

Section 1: Report Header - The Report Header provides an overview of expectations for each Divisional Deans/Director congruent to the Mission of the College as well as Institutional Effectiveness through the quality of educational programs and student support services. The outcomes encompass outcome competency statements, statues, expectations, and leadership goals expected for all administrators under the purview of the Vice President of Academic and Student Affairs

Mission: Division of Academic Affairs (DOAA): 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.


Academic Affairs Focus Statement: To ensure that the Mission of the College is achieved through the provision of *high-quality educational programs and instructional services for students*

Outcome Statements:	Outcome Status:	Expectations:	Assessment and 2020 Goals:
<p>DOAA- Outcome 1.A.1: Curriculum – Provide students with the highest quality programs and courses through ongoing review of curricular programs, certificates and degrees, and assessment of student learning outcomes.</p>	<input checked="" type="checkbox"/> Ongoing Outcome	<p><u>IA:1- Curriculum :</u></p> <p>Review of Curricular Programs, Certificates and Degrees</p> <ol style="list-style-type: none"> 1) Department level <ol style="list-style-type: none"> a) Minutes of meetings and discussions b) Cycle of review 2) Core Curriculum <ol style="list-style-type: none"> a) Calendar of meetings b) Agenda and minutes 3) General Curriculum <ol style="list-style-type: none"> a) Calendar of meetings b) Agenda and minute 4) Catalog Review <ol style="list-style-type: none"> a) Proposal 5) Assessment of Student Learning Outcomes <ol style="list-style-type: none"> a) Course b) General Education c) Degrees/Certificates 	<p><u>October Update- IA:1- Curriculum :</u></p> <p>Catalog Approval: 95% Completed- Waiting on hardcopy to be shared with Academic Programs and Student Services.(<i>Update: Already sent from the vendor, waiting on airmail</i>).</p> <p><u>Ongoing Plans for Core Curriculum and General Curriculum:</u> 73% Completion (11/15 weeks left): Ongoing discussions and meetings on plans for student learning assessment in regards to the review and cycle of review.</p> <ul style="list-style-type: none"> Assessment of courses, general education, and program requirements are ongoing through offering of courses and using established rubrics to assess outcomes. ASCC Spring 2021 and Summer 2021 schedules have been approved by administrators and President. Students can now pre-register to avoid long lines in the Registration Process in Spring 2021. <p><u>October Update- IA:2- Instruction :</u></p>

<p>DOAA- Outcome 1.A.2: Instruction: Ensure availability of course offerings and scheduling of courses to meet the student needs and program pathways, and allow students to complete certificate and degree programs within a period of time including transferred students. Ensure delivery modes and teaching methods meet the need of a diverse student population</p>	<p style="text-align: center;">☒ Ongoing Outcome</p>	<p>Assessment of Student Learning Outcomes. (Accreditation Standards II.A.1 -ER 9 and ER 11, bullets 1-4, and B.Ed. bullets 1-2, II.A.2- bullets 1- 8, II.A.4 – bullets 1- 4, II.A.5 – ER 12, bullets 1-8, II.A.10 – ER 10, bullets 1 -4; II.A. 11 – bullets 1-3, II.A.112 – ER 12, bullets 1 -6, II.A.13 – bullets 1 -2, II. A.14 – bullets 1- 6, II.A.15 – bullets 1-2, II.A.16 – bullets 1- 5)</p> <p><u>I.A.2: Instruction:</u> Course Offerings Scheduling of Courses Delivery Modes Teaching Methods Completion of Degrees Completion of Certificates</p> <p>Percentage: Online- MOODLE -33% Face- To- Face -67%</p> <p>(Accreditation Standards: II.A.4- bullets 1-4, II.A. 6- ER 9, bullets 1-4, II.A.7- bullets 1- 6, II.A.10- ER 10, bullets 1 -4, II.A.11- bullets 1 - 3, A.12.- ER 12, bullets 1 – 6, II. A. 13 – bullets</p>	<p><u>Course Offerings and Scheduling:</u> 73% Completed (11 weeks/15 weeks) – Instruction began on August 17,2020 for fall 2020 with the remaining 4 weeks for the 15 week session. Courses continued to be offered online via MOODLE(33%) and Face-to-Face (67%).</p> <p>67% Completion of the 2nd (4/6) 6-week session for all CAPP student.</p> <p>90% Completion of the 10-week session for the fall 2020 semester for the ASBEP.</p> <ul style="list-style-type: none"> The final week of October there were three student teachers’ culminating events. These culminating events are the final phase of the program qualifying TED students to receive their bachelor degree in Elementary Education. The three students are: In-service teacher, Ms. Falanika Timoteo and Pre-service teacher, Ms. Tamali’i Tela both at Tafuna Elementary, and In-service teacher, Mrs. Mele Taliga at Pavaiai Elementary. TED faculty and staff, DOE officials and school administrators, and parents witnessed the student teachers’ well-prepared culminating events that depicted what their students were taught during four weeks of teaching their thematic units. <p><u>Teaching Methods:</u> 73% Completion for 15 week, 67% Completion for 2nd 6-week, and 90% Completion for the 10- week session. Courses continued to be taught through various means as detailed in course syllabi. Delivery modality include online via MOODLE and other technological means as reported by instructors. Delivery modes include lecturing, oral presentations, group discussions, powerpoint presentations, and other methods as noted on course syllabi. (Reference course syllabi for fall 2020)</p> <p><u>Completion of Certificates and Degrees:</u></p> <ul style="list-style-type: none"> 73% completed: Students are enrolled in courses and program requirements that would fulfill their certificate and degree requirements to graduate in the fall 2020.
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<p>DOAA- Outcome 1. A. 3:Planning: Ensure ongoing assessment of Instructional Programs, ongoing review of certificate and degree through program review, and using</p>	<p><input checked="" type="checkbox"/> Ongoing Outcome</p>	<p>1-2, II.A. 14 – bullets 1- 6, II.A.15 – bullets 1-2, II.A.16 – bullets 1- 5)</p> <p><u>I.A.3: Planning:</u> Assessment of Instructional Programs,</p>	<ul style="list-style-type: none"> • <i>90% Completio of the 10-week session</i> for the fall 2020 semester for the ASBEP: Students are enrolled in TED program courses for completion of requirements for an Associate and Bachelor Degree in Elementary Education. <p><u>October Update- IA:3- Planning :</u> <u>Assessment of Instructional Programs:</u></p> <ul style="list-style-type: none"> • <i>73% Completed Assessment in the semester (7 weeks/15 weeks)</i> – Instrrtuction began on August 17,2020 for fall 2020. Instructional programs continue to offer courses to fulfill certificate and degree requirements for all students. Ongoing assessments of courses at the department level as programs continue to offer general education and program requirements. • <i>67% completiom of the 2nd 6-week session</i> for all CAPP student. • <i>90% Completio of the 10-week session</i> for the fall 2020 semester for the ASBEP. <p><u>Ongoing review of certificate and degrees through Program Review:</u> <i>73 % Completed-</i> With the completion of the 2020-2022 catalog, all departments reviewed all certificate and degree programs. Including in these reviews is the submission of Phase I, II, and III for all academic programs. All Academic programs are now in their 11th week of the fall 2020 semester in which changes have been implemented based on approved changed in the 2020-2022 catalog. (Reference 2020-2022 catalog, http://www.amsamoa.edu/files/2020-2022%20ASCC%20CATALOG-OCR.pdf)</p> <p><u>Assessment and Review of Manuals:</u> <i>73% completed:</i> Student learning outcomes are being assessed in courses, general education, and program requirements that are offered in the fall 2020 as per its completion of the first 11 weeks of instruction.</p> <ul style="list-style-type: none"> • TED Chairperson Dr. Alainuuese and Assessment Coordinator, Ms. Moresa Langkilde are taking the lead in closing the
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achievement data for instructional improvement		<p>Program Review Assessment and Review of Manuals</p> <p>Achievement Data: Institution Set Standard</p> <ul style="list-style-type: none"> • Developmental Courses • Gateway Courses • General Education • Program Requirements <p>Using Achievement Data for instructional improvement (Accreditation Standards: II.A.3, II.A.10 – ER 10, bullets 1 -4; II.A. 11 – bullets 1-3, II.A.112 –ER 12, bullets 1 -6, II.A.13 – bullets 1 -2, II. A.14 – bullets 1-6, II.A.15 – bullets 1-2, II.A.16 – bullets 1- 5)</p>	<p>Assessment Loop for TED courses. Together with TED faculty, the team has been meeting once a week starting the month of October to collaboratively analyze and evaluate outcome data of each TED course taught during academic years 2018-2020. Recommendations and justifications are discussed for each course outcomes assuring if they have been met or not, determination of accountability is scrutinized, review of best practices and evidences that will warrant change or improvements if deemed necessary based on data.</p> <ul style="list-style-type: none"> • The first meeting for the Assessment Committee was called on November 5th, 2020. The goal of this meeting was to close the loop on all passed rubric summaries, SLO data and also the 3 phases initiated by the Core Curriculum. An update of the phases were retrieved from former Assessment Coordinator Evelyn Fruean, this committee was advised to start the collection of data from 2018-2020 to complete the cycle of data collection.
<p>DOAA- Outcome 2- <u>Institution-Set Standards and Student Achievement:</u> Ensure awarding of degrees and certificates are based on attainment of student learning outcomes.</p>	<p><input checked="" type="checkbox"/> Ongoing Outcome</p>	<p><u>Institution-Set Standards and Student Achievement:</u></p> <p>Awarding of Degrees/Certificates</p> <p>Assessment of Student Learning Outcomes</p> <ul style="list-style-type: none"> • Cycle of Assessment <ul style="list-style-type: none"> ○ Semester basis ○ Annually • Pre-Collegiate Courses • General Education • Program Requirements <p>Achievement Data:</p> <ul style="list-style-type: none"> • Graduates with AA • Graduates with AS 	<p><u>October Update- I.B:1- Institution Set Standards and Student Achievement :</u></p> <ul style="list-style-type: none"> • <u>Awarding of Degrees/Certificates:</u> 73% Completed- Ongoing instruction for all courses offered in the fall 2020. Students are completing degree and certificate requirement prior to graduation with the remaining 8 weeks in a 15 week session. 67% completion of the 2nd 6-week session for all CAPP students. • <u>Assessment of Student Learning Outcomes:</u> 73% Completed- On going assessment of courses offered in the 15 weeks) • <u>Achievement Data:</u> 73% Completion: Ongoing discussions and meetings on plans for student learning assessment in regards to the review and cycle of review. Assessment of courses, general education, and program requirements are ongoing through offering of courses and using established rubrics to assess outcomes.

		<ul style="list-style-type: none"> Graduates with COP <p>Assessment of SLO at Course, program, certificate and degree Attainment of student learning outcomes. (Accreditation Standards II.A.9- ER 10, bullets 1- 6, II.A.14 – bullets 1 -6)</p>	
<p>DOAA- Outcome 3- <u>Internal and External Partnerships and Entities</u>: Ensure students’ credits are articulated and accepted in other US accredited Institution. Provide students with opportunities to enhance learning through participation in other curricular activities such as STEM, AHEC, LSAMP, EXITO, etc. through internships and orientations</p>	<p> Ongoing Outcome</p>	<p><u>Internal and External Partnerships and Entities:</u></p> <ol style="list-style-type: none"> Approved Articulation Ageements <ol style="list-style-type: none"> List of colleges/Universities Established MOUs/MOA Grant Funded MOU/MOA <ol style="list-style-type: none"> TED- DOE Nursing- DOI AHEC- UH- Manoa LSAMP- UH- HILO EXITO- Portland State Marine Science -UH-Manoa Apprenticeship Program- TTD Caregiver Traninig- Nursing and TAOA Internships <p>. (Accreditation Standards. II.A.10- ER 10, bullets 1-4, II.A.11- bullets 1 -3, A.12.-ER 12, bullets 1 – 6, II. A. 13 – bullets 1-2, II.A. 14 – bullets 1- 6)</p>	<p><u>October Update- I.C:1- Internal and External Partnerships and Entities</u></p> <p><u>Approved Articulation Agreements:</u> 90% Completed- Several Articulations have been approved with the inclusion of Wayland University as an additional Articulation agreement as listed in the 2020-2022 catalog (<i>Reference Articulation Agreements signed by the President</i>).</p> <p><u>Established MOUs/MOAs:</u> - <u>TED - ASDOE</u></p> <ul style="list-style-type: none"> During the week, TED Program Director and faculty visited Iakina Adventist Academy, St. Theresa Elementary, Leone Midkiff and Lupelele Elementary to donate school supplies consisting of: a case of paper, construction paper, boxes of pens and pencils, lined paper, writing tablets, Clorox wipes, hand sanitizers, Expos, crayons, markers, chalk, boxes of paper clips, glue sticks and more to show our support and appreciation to their teachers who are in our TED programs. Teachers who are in the program and from the schools were present during the presentation and pictures were taken with the Principals, VPs and Teacher Education Team. For this year, TED selected the ASCC Finance Office to donate office supplies for their continued support in helping TED with their departmental needs. The donation consisted of two buckets

			<p>of office supplies, McDonalds gift certificates and a third bucket of candy.</p> <p><u>Grants Funded Programs under Instructional Programs:</u> <i>Partially Completed:</i></p> <ul style="list-style-type: none"> • LSAMP grant From U.H. has recently informed the ASCC science department that year three funding has been released to them and will shortly be released to all the sub grantees of which we are one. This is good news since we will be able to fund our STEM students in various activities such as peer tutoring, internships, and presentation opportunities. <ul style="list-style-type: none"> ○ Warren Sevaaetasi and Perosi Vaofanua are LSAMP interns at the Department of Marine And Wildlife resources working on outreach programs related to the islands fisheries interests. They are continuing their work from last semester and summer 2020. • AHEC is in the last of 3 years for grant funding for SAFE/SANE Training. In partnership with the University of Arizona and Empowering Pacific Island Communities (EPIC – who covered costs for the physicians), AHEC has provided instructional and clinical training for 10 Registered Nurses and 5 Physicians who are now certified as Sexual Assault Nurse/Forensic Examiners for Adults. Each nurse and physician were given a \$1,000.00 stipend for the 40hr instructional training, while the GTAs were compensated \$450 for each clinical day they were involved. • In this last year, AHEC is prepared to provide the training to 5 more Registered Nurses and offer continuing medical education in the form of the Pediatric section of the training for those who have completed the initial training. New supplies are expected: speculums and lights with charging station. Negotiations continue with the Kapiolani Community College to establish a
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			<p>partnership with AHEC that will provide distance education for the afore-mentioned medical professionals. The proposed format is to take the first year of school (pre-requisites) at ASCC, then transition online for the second year, with clinical oversight provided at LBJ.</p> <ul style="list-style-type: none"> • Build EXITO Activities: Cohort 5 that is currently here on island have expressed issues relating to technology and internet issues which are currently trying to be resolved with our partners at PSU. Academically cohort 5 has been doing well and has been assigned RLC Projects to do from their RLC Mentors locally. The students are also compensated for the work project with the RLC Mentors at PSU. <ul style="list-style-type: none"> ○ BUILD EXITO is looking for cohort 5 to move to PSU by January of next year. There are still ongoing talks of doing another semester online for the cohort due to the COVID epidemic. We are also in the current planning stages of doing recruitment for the Cohort 7. ○ Cohort 6 finished their summery academy with an online orientation. Despite not having to travel they were compensated for completing their required projects online with PSU. Cohort 6 is planned to travel in August 2021. “Bridges to Bachelorette” is also still in the works of getting community colleges NMCI and ASCC on board to have a scholarship for student’s interested in majoring in a STEM related area. The grant is a NIH proposal to get more students of diversity interested in the STEM fields. The grant goes towards the community colleges to help bridge the students to a bachelor’s degree at PSU.
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			<i>PRODUCTS/BLANKETS DRIVE for the dialysis unit in front of the TED classrooms from Monday to Friday. Governor elect Lemanu graciously donated to PTK</i>
<p>DOAA- Outcome 4 - <u>Manage and allocate Institutional Resources</u> -: Ensure instructional resources, facilities, and qualified faculty and personnel are available to meet the needs of students. Promote opportunity, access, and equity in professional development for faculty and staff</p>	<p><input checked="" type="checkbox"/> Ongoing Outcome</p>	<p><u>Manage and allocate Institutional Resources:</u></p> <ol style="list-style-type: none"> 1) Sufficienet Resources <ol style="list-style-type: none"> a) Personnel/Faculty b) Facilities c) Instructional Resources and Equipment 2) Ongoing Professional Training for faculty <ol style="list-style-type: none"> a) MOODLE Trainings b) Faculty Orientation workshops c) Expertise in content d) Webinar e) ZOOM meeting conferences/Training <p>(Accreditation Standard III.A.1 – bullets 1- 8, III.A. 2- bullets 1-6, III.A.3- bullet 1, III.A. 4- bullets 1-2, III. A.7- bullets 1-2, III.A.8 -bullet 1, III.B. 1- bullets 1- 3, III.B.2- bullets 1-3, III.B.3- bullets 1-3, III.C.1 – bullets 1-6, III.C.3- bullets 1-2, III.C.4- bullets 1-3)</p>	<p><u>October Update- I.D:1- Manage and allocate Instituitioal Resources:</u></p> <ul style="list-style-type: none"> • <u>Sufficient Resources:</u> 83% Completion of departments with full-time faculty. <ul style="list-style-type: none"> ○ <u>Personnel/Faculty-</u> 4 full-time vacancies in Business, Nursing, Trades for Electronic instructor, and PE instructor. (Update-Advertise for spring 2021) ○ Ongoing renovation to A5 and A1 in the Math and Science Complex (Update: 90% completion of renovation, should be able to use in the spring 2021) ○ Instructional Resources: 73% Completion: Ongoing instructional activities for the remaining 11 weeks of semester. 90% Completion of 10-week session, and 67% of 2nd 6-week session. • <u>Ongoing Professional Training for faculty:</u> <ul style="list-style-type: none"> ○ 73% Completed- Ongoing instruction for all faculty, with 90% for 10-week session and 67 % Completon for the 2nd 6-week session. • <u>Apprenticeship and Workforce Development (AWD):</u> <input type="checkbox"/> Recruitment of an adjunct instructor to teach CON 805 – Plumbing I for the upcoming AWD Spring Session 2021. The new adjunct is a certified Plumber. <ul style="list-style-type: none"> ○ Received 5 new desks and 5 new captain chairs for TTD instructors and CSD instructors to enhance the services and delivery of the AAI/AWD programs. (Classroom computer tables were used by some instructors)

<p>DOAA- Outcome 5 - <u>Recruit, Retain, and Support Faculty and Staff</u>: Promote excellence in teaching pedagogy through evaluation of teaching and learning process, provide opportunity for professional development to equip faculty with skills in teaching</p>	<p><input checked="" type="checkbox"/> Ongoing Outcome</p>	<p><u>Recruit, Retain, and Support Faculty and Staff:</u></p> <ol style="list-style-type: none"> 1) Evaluation of Faculty <ol style="list-style-type: none"> a) Annual faculty evaluation b) In-class visits 2) Teaching Methods/Delivery Mode <ol style="list-style-type: none"> a) Course Syllabi 3) Professional Development <ol style="list-style-type: none"> a) New Faculty Orientation b) Assessment Orientation 4) Academic Advisors <ol style="list-style-type: none"> a) Tracking to workforce b) Transfer to Higher Education 5) Committee Participation <p>(Accreditation Standards- III.A.1 – bullets 1- 8, III.A. 2- bullets 1-6, III.A.3- bullet 1, III.A. 4- bullets 1-2, III. A.7- bullets 1-2, III.A.8 -bullet 1)</p>	<p><u>October Update- I.E:1- Recruit, Retain, and Support Facult and Staff :</u></p> <ul style="list-style-type: none"> • <u>Evaluation of Faculty:</u> 73% Completed- Ongoing evaluation of faculty throughout the semester with 11 weeks or 73% of the semester has been completed. <ul style="list-style-type: none"> ○ 90% completion of 10-week and 67% completion of 2nd 6-week session • <u>Teaching Pedagogy:</u> 73% Completed- Ongoing of instruction and implementation of various teaching pedagogies in all scheduled courses including online via MOODLE. (Reference approved memo)- (67% Face to Face, 33% online MOODLE for Lecture Courses, Labs are 100% Face to face) <ul style="list-style-type: none"> ○ 90% completion of 10-week and 67% completion of 2nd 6-week session • <u>Professional Development and Committee Participation:</u> 73% Completion: Ongoing in class instruction with both face-to-face and online courses through MOODLE. Faculty are also encouraged to participate in committee such as Curriculum Committee and IPECC as the voice of faculty. <ul style="list-style-type: none"> ○ 90% completion of 10-week and 67% completion of 2nd 6-week session • <u>Academic Advisors in Tracking Students:</u> 73% Completion: Faculty continue to advise students in their respective academic programs throughout the semester. Advisors continue to work with students to ensure all requirements are met for certificate and degrees prior to graduation. Advisors continue to track students through workforce and students transferring to higher education. <ul style="list-style-type: none"> ○ 90% completion of 10-week and 67% completion of 2nd 6-week session
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Office of Dean of Academic Affairs	<input checked="" type="checkbox"/> Ongoing Outcome	<p><i>Datatel system for Scheduling:</i></p> <ul style="list-style-type: none"> ○ <i>Course Offerings and schedules</i> <p><i>Completion of DOAA Manual:</i></p> <ul style="list-style-type: none"> ○ <u>DOAA SOP Manual Review</u> ○ <u>Committee Manuals</u> ○ <u>Faculty Handbook</u> ○ <u>Review of all Academic Forms</u> <p><u>Program Review</u></p> <p><u>Assessment:</u></p>	<ul style="list-style-type: none"> ○ <i>Approved Course schedules for spring 2021 and summer 202, pending TED summer schedule and 10-week session</i> ○ <i>Textbook Orders have been routed</i> ○ <i>Creating of Approved Spring and Summer 2021 Courses on MOODLE</i>
Mission of the Division of Student Services (DOSS): To support the educational pursuit of all students attending ASCC through 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.			
Outcome Statements:	Outcome Status:	Expectations:	Assessment and 2020 Goals:
DOSS Outcome 1: Admission Service -Ensure services are provided to students through 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.	<input checked="" type="checkbox"/> Ongoing Outcome	<p><u>Admission Services:</u></p> <p>Admission Applications:</p> <p>Early Admission:</p> <p>Transfers in- College Credit Equivalency:</p> <ul style="list-style-type: none"> • Review of Forms <p>Placement Tests:</p> <ul style="list-style-type: none"> • Review of Instrument • Review of Cutoff scores <p>SAT/ACT:</p>	<p><u>October Update- I:-Admission : Percentage of Instruction from October 2020:</u></p> <ul style="list-style-type: none"> ○ 73% Completed (11 weeks/15 weeks) –. ○ 67% Completion of the 2nd 6-week session for all CAPP student. ○ 90% Completio of the 10-week session <p><u>New Admission applications:40 (August- October)</u></p> <ul style="list-style-type: none"> ▪ Returning Students: 1 ▪ Transfer Students: 0 ▪ Dual Enrollment: Registration (N/A)

		<ul style="list-style-type: none"> Review of Cutoff score <p>Outreach initiatives:</p> <p>Compliance Reports:</p> <ul style="list-style-type: none"> Fact Sheets on placement results IPEDS report <p>(Accreditation Standard II. C.6 – bullet 4, II.C.7 – bullets 1 and 2, II.C.8- bullets 1 and 2)</p>	<ul style="list-style-type: none"> Unclassified/Non-degree:0 AS Tuition residency: 2 (early admissions) Unscheduled Placement Test: 41 ACT/SAT received from: 3 Transfer Credit Evaluation: 1 (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 & walk-ins). New Student Orientation- 41 Total Students Services= 196 <p><u>Count, Review New Admissions applications from Summer & Fall 2020 to move to the Records office for filing:</u></p> <ul style="list-style-type: none"> Unscheduled Placement Test; Late Admission & CAPP 2nd Session; Admission Staff Monthly Meeting (via ZOOM) postponed to November; Meet & Greet (SGA) office booth; Review list of student requests for Unscheduled Placement Test; DOSS Monthly Meeting; Leadership Team Meeting; Admission Staff Monthly Meeting (via ZOOM); Preparations for Unscheduled Placement Test (approval, PRI, facility requests, Proctors PAR; etc;) Compile data report for Dual Enrollment – Placement Test; <p>• <u>IPEDS - Spring 2021;</u></p> <p><u>Placement Test Instrument Review- 67% Completion- Reading, pending math & writing:</u></p> <ul style="list-style-type: none"> ○ <u>Placement instrument revision</u> – Reading complete;
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			<ul style="list-style-type: none"> Math Placement Test Revisions completed, however, tabled until 2021 to implement revisions. Reading Placement Test also under review for change. <p><u>Placement Advisory Committee</u> – as recommended based on Accreditation Standard review currently awaiting department review and recommendation to move forward with this initiative; Training has already been done for faculty and department involved.</p>
<p>DOSS Outcome 2: Counseling and Student Support and Learning Services - Ensure access to student support services through tutoring and computer services, and provide counseling services to assist students in meeting their academic needs.</p>	<p><input checked="" type="checkbox"/> Ongoing Outcome</p>	<p><u>Counseling:</u></p> <p>Advising/counseling- New Students:</p> <p>Academic counseling:</p> <p>Transfer and Career Counseling:</p> <p>Personal and Diversity Counseling:</p> <p>Veterans Affairs Counseling:</p> <p>Student Grievances:</p> <p>Crime Statistics:</p> <p>Compliance with Federal regulations:</p> <ul style="list-style-type: none"> Title IX Institution Set Standard <ul style="list-style-type: none"> Retention/Persistence Workforce Transfer to Higher Edu <p><u>Student Support and Learning Services</u></p> <p>Tutoring Services:</p> <p>Student Computer Labs:</p> <p>Surveys:</p> <p>Program Review:</p>	<p><u>October Update- DOSS: 2 Counseling and Student Support Services : Percentage of Instruction from October 20200:</u></p> <ul style="list-style-type: none"> 73% Completed (11 weeks/15 weeks) –. 67% Completion of the 2nd 6-week session for all CAPP student. 90% Completion of the 10-week session <p><u>Counseling Services: Students served</u> – Counselors-</p> <ul style="list-style-type: none"> <u>Program Director:</u> <ul style="list-style-type: none"> PD during CAPP Registration 2nd session; -CLP 150-02 – enrolled 12 dropped, and 8 currently attending; 14 students on academic and program inquiries – 1 letter of reference TOTAL- 23 <u>Academic Counselor</u> – <ul style="list-style-type: none"> Teaching CLP 150-03 (13 attendees) CLP 150-252 CAPP (22 attendees) -Advising and Counseled students for the semester (22 students counseled). TOTAL- 77 <u>Personal Counselor-</u> <ul style="list-style-type: none"> Teaching CLP 150-01& CLP 150-251 (14 attendees); Advised and counseled students (88 advised, counseled, and registered); Peer mentor applicants & International Student Organization student applicants (4 peer mentors, 4 ISO members);

		<p>(Accreditation Standard II.B.1 -bullets 1-4, II.B.2 – bullets 1-4, II.B.3 -bullets 1-4, II.B.-4, bullets 1-2, II.C.1 – bullets 1 - 4, II.C.2.– bullets 1 -2, II.C.3.- bullets 1 - 2, II.C. 5- bullets 1-3, II.C. 8. – bullets 1and 2).</p>	<ul style="list-style-type: none"> ○ Met with SPED and OVR representatives to discuss college-based transition services; ○ Continue with UCEDD Ambassador training program online; ○ Attend transition meeting THS; Continue to advised and counsel students. ○ TOTAL- 110 ▪ <i>Transfer Counselor: Off island working on action plan to assist with counseling duties while off campus</i> <ul style="list-style-type: none"> ○ Working on action plan to assist with counseling duties while off campus ○ CLP 150 -02 assigned to counselor is being taught by Academic Counselor (26 attendees) ○ TOTAL- 26 ▪ <i>Veterans Counselor- 42 VA students certified</i> <ul style="list-style-type: none"> ○ Continue teaching CLP 150 – 04 (9 attendees) ▪ Certified eligible VA students for: <ul style="list-style-type: none"> ○ Continue to certify eligible students for VA benefits; (42 certified) ○ Sent VA Data to Grant writer as requested by ASCC president; ○ Advised and counseled students (2 reference letters/ 3 advising) ○ TOTAL- 56 <p>Non-Pell Work Study – 4 applicants and placed in various departments.</p> <p><u>Student Support and Learning Services (SSLS):</u></p> <p><u>Tutoring Staff (TS)</u></p> <ul style="list-style-type: none"> ▪ Tutorial visits – 29 ▪ Offer services to all students with no charge; ▪ Counselors, Financial Aid and Instructors have referred students for tutoring; <ul style="list-style-type: none"> ○ Walk-in – E/5 M/24
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			<ul style="list-style-type: none"> ○ Referral – E/0 M/0 ○ Appointments – E/0 M/0 ○ Printing – 130 students utilized printer... ○ 2 FWS students to assist with MATH/ENG tutoring ○ Total- 29 (E-5-M-24) <p><u>Student Computer Labs (SCL)</u> MPC /computers/ student lounge Monitor student computers and lounge area...</p> <ul style="list-style-type: none"> ▪ Walk-in – E/0 M/20 ▪ Referral – E/1 M/0 ▪ Appointments – E/0 M/0 <p>Continue to serve students utilizing computers and printing services...</p> <ul style="list-style-type: none"> ▪ Typing – 163 ▪ Printing –38 ▪ Research – 124 ▪ Emailing –18 ▪ FAFSA online – 2 ▪ Printing – 55 students utilized printer ▪ Computer use – 116 ▪ Print – 25 ▪ Study/homework- 144 ▪ CLP-22 <p><u>SGA:Students utilizing the following services:</u></p> <ul style="list-style-type: none"> ▪ ID taken – 3 ▪ Lounge – 113 ▪ SGA – 8 ▪ Tutorial visits- 14 ▪ Counseling- 3 <p><u>Extension of Hours: 4:00-6:00 p.m.</u></p> <ul style="list-style-type: none"> ▪ Provide services in counseling, tutoring, and utilizing computer labs. <p><u>Professional Trainings:</u></p>
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			<ul style="list-style-type: none"> MOODLE Training with all support staff- 2 days of training for staff to utilize MOODLE for online support services. All Counselors and SSLS staff attended/participated in: YANA training with the President Pato; Cyber Bullying prevention/intervention presentation by several speakers (Lornalei Meredith, Adney Reid) hosted by SGA.
	<input checked="" type="checkbox"/> Ongoing Outcome	<p><u>Financial Aid Services:</u></p> <p>Application:</p> <p>Eligibility:</p> <p>Financial Aid grants:</p> <ul style="list-style-type: none"> Title IV- Federal Pell Grant Federal Supplemental Education Opportunity Grant (FSEOG) Federal Work-Study <p>Outreach:</p> <p>Financial Literacy Workshops:</p> <p>Workstudy Workshops:</p> <p>Compliance Reports:</p> <ul style="list-style-type: none"> IPEDS AUDIT NSLDS DATATEL SYSTEM <p>(Accreditation Standard I.C.2- bullets 1 and 2, II.C.1 – bullets 1 - 4, II.C.2.– bullets 1 -2, II.C.3.- bullets 1 - 2,)</p>	<p><u>October Update- DOSS: 3 Financial Aid Services : Percentage of Instruction from October 20200:</u></p> <ul style="list-style-type: none"> 73% Completed (7 weeks/15 weeks) –. 67% Completion of the 2nd 6-week session for all CAPP student. 90% Completion of the 10-week session <p><u>FINANCIAL ASSISTANCE/SCHOLARSHIPS (Other)</u></p> <ul style="list-style-type: none"> In House Scholarship – 2 (1 Presidential, 1 Saili le Atamai/SGA) Non Pell Work Study – 4 <p>TOTAL - 6</p> <p><u>Financial Aid Services: 1185 Students Served)</u></p> <ul style="list-style-type: none"> Batch status/clearance: 730 FAFSA status/clearance: 301 Attendance forms: 1159 Federal Work-study: 42 Withdrawal forms: 7 See counselor(s): 159 Copies of Document(s): 103 V1-form/income-clarification/non-tax filer/tax-transcript: 67 <p><u>Financial Aid Batching Schedule:</u></p> <p><u>September 11th</u></p> <ul style="list-style-type: none"> Batch 1 Released 165 Students Processed \$481,588.00 PELL Awards \$7,900.00 FSEOG Awards

			<p><u>September 30th</u></p> <ul style="list-style-type: none"> ○ Batch 2 Released 298 Students <p><u>Processed</u></p> <ul style="list-style-type: none"> ○ \$672,569.66 PELL Awards ○ \$8,600.00 FSEOG Awards <p><u>October 21st (Update)</u></p> <ul style="list-style-type: none"> ▪ Batch 3 closed on 10/21/2020 with 307 students ▪ \$646,569.00 PELL Awards ▪ \$9,200.00 FSEOG Awards ▪ Federal Work-study: 65 <p><u>Financial Aid Activities: October</u></p> <ul style="list-style-type: none"> ▪ 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, & FWS ▪ Reconciliation of Pell Spreadsheet 19-20 Award Year ▪ Reconciliation of FWS Spreadsheet 19-20 Award Year. ▪ Reconciliation of R2T4 Spreadsheet 19-20 Award Year ▪ Student File Organization 19-20 Award Year <p><u>Financial Aid Compliance Report:</u></p> <ul style="list-style-type: none"> ○ IPEDs ○ Audit Report
<p>DOSS Outcome4: Library Services - Support educational pursuit of students through access to and all library services.</p>	<p><input checked="" type="checkbox"/> Ongoing Outcome</p>	<p><u>Library Services:</u> Services in the following areas:</p> <p>Circulation Services:</p> <p>Information Services:</p> <p>Computers:</p> <p>Reference Collection:</p> <p>General Collection:</p>	<p><u>October Update- DOSS: 4 Library Services : Percentage of Instruction from October 2020:</u></p> <ul style="list-style-type: none"> ○ 73% Completed (7 weeks/15 weeks) –. ○ 67% Completion of the 2nd 6-week session for all CAPP student. ○ 90% Completio of the 10-week session <p><u>Library Services : 3275 Students Served:</u></p>

		<p>Education Resource Center (ERC)</p> <p>Special Collection:</p> <p>Instructional Services for Users:</p> <p>Compliance Reports:</p> <ul style="list-style-type: none"> • IPEDS Report • MOUs <p>(Accreditation Standard II.B.1 – bullets 1-4, II.B.2– bullets 1-4, II.B.3 – bullets 1-4, II.B.4 – bullets 1-2)</p>	<p><u>Circulation Desk:</u></p> <ul style="list-style-type: none"> ○ Daily Head Count Total: 1909 ○ New Library Cards: 05 ○ Circulation Statistics (Borrowed Materials):49 ○ 1963 Total - <p><u>Extended Hours Count (4:00 pm – 6:00pm)</u></p> <p>Total of 24 Students:</p> <ul style="list-style-type: none"> ▪ Colored Printer Student Usage: Total No. Pages: 97 ▪ No. Student Represented: 36 <p>○</p> <p>○ <u>Student Programs Represented:</u> 1 B.Ed</p> <p>○ <u>Reasons for visit:</u></p> <ul style="list-style-type: none"> ○ 4 Assignments; ○ 5 Printing; ○ 2 bathroom ○ 3 Type; ○ 10 Waiting. <p><u>Reference Desk: Total-1182</u></p> <ul style="list-style-type: none"> ○ Computer Usage: 591 ○ Typing: 328 ○ Research: 167 ○ Email: 96 <p><u>Student Program Represented:</u> Total - 25</p> <ul style="list-style-type: none"> ▪ 3 General Agriculture; ▪ 9 Liberal Arts; ▪ 4 Business Management; ▪ 2 Criminal Justice; ▪ 1 Human Resources; ▪ 1 Nursing; ▪ 1 Computer Technology Support; ▪ 3 Civil Engineering Technology; ▪ 1 Education.
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			<p>OPAC: 70 Scanned Flash drives: 47 Library Tour: 0</p> <p><u>Special Collections: Samoa and Pacific Island Nations Collection :</u></p> <ul style="list-style-type: none"> ○ Student use count: 67 ○ <i>Selected topics:</i> Read Samoan books; Write Reflection paper; John Williams; Search for a topic; Suicide; Tatau; New Caledonia; Solomon Islands; Tagaloa; Scavenger Hunt for Pacific History class; Maori Culture; Easter Island; New Zealand; Palau; The Pheonix Islands; Rapa Nui; Fiti Aumua; Saipan; Guam; Tonga; Papua New Guinea; Marshall Islands; Tuvalu; Samoa; Marquesas; Fiji; Kiribati; Bible; Australia. ○ <i>Student program represented:</i> 23 Liberal Arts; 4 Business Management; 1 Bachelor of Education; 3 Health Science; 4 Political Science; 4 Samoan Studies; 7 Criminal Justice; 3 Electronics; 3 Elementary Education; 5 Nursing; 1 Architectural Drafting; 1 Networking & Computing; 1 Civil Engineering Technology; 1 Human Resources; 3 Accounting; 1 General Agriculture; 2 Staff. <p><u>General Collections:</u></p> <ul style="list-style-type: none"> ▪ Total – 45 <ul style="list-style-type: none"> ○ 1Pre-Law; ○ 3 Civil Engineering; ○ 5 Criminal Justice; ○ 1 General Agriculture; ○ 7 Health Science, ○ 9 Nursing; ○ 15 Liberal Arts; ○ 1 Electronics – Computer System; ○ 1 Music; ○ 2 Faculty (CJ Instructor). ▪ Computer usage:45 /Typing: 15/Fafsa: 0/Moodle: 0/Research: 25/Email: 05/Print: 0/OPAC: 24 (Not included in Computer usage)/Flash drive / Scan: 0
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			<p><u>Education Resource Center (ERC) Room</u></p> <ul style="list-style-type: none"> ▪ <i>Student program represented:.</i> <ul style="list-style-type: none"> ○ Total - 88 <ul style="list-style-type: none"> ▪ 3 Accounting; ▪ 1 Business Management; ▪ 1 Civil Engineering; ▪ 10 Criminal Justice; ▪ 8 Elementary Education; ▪ 3 Electronics; ▪ 1 General Agriculture; ▪ 12 Health Science; ▪ 36 Liberal Arts; ▪ 2 Marine Science; ▪ 2 Music; ▪ 8 Nursing; ▪ 1 Pre-Law Computer usage: ▪ <i>Computer usage:</i> 88/Assignments: 28/Research: 06/Typing: 18/Email: 10/Print: 18 • <u>Extension of Hours: 4:00-6:00 p.m.</u> <ul style="list-style-type: none"> ○ To accommodate students enrolled in the 10week-session in which 67% of courses are offered afterhours. • <u>Professional Training:</u> <ul style="list-style-type: none"> ○ 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 miss • <u>Ongoing Meetings:</u> <ul style="list-style-type: none"> ○ DOSS monthly meeting • <u>Compliance Reports:</u>
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			<ul style="list-style-type: none"> ○ IPEDs ○ MOUs/MOAs
<p>DOSS Outcome 5: Records and Registration services - Ensure services are provided and available to students through awareness of and compliance with academic and registration policies and procedures, federal regulations, and security of student records.</p>	<p>☒ Ongoing Outcome</p>	<p><u>Records and Registration Services:</u></p> <p>Registration:</p> <ul style="list-style-type: none"> • 15 week session • 10 week session • 6 week session • Priority Registration <p>Official Enrollment:</p> <p>Student Records:</p> <ul style="list-style-type: none"> • Transcript Request • Compliance with FERPA <p>Graduation Data:</p> <ul style="list-style-type: none"> • Conferred Degrees • Conferred Certificates • Degree Programs • Associates (AA and AS) • Bachelor Degree <p>Compliance Reports:</p> <ul style="list-style-type: none"> • IPEDS • Fact Sheets • Institutional set standards • DATATEL System <p>(Accreditation Standard II.A.10 – bullets 1 -3, and bullet on B.Ed., II.C.8 – bullets 1-2).</p>	<p><u>October Update- DOSS: 5 Records and Registration Services :</u></p> <p><u>Percentage of Instruction from October 2020:</u></p> <ul style="list-style-type: none"> ○ 73% Completed (7 weeks/15 weeks) –. ○ 67% Completion of the 2nd 6-week session for all CAPP student. ○ 90% Completion of the 10-week session <p><u>Records: 108 Students Served</u></p> <p><u>Registration: Official enrollment (1078)</u></p> <p><u>Ongoing Tasks:</u></p> <ul style="list-style-type: none"> ○ 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. ○ Continue providing assistance with the following: <ul style="list-style-type: none"> ○ Priority registration for Spring and Summer 2020 ○ Processing withdrawal for 2nd session and the regular term ○ Exporting and completing of all grade sheets for the term ○ Preparations for the end of the term activities ○ Providing requested data. ○ Maintained each student’s official/unofficial educational records, with appropriate sensitivity to privacy and confidentiality concerns and laws governing student’s academic records. <p>*Note: See details of number of transcript requests received under “Achievements.”</p> <p><u>Student Records:</u></p>

			<p><u>Transcripts Requests- 40</u> (Official-42, St.Copy-9, By emails- 17, Fax-1, Drop off-4, Walkin-18, Empl-3,Mil-4, Off-isl-18, Personal-8, Scholarship-0, Transf-7, Cohort-0, Grad-0, Complete-40, A/Payment Verification-0, On-hold-1</p> <p><u>Processed received student requests:</u></p> <ul style="list-style-type: none"> ○ Processed received Data Change requests. <u>(Ongoing)</u>. ○ Processed all inquiries received via e-mail, mail, or walk-ins. These include enrollment verifications for whatever purposes intended for. <u>(Ongoing)</u>. ○ Processed all incoming transcript requests for both local and off-island <u>(Ongoing)</u> ○ 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). <p><u>Service Window:</u></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 services such as class rosters and student inquiries.</p> <ul style="list-style-type: none"> ● Transcript requests. ● Transcript pick-up. ● Data Change. ● Enrollment verifications including verification of background checks for off-island requests, military, employment, and personal purposes. ● Fall 2020 2nd session registration adjustments (Add/Drops, Withdrawals, section changes, independent study, etc.) ● Graduation applications and fees for 2020 Fall ● Other (Grade report requests; general inquiries). <p><u>Graduation- Graduation applications for 2020 Fall (Update)</u></p>
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			<ul style="list-style-type: none"> Reviewed all received graduation applications for the 2020FA term – 89 ASCC prospective graduates total UPDATE – 89 prospective graduates; 4 off-island graduates Purchase requisitions for the off-island orders have been submitted to Procurement for processing. <p><u>Data Entry Project:</u></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"> Continued 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. Continued providing system assistance to the Office of the Dean of Academic Affairs on system matters (scheduling, rosters, etc.). Continued to code the degree audit in the Colleague system of the 2020-2022 Academic catalog program requirements. Continued to provide assistance in correcting and updating of program requirements in system for the Financial Aid student batching process. All received record requests by both students and faculty (data change, grade changes, etc.) were data entered in the system. <p><u>AHEC (CNA) DATA REQUESTS</u></p> <ul style="list-style-type: none"> Compiled and provided information on students who have received the COC in CNA since the program was revived in 2016. Data provided to the Director of AHEC were from Fall2017, Fall2018, Spring2019, and Spring2020. Awaiting the rest of the data from the Office of Academic Affairs. Information provided include the following: Last Name, First Name, Gender, Birthdate, Ethnicity, Race, and Term CNA received. <p><u>Compliance Reports: IPEDs :</u> (67% Completion)</p>
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			<ul style="list-style-type: none"> Completed both the 12-month Enrollment and Completions Surveys for the IPEDS reporting. Data received by the Executive Director of IE ready for submission and locking. <p>Ongoing Meetings:</p> <ul style="list-style-type: none"> Attend ASCC/DOSS leadership and other requested meetings.
<p>DOSS Outcome 6- Student Governing Association Services: Provide opportunities for personal and leadership growth through participation and involvement in the student government association and other leadership experiences.</p>	<p>☒ Ongoing Outcome</p>	<p><u>Student Governing Association Services:</u></p> <p>SGA Leadership</p> <ul style="list-style-type: none"> Student Government Leaders Student Representative to the Board <p>Professional Leadership Training</p> <p>Internship Opportunities with students</p> <p>SGA Activities</p> <p>(Accreditation Standard II.C.1 – bullets 1-5).</p>	<p><u>October Update- DOSS: 6 Governing Association Services: Student Government Association : Percentage of Instruction from October 2020:</u></p> <ul style="list-style-type: none"> 73% Completed (7 weeks/15 weeks) –. 67% Completion of the 2nd 6-week session for all CAPP student. 90% Completion of the 10-week session <ul style="list-style-type: none"> <u>Student Government Association:</u> <ul style="list-style-type: none"> 882 Students Served through services hosted by SGA <u>SGA Meeting with the Clubs- 10/1/2020:</u> <ul style="list-style-type: none"> The SGA held a met with each of the Club President and/or secretary to discuss the upcoming events scheduled and planned out for the semester. <u>Midterms Week – Free Breakfast, 10/6 & 10/8</u> <ul style="list-style-type: none"> During the week of midterms, the SGA hosted free breakfast for the ASCC students. The students were aware of this through the flyers that were posted throughout the ASCC campus as well as through the 411 newsletter page on social media. Any ASCC student with an SGA ID was able to participate in the free breakfast offered by the SGA. <u>Futsal Tournament, 10/13 & 10/15</u> <ul style="list-style-type: none"> The futsal tournament was held on the 13th and 15th of October in the ASCC Gymnasium. <u>Congressional & Gubernatorial Forum 10/20 & 10/22</u>

			<ul style="list-style-type: none"> ○ All 3 candidates running for Congress were invited to participate in the SGA's forum. Out of the 3, two were able to attend and 1 was unable to attend due to being stuck off island. ▪ 10/22 – Gubernatorial Forum <ul style="list-style-type: none"> ○ Out of the 4 teams candidates that were invited, only 3 teams confirmed their attendance. One team was unable to attend due to other obligations. ▪ Halloween Showdown 10/29 <ul style="list-style-type: none"> ○ Halloween Showdown was held at the MPC Auditorium on the 29th of October.
Office of Dean of Student Services		<ul style="list-style-type: none"> ▪ <u>Review DOSS Manuals:</u> <ul style="list-style-type: none"> ○ Student Handbook ○ DOSS SOP Manual ○ Financial Aid Handbook ▪ <u>Program Review :</u> ▪ <u>Assessment of Support Services:</u> 	<p><u>DOSS Manuals: (Update)</u></p> <ul style="list-style-type: none"> ▪ 90% Completion of Financial Aid Handbook ▪ 90% Completion of DOSS-SOP Manual ▪ 70% Completion of Student Handbook <p><u>Program Review:</u></p> <ul style="list-style-type: none"> ▪ Divisional Assessment survey (Check for other services) ▪ Student Survey <p><u>Assessment of Support Services:</u></p> <ul style="list-style-type: none"> ▪ Review all DOSS forms ▪ Data Sets for Student Support Services <p>Total students served throughout the month of OCTOBER- 5,463 (not distinct count)</p> <ul style="list-style-type: none"> ○ Dean SS office- 21 (scholarships, assistance, referrals) ○ Admission – 196 ○ Counseling 181

			<ul style="list-style-type: none"> ○ SSLS: 1167 (Tutoring- 29, Computer Lab (MPC 448, Rm#15 - 690) ○ Financial Aid – 1,185 ○ Library – 1,909 ○ Records -40 ○ SGA – 758 ○ Non-Pell Work Study – 4 ○ In House Scholarships – 2 (SGA Saili le Atamai, 1 Presidential Merit) <p><u>Dean of Student Services:</u></p> <p>Meetings:</p> <ul style="list-style-type: none"> ● DOSS Monthly meetings, 1st Fridays of the month ● IPECC ● ISS ● Core/Co-Curriculum ● VP’s monthly meetings, 2nd Fridays of the month ● President’s Leadership meetings ● Attend other requested meetings <p>Other – Services:</p> <ul style="list-style-type: none"> ● Monthly Reports ● Unscheduled Placement Test, 10/2/2020 ● 2nd CAPP Session Registration, 10/7 – 9/2020 ● Federal Work Study Orientation, 10/15/2020 ● Forums: Gubernatorial & Congressional, 10/22 & 10/20/2020 ● DHSS Suicide Prevention Workshops, 10/28, 11/1, 11/9, 11/16/202 ● In House Scholarships: 2: 1 Saili le Atamai (SGA), 1 Presidential Merit Scholarship ● Off-island 4-year institutions graduates to join in to ASCC graduation commencement: 7 confirmed + (1 masters, pending - grad application & grad fee).
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Section 2: Academics and Student Services Collaborative Tasks:

Academics and Student Services Collaborative Tasks:

Monthly Plans:	Status:	Challenges:	Recommendations:
▪	▪	▪	▪
▪	▪	▪	▪
▪	▪	▪	▪

Section 3: Division Report - The Division Report section allows each 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 achievement data that supports the divisions operational outcomes not limited to challenges and recommendations for outcome monitoring purposes. Operational updates are provided during the Vice President of monthly meetings and compiled for transparency purposes and distribution to all divisions involved.

Academic Affairs:

1. Academic Services: Ensures and provides high quality educational programs and instructional services for students.

Monthly Plans: October 2020	Status:	Challenges:	Recommendations:
1.	▪	▪	▪
<ul style="list-style-type: none"> Continue serving students who are currently in LSAMP while recruiting more. Continue researching for more scholarship opportunities for our Samoan learners 	<p>LSAMP</p> <ul style="list-style-type: none"> LSAMP grant From U.H. has recently informed the ASCC science department that year three funding has been released to them and will shortly be released to all the sub grantees of which we are one. This is good news since we will be able to fund our STEM students in various activities such as peer tutoring, internships, and presentation opportunities . Warren Sevaaetasi and Perosi Vaofanua are LSAMP interns at the Department of Marine And Wildlife resources working on outreach 	<p>Challenges:</p> <ul style="list-style-type: none"> Science instructor is still stuck off island Need to recruit more students to LSAMP Covid 19 is hindering other activities 	<ul style="list-style-type: none"> Need to market this major for interested students All orders for Science must be expedited to meet student need every semester Science department needs a lab assistant to alleviate the work load by instructors

	<p>programs related to the islands fisheries interests. They are continuing their work from last semester and summer 2020.</p> <ul style="list-style-type: none"> ▪ Eseta Pone, who is a nursing student, was selected to participate in the five-week Data Camp online through Chaminade University in Honolulu. To update her activity, she has completed her first module of five in the DataCamp and is working hard to fit in all the time needed to be a nursing student, employee, and a math tutor. She will receive a stipend for her successful completion of all her LSAMP related activities. <p><u>TED Assessment Loop</u></p> <p>TED Chairperson Dr. Alainuuese and Assessment Coordinator, Ms. Moresa Langkilde are taking the lead in closing the Assessment Loop for TED courses. Together with TED faculty, the team has been meeting once a week starting the month of October to collaboratively analyze and evaluate outcome data of each TED course taught during academic years 2018-2020. Recommendations and justifications are discussed for each course outcomes assuring if they have been met or not, determination of accountability is scrutinized, review of best practices and evidences that will warrant change or improvements if deemed necessary based on data.</p> <p>The final week of October there were three student teachers' culminating events. These culminating events are the final phase of the program qualifying TED students to receive their bachelor degree in Elementary Education.</p> <p>The three students are: In-service teacher, Ms. Falanika Timoteo and Pre-service teacher, Ms. Tamali'i Tela both at Tafuna Elementary, and In-service teacher, Mrs. Mele Taliga at Pavaiai Elementary. TED faculty and staff, DOE officials and school administrators, and parents witnessed the student teachers' well-prepared culminating events that depicted what their students were taught during four weeks of teaching their thematic units.</p>	<ul style="list-style-type: none"> ▪ Need more space in science facilities as they share rooms with Math 	
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<ul style="list-style-type: none"> Current Students could be fined if they do not pre-register. <p>Dean will visit respective Programs and meet with them in regards to their data.</p> <p>Allow any data collection methods to</p>	<p>During the week, TED Program Director and faculty visited Iakina Adventist Academy, St. Theresa Elementary, Leone Midkiff and Lupelele Elementary to donate school supplies consisting of: a case of paper, construction paper, boxes of pens and pencils, lined paper, writing tablets, Clorox wipes, hand sanitizers, Expos, crayons, markers, chalk, boxes of paper clips, glue sticks and more to show our support and appreciation to their teachers who are in our TED programs. Teachers who are in the program and from the schools were present during the presentation and pictures were taken with the Principals, VPs and Teacher Education Team.</p> <ul style="list-style-type: none"> For this year, TED selected the ASCC Finance Office to donate office supplies for their continued support in helping TED with their departmental needs. The donation consisted of two buckets of office supplies, McDonalds gift certificates and a third bucket of candy <p><u>Spring Summer schedules approved</u></p> <p>ASCC Spring and Summer schedules have been approved by administrators and President. Students can now pre-register to avoid long lines in the Registration Process in Spring</p> <p><u>Assessment Meeting this semester</u></p> <p>The first meeting for the Assessment Committee was called on November 5th, 2020. The goal of this meeting was to close the loop on all passed rubric summaries, SLO data and also the 3 phases initiated by the Core Curriculum. An update of the phases were retrieved from</p>	<p>Many students will not take advantage of this opportunity as they do not have money or have already used their financial aid</p> <p>Members of the assessment committee may have changed from two years ago.</p> <p>Programs may have not collected any data when they were told to house their data until now.</p>	<p>The institution should find a way to have student refunds pay for their upcoming tuition before they get a refund.</p> <p>Close the loop and move on to other data collection methods as it has become very stressful for faculty to engage in lengthy data collection processes</p> <p>Employ a skilled data analyst to compile and analyze data for Academic's Office before sending to IE.</p>
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<p>be on Moodle to simplify collection for both faculty and administrators who will compile them.</p> <p>IE research team will continue to do research on how to simplify data collection and will present that to curriculum for official approval.</p> <p>Initiate other activities and fundraisers to support our local people and stakeholders.</p> <p>Will need to initiate more educational platforms for ASCC students</p> <p>Create plans to involve more staff</p>	<p>former Assessment Coordinator Evelyn Fruean, this committee was advised to start the collection of data from 2018-2020 to complete the cycle of data collection.</p> <p><u>PTK Activities</u></p> <p>PTK had a successful Car Wash Fundraiser at the college this past Sunday, November 15, 2020 and have had a SANITARY PRODUCTS/BLANKETS DRIVE for the dialysis unit in front of the TED classrooms from Monday to Friday. Governor elect Lemanu graciously donated to PTK .</p> <p><u>AHEC Activities</u></p>	<p>Need more time to collect donations</p> <p>Need more people to donate</p> <p>Need support from faculty and staff as well as administration</p> <p>Need to expedite invoices from Finance to avoid late refund for ASCC funds.</p>	<p>Educate our people on why it is necessary to avoid dialysis at all costs</p> <p>Recruit more students to Nursing and AHEC outreach</p>
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and faculty from ASCC	<p>AHEC is in the last of 3 years for grant funding for SAFE/SANE Training. In partnership with the University of Arizona and Empowering Pacific Island Communities (EPIC – who covered costs for the physicians), AHEC has provided instructional and clinical training for 10 Registered Nurses and 5 Physicians who are now certified as Sexual Assault Nurse/Forensic Examiners for Adults. Each nurse and physician were given a \$1,000.00 stipend for the 40hr instructional training, while the GTAs were compensated \$450 for each clinical day they were involved.</p> <p>AHEC is in the last of 3 years for grant funding for SAFE/SANE Training. In partnership with the University of Arizona and Empowering Pacific Island Communities (EPIC – who covered costs for the physicians), AHEC has provided instructional and clinical training for 10 Registered Nurses and 5 Physicians who are now certified as Sexual Assault Nurse/Forensic Examiners for Adults. Each nurse and physician were given a \$1,000.00 stipend for the 40hr instructional training, while the GTAs were compensated \$450 for each clinical day they were involved.</p> <p>In this last year, AHEC is prepared to provide the training to 5 more Registered Nurses and offer continuing medical education in the form of the Pediatric section of the training for those who have completed the initial training. New supplies are expected: speculums and lights with charging station.</p>	<p>Covid 19 has restricted travel and other outreach initiatives</p>	
<p>Need to identify cohorts and update students of program initiatives</p> <p>Need a more active partnership as things</p>	<p>Negotiations continue with the Kapiolani Community College to establish a partnership with AHEC that will provide distance education for the afore-mentioned medical professionals. The proposed format is to take the first year of school (pre-requisites) at ASCC, then transition online for the second year, with clinical oversight provided at LBJ.</p> <p><u>Build Exito Activities</u></p>	<p>Covid 19 prevented many students and faculty from attending Summer sessions at PSU</p>	<p>Recruit students to take advantage of Build Exito opportunities</p>

<p>seem to stand still sometimes</p> <p>Clarity on budget</p> <p>Select a variety of groups or societies to donate to from student's research of needs on island</p> <ul style="list-style-type: none"> ○ Continue to donate resources to community and schools to improve technical skills 	<p>Cohort 5 that is currently here on island have expressed issues relating to technology and internet issues which are currently trying to be resolved with our partners at PSU. Academically cohort 5 has been doing well and has been assigned RLC Projects to do from their RLC Mentors locally. The students are also compensated for the work project with the RLC Mentors at PSU. BUILD EXITO is looking for cohort 5 to move to PSU by January of next year. There are still ongoing talks of doing another semester online for the cohort due to the COVID epidemic. We are also in the current planning stages of doing recruitment for the Cohort 7. Cohort 6 finished their summery academy with an online orientation. Despite not having to travel they were compensated for completing their required projects online with PSU. Cohort 6 is planned to travel in August 2021. "Bridges to Bachelorette" is also still in the works of getting community colleges NMCI and ASCC on board to have a scholarship for student's interested in majoring in a STEM related area. The grant is a NIH proposal to get more students of diversity interested in the STEM fields. The grant goes towards the community colleges to help bridge the students to a bachelor's degree at PSU.</p> <p><u>Social Science Psychology 150 donations to community.</u></p> <p>On October 22, 2020, three psychology courses participated in community services where they went out to schools such as Matafao, Manulele, Iakina as well as our own Adult Education department here on ASCC and donated stationaries, reading books, and other educational supplies for students. One psychology class also donated to the Animal shelter with supplies of gloves, bandages and gauzes to meet needs as there as requested publicly.</p> <p><u>TTD Activities:</u></p>	<p>More students turn out to disperse gifts to community</p>	<p>Recruit help and solicit sponsors for future community services</p>
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<p>Recruit more varied skill workforce so TTD will not have to run a cycle of courses offered but offer courses year round for graduates</p> <p>TTD Facilities: <input type="checkbox"/> Parking Lot Striping <input type="checkbox"/> Driveway rehabilitation: Job Order submitted 9/04/19. <input type="checkbox"/> Door between ATL-B and Welding classroom replacement (recent replacement door is termite infested before job was completed). <input type="checkbox"/> Roof leakage: Pending MAP application. <input type="checkbox"/> Unclog drainage in Paint Booth. <input type="checkbox"/> A/C, light fixture, partition installation, wall repair and painting in the ADT Office. <input type="checkbox"/> A/C in ATL-B (automotive classroom)</p>	<p>TTD Donation to Nu'uuli Vocational Technical High School (NVTHS):</p> <p><input type="checkbox"/> Donate a used and in good working condition brake lathe and accessories to NVTHS for their automotive program. A brake lathe is an equipment for resurfacing brake rotors and brake drums of a vehicle. This equipment is essential to perform a complete brake service for a safe operational vehicle. <input type="checkbox"/> The Procurement Property Management form has been completed and approved for Disposal/Donation. <input type="checkbox"/> Donate four used metal work benches to NVTHS for their workshops. <input type="checkbox"/> The Procurement Property Management form has been completed and approved for Disposal/Donation</p>		
Achievements:			
1. Reported by Divisions on a monthly basis			

Student Services:

2. Student Services: Ensures the provision of high-quality services, student access, and learning support to meet the mission of the College			
Monthly Plans: October 2020	Status:	Challenges:	Recommendations:
<p><u>Office of Dean of Student Services:</u></p> <p>To continue with DOSS's provision of student support services and other(s) tasks/responsibilities as per Executive Leadership, etc.</p> <ul style="list-style-type: none"> Continue with daily routine tasks and responsibilities. Continue planning for the end of the semester activities – graduation, etc. 	<p><u>Meetings:</u></p> <ul style="list-style-type: none"> 	<p><u>Staff Attendance:</u></p> <p>A. Leaves Maternity, Medical, Military, FMLA</p> <ul style="list-style-type: none"> Financial Aid Officer - Financial Aid Office, [Aug 26, 2019 service computation date] <ul style="list-style-type: none"> Maternity Leave FSA Training in Dallas, TX: 3/5 - 16/2020; Quarantine due to COVID-19: 3/17 – 3/31/2020 Military Leave – 1/23-2/6/2020; 4/08/2020 to present Outreach Counselor – (Admission Office), Maternity Leave, 6/12/2020 – to present day English Tutor – SSLs: FMLA, husband medical referral to off-island, 10/26/2020 – January 2021 and or when borders are open Counselor – (Counseling Services): Medical appointment – February 22 - 	<ul style="list-style-type: none"> <u>Review DOSS Manuals:</u> <ul style="list-style-type: none"> Student Handbook DOSS SOP Manual Financial Aid Handbook <u>Program Review :</u> <u>Assessment of Support Services:</u> <ul style="list-style-type: none"> Review of all DOSS-forms as these detail processes of services <p><i>Recommendations:</i> There are leaves that must be taken due to the nature of the Leave (maternity, medical referral, FMLA), and other leave(s) lasts more than usual e.g. due to the personnel whose Plan A did not quire work out, therefore a decision must be made for the benefit of the institution.</p> <p>Vacancies:</p> <ul style="list-style-type: none"> Admission Office's vacancy, since 2017 due to her resignation; was not able to hire re placement due to cost containment, however due to resolving this challenge of the office's staff shortage, it is mandatory that the vacancy be filled. Admission Officer has turned in the PAR to HRO to fill vacancy. SSLs Math Tutor - 1 vacancy

		<p>March 2019; and unable to return due to boarder closing - March 2020 to present day</p> <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> ▪ Records Office – 1 vacancy ▪ Library Services - 1 vacancy
<p>1. Admission Admission Staff Monthly Meeting (via ZOOM) - 11/18/2 -Installation of (Digital Sign Board/NEON sign) pending due to 1) assessment for DOSS & all College Activities; for mounting and other by PFM Officer; -Recruiter position to be reinstated as per meetings and review of Admission Office, HR, VP of Administrative Services and VP of Academic and Student services. Administrative Assistant position to follow when Admission Recruiter position is finalized. (unable to follow through due to lack of funds); -Placement Advisory Committee – as recommended based on Accreditation Standard review currently awaiting department review and recommendation to move forward with this initiative; Training has already been done for faculty and department involved. -Follow up on pending Recommendations - #3 to inquire about moving forward using other (outside services for installation).</p>	<ul style="list-style-type: none"> ▪ Personnel: Need a Recruiter; ▪ Facilities: <ul style="list-style-type: none"> ○ Window to serve students due to FERPA ○ Installation of (Digital Sign Board/NEON sign) pending due to 1) ▪ Placements: Completed scheduled and unscheduled placement tests for 15-week and 6-week sessions 	<p>Staff shortage due to unexpected circumstances. <i>Outreach Counselor have been on Maternity Leave since June 12, 2020, (going on 6 months); a recommendation via memo is being drafted for her to report physically to work in order to resolve the Admission Office's shortage by possibly hiring a personnel on a short-term contract.</i> Need for Administrative Assistant to assist with daily operations and productivity. <i>Completed PAR forms have been turned in to Human Resources Office to fill vacancy left by (Sili) since 2017 due to her resignation; was not able to hire re placement due to cost containment, however due to resolving this challenge of staff shortage, it is mandatory that the vacancy be filled.</i></p> <p>Admission Office immediately requires a window to serve students due to FERPA requirements for confidentiality and privacy of student information on applications and transfer information. <i>Ongoing challenge, however construction of the new cafeteria building will house the Admission Office whereby this challenge will be resolved.</i></p> <ul style="list-style-type: none"> ○ 	<p>Pending meeting with Procurement Office – rescheduled meeting due to availability of Procurement Officer</p> <p>-Critically important and making the 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.</p> <p>-The last and recent discussion regarding the Sign was the location and <i>approval from the President</i>. Still waiting for the next step and what need to be done to move forward with installation. If funding is a problem than perhaps it can be a fundraising and project for the Student Services division to include clubs and SGA.</p> <p>-Math Placement Test Revisions <i>completed</i>, however, tabled until 2021 to implement revisions. Reading Placement Test also under review for changes.</p>

<p>2. <u>Counseling and Support Learning Services</u> Work continued and in progress: -All 4 Counselors teaching CLP 190 courses for the 16-week session; -Counselors and SSLS staff work evening hours in support of 10-week session (4pm – 6pm); PD: Sent email reminder to the Academic Chairs and faculty for Low Grade process/ referring students at risk of not making the grade; attended ASCC and DOSS Leadership meetings for the month...</p> <ul style="list-style-type: none"> • 4 CLP sections offered , • YANA training for 2 Fridays by President Pato, • Extended working hours with all 4 Counselors and 2 SSLS staff (staggering days to stay- 2/3 staff per day) to accommodate 10-week session. 	<ul style="list-style-type: none"> ▪ Counseling: <ul style="list-style-type: none"> ○ Counselors teaching CLP courses with one counselor off-island ○ Serve as new student advisors ▪ Facilities: <ul style="list-style-type: none"> ○ Computer Labs ○ Lounge: ▪ Tutorial services: 3 tutors in Math and English ▪ Extension Hours: <ul style="list-style-type: none"> ○ 4:00-6:00 p.m. 	<ul style="list-style-type: none"> ▪ Counseling and Support Learning ▪ Evening hours for counseling and tutoring support services continues to be zero students attending...(4:00 – 6:00pm) ▪ Transition students identified have difficulty with Math and Sciences – Interest lies in a different pathway other than academics ▪ How to initiate college discussion with regards to pathways different from academics for students with disabilities who are not interested in a degree but some kind of certificate as a result of learning survival skills and / or training.... ▪ continue to wait on certificate from President on Suicide Prevention Workshop Training. ▪ Noise from the student lounge continues to be a distraction...on a positive note the white boards have provided a private pleasant area for tutoring ▪ Continue...Unruly students not abiding by the rules for the student lounge ▪ Keep reminding students of Covid-19 restrictions compliance. ▪ Facilities: <ul style="list-style-type: none"> ▪ Classroom not assigned for CAPP CLP classes...holding classes at the MPC conference rooms due to the lack of classrooms unavailability – situation is manageable. 	<ul style="list-style-type: none"> ▪ 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.
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<p>3. Financial Aid: 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, & FWS -Reconciliation of Pell Spreadsheet 19-20 Award Year -Reconciliation of FWS Spreadsheet 19-20 Award Year. -Reconciliation of R2T4 Spreadsheet 19-20 Award Year -Student File Organization 19-20 Award Year Assembly.</p>	<ul style="list-style-type: none"> ▪ Personnel: Acting Financial Aid Officer ▪ Compliance Report: ▪ Financial Aid Batching: Released Batch 1, 2, & 3 ▪ Facilities: Office Chairs to be replaced 	<p>Air Conditioner: FA Officer's office was not functioning with only hot air coming out. <i>Resolved: Maintenance measures were provided by H&H with free-on and A/C is now working.</i></p> <p>DATATEL ISSUES (ongoing issues and concerns): One of the biggest problems and complaints is that we are often kicked out of the system and unable to log back in. This may be due to constrictions of the server. More often than not, MIS has to come in and program it.</p> <p>-Datatel still needs to be updated on many levels. We have experienced problems with FRCC, FRCP, BEVL and CIPC. We had a video conference with Datatel (Sugjit Laheri) who walked us through some of the issues but there are so many updates that need to be processed before we can run smoothly. A few of the updates required are as follows:</p> <p>-021070 - 2020/2021 COD Processing Update -021379 - DMI Release for 2020/2021 COD style sheets to support new 4.0d COD schema 021717 - Colleague Critical Update for 2020 CIP Codes</p>	<ul style="list-style-type: none"> ▪ Provide Calendar of all Report submission to Dean of Student Services to ensure compliance with federal USDE regulations.
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		<p>-021361 - 2021/2022 FAFSA Processing Update -Due to the issues, we have to input information directly to student's Datatel account, one by one.</p> <p>-SAPC: need to build correct rules into Datatel for SAPC module in order to reflect ASCC SAP policy listed in Catalog/Handbook. Currently unable to run SAPC to capture students' SAP status. This process is done manually on excel spreadsheet by each counselor. Need to have this process up and running by next year.</p> <p>-Need to setup Automatic Packaging for all programs, create or redefine Rules and Rule Tables, as well as reviewing the Award Process and Award Parameters.</p> <p><i>Update: As per VP Leomiti's approval for the Financial Aid Office workstations along with updates. re email Nov.17, 2020 MIS Action Plans for Financial Aid computers.</i></p>	
<p>4. <u>Library:</u> 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</p>	<p><u>Library:</u> <u>Personnel:</u></p> <ul style="list-style-type: none"> Library staff participated in a 2-day MOODLE training to assist 	<p><u>Library:</u> Continued lack of funding for respective listed activities below due to current ASG-ASCC cost containment measures. Same continuous below challenge</p>	<ul style="list-style-type: none"> <u>Library:</u> 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.

<p>received, then cataloged and placed on the shelves for them to access and use. In addition, in order for students to have and use 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>with online services for students</p> <ul style="list-style-type: none"> Need for Professional Development. <p>Facilities:</p> <ul style="list-style-type: none"> Entrance Security Gate <p>Equipment:</p> <ul style="list-style-type: none"> Book Order <p>Services:</p> <ul style="list-style-type: none"> Extension of hours from 4:00-6:00 p.m. to accommodate 10-week session afterhours 	<ul style="list-style-type: none"> down library front entrance Security Gate – current update: PR for Security Gate is now with Procurement Office for processing. <p>Current update on down library front entrance Security Gate: PR to PO for Security Gate is now with Procurement Office for processing; 10/09/20, Royal Media Network, Inc. – Security Gate</p> <p>Lack of funding for listed activities due to current ASG-ASCC cost containment measures. Resolved: Book orders are current for the semester.</p>	<p>-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>5. <u>Records:</u></p> <p><u>Data Entry Project:</u></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"> -Continued 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. -Continued providing system assistance to the Office of the Dean of Academic Affairs on system matters (scheduling, rosters, etc.). -Continued to code the degree audit in the Colleague system of the 2020-2022 Academic catalog program requirements. -Continued to provide assistance in correcting and updating of program requirements in system for the Financial Aid student batching process. -All received record requests by both students and faculty (data change, grade changes, etc.) were data entered in the system. 	<p>Records:</p> <p><u>System:</u></p> <ul style="list-style-type: none"> Blackbaud- old transcripts Colreporting- IPEDs preparation Shared folder- transcript log 	<p>Records:</p> <p>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>Co-reporting – 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.</p> <p>The Finance Office has requested data on the enrollment status (FT/PT) of all students in the 2020 Fall term. Due to</p>	<p><u>Records</u></p> <p>Continue with the academic calendar schedule for the rest of the Fall semester.</p> <ul style="list-style-type: none"> -Continue entries of received grade sheets from the 10 week session. -Process received requests for verifications of student records/files. -Continue review of the academic schedule assisting the Dean of Academic Affairs Office with scheduling details (contact hours calculations, credit, etc.) -Attend ASCC/DOSS leadership and other requested meetings. -Continue with daily routine tasks and responsibilities.

<p>AHEC (CNA) DATA REQUESTS</p> <p>-Compiled and provided information on students who have received the COC in CNA since the program was revived in 2016. Data provided to the Director of AHEC were from Fall2017, Fall2018, Spring2019, and Spring2020. Awaiting the rest of the data from the Office of Academic Affairs. Information provided include the following: Last Name, First Name, Gender, Birthdate, Ethnicity, Race, and Term CNA received.</p> <p>PROSPECTIVE GRADUATES</p> <p>-Reviewed all received graduation applications for the 2020FA term – 89 ASCC prospective graduates total UPDATE – 89 prospective graduates; 4 off-island graduates -Purchase requisitions for the off-island orders have been submitted to Procurement for processing.</p> <p>FILING Project</p> <p>-Revisited our records management plan to assess all historical files in the Records Archive Room. Implemented plan in phases as to include using assigned student ids after entries of historical records in Colleague. IN PROGRESS. -Relocation of inactive student files and verifications of active student records work in progress. -Verifications of student records for 2020FA began on 09/28/20 and will be tasked for the next three weeks. -UPDATE – project has been pushed back until the end of November</p> <p>Processed received student requests:</p> <ul style="list-style-type: none"> • Processed received Data Change requests. <u>(Ongoing).</u> • Processed all inquiries received via e-mail, mail, or walk-ins. These include enrollment verifications for whatever purposes intended for. <u>(Ongoing).</u> • Processed all incoming transcript requests for both local and off-island <u>(Ongoing).</u> 		<p>the status of Colreporting, I was not able to provide the requested data, thus informed the Finance Officer on this.</p> <p>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.</p> <ul style="list-style-type: none"> ○ A shared folder for the Records Office where a transcript log was kept is no longer accessible. An email asking for assistance from the MIS in recovering this important folder was sent out last month. Thus far, a solution was not provided. UPDATE – this issue was resolved for 2 days, and then a repeated error occurred. After multiple emails and in contact with the MIS technicians, the Shared Folder was re-created and shared amongst the Records staff only. Have connected and informed support for assistance. THIS HAS BEEN 	<p>-Continue verifications of all active students' records for the Fall semester.</p> <p>-Continue entries of the 2020-2022 catalog program requirements in Colleague.</p> <p>-Continue planning for the end of the semester activities (grades, graduation, final graduates' evaluations, etc.)</p> <p>- Research ways to capture the enrollment data for the upcoming IPEDS survey in case ColReporting does not pull through.</p>
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<ul style="list-style-type: none"> 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). <p>Transcripts Requests- 40 (Official-42, St.Copy-9, By emails- 17, Fax-1, Drop off-4, Walkin-18, Empl-3,Mil-4, Off-isl-18, Personal-8, Scholarship-0, Transf-7, Cohort-0, Grad-0, Complete-40, A/Payment Verfiication-0, On-hold-1</p> <p><u>Service Window:</u> 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 services such as class rosters and student inquiries.</p> <ul style="list-style-type: none"> Transcript requests. Transcript pick-up. Data Change. Enrollment verifications including verification of background checks for off-island requests, military, employment, and personal purposes. Fall 2020 2nd session registration adjustments (Add/Drops, Withdrawals, section changes, independent study, etc.) Graduation applications and fees for 2020 Fall Other (Grade report requests; general inquiries). 		<p>RESOLVED AS OF THIS REPORT.</p>	
<p>6. STUDENT GOVERNMENT ASSOCIATION</p> <p>After discussion of the upcoming activities and events for the semester, the clubs received their club seed allowance check of \$100.</p>	<p><u>SGA Activities:</u></p> <ul style="list-style-type: none"> Selected Student Officers Selected Student Rep to the Board of Higher Ed Selected Student Reps 	<p>Recommendation to have guards over the windows in the gym. - SGA will no longer use the MPC for any events/activities that include games. All games will be held either at the gym or on the malae.</p>	<ul style="list-style-type: none">

<p>Representatives from 10 out of the 13 clubs were able to attend this meeting and received their checks after the meeting.</p> <p>-On Tuesday, October 6, the SGA was able to serve donuts and coffee/tea/water to 124 students. There were also a few Faculty and Staff members who stopped by to receive free breakfast.</p> <p>-On Thursday, October 8, the SGA served 135 students with free donuts, granola bars and coffee/tea/water.</p> <p>-We had a total of 4 teams sign up. The SGA reached out to the Football Federation of American Samoa for assistance with providing goal posts and referees for this event. With their help and support, they were able to provide 2 goal posts and 6 referees. The also assisted with providing the game schedule and made sure that the tournament was a success. A total of 131 students signed in on Tuesday, and 168 on Thursday.</p> <p>-Both forums were a success. Although not all candidates were not able to attend, it was still a great turnout. Questions were submitted by the club members and screened by the Dean, VP of Academics & Student Affairs, and the ASCC President. The SGA also reached out to the SSI staff for assistance with translating the questions in Samoan.</p> <p>-Out of the three clubs that signed up to participate, only two clubs were able to rehearse and perform at this event. We had 3 judges to determine who placed 1st based on the criteria's that were sent out to each club. Both clubs performed well and put on an outstanding show for the students. An estimate of more than 200+ students including faculty/staff members attended this event.</p> <p>Non-Pell Work Study – placed in various ASCC departments In-House Scholarships – 2 (1 Saili le Atamai, 1 Presidential Merit</p>	<ul style="list-style-type: none"> ▪ Approved 14 student clubs 		
Achievements:			
1. Reported by Divisions on a monthly basis			