connecting records and instructions such as program requirements and catalog inquiries.</li> <li>• Continued to code the degree audit in the Colleague system of the 2020-2022 Academic catalog program requirements. <b>Update - Have yet completed this.</b></li> <li>• <b>Continued</b> to provide assistance in correcting and updating of program requirements in system for the Financial Aid student batching process.</li> <li>• All received record requests by both students and faculty (data change, grade changes, etc.) were data entered in the system.</li> </ul> <p><b>FALL Graduation Orders</b></p> <p>All graduation orders were received.</p> <p><b>FILING Project</b></p> <ul style="list-style-type: none"> <li>• Revisited our records management plan to assess all historical files in the Records Archive Room. <b>Implemented</b> plan in phases as to include using assigned student ids after entries of historical records in Colleague. <b>IN PROGRESS.</b></li> <li>• Active students' record verifications - <b>COMPLETE.</b></li> </ul>		
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<p style="text-align: center;"><b>Student Government Association</b></p> <p>Volleyball Tournament: A total 10 teams signed up for this tournament. At the end of the tournament, the ROTC won 1<sup>st</sup> place, BAOA came in 2<sup>nd</sup> place and the SAFF Club came in 3<sup>rd</sup> place. Each team that signed up received a case of Gatorade and a box of snacks. The team that won 1<sup>st</sup> place won \$100, 2<sup>nd</sup> place \$75, and 3<sup>rd</sup> place \$50.</p> <p>-<i>Field Day</i>: This was the first time the SGA hosted a Samoan Field Day for our students. A total of 6 clubs signed up and participated in this activity. In collaboration with the SAFF Club, we were able to host a successful activity that was safe and fun for all those who participated and witnessed this activity. The standings and prizes were as follows:</p> <ul style="list-style-type: none"> <li>- 1<sup>st</sup> place – IMPACT club \$100.00</li> <li>- 2<sup>nd</sup> place – SAFF &amp; ROTC club \$75 each</li> <li>- 3<sup>rd</sup> place – ACNR 4H Club \$50.00.</li> </ul> <p>-Chiefs' Kickback Movie Day: It has been awhile since the SGA last hosted a movie day for our students. This activity was suggested by the ASCC President as one of the events to bring back and to provide the students an opportunity to sit back and relax and just enjoy a movie with friends and take a short break from academics.</p> <p>- Talent Show: On the 19<sup>th</sup>, the SGA hosted a talent show for those who signed up and made it past rehearsal after screening. A total of 15 groups participated in this event. Thirteen singers and 2 dance groups. At the talent show, a total of <b>210</b> students signed in to witness these talented participants.</p> <p>-Club of the Semester Announcement: Each semester, the clubs compete in the SGA activities to earn points. The club with the most points at the end of the semester wins the Club of the Semester title, along with other awards provided by the SGA. Out of the 14 clubs that participated, only 8 clubs were active throughout this semester.</p> <p>Club awards:</p> <ul style="list-style-type: none"> <li>-Club of the Semester -ROTC Club, \$300</li> <li>-2<sup>nd</sup> place-IMPACT Club, \$200</li> <li>-3<sup>rd</sup> place-AFC Club, \$100</li> </ul> <p>-Thank You Service Project: Instead of giving back to the community, the SGA decided to give back to our of ASCC employees. They decided to give back to the least recognized and the hardest working employees on campus. We recognized a total of 35 employees to include the security officers, and the PFM employees</p>		
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such as the grounds keeping men, custodians, maintenance employees. Each employee received a case of chicken, lunch, fresh flower lei, a certificate of appreciation, and a slide show thanking them for their services, commitment and dedication to keeping our school safe, secured and clean.		
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**2. DOSS possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.**

Activities:	Challenges:	Recommendations:	Plans:
<p><b>LIBRARY</b></p> <p>Similar to above #1 activities, the activities here and achievements, or their completions, below are specific library services activities that are guided by library SOPs<sup>1</sup> that are were formerly reviewed bi-weekly but now monthly<sup>2</sup> to identify STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND THREATS (S.W.O.T.) to best serve our students and all stakeholders<sup>3</sup>.</p>		<p><b>LIBRARY</b></p> <p>Maintain library mission readiness status despite cost containment measures.</p>	<p><b>LIBRARY</b></p> <p>-Continue activity practice (here, it is also professional development because it is a continuous practice. This is a continuous part of what we do every work day) in all areas of services; -Library services have to be sustained and maintained every work day to best serve students' informational needs as well as program, divisional, and college missions.</p>
Achievements: Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement.		Divisional Outcome Addressed:	Institutional Priorities: Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply.
<p><b>LIBRARY</b></p> <p>1&gt; Circulation Desk [Jeanette Tuiletoa and Robinson Choo 1<sup>st</sup> Floor]: Daily Head Count Total: 2,410 / New Library Cards: 03/ Circulation Statistics (Borrowed Materials): 16</p> <p>-Extended Hours Count (4:00 pm – 6:00pm) A Total of 13 Students with statistics below. -Student Programs Represented: 1 Business Management; 2 Elementary Educations; 1 General Agriculture; 7 Liberal Arts. -Reasons for visit: 2 Computer; 5 Printing; 1 Reading; 1 Type; 4 Waiting. * Last day for extended hours was November 06,2020</p> <p>2&gt; Reference Desk [Suja Reed 1<sup>st</sup> Floor]: Computer Usage: 510/ Typing: 275/ Research: 139/ Email: 96</p>			

<p><i>Student Program Represented:</i> 22 Acc; 1 Auto Tech; 4 Bed; 31 Bus Mgt, 15 Civil Eng; 58 CJ; 99 Ed; 3 Electronics; 17 Gen. Agriculture; 31 Health Sci; 5 Human Services; 1 Human Resources; 95 LA; 15 Marine Science; 4 Music; 96 Nursing; 4 Pol Sci; 9 Pre-Law OPAC, Scanned Flash-drives and Library Tour totals are not included in Computer Usage *OPAC &amp; Scanned Flashdrive totals below are not included in above Computer Usage OPAC: 27/ Scanned Flash drives: 62/ Library Tour: 0</p> <p>-Evening Hours Report: Computer Usage: 01/ Typing: 01/ Research: 0/ Email: 0</p> <p>-Evening Hours Student Program Represented: 1 LA</p> <p>-Colored Printer Student Usage: Total No. Pages: 233/ No. Student Represented: 47</p> <p>-Student Program Represented: 3 Acc (10pp); 1 Auto Tech (2pp); 5 Civ Eng (32p.p); 6 Cj (17pp); 3 Ed (28pp); 5 Gen Agri (61pp); 1 Health Sci (1pp); 15 LA (66 pp); ; 6 Nursing (15pp); 2 Staff (1pp)</p> <p>3&gt; Special Collections: Samoa and Pacific Island Nations Collection [Pauline Toluaao]: Student use count: 25 <i>Selected topics:</i> New Caledonia; Cook Islands; Fiji; Rapa Nui; American Samoa history; Samoan culture; TusiPese by Drabble; Native species in American Samoa; Marshall Islands; Tahiti; Faalupega; Recording a video for class; Checking Graduation Programs; Quiet study.</p> <p><i>Student program represented:</i> 6 Liberal Arts; 3 Computer Technical Support; 4 Nursing; 3 Business Management; 1 Accounting; 1 General Agriculture; 1 Human Resources; 1 Samoan Studies; 1 Criminal Justice; 1 Faculty.</p> <p>4&gt; General Collections: [Emma L. Ailolo, 2<sup>nd</sup> Floor] Computer usage: 43/ Typing: 17/ Fafsa: 0/ Moodle: 0/ Research: 21/ Email: 05/ Print: 0/ OPAC: 24 (Not included in Computer usage) Flash drive / Scan: 0 <i>Student program represented:</i> 3 Political Science; 4 Criminal Justice; 5 Health Science, 13 Nursing; 8 Liberal Arts; 2 Marine Science; 2 Business Management; 1 Accounting; 5 Elementary Education.</p> <p>5&gt; Education Resource Center (ERC) Room [Diana Pereira 2<sup>nd</sup> Floor]: Computer usage: 210/ Assignments: 126/ Research: 23/ Typing: 18/ Email: 12/ Print: 31</p>		
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Student program represented: 12 Accounting; 9 Business Management; 6 Civil Engineering; 19 Criminal Justice; 36 Elementary Education; 3 Electronics; 13 General Agriculture; 8 Health Science; 48 Liberal Arts; 9 Marine Science; 11 Music; 26 Nursing; 10 Pre-Law.		
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**3. Students are aware of<sup>1</sup>, and participate in the various support services<sup>2</sup> offered by DOSS<sup>3</sup> contributing to their educational pathways<sup>4</sup> to success<sup>5</sup>.**

Activities:	Challenges:	Recommendations:	Plans:
Here the facts/evidence show the “Daily Head Count Total” for <b>NOVEMBER 2020 is 2,410 * visits.</b>	<b>LIBRARY</b> -Lack of funding for listed respective activities below due to current ASG-ASCC cost containment measures. Reasonably foreseeable and unforeseeable situations, <i>ongoing challenge, previously reported.</i>	<b>LIBRARY</b> Maintain library mission readiness status despite cost containment measures.	<b>LIBRARY</b> -Continue activity practice (here, it is also professional development because it is a continuous practice. This is a continuous part of what we do every work day) in all areas of services. -Library services have to be sustained and maintained every work day to best serve students’ informational needs as well as program, divisional, and college missions.
<b>Achievements:</b> Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement.		<b>Divisional Outcome Addressed:</b>	<b>Institutional Priorities:</b> Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply.

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

Activities:	Challenges:	Recommendations:	Plans:
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<p style="text-align: center;"><b>LIBRARY</b></p> <p>Here, student need to provide required information and supporting documents, including picture identification if requesting new library card or to show current library card to access library computer, printing, and circulation services (indicated in #2 and #3 above). Further, if collection material (i.e. book) were checked out by student, student is responsible to timely check them back in and pay for any outstanding book fee, if any, on their library account by the end of each semester term, OR student will risk being unable to enroll for classes in any future semester, until the owed fee is paid to the library.</p>	<p style="text-align: center;"><b>LIBRARY</b></p> <p>Reasonably foreseeable and unforeseeable situations.</p>	<p style="text-align: center;"><b>LIBRARY</b></p> <p>Continued timely closing of “Borrowed Materials” deadline at the end of each semester term. And if need be, reconciling and generating the list of students owing outstanding fees to the library. Students on list are to be contacted first as a matter of courtesy service to let them know or be made aware of owed fees, and for student to make proper payment arrangement to settle his/her due fee. <i>Absent owing student making arrangement, his/her name is then submitted to Records Office at the end of the semester term to immediately flag or bar future class enrollment until owed fee is paid directly to the library.</i></p>	<p style="text-align: center;"><b>LIBRARY</b></p> <p>Continued timely closing of “Borrowed Materials” deadline at the end of each semester term. And if need be, reconciling and generating the list of students owing outstanding fees to the library. Students on list are to be contacted first as a matter of courtesy service to let them know or be made aware of owed fees, and for student to make proper payment arrangement to settle his/her due fee. Absent owing student making arrangement, his/her name is then submitted to Records Office at the end of the semester term to immediately flag or bar future class enrollment until owed fee is paid directly to the library.</p>
<p><b>Achievements:</b> Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement.</p>		<p><b>Divisional Outcome Addressed:</b></p>	<p><b>Institutional Priorities:</b> Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply.</p>
<p style="text-align: center;"><b>LIBRARY</b></p> <p>Completion of all above indicated activities on each work day.</p>			

Note:

Meetings: DOSS’s monthly, ISS, Core/Co Curriculum Committee, IPECC, President’s Leadership, President’s Advisory Counsel, VPs Monthly, and other meeting as requested by President and VPs.

Other: Monthly Reports, Workshops...

Challenges:

- Leaves-Maternity Medical, Military, FMLS: Financial Aid Officer/ML, Tutor/FMLA, Transfer Counsel/COVID-19 AS Boarder closing;
- Vacancies: Admission, Records, SSLS
- ACs
- FAO computers for compliance of the upcoming FA Updates. Recommendation is for 8 new computers in order for our office to maintain communications with our federal partners. Current computers are not compatible with system upgrades. This must be completed before Feb. 2021.
- Lack of funding for listed respective activities below due to current ASG-ASCC cost containment measures.
- Maintenance – Library entrance gate, outstanding, previously reported – *no progress*
- Following up with outstanding POs/PRs, e.g. office supplies for counseling, office chairs for Financial Aid Office, AC's, payment to vendors...
- **Colreporting** – the cornerstone for reporting statistical data is no longer supported by the current version of Colleague/Ellucian. Currently, an email was sent to the IO and cc'ing both VPs on the urgency of updating this reporting tool in preparations for upcoming IPEDS and enrollment reports. **PENDING.**
  - The Finance Office has requested data on the enrollment status (FT/PT) of all students in the 2020 Fall term. Due to the status of Colreporting, I was not able to provide the requested data, thus informed the Finance Officer on this.
  - The second round of surveys for the IPEDS will begin in February – this will require more details on the student enrollment tracking from 6-8 years ago. If Colreporting is not available then, it would be a **PRIORITY** to research ways to capture the requested data to complete this important survey.

**Records Office: is reporting this again as the IPEDS surveys are now open for data input and Records Office still have not gotten the most recent update(s) on ColReporting.**