FY 2026 OUTCOME PLANS

ANNUAL BUDGET PLANNING OUTCOMES – FY 2026 BUDGET CALL – FINAL

JUNE 09, 2025

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

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Overview:

Strategic planning at American Samoa Community College (ASCC) ensures a consistent and thorough process for evaluating and improving student learning. The College emphasizes the importance of quality assurance through its participatory governance structure, focusing on long-term planning by implementing program reviews and assessing student learning outcomes to establish institutional priorities.

At the program and departmental levels, planning focuses on enhancing a range of services, including academic instruction, student support, research, outreach, and administrative functions. Decisions regarding resource allocation are informed by data from Institutional Program Reviews, Student Learning Outcome (SLO) Assessments, and Divisional Assessments. These data sources guide efforts to improve services and to align resources, through allocation or reallocation, with the College's institutional priorities.

The planning process is overseen by the respective deans, directors, or officers of each department or program, with further review conducted by the vice presidents and the President, and final approval granted by the Board of Higher Education.

Introduction:

In preparation for the College's Annual Budget Planning and Resource Allocation for Fiscal Year (FY) 2026, key administrators, including the Financial Officer, Procurement Officer, Human Resource Officer, Vice Presidents, and the IE Executive Director, collaborated to review institutional processes. This review followed approved Standard Operating Procedures (SOPs), with each Ad Hoc Committee member responsible for specific areas to ensure a comprehensive evaluation. The Committee also submitted recommendations to the President aimed at refining processes to enhance budget planning and resource allocation.

For the FY 2026 Budget Call processes, no enhancements were recommended. Accordingly, the President approved the continued use of the FY 2026 processes on June ___, 2025. The following is the approved Budget Calendar:

Ad Hoc Budget Planning Committee Meetings:

- Meeting (April 10, 2025): Initiate Budget Planning Memo and Processes.

Budget Call Presentation:

- April 23, 2025 at 01:00 p.m. – MPC Auditorium.

President's Review of Budget:

- 1st Meeting (June 06, 2025): Budget Review of Academic, Student Services, and Administrative Services.
- 2nd Meeting (June 09, 2025): Final Review of FY 2026 Outcome Plans
- Board Review – June 12, 2025 (ASCC Final Budget)

FY 2026 Outcome Planning:

The Outcome Planning and Resource Allocation Form is a key tool for aligning program and divisional plans and activities with the division's mission and objectives for FY 2026. It captures the status of program and divisional outcomes and achievements from the Fall 2024 and Spring 2025 semesters (Academic Year 2024-2025). Programs and divisions are encouraged to analyze this data to review and refine their outcome plans and activities in preparation for FY 2026. Additionally, the form includes a section for stakeholder feedback to improve planning and resource allocation processes for monitoring purposes. The Outcomes Template is organized into five main categories:

1. "Why it Matters?" Focus – Big Picture.
2. "Where are we at and why?" – Outcomes and Actions, Outcome Achievements, Closing the Loop.
3. "Where are we going?" – FY 2026 Outcome Plans.
4. "How do we get there?" – Propose plans, activities and resources.
5. "Now What?" – Evaluating the experience. Improving the outcome planning and resource allocation processes.

Similarly, the Planned Purchases Form emphasizes the importance of strategic planning for resource purchases. This form provides a detailed breakdown of purchases by quarter, ensuring alignment with planned activities. It complements both the Budget Planning Form and the Request for Personnel Form, helping to establish clear connections between resources and program or divisional outcomes, plans, activities, and success criteria.

FY 2026 ASCC Outcome Planning and Resource Allocation Plans

Vice President of Academic, Community, and Student Affairs

Section I: Unit, Program, or Division Information:

Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Vice President of Academic, Community, and Student Affairs	Letupu Moananu	l.moananu@amsamoa.edu ext. 1101	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:

Unit, Program, or Division Mission:	VP ACSAoversees all outcomes for Academics, Student Services, Samoan Studies Institute, Agriculture, Community, and Natural Resources (ACNR), Pacific Center in Human Security (PCHS) formerly know as University Center for Excellence on Development Disabilities (UCEDD), and Adult Education Literacy Extended Learning (AELEL)

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: 2021-2026 Institutional Strategic Plan – Facilitates the implementation and monitoring of plans congruent to the 2021-2026 ISP through the Academic, Community, and Services divisions *(Academic Affairs Division including Teacher Education Department(TED),Trade and Technical Department (TTD), Nursing and all academic departments; Agriculture, Community, and Natural Resources Division; Samoan Studies Institute Division; and Student Services Division including Admission, Counseling, Library,Financial Aid, Records, and Student Support services, Pacific Center in Human Security(PCHS), and AELEL)*. Provides monthly statuses and reports to the division of Institutional Effectiveness for institutional reporting.

Outcome 1 – Achievements: Note: Achievements for divisional and academic programs may be access through each programs' outcome plans for FY 2025.

Achievements:	Description/Narrative:
1. Publications and Planning	Publications: a. 2024 -2026 ASCC Catalog: The Catalog has been approved through the regular review process by the Curriculum Committee, Core Curriculum and Assessment Committee, and the Executive review and final approval. There are three new degrees that have been approved to be included in this catalog which includes Associates in Homeland Security, Cybersecurity and Inclusive Emergency Management. Status: Completed b. Distance Education Guidance Manual: The ALOs completed the DE Guidance Manual to assist with planning of Distance Education to meet the needs of programs. The Teacher Education program offers three certification courses and plans to offer via DE by Fall 2025. Status: Completed Planning: a. ASCC Registration for Fall 2024, Spring 2025 & Summer 2025 sessions: The Registration committee met to ensure smooth planning and successful registration for all incoming students. Status: Completed b. Delivery of Instruction for Fall 2024, Spring 2025 and Summer 2025: Implementation of 100% face to face instructions; Faculty continue the use of MOODLE as a delivery method. Status: Completed c. Distance Education Plans for TED: The ALOs completed drafting of Distance Education Guidance Plan to initate the DE for Teacher Education Program with hopes to pilot in the Fall 2025 with three TED certification courses. Status: Pending

Duration: Monthly		d. ASCC Graduation Ceremony for Fall 2024 & Spring 2025: Graduation Committee met and facilitated the plans which resulted in a very successful event. Status: Completed e. Budget Call Process for FY 2026: Facilitation of Budget Call processes for FY 2026. a. 2025-04-23 – ASCC FY Budget Call: The ASCC Ad Hoc Budget Call Committee presented the FY 2026 Budget Call to all administrators. The Budget Call is the annual process in which procedures and expectations for all budget proposals are outlined, including due dates. All budget proposals are due by May 30, 2025, providing ample time for administrators to prepare. The presentation was led by the Vice President of Academic, Community, and Student Affairs, as the VPAF was on emergency leave. The presentation and all associated resources were compiled in advance (by April 10, 2025) following the Ad Hoc Committee Meeting to ensure transparency and prior approval by the President. All approved memos and presentation resources have been archived in the College's digital archives for future reference. Status: Pending f. Renewal of MOUs with local agencies to include ASDOE, DOH, and LBJ. The College continues to offer courses through MOUs with ASDOE, DOH, and LBJ. Certification to Teach Samoan Studies is a new certification with ASDOE teachers, Counseling certification with ASDOE counselors and Nursing certifications to name a few with local agencies. Status: Ongoing g. VP ACSA Divisional Meetings: Conducted divisional meetings with academics, student support services, Samoan Studies, Adult Education, Pacific Center in Human Security and ACNR administrators Status: Ongoing h. Submission of Monthly Internal Reports: All Divisions under the Vice President of Academic, Community and Student Affairs continue to update and submit all divisional reports on a monthly basis. Status: Ongoing
	2. ISP 2021-2026 – Year 4: ASF I; Goal 1; Objectives 'a' and 'b' (TCOCMP, p. 07)	Status: Systemizing the tracking of transfer students and student gainful employement (Pending Completion) – Currently the Chief Information Officer completed the 'Go Live' upgrades for the College's system. Training for student support and administrative services staff is pending. The Chief Information Officer continues to be contracted to provide the necessary services to upkeep the College's system in order for training to occur as the position of the System Administrator is still vacant due to limited expertise/qualified people on island. The position continues to be advertised and yes unfilled. There needs to be a stronger plan facilitated by the Student Services division how data is collected to allow MIS to strategize and systemize how the system may capture student(s) data (matriculation and employment). Status: Track students transition into workforce: (Pending Completion) Division of Student Services together with the Academic programs and Institutional Effectiveness and Advancement Division continue to work on strengthening tracking mechanisms for ASCC graduates. Although the Academic programs provide data on job placement through the Annual Performance Report, there needs to be a clear plan amongst the Academics, Student Services and Instituitonal Effectiveness on process for collection of data.
	3. ISP 2021-2026 – Year 4: ASF I; Goal 3; Objectives 'a' and 'b"	Status: Increase enrollment of students in Apprenticeship: (Ongoing). There is an increase on number of interested participants from local agencies enrolling in the Apprenticeship & Workforce Development Program (AWDP) under the Trade & Technical Department.Fourteen courses were offered under the AWDP in the spring 2025. The College under the Strengthening Instituion Programs (SIP) offered Pre-Apprenticeship Program

		(PAP) to 150 High School Juniors and Seniors in the spring 2025. The PAP has been very successful with the support of the American Samoa Department of Education through a Memorandum of Understanding (MOU).
	4. ISP 2021-2026 – Year 4: ASF II; Goal 1; Objective 'a' (TCOCMP, p. 11)	Status: National Clearinghouse: (Pending Completion) Currently the Chief Information Officer has prioritized the upgrading of the College's system which was completed in May 2023. The CIO shall work collaboratively with the Records Officer/Registrar, Financial Aid Officer, and other necessary administrators to complete this task.
	5. ISP 2021-2026 – Year 4: ASF II; Goal 2; Objective 'a – c'	Status: Increase For-Year programs at ASCC: (Ongoing) Allocation of funds for additional faculty positions to support bachelors in Business, Samoan Studies, and Nursing. All programs are working on curriculum development at the departmental level prior to submission to the Curriculum Committee for review. In addition, departments are also articulating courses for transferability purposes. • Samoan Studies Bachelor Program -Completed the approval of SAM 301 & SAM 302 within their curriculum department. There are ongoing reviews of SAM 305 and SAM 335 including several 400 level courses that include SAM 403 – Tusi Paia ma le Gagana Samoa, SAM 405 Archeology, and SAM 415 Amerika Samoa's environment. • Business Department – The department completed the curriculum review of the Bachelor of Arts (BA) in Business Administration and Bachelor of Science (BS) in Management degree. Documents have been submitted to the Dean of Academics and VP ACSA for further review prior to submission to the Curriculum committee. • Nursing Department – Nursing department is reviewing its Associate degree requirements and articulating courses for the 300- 400 level courses. Chairperson of Nursing has already met with off-island universities on curriculum development for the 300 and 400 level courses. With the new Nursing Program Director on board, discussions and meetings are being held to review and articulate courses for the program.
	6. ISP 2021-2026 – Year 4: ASF II; Goal 3; Objective 'c' (TCOCMP, p. 14)	Status: STEAM Location/Building (Completed) – The former upper campus UCEDD Building – M6 has been assigned to the Teacher Edcuation Department to initiate STEAM Center plans.
	7. ISP 2021-2026 – Year 4: ASF III; Goal 1; Objective 'a'	Status: Establish Certification for Teaching Samoan Language (Completed). The SSI department introduced the Certificate of Proficiency in Teaching Samoan Langauge in the Curriculum department, which was approved and implemented in the 2022-2024 catalog as an Addendum. Since its offering of the certificate, the department awarded 13 COPs Certification to Teach Samoan Language in the following semesters: • Fall 2023 – 4 graduates • Spring 2024 – 2 graduates • Fall 2024 – 7 graduates There is an increased-on number of ASDOE Teachers who are now certified to teach Samoan Language.
	8. ISP 2021-2026 – Year 4: ASF III; Goal 1; Objective	Status: Designing Samoan Language Courses on MOODLE (Pending Completion) – All current Samoan courses have been created on MOODLE. There is pending conversation as to the plans that SSI have to offer these

	'b' (TCOCMP, p. 16)	courses as distance learning courses. The College is in the process of submitting Sustantive Change to ACCJC for Distance Education.
	9. ISP 2021-2026 – Year 4: ASF III; Goal 1; Objective 'c'	Status: Establish a Samoan Village (Pending). The College presented projects and plans that included the Samoan Studies Institute – Samoan Language and Language Center (SSISLL) to the Natural Resources Sub Committee Staff Delegation who visited ASCC in October 2024. The same presentation has been presented to the Governor for assistance with funding sources in May 2025.
	10. ISP 2021-2026 – Year 4: ASF III; Goal 1; Objective 'd' (TCOCMP, p. 16)	Status: Samoan Publications Archive (Pending Completion) – This is currently a discussion with the assistance of Yale University on Archive Center for the College. This will be inclusive of all programs including SSI and ACNR.
	11. ISP 2021-2026 – Year 4: ASF III; Goal 2; Objective 'a'	Status: Publish of college official documents in English and Samoan Language (Pending Completion). Several ASCC departments and local agencies have reached out to the Samoan Studies Institute for translation of materials and publications. There is an increase of awareness in the community on translation of publication in the Samoan Langauge.
	12. ISP 2021-2026 – Year 4: ASF IV; Goal 1; Objectives 'a', 'b','c', and 'd'	Status: Establish the College Institutional Review Board (Pending Completion). The Vice President of Academic, Community and Student Affairs presented the process of establishing an IRB to the ASCC leadership team. The presentation was shared with Yale University professors through an MOU with ASCC. Resources have been shared on the next step of establish an IRB at the college. Currently working on selection of members to serve as IRB members.
	13. ISP 2021-2026 – Year 4: ASF IV; Goal 2; Objectives 'a','c', and 'd'	Status: Increase awareness of research and extension programs and services (Ongoing). Ongoing partnerships with local agencies that include ASDOE, Public Health, Department of Public Safety, and ASG Agencies with the ASCC departments and divisions. The ACNR, Pacific Center and Human Security, Samoan Studies and Trade and Technical department continue to network with local agencies on research development and services as documented in divisional monthly reports. The Adult Education, Literacy and Extended learning offers educational services to non-traditional students, basic adult education as college preparatory classes, and preparatory instructional programs for students seeking General Education Diploma.

Outcome 2- Statement: Academic Student Outcomes and Achievement: Plans and facilitates high-quality instructional programs and services to ensure Student Success and

Outcome 2- Achievements:

1. Academics	Completed Projects: 1. ASCC 2024-2026 Catalog: (Completed)

Student Achievement through ongoing: 1. Review and assessment of curriculum and courses 2. Student support services: • Enrollment data • Graduation data 3. Community outreach 4. Research and extension programs		2. Institutional Set Standard Review (2024-2025) - Completed 3. Assessment of Courses and Services (Ongoing) 1. Presentations by Dean of Academic Affairs and Dean of Student Services to Core Curriculum Committee d. Renewal of MOUs (Ongoing) 1. ASDOE (Dual, Bachelor of Education, Counseling, and Samoan Langauge Certification) 2. LSAMP (Science and UH) 3. EXITO (Health and Human Services and Portland State) 4. LBJ (ASCC Nursing and LBJ) e. Apprenticeship Workforce Development (AWD) and Strengthening Institutional Program (SIP) - Ongoing 1. AWD with local agencies 2. Pre-Apprenticeship with ASDOE and ASCC
	2. Support Services	<u>Student Support Services Statistics</u>: a. **Fall 2024** semester: 1. Student enrollment – 843 students 2. Fall 2024 graduation – 121 graduates a. Number of degrees conferred: 1. COP – Practical Nursing: 7 2. COP – Teach Samoan Language: 7 3. AA/AS: 107 4. Bachelor's Degree:5 b. **Spring 2025** Semster: 1. Student enrollment – 739 students 2. Spring 2024 graduation – 71 Graduates a. Number of degrees conferred 1. AA/AS Degrees: 65 2. Bachelor's Degree: 8
	3. Commumity Outreach	<u>Samoan Studies Institute</u>: a. Academics (Ongoing) o Associate in Arts with emphasis in Samoan Studies ▪ Offer courses to fulfill general Education and program requirements o Certification to Teach Samoan Language ▪ Spring 2024 – 2 graduates ▪ Fall 2024 – 7 Graduates o Review of Bachelor in Samoan Studies ▪ Completed review of several 300 level courses (SAM 301, SAM 302; pending review of SAM 305 and SAM 331 ▪ Review process of 400 level courses (SAM 403, SAM 405, and SAM 415) b. Community and Culture Extension Programs o Outreach projects to the High School Students; Also completed student surveys o Fa'asamoa Pea Radio Station Program – ongoing o ASCC SSI Website – pending completion

		c. Research and Publication o 2 SSI staff attended the Samoa's grammar review hosted Ministry of Education in Apia o Ongoing research on Tala le Taui o Chairperson gave a speech at the Amerika Samoa Commission "Tala le Taui Show" d. Samoan Language Translations and Interpretations o Ongoing projects through out the FY 2025 on translations for the community including Yale University and Pacific Center in Human Security documents. <u>Adult Education, Literacy and Extended Learning Projects</u>: (ongoing) a. Adult Basic Education – provides instruction in basic areas of Mathematics and English as college preparatory classes and occupational skills a. Fall 2024 – 30 students enrolled in Math and English courses b. Spring 2025 - 35 students enrolled in Math and English Courses b. General Education Diploma – provides preparatory instruction program for any student who has not graduated from high school. a. Spring 2025 - 7 Students sat the HiSET in the Spring i. 2 Passed HiSET and achieved HS Diploma
	4. Research and Extension	<u>ACNR Research and extension programs</u>: a. Instruction (Ongoing) a. Offer courses to meet general education and program requirements for Associate of Science in i. Agribusiness 1. Fall 2024 – 1 graduate ii. Family Consumer Science iii. General Agriculture 1. Spring 2025 – 1 graduate 2. Fall 2024 – 2 graduates iv. Natural Resources b. Ongoing projects for Internship programs, managing of USDA NIFA grants c. Maintenance of Fruits for Life Greenhouse and general supervision of interns in the general management of Piggery Unit b. Extension (Ongoing) a. Agricultrue and Aquaculture (Ongoing projects) to meet the objectives of extension program b. 4H Youth Program – (Ongoing projects) to empower youth of American Samoa by providing training on life skills, this includes Career Fair presentations to the schools, Army Reserve activities such as "Purple up Day", and other monthly activities with the youth. c. Health and Wellness (Ongoing projects) -Provide Family consumer science education with home-makers and provide sewing lessons for community groups – Completed Sewing workshop in Ofu Manua, for the village women and youth members d. Forestry Program – (Ongoing projects) – hosted Arbor Week for 245 students and 16 teachers; Forestry BIL program completed its district nursery for the residents of Ta'u, Faleaso and Fitiuta Manu'a. c. Research Programs (Ongoing) a. ACNR horitucultre staff presented at High School Career Day, continued projects on Invasive Ants, propagating urbicola scale insect colony for biological control project, hatched mosquito

eggs from Nuuuli and Pago Pago to use in insecticide bioassays to test for resistance in these mosquito populations, and continued collecting and germinating additional talafalu seeds for Samoan swallowtail butterfly project.

Staff and faculty of ACNR provide training for local community, and are also trained through participation and attendences of conference off-island to upgrade skills and knowledge including webinars. These training and professional development both local and off-isalnd are supported by grants.

Pacific Center in Human Security: The PCHS formerly known as UCEDD Official opening on January 31st, 2024. Purpose of the opening was to better inform the community; network partners and stakeholders of the name change but to expand possible partnership and collaboration in future MOUs.

a. Instruction (Ongoing)
    a. Offer program courses to meet requirement for Associate of Science in Inclusive Emergency Management (Approved to offer course in Fall 2024)
    b. Introduced the Order of the Sword and Shield (OSS) – Omicron Sigma Sigma Chapter on March 4, 2025
    c. Faculty and Staff participated in the Quality Matters Training with the Math department faculty
    d. Conducted High School outreach together with the Division of Student Services.
b. Research and Extension (Ongoing projects)
    a. Awareness of program by hosting the Morning Atamai events throughout the year, that features educators and experts from various agencies to share their insights and expertise with students
    b. Website, UCEDD-It newsletter, Video/Podcast, and Radio morning show, Atamai filming events, and flyers are some of the ways the Program updates its information for the community and its stakeholders.
    c. Optimize community partnerships and strengthen relationship with government agencies through Money Follows the Person (MFP)
    d. Provide opportunities for professional development and training for staff, stakeholders, and community.
        i. Involved with the AS Medicaid Health Summit
        ii. State Director Participated on Medicaid Panel
        iii. Medical Billing and Coding Training

Outcome 3- Statement: Compliance – Works collaboratively with all College division administrators to provide necessary updates on standard operating procedures, local and federal rules and regulations, and applicable policies.
Duration: Quarterly

Outcome 3- Achievements:

Achievements:	Description:
1. Annual Required Audit	a. Completed ASCC 2024 Annual Audit – Completed as of April 2025 b. Annual Federal Audit Clearinghouse – Completed as of May 2025
2. Accreditation	a. 2025 ACCJC Annual Fiscal Report: Pending b. 2025 ACCJC Annual Report: The ASCC Annual Report was completed and submitted to ACCJC on April 1, 2025. ACCJC confirmed receipt of the submitted Report.

	3. Office of Civil Rights Compliance Report	a. FY 2025 Status: Completed the Office of Civil Rights (OCR) Compliance Report – Case 10142001 – Case has been Officially Closed. ASCC received an official memo from United States Department of Education, Office for Civil Rights dated September 24, 2024 indicating official closing of the complaint as of September 24, 2024.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: 2021-2026 Institutional Strategic Plan – Facilitates the implementation and monitoring of plans congruent to the 2021-2026 ISP through the Academic, Community, and Services divisions *(Academic Affairs Division including Teacher Education Department(TED),Trade and Technical Department (TTD), Nursing and all academic departments; Agriculture, Community, and Natural Resources Division; Samoan Studies Institute Division; and Student Services Division including Admission, Counseling, Library,Financial Aid, Records, and Student Support services, Pacific Center in Human Security(PCHS), and AELEL)*. Provides monthly statuses and reports to the division of Institutional Effectiveness for institutional reporting.	☒ Ongoing Outcome ☐ New Outcome	No changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: Academic Student Outcomes and Achievement: Plans and facilitates high-quality instructional programs and services to ensure Student Success and Student Achievement through ongoing: 1. Review and assessment of curriculum and courses 2. Student support services: • Enrollment data • Graduation data 3. Community outreach 4. Research and extension programs	☒ Ongoing Outcome ☐ New Outcome	No changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3 **:** Compliance – Works collaboratively with all College division administrators to provide necessary updates on standard operating procedures, local and federal rules and regulations, and applicable policies.	☒ Ongoing Outcome ☐ New Outcome	No changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	Additional Proposed Funding: *(Indicate dollar amount only)*	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval: *(Deans and Directors)*	Divisional Approval: *(Vice Presidents, Executive Director)*	President Approval:
Outcome 1:	$0.00	No recommendation for additional funding. Vice President of Academic, Community, and Student Affairs Note: To assist with the costs of the Ellucian System for FY 2026, temporarily shift the following VPACSA budget to MIS account 10-22000-5319: – 10-30000-5401 Business Travel: **$109,500.00**	☐ Local ☐ Grants	☐ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

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

1. No recommendation to improve the process.
2.
3.

Vice President of Administration and Finance

Section I: Unit, Program, or Division Information:

Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Administration and Finance	Sonny J. Leomiti	s.leomiti@amsamoa.edu/699-9155 ext. 3101	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:

Unit, Program, or Division Mission:	ASCC Mission and Institutional Strategic Plan 2021-2026.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: 2021-2026 Institutional Strategic Plan – Facilitates the implementation and monitoring of plans congruent to the 2021-2026 ISP through the administrative services divisions (Human Resources, Finance, Procurement, Physical Facilities and Maintenance, Security, Management Information Systems, and Bookstore). Provides monthly statuses and reports to the division of Institutional Effectiveness for institutional reporting. Duration: Monthly

Outcome 1- Achievements:

Achievements:	Description/Narrative:
14.Publications and Planning	**Distance Education:** a. An Action Plan Timeline was developed by the ALOs in collaboration with the Chief Information Officer (CIO) to address the remaining items related to the submission of the College's Substantive Change Proposal. The ALOs, CIO, and constituencies continue to work together on these items and hold meetings with the Distance Education Committee to ensure that the College meets its DE deadlines. **Status: Pending** **Planning:** a. ASCC Graduation: Facilitation of Graduation Commencement Ceremony floor plans for the Fall 2024 and Spring 2024 semesters. The Fall 2024 and Spring 2025 Graduation commencement ceremony was held at the Kanana Fou Gymnasium. Graduation statistics may be found in the Vice President of Academics, Community and Student Affairs reports. **Status: Completed** b. Facilitation of Budget Call processes for FY 2026. There were no recommendations to improve the ASCC Annual Fiscal Year Budget Call processes in FY 2025. **Status: Active** FY 2026 Planning: Ad Hoc Budget Planning Committee Meetings: • Meeting (April 10, 2025): Initiate Budget Planning Memo and Processes *(Completed)* Budget Call Presentation: • April 23, 2025, at 01:00 p.m. in the MPC Auditorium *(Completed)* President's Review of Budget: • 1st Meeting (June 02, 2025): Budget Review Academic and Student Services *(Pending)* • 2nd Meeting (June 03, 2025): Budget Review IE and Admin. Services *(Pending)*

		• 3rd Meeting (June 04, 2025): Final Review of College Budget *(Pending)* c. Monthly Divisional Meetings: Conducted five (5) divisional meetings with administrative services officers and the Resource Committee as of April 2025. **Status: Up-to-date** d. Monthly Internal Reports: Up-to-date and accessible on the College's Digital Archives on Compliance Assist. Total reports submitted as of April 2025 – (7). **Status: Up-to-date**
	15. ISP 2021-2026 – Year 4: ASF I; Goal 1; Objectives 'a' and 'b' (TCOCMP, p. 07)	Systemizing the tracking of transfer students and student gainful employement: Training for administrative services and student support staff continues. The Chief Information Officer continues to contract the Assistant Chief Information Officer under HEERF grant funds to provide the necessary services to upkeep the College's system in order for training to occur, as the position of the System Administrator is still vacant due to limited expertise/qualified people on island. The position continues to be advertised and yet unfilled. All contracts including consultation professional services will expire in June 2025. **Status: Pending** There needs to be a stronger plan facilitated by the Student Services division how data is collected to allow MIS to strategize and systemize how the system may capture student(s) data (matriculation and employment).
	16. ISP 2021-2026 – Year 4: ASF I; Goal 3; Objective 'a' (TCOCMP, p. 09)	Student Recruitment – Implement strategies to recruite students by at least 3% each year: There has been limited to no travel to the neighboring Samoan islands for outreach awareness for student recruitment. As of December 04, 2023, the College has been under Cost Containment. The Cost Containment Memorandum 052-2023 outlines various cost containment measures. As of April 2025, it is emphasized that the Cost Containment Memo remains in effect. **Status: Pending** • Temporary suspension of all increments for faculty and staff.[1] • Temporary suspension of all local funded travel. • Temporary suspension of local equipment purchases. • Temporary freeze on the hiring of positions funded locally, except for critical roles and faculty positions. • Temporary suspension of all personnel conversions from contract to career service. • Temporary suspension of fundraising activities that necessitate electricity and water. • Maximization of allowable cost sharing. • Suspension of Leave Sharing *(Additional Measure Effective October 16, 2024 – Memorandum 067-2024)*
	17. ISP 2021-2026 – Year 4: ASF II; Goal 1; Objective 'a' (TCOCMP, p. 11)	National Clearinghouse – Incorporate reliable mechanisms to track students: Currently the Chief Information Officer has prioritized the upgrading of the College's system and segments of the system particular to Finance, Procurement, HRO, and Financial Aid. The CIO continues to work collaboratively with the Records Officer/Registrar, Financial Aid Officer, and other necessary administrators to complete this task. **Status: Pending**

[1] Memorandum 042-2023 – Adjustment of Salary to Approved Pay Scale. "All increments for faculty and staff for FY 2024 will be placed on hold."

	18. ISP 2021-2026 – Year 4: ASF II; Goal 3; Objective 'b' (TCOCMP, pp. 13-14)	Sustainment of Vendor Contracts – Use Internet Communications, Email, Website, Zoom, Chat to reach out to alumni: Monies have been procured through HEERF Funding to sustain Year 4 of the ISP 2021-2026. The College's HEERF No-Cost-Extension was approved in July 2023 to prolong the use of HEERF monies to cover the FY 2024 technology costs and systems (Zoom, GSuite Email, Website, Ellucian fees, Moodle, Educause, Sonicwall, etc.). In addition, the College's 2024 No Cost Extension (NCE) proposal for HEERF Funding P425F201159 was submitted on May 21, 2024 and approved on April 30, 2024, from the US Department of Education (USDE). The application for the NCE was completed by the ASCC Finance Officer, Chief Information Officer, and VPAF, The performance period of these funds end in June 2025. **Status: Active** The College must seek additional financial resources to cover the costs of vendors for technological services once HEERF funds end in June 2025.
	19. ISP 2021-2026 – Year 4: ASF II; Goal 3; Objective 'c' (TCOCMP, p. 14)	Identify STEAM location/New building plans: **Status: Completed**
	20. ISP 2021-2026 – Year 4: ASF III; Goal 1; Objective 'b' (TCOCMP, p. 16)	Establish an online Samoan Language course on the CMS platform, for learners worldwide: All current catalog approved Samoan courses are available on MOODLE. There is pending conversation as to the plans that SSI have to offer these courses as distance learning courses. Currently the College's is working to complete the ACCJC Substantive Change Form to substantiate the offering of courses online. It is important to note that the Samoan Studines Institute continue to develop their bachelor degree level of courses (400 level courses). **Status: Pending**
	21. ISP 2021-2026 – Year 4: ASF III; Goal 1; Objective 'd' (TCOCMP, p. 16)	Samoan Publications Archive – Establish archive of publications in Samoa and especially American Samoa: Awaiting Academic and SSI plans. **Status: Pending**

Outcome 2- Statement: 2021-2026 Total Cost of Ownership and Comprehensive Maintenance Plan – Coordinates and monitors the implementation of the 2021-2026 Total Cost of Ownership and Comprehensive Maintenance Plans in administrative divisional plans and meetings *(Human Resources, Finance, Procurement, Physical Facilities and Maintenance, Security, Management Information*

Outcome 2- Achievements:

Achievements:	Description:
5. Facilities	Provided is a listing of facility projects statuses as of May 2024 to coincide with the processes of the ASCC FY 2025 Budget Call: ***Completed Projects:*** 4. Project A: Mathematics Classroom A-14: CIP Funding - **CIP 2019 D19AP00080**. *(Status: Completed August 2024)*

Systems, and Bookstore) to ensure annual accurate resource assessments. ***Duration: Monthly***		5. Project B: Mathematics Office and Storage A-16: CIP Funding - **CIP 2019 D19AP00080**. *(Status: Completed August 2024)* 6. Project C: Science Classroom and Laboratory A-17: CIP Funding - **CIP 2019 D19AP00080**. *(Status: Completed August 2024)* ***American Samoa Government / ASDOE ARPA Funded Projects:*** a. Career Technical Center Construction. *(Status: ASDOE changed plans in 2024)* ***Capital Improvement Projects (CIP) Funded Projects:*** a. Operations and Maintenance (Multi-Purpose Center) - **CIP 2019 D19AP00080 and D19AP000800020**. *(Status: Completed)* Summary of Projects and Budget Status: a. Budget: $501,000,00 b. Balance: $0.00 c. Status: All projects are complete, and the funding has been fully expended as of August 2024. b. Smart Art and Community of Higher Education Building (SACHEB) – East Wing Annex Construction Phase - **CIP 2022 D22AP00204**. *(Status: On Hold as of March 2025.)* Summary of Projects and Budget Status: a. Budget: $4,000,000.00 b. Balance: $3,026,083.01 c. Status: 2025-04-14 – President's Executive Meeting with Willis Construction Company: On April 14, 2025, the President held an Executive Meeting with Willis Construction Company (WCC) to discuss the SACHEB Termination of Contract Letter received by the College. During the meeting, both the College and WCC agreed that WCC would draft a letter to restate its position on the SACHEB project, incorporating the clarifications presented by the President. The meeting focused on resolving any misunderstandings related to the contract termination and ensuring that both parties were aligned on the next steps. WCC acknowledged the College's concerns and committed to addressing any remaining issues in the drafted letter. Once finalized, the letter will be reviewed by the College and WCC before being officially submitted to the ASCC Board of Higher Education for further discussion. The aim is to ensure clear communication and maintain a positive working relationship between the College and WCC moving forward. 2025-04-15 – Board of Higher Education Meeting: The President and Executive Leadership, attended the Board of Higher Education meeting to provide an update on

the status of the SACHEB Contract. During the meeting, the Board informed the College that all communications with WCC should cease while the Board seeks consultation with WCC and potentially legal counsel.

c. Operations and Maintenance (SACHEB) - **CIP 2022 D22AP0021200001**. *(Status: Active)* Approved Scope of Work (SOW) for Upkeeping and Necessary Renovations of Multi-Purpose Center (MPC):

Summary of Projects and Budget Status:

a. Budget: $150,000.00
b. Balance: $116,495.72
c. Status: April 2025 - A PR was processed for the purchase of three new central air-conditioning units for the multi-Purpose Center. These units will replace three of the five existing, outdated units. Two units were purchased in 2024, and this latest purchase will bring the air-conditioning system up to date with current service needs and replacements. The decision to replace these units was made to improve energy efficiency and maintain a comfortable environment for events held in the center.

With the new units, the multi-Purpose Center will see enhanced cooling performance, reduced maintenance costs, and an overall more reliable system.

d. Operations and Maintenance (SACHEB) – **CIP 2023 D23AP00087**. *(Status: Active)* Scope of Work for Classroom Renovation in the Quad Area:

Summary of Projects and Budget Status:

a. Budget: $50,000.00
b. Balance: $14,900.00
c. Status: April 2025 - PFM staff initiated the replacement of most classroom and office doors in the quad area due to significant termite infestation that compromised the integrity of the existing doors. Contractors were hired to carry out the work, ensuring that the replacements met both quality standards and safety requirements. The project is currently 90% complete, with one office door(s) remaining to be replaced. Additionally, two office doors in the upper and lower campus have been included in the scope of work to address identified issues with accessibility and security.

The new doors are being installed to improve the functionality, security, and aesthetic appeal of the campus, while also addressing the damage caused by the termite infestation. This replacement will enhance energy efficiency and provide a more secure environment for students and staff. A PR for payment has been submitted and will be processed once the project is fully completed, which is expected to happen by May 2025 This will allow for a smooth finalization of the project, ensuring that all work is thoroughly inspected before payment is released.

e. 2025-04-04 – Administrative Services and Resource Committee Meeting: The Administrative Services Divisional Monthly Meeting took place on April 4, 2025. The meeting included both the Administrative Services and Resource Committee to discuss the building coding nomenclature at ASCC. Other agenda

	items included operational updates, status reports, and upcoming events, such as the Fall 2025 graduation, HEERF projects, Ellucian updates, and Budget Call processes.
6. Air-Con Systems and Units	a. AC units and systems continue to be maintained and purchased. Specificities are captured in the Physical Facilities and Maintenance Job Order monthly data reports. Please refer to the VPAF Monthly reports. **Status: Ongoing**
7. Technology	Please refer to the achievements in the Management Information Systems (MIS) Outcome Report for details on all technology statuses and upgrades. a. Self-Service System: (Former Datatel) As of the first week of May 2025, the Self-Service system continues to be accessible on and off campus for all constituencies. **Status: Ongoing** b. Personnel Contracts: Renewed the six-month contract for the Chief Information Officer (CIO) to continue and maintain the upgrades to the College's System with Ellucian. This contract is fully funded under the HEERF/COVID-19 funds to ensure the migration of the College's outdated Datatel system to the new system that is also funded under HEERF funds. HEERF Compliance six-month contract continues to be renewed for COVID-19 reporting and compliance. Funding is also through HEERF/ARPA/COVID-19 funds. **Status: Ongoing** *(Note: HEERF Funding Performance period ends in June 2025)* All HEERF contracts will be discontinued based on the funding performance end date. The Contract for the Chief Information Officer will continue, and be funded under the VPAF's local budget to ensure the College's Distance Education requirements and proposal is completed. c. Vendor Contracts: The College continues to renew vendor contracts with Ellucian, Bluehost, Remote Learners – Modular Object-Oriented Dynamic Learning Environments (MOODLE), Educause, Sonic Wall, Cloudbakers – Google Mail, Anthology – Former Compliance Assist, Zoom Video Teleconferencing. Majority of vendor contracts are funded through HEERF funding. ASCC's No-Cost-Extention request as approved in April 2024 from USDE to expand the use of HEERF monies to cover Ellucian fees and payments. **Status: Ongoing** *(Note: HEERF Funding Performance period ends in June 2025)* d. Online Payment Processing: In the College's effort to secure and implement online registration, the College has signed into agreement with CHASE Paymentech to receive payments for transactions initiated by credit cards however, the agreement was terminated due to American Samoa not being within the listed American states. Additionally, they do not accept P.O. Box numbers and require a U.S. Physical Address. Currently, ASCC is in the Process of securing its online credit card payments through Bank of Hawaii (BOH), which is compatible with our Ellucian system. The Finance Officer and Chief Information Officer are finalizing the last steps to ensure compatibility and the documentations will then be presented to the President and Board of Higher Education for the opening of a Business Account with BOH. **Status: Ongoing**
8. Vehicles	a. Vehicle Insurance and Maintenance: All vehicles are currently insured. (ACNR, PCHS, TED, SSI, MIS, AHEC, and Procurement). **Status: Up-to-date**

	9. Utilities	a. American Samoa Power Authority (ASPA): ASCC has not paid the 1st Quarter, 2nd Quarter, and 3rd Quarter of FY 2025 local utilities as of May 2025. Due to budget constraints and the unsteady receipt of subsidies, the College has not been able to pay for its local electric and water utilities. ASCC continues to communicate via email with ASPA representatives on the challenges ASCC faces hence, the incapabilities of paying its utilities. Please note that all utilities for grants are fully paid and up-to-date. b. American Samoa Tele Communications Authority (ASTCA): ASCC is partially current with its payments to ASPA. Internet costs are covered under the CMC grant. ASCC is awaiting a revised telephone bill from ASTCA, as the current bill does not align with the number of active lines. c. Bluesky Communications: Payments are up-to-date as Bluesky is a back-up (backup internet in case ASTCA's internet goes down) for ASCC systems.
	10.Personnel	a. Employee Benefits: As of May 2025, the College is experiencing financial difficulties, with outstanding employee benefit payments totaling $1.4 million. This amount includes unpaid obligations from January through May 2025. b. Reclassification: The College faces challenges in maintaining the faculty reclassification approved by the Board of Higher Education in December 2021 (faculty) and December 2022 (staff). As of May 2025, the College has not received any additional funding from the American Samoa Government (ASG) to support the costs associated with staff reclassification. The total ASG earmarked commitment for ASCC stands at $4.1 million and $350,000.00 for faculty reclassification, based on years of service and degree content areas. From the previous fiscal years (FY 2023 and FY 2024), the College received $2,000,000.00 for staff reclassification. The College is currently experiencing difficulties in meeting payroll, leading to delayed payments for employee benefits, utilities, and vendors. The situation jeopardizes the integrity of the College's mission. The Board of Higher Education Chairman, Vice Chairman, and President are actively seeking financial assistance from the Governor's office to address these challenges.

Outcome 3- Statement: Compliance – Works collaboratively with all College division administrators to provide necessary updates on standard operating procedures, local and federal rules and regulations, and applicable policies. ***Duration: Quarterly***

Outcome 3- Achievements:

Achievements:	Description:
4. Annual Required Audit	**ASCC FY 2024 Annual Audit:** c. ASCC Fiscal Year 2024 Annual Audit – Completed as of April 21, 2025. A copy of the FY 2024 Audit – Financial Statements was submitted to the ASG – Treasury Office. **Status: Completed** d. Annual Federal Audit Clearinghouse – Completed on May 23, 2025. **Status: Completed**
5. Accreditation	

Accreditation:

a. 2024-10-29 – ACCJC Transparency, Storytelling, and Value Literacy Project Regional Pacific Meeting: ASCC representatives attended the ACCJC Regional Meeting on Transparency, Storytelling, and Value Literacy at Honolulu Community College on October 29, 2024. The meeting focused on key discussions related to these themes and the ACCJC 2030 Strategic Goals, particularly emphasizing the importance of clearly communicating institutional outcomes in line with the ACCJC Eligibility Requirements and Accreditation Standards.

   ACCJC President Mac Powell, along with staff and commissioners, presented on consumer-based social mobility outcomes using transparent, public-facing dashboards and websites. Participants from various Pacific community colleges engaged in discussions and explored different institutional websites to identify areas for improving transparency for students, parents, and the public.

   A portion of the conference focused on the Evolution of Accreditation, highlighting how the accreditation process has evolved to support data transparency, literacy, and storytelling. This session aligned with ACCJC's Mission and Values and featured a presentation by the ASCC Vice President of Administration and Finance/ALO as part of a panel.

   The conference was well attended by ASCC members, including the Chairman of the Board of Higher Education, the ASCC President, the ALO, the Director of Teacher Education, and the SSI Senior Researcher and Translator.

b. 2024-11-01 – Postsecondary Success Recognition Application, Narratives, and References: ASCC has been invited by the U.S. Department of Education to participate in its Post-Secondary Success Recognition Program and has successfully submitted its application for this recognition.

c. 2024-11-07 – ACCJC Liaison Vice President Melynie Schiel Onsite Visit: ASCC welcomed Melynie Schiel, ACCJC Vice President and Liaison for the American Samoa Community College, for a three-day site visit. The visit offered ASCC constituents the opportunity to learn about ACCJC's initiatives, strategic planning goals, and the accreditation process. The visit culminated in an institution-wide presentation on the new Standards of Accreditation, highlighting the enhanced resources and support ACCJC provides to community colleges.

d. 2024-11-19 – ASCC Approved 2024-2025 Accreditation Calendar: The ASCC Accreditation Liaison Officers (ALOs) have distributed the approved ASCC Accreditation 2024–2025 Calendar electronically to all internal constituencies. The calendar outlines the College's planned actions to address institutional, strategic planning, and accreditation tasks.

e. 2024-12-04 – ASCC ALO/Vice President of Administration and Finance Participated in the ACCJC Chair Peer Review Training: The ALO participated in a training session for Peer Review Chairpersons and Co-Chairpersons who will lead the peer reviews of colleges undergoing Accreditation reaffirmation in 2025. The training prepared all chairs and co-chairs for their roles in leading the peer review teams and clarified the necessary tasks and processes.

		f. 2024-12-19 – ASCC Distance Education – Substantive Change Application: A meeting was held by the ALOs with the President to discuss the College's Substantive Change Request. Concerns arose regarding the readiness of online services, including financial services, student support services, and counseling services, to adequately meet students' online needs. It was proposed that clarifications related to the approved Teacher Education Memorandum of Understanding for offering online certification courses be put on hold until the College is fully prepared to provide these services in support of online instruction. An Action Plan Timeline was developed by the ALOs in collaboration with the Chief Information Officer (CIO) to address the remaining items related to the submission of the College's Substantive Change Proposal. The ALOs and CIO will work together on these items and hold meetings with the Distance Education Committee to ensure that the College meets its DE deadlines. **Status: Pending** g. 2025-01-06 – Accreditation Updates: Faculty Orientation and General Assembly: The VPAF participated in the Faculty Orientation and General Assembly. The ALOs co-presented with the Executive Director of Institutional Effectiveness to provide updates on Accreditation and Institutional Effectiveness. h. 2025-03-17 – ACCJC Team ISER Review – Spring 2025: From March 17 to March 20, 2025, the ACCJC held a series of ISER Peer Review Team meetings at the Westin Los Angeles Airport Hotel in California. Two representatives from the American Samoa Community College are serving on peer review teams for the ACCJC ISER Reviews. ASCC ALO Mr. Sonny J. Leomiti is serving as Vice Chair for the peer review team for Leeward Community College, while Mrs. Kayla Sauafea is serving on the peer review team for Windward Community College. i. 2025-04-01 – ACCJC Annual Report: The ACCJC Annual Report was submitted to the ACCJC on April 1, 2025, following approval by the Board of Higher Education. This report includes key institutional data, progress and updates aimed at ensuring compliance with accreditation standards. The submission is part of the College's ongoing commitment to transparency, continuous improvement, and alignment with the accreditation criteria set forth by the ACCJC.
	6. Property Insurance	**Property Insurance:** 1. In 2024, the President provided clarifications regarding the College's Property Insurance with the American Samoa Government (ASG) – Treasury Department. Property Insurance shall be billed directly to ASCC monthly as communicated by the Office of ODAPM. ASCC anticipates to receive billing invoices beginning in April 2024. FY 2025 Note: To date, ASCC has not received an invoice from ASG on Property Insurance.
	7. Office of Civil Rights Compliance Report	**Office for Civil Rights (OCR) Case 10142001- Disability Ramp:** To ensure accurate reporting from the previous FY 2025 Annual Fiscal Budget Planning and Reporting period, the College's OCR Case was officially closed on September 24, 2024 in a letter received from USDE – Office for Civil Rights Regional Director Monique Malson.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: 2021-2026 Institutional Strategic Plan – Facilitates the implementation and monitoring of plans congruent to the 2021-2026 ISP through the administrative services divisions *(Human Resources, Finance, Procurement, Physical Facilities and Maintenance, Security, Management Information Systems, and Bookstore)*. Provides monthly statuses and reports to the division of Institutional Effectiveness for institutional reporting. ***Duration: Monthly***	☒ Ongoing Outcome ☐ New Outcome	No Changes – Continue with ISP 2021-2026 year five plans.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: 2021-2026 Total Cost of Ownership and Comprehensive Maintenance Plan – Coordinates and monitors the implementation of the 2021-2026 Total Cost of Ownership and Comprehensive Maintenance Plans in administrative divisional plans and meetings *(Human Resources, Finance, Procurement, Physical Facilities and Maintenance, Security, Management Information Systems, and Bookstore)* to ensure annual accurate resource assessments. ***Duration: Monthly***	☒ Ongoing Outcome ☐ New Outcome	No Changes – Continue with ISP 2021-2026 year five plans.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3: Compliance – Works collaboratively with all College division administrators to provide necessary updates on standard operating procedures, local and federal rules and regulations, and applicable policies. ***Duration: Quarterly***	☒ Ongoing Outcome ☐ New Outcome	No Changes – Continue to support administrative services officers. VPAF Priorities: 1. Continue to finalize ASCC regulations for external review (promulgation process). 2. Develop plans to assist with the increase of revenue funding sources.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2025**.*

FY 2026 Outcome:	Additional Proposed Funding: *(Indicate dollar amount only)*	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval: *(Deans and Directors)*	Divisional Approval: *(Vice Presidents, Executive Director)*	President Approval:
Outcomes 1-3:	$0.00	No additional request for funding. Recommendation: Remove Position #ADM-2155 from Administrative Services and place directly under the Vice President of Administration and Finance. President's Note: Move the electricity and telephone budget under the VPAF. Accounts 10-10100-5303 and 10-10100-5304. President's Account: Shift to Vice President of Administration and Finance: - 10-10100-5303 Electricity: **$400,000.00** - 10-10100-5304 Telephone and Communication: **$164,000.00** Vice President of Administration and Finance Note: Shift the following funds from the VPAF to MIS 10-22000-5319 to cover the costs of the Ellucian System: - 10-20100-5304 Telephone and Communication: **$100,000.00** *(Note: the costs for internet will be covered by the CMC Grant for the next two years. This will provide time for the College to find revenue sources to cover the costs of the System.)* - 10-20100-5401 Business Travel: **$44,000.00** - 10-20100-5402 Training Travel: **$23,800.00**	☐ Local ☐ Grants	☐ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

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

1. No Recommendations for improvement. The process improved this year to provide more time for administrators to work on outcome planning and budget required documentations.

Institutional Effectiveness and Advancement Division (IEAD)

Section I: Unit, Program, or Division Information:

Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Institutional Effectiveness & Advancement Division	Ma'auga Tauvela Fale	t.fale@amsamoa.edu ex: 3001	2025	2026

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:

Unit, Program, or Division Mission:	The mission of the Office of Institutional Effectiveness is to support the College by providing information necessary for improving student learning and student achievement through the academic programs and administrative services offered at the ASCC. The office is responsible for collecting data for research, evaluation, and accreditation analysis. It is also responsible for analyzing and presenting results for program review, assessment, and planning. *The functions of IE are as follows:* 1. *Planning, research and evaluation that helps to improve institutional effectiveness and the achievement of student learning;* 2. *Maintaining positive public relations by providing the community with information about the College's affairs through newsletters, press releases and other media; and,* 3. *Collecting, editing, organizing and disseminating College documents and reports to the College community and stakeholders to help to ensure a culture of evidence and accountability.*

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to your units, programs or divisions outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: ASCC stakeholders have access to timely and accurate institutional data collected by IE and reported in annual, quarterly, and semester publications.	**Outcome 1- Achievements:** 95% completion rate.
Outcome 2- Statement: ASCC stakeholders voice opinions through surveys distributed by IE, which are collected, compiled, and disseminated to students and staff.	**Outcome 2- Achievements:** 95% completion rate.
Outcome 3- Statement: ASCC employees have access to the College's archives to share, collaborate, and record evidence of institutional processes, program reviews, and planning.	**Outcome 3- Achievements:** 95% completion rate.
Outcome 4- Statement: ASCC external stakeholders are informed of College events and accomplishments through ads, articles, and publications prepared by IE.	**Outcome 4- Achievements:** 95% completion rate.
Outcome 5- Statement: ASCC internal and external stakeholders have access to student learning and achievement data through reports and publications disseminated by IE.	**Outcome 5- Achievements:** 95% completion rate.

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

The following sections will serve as the 'Planning' function for your Unit, Program or Division ***Fiscal Year 2026*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For programs or divisions requesting for additional financial resources, additional information will be needed as well as, justification based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list your unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether your outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: ASCC stakeholders have access to timely and accurate institutional data collected by IE and reported in annual, quarterly, and semester publications.	☒ Ongoing Outcome ☐ New Outcome	No changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: ASCC stakeholders voice opinions through surveys distributed by IE, which are collected, compiled, and disseminated to students and staff.	☒ Ongoing Outcome ☐ New Outcome	No changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3: ASCC employees have access to the College's archives to share, collaborate, and record evidence of institutional processes, program reviews, and planning.	☒ Ongoing Outcome ☐ New Outcome	No changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: ASCC external stakeholders are informed of College events and accomplishments through ads, articles, and publications prepared by IE.	☒ Ongoing Outcome ☐ New Outcome	No changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 5: ASCC internal and external stakeholders have access to student learning and achievement data through reports and publications disseminated by IE.	☒ Ongoing Outcome ☐ New Outcome	No changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 6: ASCC internal and external stakeholders have access to Title IX resources, information and processes in reference thereof.	☒ Ongoing Outcome ☐ New Outcome	No changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 7: ASCC established an advancement component within the IEAD division to coordinate all efforts for funding opportunities.	☐ Ongoing Outcome ☒ New Outcome	Change from IE to IEAD	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outline of Plans:	Additional Proposed Funding:	Explanation of Costs:	Funding Source:	Unit or Program Approval *(Deans and Directors)*	Divisional Approval *(Vice Presidents)*	President Approval

Outcome 1:	$0	No request for additional funding. President's Note: Shift Grant Officer's and Compliance Officer's position under the President – PRE-1014 to be placed under the IE Executive Director's personnel budget. $4,756.00 shall be shifted to the Grant Officer Position – Note: Pull from President's Account 10-10100-5308	☒ Local ☐ Grants	☐ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.
Outcome 6:	$1,000.00	To conduct training and workshops on Title IX. President's Note: Shift from President's Account 10-10100-5308 to IE Account: IE-10200-5504.	☒ Local ☐ Grants	☐ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☐ Approved ☒ Disapproved Justification: Disapproved by the President on June 06, 2025. The Title IX, ADA, and Section 504 is included in the contract. The approval is to provide resources for institutional training for Title IX. Funds for training and workshops can be coordinated through the President's budget.
Outcome 7:	$30,000.00	To hire an entry level researcher for the advancement portion of our mission.	☒ Local ☐ Grants	☐ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025. President's Note: Revisit the title and scope of work for IE's Research Unit needs in comparison to the College's defined classification system. Once defined, reallocate funds from the two vacant positions to fund this position.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for Unit, Program or Division planning.
1. To state the actual Budget Law of FY2026 for all of the college stakeholder information.

FY 2026 Academics Outcome Planning and Resource Allocation Plans

Academic Affairs Division

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Academic Affairs Division	Dr. Siamaua Ropeti	s.ropeti@amsamoa.edu / ext. 1201	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

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

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: *Curriculum, Instruction, and Planning.* Provide the highest quality of programs and courses through ongoing review & assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning, utilizing the results of student learning outcomes assessments

Outcome 1- Achievements:

Provide high-quality education in all academic programs (18):

- Completion of COCs, COPs, AS, AA, and B.Ed. degrees in various disciplines (Graduates in Fall 2024, 121, and Spring 2025, 74,
- 2024 -2026 ASCC General Catalog Review by General Curriculum completed
- All instructions in 2024 and 2025 were 100% face-to-face; Moodle continued to be used to submit and monitor students' assignments.
- The Assessment committee continues to present Assessment data starting from Spring 2023 -Spring 2025; these Outcome Summaries are shared with faculty during Orientation at the beginning of every semester.
- Ongoing meetings for Curriculum and Assessment.
- Core Curriculum and Assessment Committee meets occasionally to discuss catalog issues as well as Outcomes data from both Academics and Student Services.
- Introduction of the Pacific Center in Human Security in the Fall of 2024.
- Involving 2 departments to present at every Teacher Orientation.
- Faculty from the Social Science department was accepted to be a Peer Reviewer for ACCJC in 2025.

Spring 2025 Associate of Arts degree conferred in:

- Liberal Arts; 14, Elementary Education 4, Human Services 1, Music 2, Political Science 3, Pre-Law 1, Visual Arts 1,

Spring 2025 Associate of Science degree conferred in:

	• Accounting 6, Automotive Technology 1, Business Management 9, Civil Engineering Technology 3, Criminal Justice 14, Electronics 1, General Agriculture 1, Health Science 2, Information Communication Technology 1, Marine Science 1, **Spring 2025 conferred in Bachelor's** degree in: • Elementary Education 8. **Fall 2024 Associate of Arts** degree conferred in: • Liberal Arts 46, Elementary Education 3, Human Services 4, Political Science 1, Pre-Law 3, Visual Arts 1, AS in Accounting 9, **Fall 2024 Associate of Science** degree conferred in: • Architectural Drafting 3, Automotive Technology 2, Business Management 7, Civil Engineering 2, Computer Technical Support 2, Criminal Justice 9, Electrical Technology 2, General Agriculture 2, Health Science 5, Nursing 5, **Fall 2024 Certificate of Proficiency** in: • Practical Nursing 7, Teach Samoan Language 7, **Fall 2024 conferred in Bachelor's** degree in: • BA in Elementary Education 5.
Outcome 2- Statement: *Institution Set Standards and Student Achievement.* Provide opportunities for establishing quality academic and student programs. Accountability in academic integrity for students and faculty.	**Outcome 2- Achievements:** ***Ongoing review of ISS and Student Achievement:*** • Completed ACCJC Annual Report 2024 • Monthly Reports submission of Academic Affairs activities • Updated Pathway Milestones for all ISS. Changes were recommended in the ISS Executive Review. • **74** graduates in Spring 2025. • **121** graduates Fall 2024 • Faculty engagement in completing the Institutional surveys from IE. • Completed collection of data for achievements of Outcomes in all Academic Programs, Spring, Summer, and Fall 2024.
Outcome 3- Statement: *Internal and External Partnerships and Entities.* Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement	**Outcome 3- Achievements:** ***Ongoing review and renewal of local and off-island agreements:*** • Approved and renewed several local MOUs, including Dual Enrollment and ASBEP MOU. • Completed renewal of Articulation Agreements with Off-Island colleges. • Established and approved Grant Funds for ASCC STEM through the Teacher Education Program. • Update/Renewal of AHEC, BUILD EXITO, LSAMP, and Marine Science Grants.

	• Increased involvement of Programs with community internship and outreach, e.g., Social Science, Nursing, TED, Computer Science, Fine Arts, and Business. • Continuation of SSI and Counselling certification. • • Partnerships with the Community: PTK students, Social Science Psychology classes, Political Science club, Advisory Committees, TTD internships, etc.
Outcome 4- Statement: *Manage and allocate institutional resources effectively.* Collaborate and work as a team with internal divisions, programs, and departments in achieving student success and promoting opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	**Outcome 4- Achievements:** ***Ongoing allocation of funds for divisional operations*** • Completion of Spring 2024, Summer 2024, Fall 2024, and Spring 2025 semesters • Funding departments' instructional needs • Allocating and utilizing lab fees for instructional purposes • Opening of opportunities for all Programs to utilize the new Kitchen space for sales purposes to enhance and fund department activities. • Involvement of a few Programs in grant writing and being granted funding for academic purposes, FY 2023- 2024. • Grant funding opportunities for Human Security, CJ, Computer Science, TTD, TED, and Mathematics.
Outcome 5- Statement: *Recruit, retain, and support faculty and staff in a culture of excellence and innovation.* Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, and provide professional development to equip instructors with technological skills necessary in the high-technology world. Support instructors with appropriate teaching classification and ranks in alignment with the hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning	**Outcome 5- Achievements:** ***Ongoing recruitment and support of adjunct and full-time faculty:*** • Continue to recruit and advertise vacant positions for faculty. • Completed Online AI Sessions with faculty via the Accreditation platform. • Teacher Education faculty attended webinars through virtual conferences. • Dean of Academic Affairs attended webinars on Assessment, Technology, and Leadership virtually. • Academic Affairs attended Training for Argos utilizing our Colleague in Management Information Systems to generate reports specifically from Academics in 2024 • ACCJC webinars training for Deans and Executive Leadership. • Hired vacant faculty positions during the AY2024- 2025. • Continuous Performance Evaluations of faculty are conducted annually. • Involvement and participation of faculty in Teacher Orientations Fall 2024, Spring 2025. • Continuous involvement of Faculty in Saili Le Atamai Program to share information about ASCC to the communityHired vacant faculty positions during the AY2024- 2025 • Hired a new Nursing Director for the Nursing Program • Faculty from Social Science, CJ, Computer Science participated in a Professional Development hosted by Pacific Center in Human Security in Spring 2025 • The Math department participated in an online Professional Development in Spring 2025 for two consecutive days.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Curriculum, Instruction, and Planning: Provide the highest quality of programs and courses through ongoing review & assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning, utilizing the results of student learning outcomes assessments.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: Institution-Set Standards and Student Achievement: Provide opportunities for establishing quality academic and student programs. Accountability in academic integrity for students and faculty.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3: Internal and External Partnerships and Entities: Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: Manage and allocate institutional resources effectively: Collaborate and work as a team with internal divisions, programs, and departments in achieving student success and promoting opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 5: Recruit, retain, and support faculty and staff in a culture of excellence and innovation: Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, and provide professional development to equip instructors with technological skills necessary in the high-technology world. Support instructors with appropriate teaching classification and ranks in alignment with the hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:						
*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*						
FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcome 1:	$0.00	No recommendation for additional funding Kindly request to keep our budget as previous for the Division of Academic Affairs. President's Note: VPACSA will conduct a position review based on identified needs, including a review of the Special Assistant to the Dean position and the administrative assistant position for the Nursing Program Director.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendation to improve the budget process.
2.
3.

Teacher Education Department – American Samoa Bachelor in Education Program

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Teacher Education Department	Shirley De La Rosa	s.delarosa@amsamoa.edu	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:	
Unit, Program, or Division Mission:	The mission of the American Samoa Community College Teacher Education Department provides preparatory courses for pre and in-service teachers in the areas of Early Childhood, Elementary Education, Special Education, Educational Technology and Teaching Samoan Language and Culture. In addition, the Teaccher Education Department emphasizes fundamental theories to pedagogical practices, methods and research that will improve the quality of standard-based teaching as an instrument that reflects best teaching and learning practices. The mission of the American Samoa Community College Bachelor of Education in Elementary Education is to meet the professional development needs of pre-service and in-service teachers enabling them to effectively teach in American Samoa and within the context of the global demands of the twenty-first century.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Competence in Content and Pedagogy	**Outcome 1- Achievements:** • Is being taught and addressed in TED Courses 100% as per the matrix and data. The quality of the content and pedagogy achieved by our graduates is reflected in their performance in the classroom. In two consecutive academic years (AY) 2023-2024 and 2024-2025, the American Samoa Department of Education crowned two of TED's graduates as Regional Territorial Teacher of the Year for American Samoa. Another TED graduate shared the prestigious Presidential award for excellence in mathematics and science teaching. Competence in Content and Pedagogy is embedded in the content of the course, implemented and practiced in the field practicum, and applied in the classroom. Therefore, receiving such recognition is a reflection of the quality and level of proficiency achieved by our graduates and a reflection of attaining our Program Learning Outcomes.
Outcome 2- Statement: Competence in the Samoan Language, History, Culture	**Outcome 2- Achievements:** • Is being taught and addressed in TED Courses, mainly but not exclusively to ED 285/P, ED 440/P 100% as per the matrix and data. Some of the student teacher candidates have opted to teach Samoan thematic unit plans in their last semester. Student teachers have taught thematic unit plans with Gagana Samoa as the core content of the plan. Student teachers were encouraged to utilize le Gagana Samoa to assist the students in

	comprehending the content by translating for them. Therefore, some of the field practicum lessons were translated I le Gagana Samoa to help the students master the learning objective. As mentioned earlier, the PLO *competence in the Samoan Language, History, and Culture* is also integrated across the board in the coursework.
Outcome 3- Statement: Competence in technology	**Outcome 3- Achievements:** • Is being taught in ED 240, ED 340, but technology is used in all TED Courses, as MOODLE is implemented as a classroom management source. 100% as per the matrix and data. There are additional courses that implement technology.
Outcome 4- Statement: Competence in Student Diversity	**Outcome 4- Achievements:** • It is addressed in TED Courses, and all students and teachers are respected for who they are 100% as per the matrix and data. The continuous partnership with Sandy Scanlan and the Parents of Children with Special Needs (PCSN) group has also addressed student diversity outside of classroom instruction. The students taught lessons that focused on life skills, health and nutritional habits, and movements that help with mobility. The students get the opportunity to write lesson plans that are inclusive and provide accommodations for the children, young adults, and adults with disabilities who are members of the PCSN group. Thus, Competence in Student Diversity is linked to the coursework and learning experiences TED provides for our student teachers.
Outcome 5- Statement: Designs and Provides Meaningful Learning Experiences	**Outcome 5- Achievements:** • Is addressed and implemented in TED Courses 100%. Our students continue to attain the PLO in the field experience at the 200, 300, and 400 level coursework. Designing and providing meaningful learning experiences is reflected in lesson plan writing, writing unit plans, thematic unit plans, IEP Plans, inclusive Lesson Plans, and so much more.
Outcome 6- Statement: Assessment	**Outcome 6- Achievements:** • Is used and implemented each semester, and the TED assessment cycle is two years, 100% as per student evaluations and matrix, and data. Assessment is an intricate component in our program. Assessment is in our coursework, our program review, when we start "closing the loop" of our two-year assessment period, including the institutional program review of the services we offer. Our department has a student satisfaction survey completed by our students at the end of every semester.
Outcome 7- Statement: School & Community Relationships	**Outcome 7- Achievements:** • In reaching out to the community, we have done Senior and Educators Nights, and we are always in the various schools when our students are there for practicums and student teaching. We also have a guitar program that has started up in Faasao Marist HS due to

	the teachers attending the guitar-building program training. 101% as per documentation of events, actual school visitations, and evidence of students attending and finishing guitar building products at Faasao. Faculty members continue to connect with DOE in becoming judges in sponsored events – Island-Wide History Day Competition, Annual Speech Festival, and school-based extracurricular activities. Many of the local business owners contributed tremendously by way of resources and sponsorship opportunities for events hosted by TED.
Outcome 8- Statement: Professionalism	**Outcome 8- Achievements:** • Teachers, staff, and students, when engaged out in public or at various schools, do conduct themselves in a professional manner that has earned the respect of school administrators and others in general.100% as per various observation visits to the schools, attending of culminating events of BED students. Additionally, TED faculty were fortunate enough to attend off-island conferences that continue to shape and modify teaching practices implemented in the coursework and assist in keeping the faculty updated with the trends in education.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Content & Pedagogy	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: Samoan Language, History, & Culture	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3: Technology	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: Student Diversity	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 5: Designs and Provides Meaningful Learning Experiences	☒ Ongoing Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce

	☐ New Outcome		☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 6: Assessment	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 7: School & Community Relationships	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 8: Professionalism	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcome 1:	5,000.00	• All our outcomes are centered around what is taught in our classrooms, depending on the nature of the course. Each outcome has its own purpose and meaning to the student who aspires to be a teacher or a teacher who aspires to improve in his or her teaching skills and knowledge. In all reality, the cost of the program is not factored or determined by individual PLO but by what is needed as a whole in general, by what is taught. So, as a whole, the proposed Funding includes the following: • Needed teaching supplies: to include but not exclusively as: Permanent Markers, Expo Markers, Highlighters, Xerox paper, pens, pencils, tape, folders, binders, staples and staplers, flip folders, posterboards, glue, crayons, etc.	☒ Local ☒ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Look into grants and work with Academic Division on additional funding proposal.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025. To seek avenues through grant funds. The College's local revenues sources are minimal.
Outcome 2:	5,000.00	• Supplement Materials: To purchase from SSI published works that will enhance our drive to promote and keep the Samoan Culture and Language alive and appreciated by not only our Samoan Students but all students who were born and raised here and moreso with students who were not.	☒ Local ☒ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Look into grants for funding to meet divisional needs.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025. To seek avenues through grant funds. The College's local revenues sources are minimal.
			☐ Local	☒ Approved	☒ Approved	☒ Approved

Outcome 3:	20,000.00	• Tech Equipment: e-flipchart, maintenance of tech equipment: computers and the likes.	☒ Grants	☐ Disapproved Justification:	☐ Disapproved Justification: Meet divisional outcomes.	☐ Disapproved Justification: Approved by the President on June 06, 2025.
Outcome 4:	20,000.00	• Professional Development held local/abroad: to include paid online seminars, local PD for self and others, workshops, and conferences to attend off-island, guest speakers/presenters, etc.	☒ Local ☒ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Look into grants.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025. To seek avenues through grant funds. The College's local revenues sources are minimal.
Outcome 5:	20,000.00	• Moving into STEAM requires more supplies, equipment to provide hands-on learning, and one of the focuses of STEAM is to provide life skills, where, for example, teaching pre-/in-service teachers to teach in content areas, life skills. Thus in designing and providing meaningful learning experiences requires supplies and equipment. • The *Children's Literature* course will have pre-/in-service teachers write children's literature books. The literature pieces will be culturally responsive, developmentally appropriate, inclusive, and an excellent resource in providing meaningful learning experiences for the children populating the learning environments. Therefore, supplies for writing the literature pieces, illustrating, and publishing is aligned to the learning outcome.	☐ Local ☒ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: To meet divisional outcomes.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.
Outcome 6:	5,000.00	• TED has a two-year assessment cycle that coincides with the catalog's two-year update. The faculty keep evaluations and assessments of their courses each semester and review after the assessment cycle that determines what, if any, needs to be adjusted, changed, or continued based on data. The faculty review each course's Matrix, which provides all the PLOs and CLOs that are addressed and assessed in each course. For each PLO outcome, there are indicator competencies: Knowledge 1, 2, Developing 1,2, and Performing 1,2. CLO outcomes are: Beginning, Developing, and Performing. The CLO assessments in each course are either addressed (introduced or practiced) or assessed and used for data. Faculty often use extra time as Winter, Spring, and summer breaks to work on the Assessments during the year, especially at the end of the Assessment Cycle.	☒ Local ☒ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025. To seek avenues through grant funds. The College's local revenues sources are minimal.
			☐ Local	☒ Approved	☒ Approved	☒ Approved

Outcome 7:	2,000.00	• TED does Outreach, hold special events as Senior and Educators night at the MPC, holds practicums and student teaching in the public and private school classrooms. TED supports ASDOE through the BED program and certification courses offered after work hours during Fall and Spring, and during the Summer TED schedules certification courses for in service teachers to continue. TED supports the endeavors of ASDOE as requested.	☒ Grants	☐ Disapproved Justification:	☐ Disapproved Justification: To meet divisional plans.	☐ Disapproved Justification: Approved by the President on June 06, 2025.
Outcome 8:	500.00	• This outcome addresses our students and teachers being at a professional level when doing or observing practicums or student teaching. For the reviewers (TED Faculty): each observational visit needs to be well documented. The TED student needs to know what improvements to address in teaching, what he/she has done well, etc. We a duplicated Observation Form that is used for observations where 1st copy is kept by the dept., 2nd to the student and 3rd for the teacher all for documentation.	☐ Local ☒ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: To meet divisional plans.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

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

1. Note for TED: As in the past, TED thrived on MOU/grants to pull through with our program needs. As of today (May 27, 2025) no new negotiation has taken place with ASDOE for any new MOUs and we are on our last leg with the current Certification Mou that will end December 2025. Note that the above budget is based on the MOUs agreements of the past 2 years. Should there be further negotiations as we expect we will then know what will truly be available for us. In the meanwhile, we will plan to implement our plans to move the STEAM Initiatives forward as we do have equipment coming that will give our students more hand on experience with technology that will move us in an entreprenial and manufacturing direction while our students will use their critical thinking skills, creative skills, hands skills to create designs on products that can be sold for self sustainability. The STEAM Initiatives will give students invaluable life skills.

2. Note for TED: TED will set out to do more recruiting, advertising, make necessary changes to improve program to attract students to the teaching field and at the same time as we move into more STEAM Initiative learning, students will be attractive to the life skills that are being taught that will give them invaluable experience to continue to further their education or to enter the workforce with techical and other life skill abilities. TED is banking on the new 2025 Governor and ASDOE to support the college and TED program to provide the needed services that we are more than capable to provide. With over 600 teachers needing to be certified, hopefully this new administration will know how to attract the teachers to sign up to take certification courses. The response by teachers is so poor as the numbers registered in the past few years and currently show the scant attendance of teachers in certification courses.

3. Note for TED: TED may be going through some lean times however, we cannot sit and wait for things to just happen, we need to make things happen. Therefore, the changes we are making in the program by embracing the STEAM Initiatives will lead us in taking a more pro-active approach in implementing an entrepreneurial component to our STEAM Initiative learning. Equipment that has been ordered for hands on activities will give students the opportunity to build, create, gain life skills and generate products to be sold to help us become self sustaining. While SSI are publishing their books, TED will have products created by education that will coincide perfectly with STEAM that students will have to think more critically and outside of the box. If successful we will be able to help other departments with their printing needs and the likes.

Trade and Technical Department

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Trade & Technical Department	Frederick R. Suisala	f.suisala@amsamoa.edu/ ext. 1401	**FY2025**	**FY2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus: Provide quality programs and instructions for traditional and non-traditional students.	
Unit, Program, or Division Mission:	The mission of the Trade and Technical Department (TTD) is to equip students with knowledge and technical skills in their vocational specialties, through the issuance of Certificates of Completion (COC), Certificate of Proficiencies (COP) and Associate of Science (AS) degrees, based on national standards, with input from local, public and private entities. In addition, TTD develops programs that prepare students for entry-level employment, upgrades skills of incumbent workers, and prepares them for professional licensure and certification. The Trade and Technical Department provides preparatory training for students to further their education and training beyond ASCC.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review & assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	**Outcome 1- Achievements:** Provide the highest quality of programs resulting with the conferring of Associate Degrees: **Fall Semester 2024:** • AS degree in Automotive Technology: Two graduates • AS degree in Civil Engineering Technology: Two graduates. • AS degree in Computer Technical Support: Two graduates. • AS degree in Electrical Technology Program: Two graduates. **Total: Eight graduates** **Spring Semester 2025:** • AS degree in Automotive Technology: One graduate • AS degree in Civil Engineering Technology: Three graduates. • AS degree in Electronics: One graduate **Total: Five graduates**
Outcome 2- Statement: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic integrity of all academic programs.	**Outcome 2- Achievements:** • Collaborated with the revisions of Institution-Set Standards and Student Achievements

Outcome 3- Statement: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	**Outcome 3- Achievements:** **Apprenticeship Workforce Development (AWD) Fall Session 2024:** • Successful completion of the AWD Fall Session 2024 evening training program for non-traditional students from September 16 – November 22, 2024. • Partnership with Public and the Private Sectors: agencies, departments as well as private employers and companies. • Total enrollment of 220 participants enrolled in 14 courses. **Apprenticeship Workforce Development (AWD) Spring Session 2025:** • Susccessful completion of the AWD Spring Session 2025 evening training program for non-traditional students from March 03 – May 08, 2025. • Partnership with Public and the Private Sectors: agencies, departments as well as private employers and companies. • Total enrolment of 212 participants in 14 courses **Pre-Appreenticeship Program (PAP) Fall Session 2024:** • Successful completion of the Pre-Appreenticeship Program Fall Session 2024 for six local high schools 11 and 12 grade students. **Pre-Appreenticeship Program (PAP) Spring Session 2025:** • Successful completion of the Pre-Apprenticeship Progrtam Spring Session 2025 for six local high schools and including Manu'a High School 11 and 12 grade students.
Outcome 4- Statement: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	**Outcome 4- Achievements:** • Aquire AUTODESK student license for the Architectural Drafting program. • ALLDATA software for the Automotive Technology program, • ArcGIS software for the Civil Engineering Technology program.
Outcome 5- Statement: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	**Outcome 5- Achievements:** • Retain instructor for TTD degree programs. • Recruit adjunct instructors for the AutoCAD, Automotive, Business, Crimional Justice, Electrical, OSHA Safety and Welding for the AWD evening training program. • Recruit adjunct instructors for the Automotive, Carpentry, Electrical, Nursing, Public Health and Welding for the PAP afternoon training program for high school students. • Complete annual Faculty Performance Evaluation for career service instructors and a contractual instructor. • Complete Faculty Performance Evaluation for the degree and the AWD adjunct instructors.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2025'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2025**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

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

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	Additional Proposed Funding: *(Indicate dollar amount only)*	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval: *(Deans and Directors)*	Divisional Approval: *(Vice Presidents, Executive Director)*	President Approval:
Outcome 3:	$1,000.00	1. Increase Consultant Contract (5501) from 11,000.00 to 12,000.00	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification: To compensate the AWD Coordinator (not covered under grant funding)	☒ Approved ☐ Disapproved Justification: Transfer from Other Contractual Services (5504) to meet the need of department.	☐ Approved ☒ Disapproved Justification: Disapproved by the President on June 06, 2025. Review other budget items and transfer accordingly based on Division needs.
Outcome 4:	Reduction of $6,000.00 (2.0% of total TTD Budget) to meet mandated budget cut of 15%.	Budget Cuts: 1. Janitorial Services (5204) 1,000.00 2. Scholarships/Training Contract (5503) 2,500.00 3. Other Contractual Services (5504) 2,500.00 Note: All Other Supplies (5209) will share resources for 5204	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification: To meet budget call for 15% reduction for FY 2026	☒ Approved ☐ Disapproved Justification: A total of $5000 Reduction to meet Institutional budget cut.	☐ Approved ☒ Disapproved Justification: Disapproved by the President on June 06, 2025. Keep the these items under local funds to accommodate the expension needs of TTD.
Outcome 5:	Reduction of $37,560.00 (13% of total TTD Budget) to meet the mandated budget cut of 15%, while maintaining Position ID's and Position Title's for future adjustments when the budget is normalized.	Budget Cuts: 1. TTD-3098 4,800.00 2. TTD-3099 3,200.00 3. TTD-30912 3,200.00 4. TTD-30917 4,000.00 5. APP-30911 4,000.00 6. APP-30913 4,000.00 7. APP-30914 5,000.00 8. APP-30915 4,000.00 9. APP-30916 5,000.00	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification: To meet budget call for 15% reduction for FY 2026	☒ Approved ☐ Disapproved Justification: Save $37,560.00 from the total budget of the Institution.	☐ Approved ☒ Disapproved Justification: Disapproved by the President on June 06, 2025. Keep the these items under local funds to accommodate the expension needs of TTD.

Section V: Improving the Planning Process

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

1. Consideration of a Biannual Budget Meeting to review current budgets, or develop an instrument to request resources from departments forecasting surpluses to departments with unhealthy balances in dire need of supplies/materials, etc.
2.

Nursing Program

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Nursing Department	Sandra Ho Ching	s.hoching2@amsamoa.edu/ ext. 1240	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:	
Unit, Program, or Division Mission:	The Nursing Department is committed to provide quilaity nursing eduction in preparing knowledgable and caring professional nurses to meet the diverse health needs of our community.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Demonstrates and utilizes basic communication and writing skills to effectively facilitate understanding between patients, clients, family, significant others, and members of the healthcare personnel; utilizes teaching methods appropriate to various ages.	**Outcome 1- Achievements:** 80%
Outcome 2- Statement: Utilizes technology to provide legal documentation of the patient care plan, complete care provided, and medications administered; knowledgeable in the use of technology to provide evidence-based information in the care of patients.	**Outcome 2- Achievements:** 80%
Outcome 3- Statement: Practices within the profession's ethical and legal framework and is accountable for own nursing practice, behaviors, and care delegated; functions within the legal parameters and ethical practices that influence patients' responses to illness in a variety of health care environments.	**Outcome 3- Achievements:** 80%
Outcome 4- Statement: Develops an awareness of cultural and ethnic factors to enable active participation in collaborating and contributing to the patient's plan of care by providing safe, basic nursing care of patients in various health care settings.	**Outcome 4- Achievements:** 80%
Outcome 5- Statement: Utilizes the nursing process in the care of patients with needs resulting from altered states of wellness, by applying nursing knowledge and skills to provide basic and technical nursing care; promotes safe nursing practices and critical thinking skills in the care of patients.	**Outcome 5- Achievements:** 80%

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Demonstrates and utilizes basic communication and writing skills to effectively facilitate understanding between patients, clients, family, significant others, and members of the healthcare personnel; utilizes teaching methods appropriate to various ages.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.
Outcome 2: Utilizes technology to provide legal documentation of the patient care plan, complete care provided, and medications administered; knowledgeable in the use of technology to provide evidence-based information in the care of patients.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.
Outcome 3: Practices within the profession's ethical and legal framework and is accountable for own nursing practice, behaviors, and care delegated; functions within the legal parameters and ethical practices that influence patients' responses to illness in a variety of health care environments.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.
Outcome 4: Develops an awareness of cultural and ethnic factors to enable active participation in collaborating and contributing to the patient's plan of care by providing safe, basic nursing care of patients in various health care settings.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.
Outcome 5: Utilizes the nursing process in the care of patients with needs resulting from altered states of wellness, by applying nursing knowledge and skills to provide basic and technical nursing care; promotes safe nursing practices and critical thinking skills in the care of patients.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	Additional Proposed Funding: *(Indicate dollar amount only)*	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval: *(Deans and Directors)*	Divisional Approval: *(Vice Presidents, Executive Director)*	President Approval:
Outcome 1:	$2,000.00	Additional funds will help to cover the cost of medical training supplies that are not provided by grants. (Training supplies)	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☐ Approved ☒ Disapproved Justification: Work with Academics Division on additional supplies.	☐ Approved ☒ Disapproved Justification: Disapproved by the President on June 06, 2025. Work closely with the Dean of Academic Affairs on local funds under the Dean of Academic Affairs budget.

Outcome 2:	$30,000.00	Additional funds to hire an admin assistant for the nursing program. Vice President ACSA Note: There is a need for an admin assistant for Nursing. Need to look into vacant positions.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Need to review Vacant Position within the Academics. (Ex. Writing Lab Tech.- $10,000;)	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025. VPACSA will conduct a positoin review based on the need and also review the position of the Special Assistant to the Dean.
Outcome 3:	$3,000.00	Additional office supplies, including toner and Xerox paper, are needed to support the printing of instructional materials such as modules, quizzes, exams, and student projects.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☐ Approved ☒ Disapproved Justification: Work with Academics on additional supplies.	☐ Approved ☒ Disapproved Justification: Disapproved by the President on June 06, 2025. Work closely with the Dean of Academic Affairs on local funds under the Dean of Academic Affairs budget.
Outcome 4:	$8,000.00	Travel expense to nursing conference in Washington DC in March 2026, Travel expense for faculty to take students to Manu'a for 4 days in May 2026.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: $5000 is allocated for BA Development for Program Director's Travel. $2000 should be allocated for Manu'a outreach. These will be reviewed for approval of the Academice, Community and Student Affairs Professional Development for FY 2026.	☐ Approved ☒ Disapproved Justification: Disapproved by the President on June 06, 2025. Funding for travel must be approved in the FY 2026 VPACSA Professional Development pre-approved plans.
Outcome 5:	$6,000.00	To purchase ATI study bundle for students to prepare for the NCLEX	☐ Local ☒ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Look into Community Services Block Grant Program with DOC and ASCC Nursing.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

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

1.	Proposed funding for the nursing program to address critical needs that directly impact the quality of nursing education, student success, and the future healthcare workforce in our community.
2.	Funding will support the replacement of outdated equipment, the acquisition of modern instructional tools, such as ATI learning resources, and enhancements to clinical training environments.
3.	Investing in the nursing program is essential to ensure that we continue to produce competent, well-prepared nurses who are ready to meet the growing healthcare demands of American Samoa.

Business Department

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Business Department	Dr. Faofua Fa'atoafe	f.faatoafe@amsamoa.edu/ ext. 1211	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:	
Unit, Program, or Division Mission:	The mission of the Business Department is to develop and offer high quality business educational programs and services that will enable students to enter the workforce, continue their education, start a business, and become productive citizens in today's global and high-tech workforce. Moreover, the programs enable students to build strong partnerships with both the public and private sectors in job placement and educational improvement opportunities.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Curriculum, Instruction, and Planning. Provide the highest quality of programs and courses through ongoing review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning, utilizing the results of student learning outcomes assessments.	**Outcome 1- Achievements:** Provide the highest quality of programs resulting in the conferring of Associate Degrees: **Fall Semester 2024:** • AA Degree with an Emphasis in Business Administration. • AS Degree in Accounting: 9 graduates • AS Degree in Business Management: 7 graduates • COP in Accounting. • COP in Business Management. **Spring Semester 2025:** • AA Degree with an Emphasis in Business Administration. • AS Degree in Accounting: 6 graduates. • AS Degree in Business Management: 9 graduates. • COP in Accounting. • COP in Business Management. Ongoing assessment of courses and offering of courses.
Outcome 2- Statement: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for	**Outcome 2- Achievements:** • Collaborated with the revisions of Institution-Set Standards and Student Achievements.

certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	• Continuous involvement with the Curriculum Committee and the Assessment Committee. • Chairperson is a member of the Core Curriculum and Assessment Committee. • Submitted to the Dean of Academics and Vice President of Academics the proposed plan for the Bachelor's in Business Management for ISP 2026.
Outcome 3- Statement: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	**Outcome 3- Achievements:** • Promoted the involvement of students in the Business club (BAOA). • Promoted marketing opportunities for students to work directly with local agencies to gain work experience. • Continuous work of students to upgrade the tracking of all past Business graduates.
Outcome 4- Statement: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	**Outcome 4- Achievements:** • Offered a course with the Apprenticeship Program. • Participate in the Apprentice Program.
Outcome 5- Statement: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, and provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with the hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	**Outcome 5- Achievements:** • Retained faculty for the Business Department. • Performed annual Faculty Performance Evaluation for full-time instructors. • Submits Assessment data consistently at the end of each semester, 2024-2025. • Continuously submits monthly reports highlighting achievements for the department.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

Outcome 2: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs, and departments in achieving student success and promoting opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 5: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, and provide professional development to equip instructors with technological skills necessary in the high-technology world. Support instructors with appropriate teaching classification and ranks in alignment with the hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for ***Fiscal Year 2026****.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcome 1:	$0.00	No recommendation for additional funding.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the

						President on June 06, 2025.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendation to improve the budget process.
2.
3.

English College Accelerated Preparatory Program

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
English College Accelerated Preparatory Program (English-CAPP)	Ms. Florangel Calumpang	f.calumpang@amsamoa.edu/Ext.1214	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

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

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Curriculum, Instruction, and Planning. Provide the highest quality of programs and courses through ongoing review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning, utilizing the results of student learning outcomes assessments.	**Outcome 1- Achievements:** • Provided course offerings in pre-collegiate courses to meet students' prerequisites for college-level courses in English and Math. • Offered courses in two six-week sessions daily. • Ongoing assessment of courses and offering of courses on a semester basis • Proctor Placement tests for ASCC • Participate in ISS, Curriculum, and Assessment committees
Outcome 2- Statement: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	**Outcome 2- Achievements:** • Collaborated and participated in the revisions of Institution-Set Standards and Student Achievements • Participate in collaborative meetings with Language and Lit. to bridge the gap for students. • Meetings with Dean of Academics to review ISS standards and performance data
Outcome 3- Statement: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	**Outcome 3- Achievements:** • Promoted tutorial and lab to assist with the passing rate of students in English CAPP courses • Recommended to use tutoring services for all students • Continuous use of Moodle for students to submit assignments
Outcome 4- Statement:	

Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	**Outcome 4- Achievements:** • Attend online webinars in regards to AI • Attend Teacher Orientation at the start of each semester • Teach Dual courses for DOE each semester • Participate in SSIP for DOE after hours • Continuously receive materials and support via the Academic Affairs Office throughout 2024-2025
Outcome 5- Statement: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, and provide professional development to equip instructors with technological skills necessary in the high-technology world. Support instructors with appropriate teaching classification and ranks in alignment with the hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	**Outcome 5- Achievements:** • Provide coverage assistance for absent faculty • Performed annual Faculty Performance Evaluation for full-time instructors. • Continuous faculty meetings of the department to revise and review student and teacher performance, as well as instructional instruments

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3:	☒ Ongoing Outcome	No proposed changes	☒ **S**uccessful entry into the workforce

Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	☐ New Outcome		☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 5: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	Additional Proposed Funding: *(Indicate dollar amount only)*	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval: *(Deans and Directors)*	Divisional Approval: *(Vice Presidents, Executive Director)*	President Approval:
Outcome 1:	$0.00	No recommendation for additional funding.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

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

1. No recommendation.
2.
3.

Criminal Justice Department

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Criminal Justice Department	Dr. Rosie Ah Chee-Toeava	r.toeava@amsamoa.edu/ ext. 1234	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

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

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Curriculum, Instruction, and Planning. Provide the highest quality of programs and courses through ongoing review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning, utilizing the results of student learning outcomes assessments.	**Outcome 1- Achievements:** Provide the highest quality of programs resulting with the conferring of Associate degrees: **Fall Semester 2024:** • AA Degree with an Emphasis in Pre-Law: 3 graduates • AS Degree in Criminal Justice: 14 graduates **Spring Semester 2025:** • AA Degree with an Emphasis in Pre-Law: • AS Degree in Criminal Justice: 9 graduates All instructions are 100% face-to-face, Spring 2024-Spring 2025
Outcome 2- Statement: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	**Outcome 2- Achievements:** • Collaborated with the revisions of Institution-Set Standards and Student Achievements • Student participation in Student Satisfaction Surveys from IEAD • Continuous submission of Assessment data at the end of every semester 2024-2025
Outcome 3- Statement: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for	**Outcome 3- Achievements:**

workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	• Collaborated with local agencies in promoting criminal justice degree programs and establishing an agreement with the Policy Academy under the Public Safety Division. • Student Field Trips to government agencies affiliated with CJ • Involvement with the Apprentice Program after hours
Outcome 4- Statement: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	**Outcome 4- Achievements:** • Continuously worked with the Academic Affairs Office in purchasing supplies and resources for the department. • Attended Professional Development hosted by Pacific Center in Human Security Spring 2025 • Participate in Faculty Orientation every semester 2024-2025
Outcome 5- Statement: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	**Outcome 5- Achievements:** • Performed annual Faculty Performance Evaluation for full-time instructors. • Continue with Moodle Platform with students • Hired new faculty in Spring 2025

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

indicators to determine the academic and integrity of all academic programs.			
Outcome 3: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 5: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcome 1:	$0.00	No recommendation for additional funding	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

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

1. No recommendation.

Computer Science Department

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Computer Science Department	Dr. Ernie T. Seiuli	e.seiuli@amsamoa.edu	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:	
Unit, Program, or Division Mission:	The ASCC Computer Science Department strives for excellence by providing quality and comprehensive educational programs to assist students in realizing their maximum potential for personal and professional deveopment and in collaboration with the industry to meet the educational needs of the company. The program ensures that ASCC graduates will be equippped with the necessary computer literacy skillset required in the ever-changing work environment. The Computer Science Department provides a comprehensive curriculum that focuses on: • Introduction to the fundamental principles of computer science which includes the fundamental of computer security. • Courses specific to software systems and interdiscplinary areas that extend the scope of Computer Science to acquire the skills needed to solve complex technological problems of modern society.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: (Evaluate Information) Demonstrates the ability to access, locate, manage, and evaluate information from multiple sources.	**Outcome 1- Achievements:** To meet the outcome "Evaluate Information," students must demonstrate the ability to access, locate, manage, and critically assess information from multiple sources. This skill is foundational in academic research, workplace problem-solving, and informed decision-making. A qualified instructor is essential in helping students navigate the complexities of information literacy. Through guided instruction, students learn to identify credible sources, distinguish between primary and secondary data, recognize bias, and apply critical thinking when interpreting information. These instructional strategies promote academic integrity and empower students to become independent, analytical thinkers. Without a knowledgeable teacher to facilitate this learning process, students may struggle with misinformation, fail to verify sources, or misapply data in their coursework. Hiring a skilled instructor ensures that students are equipped with the research strategies and evaluative skills needed for both academic and real-world success.
Outcome 2- Statement: (Present Information Using Technology) Utilizes technological tools to perform basic functions appropriate to job and life.	**Outcome 2- Achievements:** To effectively achieve the learning outcome "Present Information Using Technology," it is essential that students are provided with structured instruction and practical experiences in using a variety of digital tools. This includes

	software applications, presentation platforms, and communication technologies relevant to both academic and professional settings. A qualified instructor plays a critical role in teaching students how to select appropriate tools, format and organize information, and deliver content effectively to various audiences. By integrating real-world tasks and assessments, students develop confidence and competence in utilizing technology to perform basic functions that align with workplace and everyday life expectations. Without guided instruction, students may lack the foundational digital literacy and communication skills necessary to function effectively in technology-driven environments. Hiring a knowledgeable instructor ensures that students receive timely feedback and personalized support to meet this outcome successfully.
Outcome 3- Statement: (Apply Information) Applies research skills and presents knowledge in multiple formats.	**Outcome 3- Achievements:** To achieve the outcome "Apply Information," students must demonstrate their ability to apply research skills and present knowledge in multiple formats. This includes collecting, analyzing, and synthesizing information, then communicating findings effectively through written reports, presentations, and digital media. A qualified instructor plays a vital role in equipping students with these competencies. Through structured lessons, hands-on projects, and ongoing feedback, the instructor guides students through the research process—starting with forming research questions, identifying credible sources, organizing data, and selecting appropriate methods of presentation. The instructor also introduces students to various formats and platforms for presenting their findings, such as academic papers, slide decks, infographics, or web-based tools, ensuring students develop both content knowledge and technological fluency. Without expert instruction, students may lack the direction and rigor necessary to develop these critical skills. Hiring and retaining a skilled teacher is essential to support student success and to ensure they are well-prepared for academic advancement and professional roles that require effective communication of complex information.
Outcome 4- Statement: (Work Ethics) Courses that provide students with the knowledge, skills, and abilities to utilize technological tools and procedures for personal, academic, and career tasks for entry-level employment. To effectively deliver Work Ethics courses that equip students with the knowledge, skills, and abilities to use technological tools and procedures for personal, academic, and career-related tasks, it is essential to hire a qualified teacher. A dedicated instructor brings the expertise necessary to guide students through both the technical and ethical components of the curriculum, ensuring they are prepared for entry-level	**Outcome 4- Achievements:** (Work Ethics) Courses that provide students with the knowledge, skills, and abilities to utilize technological tools and procedures for personal, academic, and career tasks for entry-level employment. To effectively deliver Work Ethics courses that equip students with the competencies necessary for success, it is essential to hire a qualified instructor. A dedicated teacher brings the technical expertise and pedagogical skills required to guide students through both the practical and ethical components of the curriculum. Through structured lessons, real-world scenarios, and technology-based activities, the instructor ensures that students not only understand how to use various digital tools and platforms but also apply them responsibly and effectively. Instruction emphasizes key workplace values such as punctuality, teamwork, communication, accountability, and professionalism—critical for success in any entry-level position.

	Without a skilled instructor, students may miss out on the integrated learning experiences needed to internalize these work ethics and apply them confidently in professional settings. Investing in a qualified teacher supports student readiness for the workforce and aligns with institutional goals for academic and career preparation.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: (Evaluate Information) Demonstrates the ability to access, locate, manage, and evaluate information from multiple sources.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☐ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: (Present Information Using Technology) Utilizes technological tools to perform basic functions appropriate to job and life.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☐ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.
Outcome 3: (Apply Information) Applies research skills and presents knowledge in multiple formats.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☐ **S**uccessful entry into the workforce ☐ **T**ransfer to institutions of higher learning ☐ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: Work Ethics) Courses that provide students with the knowledge, skills, and abilities to utilize technological tools and procedures for personal, academic, and career tasks for entry-level employment. To effectively deliver Work Ethics courses that equip students with the knowledge, skills, and abilities to use technological tools and procedures for personal, academic, and career-related tasks, it is essential to hire a qualified teacher. A dedicated instructor brings the expertise necessary to guide students through both the technical and ethical components of the curriculum, ensuring they are prepared for entry-level	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☐ **T**ransfer to institutions of higher learning ☐ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	Additional Proposed Funding:	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval:	Divisional Approval:	President Approval:

	(Indicate dollar amount only)			*(Deans and Directors)*	*(Vice Presidents, Executive Director)*	
Outcome 4:	~~$46,371.00~~ $45,557.00	Due to a consistent increase in student enrollment in the Information Communication Technology (ICT) and Cybersecurity degree programs, there is a pressing need to recruit additional qualified faculty. The rising number of majors reflects growing interest in the field, increased workforce demand, and the expanding relevance of digital skills across industries. To maintain instructional quality, ensure manageable class sizes, and support student success, it is essential to increase faculty capacity. Additional instructors will help meet course demand, improve student-to-teacher ratios, and provide students with the focused attention and mentoring necessary for technical mastery and academic achievement. Furthermore, expanding faculty supports curriculum development, enhances internship and capstone supervision, and ensures alignment with industry standards. Recruiting skilled instructors will strengthen the department's ability to deliver high-quality, career-ready education in ICT and Cybersecurity, which are critical sectors for local and regional workforce development.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Look into vacant positions within Academics and also seek grants to meet instructional needs for the department.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025. Do not add to local budget but keep the position under contract so that the College can continue seeking local revenue sources to support the program needs and solidify this position.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. Increase interdepartmental collaboration and timeline transparency in budget planning. **Note: Please work closely with the Dean of Academic Affairs who represents all academic programs in the College's annual and budget call processes.**
2. Develop a centralized digital portal for planning templates and budget updates. **Note: Please request access from the Dean of Academic Affairs to access your budgets online as well as resources that include your program's annual budget.**
3. Incorporate real-time feedback mechanisms for program leads during planning cycle. **Note: Please reach out to the VPAF for any inquiries regarding the College's budget process.**

Fine Arts Department

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Fine Arts Department	Mr. Kuki Tuiasosopo	k.tuiasosopo@amsamoa.edu/ ext. 1205	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

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

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Curriculum, Instruction, and Planning. Provide the highest quality of programs and courses through ongoing review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning, utilizing the results of student learning outcomes assessments.	**Outcome 1- Achievements:**
	Provided the highest quality of course offerings in the following Degrees:
	• AA degree with an Emphasis in Music:
	  ○ Fall 2024 - None
	  ○ Spring 2025 -2 graduates
	• AA degree with an Emphasis in Visual Arts:
	  ○ Fall 2024 - 1 graduate
	  ○ Spring 2025 -1 graduate
	
	Offered course to meet the General Education requirement, ongoing assessment of courses, and offering of courses on MOODLE, face to face 100%

Outcome 2- Statement: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	**Outcome 2- Achievements:** • Collaborated with the revisions of Institution-Set Standards and Student Achievements • Continuous review of ISS Standards during orientation and in department meetings.
Outcome 3- Statement: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved,	**Outcome 3- Achievements:**

challenged, and non-traditional population and promote diversity and global engagement.	• Students participate in community activities with government agencies and also represent ASCC in Hawaii- Samoa Flag Day activities • Student display of Artwork in the Teacher Lounge Spring 2025 where the campus community was invited • Fine Arts students culminated Fall 2024 with a Christmas show where the public was invited, and a display of barn animals was the theme for Christmas 2024
Outcome 4- Statement: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	**Outcome 4- Achievements:** • Fine Arts Department works collaboratively with the Academic Affairs Office to secure materials and resources each semester, 2024-2025.
Outcome 5- Statement: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	**Outcome 5- Achievements:** • Performed annual Faculty Performance Evaluation for full-time instructors. • Continue with Moodle Platform • Choir of graduates performs at every graduation in 2024-2025 • Two instructors and one adjunct carry this program.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
	☒ Ongoing Outcome	No proposed changes	☒ **S**uccessful entry into the workforce

Outcome 3: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	☐ New Outcome		☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 5: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcome 1:	$0.00	No recommendation for additional funding.	☐ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendation.
2.
3.

Health and Human Services Department

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Health and Human Services Department	Mr. Derek Helsham	d.helsham@amsamoa.edu	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

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

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Curriculum, Instruction, and Planning. Provide the highest quality of programs and courses through ongoing review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning, utilizing the results of student learning outcomes assessments.	**Outcome 1- Achievements:** Provided the highest quality of course offerings in the following Degrees: **Fall 2024:** • AA Degree with an Emphasis in Human Services: 4 graduates • AS Degree in Health Science: 5 graduates • COP in Guidance and Counseling. • COP in Public Health. **Spring 2025:** • AA Degree with an Emphasis in Human Services: 1 graduate • AS Degree in Health Science: 2 graduates • COP in Guidance and Counseling. • COP in Public Health. • Offered a course to meet the program requirements. Ongoing assessment of courses and offering of courses on MOODLE face-to-face 100%
Outcome 2- Statement: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and	**Outcome 2- Achievements:**

expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	• Collaborated with the revisions of Institution-Set Standards and Student Achievements • Involved in Assessment Committee review of department ISS Standards
Outcome 3- Statement: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	**Outcome 3- Achievements:** • Established EXITO agreement with Portland State University. • Served as a Board member for the AHEC Board. • Continue MOU with ASDOE for the counseling program.
Outcome 4- Statement: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	**Outcome 4- Achievements:**
Outcome 5- Statement: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	**Outcome 5- Achievements:** • Performed annual Faculty Performance Evaluation for adjunct faculty. • Attended Professional Development during Teacher Orientation 2024-2025

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

Outcome 3: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 5: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcome 1:	$0.00	No recommendation for additional funding.	☐ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendation.
2.
3.

Language and Literature Department

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Language and Literature Department	Mr. Vesi Matuu	v.matuu@amsamoa.edu/ ext. 1233	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

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

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Curriculum, Instruction, and Planning. Provide the highest quality of programs and courses through ongoing review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning, utilizing the results of student learning outcomes assessments.	**Outcome 1- Achievements:** **Completion of Fall 2024– Spring 2025:** • Offered a course to meet the First Year and Second Year General Education requirements Ongoing assessment of courses and offering of courses on MOODLE face-to-face instructions 100%
Outcome 2- Statement: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	**Outcome 2- Achievements:** • Collaborated with the revisions of Institution-Set Standards and Student Achievements. • Continuous meetings with the CAPP department to bridge the gap between Remedial and college-level English • Review of ISS standards at the department level
Outcome 3- Statement: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	**Outcome 3- Achievements:** • Annual Art and Poetry Festival, Spring 2024, and Spring 2025 • Annual fundraiser for national charity "Dolly Parton Imagination Library" that is focused on literacy for children ages 0 - 5.

	• Student induction into the Alpha Eta chapter (SKD, - English Honor Society.
Outcome 4- Statement: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	**Outcome 4- Achievements:** • Work collaboratively with the Academic Affairs Office to order and purchase supplies and resources for the department.
Outcome 5- Statement: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	**Outcome 5- Achievements:** • Performed annual Faculty Performance Evaluation for full-time instructors. • Attended Professional Development during Teacher Orientations 2024-2025 • Department representative attends Curriculum and Assessment Committee meetings.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

Outcome 4: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 5: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcome 1:	$0.00	No recommendatioin for additional funding.	☐ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

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

1. No recommendation.
2.
3.

Mathematics Department

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Mathematics Department	Mrs. Amete Moefiainu	a.moefiainu@amsamoa.edu/ ext. 1208	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

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

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Curriculum, Instruction, and Planning. Provide the highest quality of programs and courses through ongoing review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning, utilizing the results of student learning outcomes assessments.	**Outcome 1- Achievements:** Completion of Fall 2024 – Spring 2025: • Offered remedial math to meet the prerequisite for college-level math courses • Offered courses to meet the First Year and Second Year General Education requirements. Ongoing assessment of courses and offering of courses on MOODLE, face-to-face instructions 100%
Outcome 2- Statement: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	**Outcome 2- Achievements:** • Collaborated with the revisions of Institution-Set Standards and Student Achievements. • Continuous department meetings reviewing met or unmet standards
Outcome 3- Statement: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	**Outcome 3- Achievements:** • Participated in online Professional Development for Math instructors only Spring 2025 • Participated in AI Webinar with ACCJC and ASCC Leadership Spring 2025
Outcome 4- Statement: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in	**Outcome 4- Achievements:**

achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	• Work collaboratively with the Academic Affairs Office to purchase resources. • Work with Pacific Center in the Human Security department to allocate grant funds for Math.
Outcome 5- Statement: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	**Outcome 5- Achievements:** • Performed annual Faculty Performance Evaluation for full-time instructors. • Attended Professional Development during Teacher Orientations 2024-2025.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Curriculum, Instruction, and Planning. Provide the highest quality of programs and courses through ongoing review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning, utilizing the results of student learning outcomes assessments.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific

departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.			☒ **R**esearch and extension in human and natural resources.
Outcome 5: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcome 1:	$0.00	No recommendation for additional funding	☐ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

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

1. No recommendation.
2.
3.

Physical Education Department

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Physical Education Department	Dr. Siamaua Ropeti	s.ropeti@amsamoa.edu/ ext. 1201	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:	
Unit, Program, or Division Mission:	The Physical Education Department's (PED) mission is to provide experiences that guide students in becoming physically active for a lifetime. The department offers courses that will fulfill the requirements for Associate of Arts and Associate of Science degrees. The department actively pursues athletic scholarships for those interested in continuing participation abroad and also provide continuous training for those athletes.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Curriculum, Instruction, and Planning. Provide the highest quality of programs and courses through ongoing review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning, utilizing the results of student learning outcomes assessments.	**Outcome 1- Achievements:** • Completion of Fall 2024 – Spring 2025 • Offered courses to meet the General Education requirement. • Ongoing assessment of courses, and offering of courses on MOODLE, face-to-face instructions 100% • Uses the PED Power House club to recruit more students into the PED Program
Outcome 2- Statement: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	**Outcome 2- Achievements:** • Collaborated with the revisions of Institution-Set Standards and Student Achievements. • Continuous participation with Currifulum and Assessment Committees
Outcome 3- Statement: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	**Outcome 3- Achievements:** • Met with Advisory Council in Spring of 2025 to discuss future collaborations with ASG agencies to support the PED Program • Continuous collaboration with the Wellness Center in housing PED courses • Continue to offer a wellness hour during lunch break for faculty, staff, and students.
Outcome 4- Statement: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	**Outcome 4- Achievements:** • Work collaboratively with the Academic Affairs Office to secure materials and resources for PED classes

	• Work collaboratively with the advisory council and ASG agencies to sponsor fees for the PED swimming course
Outcome 5- Statement: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	**Outcome 5- Achievements:** • Performed annual Faculty Performance Evaluation for adjunct faculty. • Attended Professional Development trainings during Teacher Orientation 2024-2025.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

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

access, and equity in professional development for faculty and staff both locally and off-island.			
Outcome 5: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcome 1:	$0.00	No recommendation for additional funding.	☐ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendation.
2.
3.

Science Department

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Science Department	Dr. Randel DeWees	r.dewees@amsamoa.edu/ ext. 1244	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

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

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Curriculum, Instruction, and Planning. Provide the highest quality of programs and courses through ongoing review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning, utilizing the results of student learning outcomes assessments.	**Outcome 1- Achievements:** Completion of Fall 2024– Spring 2025: **Fall 2024:** Conferred degree in • Associate of Science in Marine Science: • COP in Marine Option Program (MOP) **Spring 2025:** Conferred degree in • Associate of Science in Marine Science: 1 graduate • COP in Marine Option Program (MOP) • Offered courses to meet the First Year and Second Year General Education requirements, and program requirements. Ongoing assessment of courses and offering of regular and evening courses due to students' need
Outcome 2- Statement: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	**Outcome 2- Achievements:** • Collaborated with the revisions of Institution-Set Standards and Student Achievements.

	• Participated in the continuous review of standards in Curriculum and Assessment meetings
Outcome 3- Statement: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	**Outcome 3- Achievements:** • Established MOU with UH-Hilo in LSAMP. 2024-2025 • Established MOU with UH-Manoa in Marine Science. 2024-2025 • Supported students interning with off-island universities • Science faculty participate in island island-wide Science Fair to judge student projects.
Outcome 4- Statement: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	**Outcome 4- Achievements:** • Allocated grant funding effectively to support the Program's needs as well as students.
Outcome 5- Statement: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	**Outcome 5- Achievements:** • Performed annual Faculty Performance Evaluation for full-time instructors. • Hired a new Science faculty Fall 2024 • Attended all Professional Development during Teacher Orientation 2024-2025

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

Outcome 3: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 5: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcome 1:	$0.00	No recommendation for additional funding.	☐ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

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

1. No recommendation.
2.
3.

Social Science Department

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Social Science Department	Mrs. Lilian Temese	l.temese@amsamoa.edu/ ext. 1219	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

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

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Curriculum, Instruction, and Planning. Provide the highest quality of programs and courses through ongoing review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning, utilizing the results of student learning outcomes assessments.	**Outcome 1- Achievements:** Completion of Fall 2024 – Spring 2025: Fall 2024: Conferred degree in • AA degree with an emphasis in Political Science: 1 graduate Spring 2025: Conferred degree in • AA degree with an emphasis in Political Science: 3 graduates Offered courses to meet general education and degree program requirements. Ongoing assessment of courses and offering of courses
Outcome 2- Statement: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	**Outcome 2- Achievements:** • Collaborated with the revisions of Institution-Set Standards and Student Achievements. • Department faculty attended meeting with Curriculum and Assessment Committees in reviewing SSI • Students attended field trips with various ASG agencies to enhance political experience throughout the semester • All students in the Political Science program are celebrated during their end-of-the-semester celebration.

Outcome 3- Statement: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	**Outcome 3- Achievements:** • Promoted opportunities for students through the Political Science Club • Invited several Political figures as guest speakers in classrooms • Students in the Political Club rendered community services in cleaning the environment 2024
Outcome 4- Statement: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	**Outcome 4- Achievements:**
Outcome 5- Statement: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	**Outcome 5- Achievements:** • Performed annual Faculty Performance Evaluation for full-time instructors • Attended MOODLE training

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Curriculum, Instruction and Planning. Provide the highest quality of programs and course through on-going review and assessment of student outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcomes assessments.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic and integrity of all academic programs.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
	☒ Ongoing Outcome	No proposed changes	☒ **S**uccessful entry into the workforce

Outcome 3: Internal and External Partnerships and Entities. Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the undeserved, challenged, and non-traditional population and promote diversity and global engagement.	☐ New Outcome		☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 5: Recruit, retain, and support faculty and staff in a culture of excellence and innovation. Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for ***Fiscal Year 2026****.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcome 1:	$0.00	No recommendation for additional funding	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendation.
2.
3.

Area Health Education Center (AHEC)

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
American Samoa Community College AHEC [Area Health Education Center]	Monica Afalava	m.afalava@amsamoa.edu, 684-699-2727	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:	
Unit, Program, or Division Mission:	The goal of the American Samoa Community College AHEC is to improve healthcare delivery to rural and underserved areas by improving diversity, distribution and quality of the health professions workforce through community-academic partnerships that provide innovative education, training and recruitment of professionals to areas of need

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Create a sustainable pathway into health careers for 10 students or more per year, 50% from diverse and underserved communities. Outcomes include 90% of students having a high level of confidence in pursuing health careers, 50% successfully entering health professions schools and 5 students per year applying to AHEC Scholars program.	**Outcome 1- Achievements:** • Contact with over 200 students at Health Career Fairs; • Contact with 20 students in Summer Health Academy, • 10 applications for AHEC Scholars Program, bringing a current number of scholars enrolled to 26. 100% culturally diverse. • Over 300 students registered in HOSA-Future Health Professionals Student Organization in American Samoa, over 15 students registered in the online Dental Assistant Program, and over 6 students traveling to Honolulu to participate in CANOE Pre-Health Academy; 2 medical students from UH JABSOM traveling to American Samoa for summer clinical rotation.
Outcome 2- Statement: Improve distribution of the health workforce by delivering community-based or clinical training for at least 5 students a year to include at least 2 AHEC Scholars with a result of 50% of trainees practicing primary care in rural/underserved areas.	**Outcome 2- Achievements:** BLS Certification and Renewal provided to over 20 ASCC students, including 10 AHEC Scholars. All AHEC Scholars are committed to working at DOH or LBJ upon program completion.
Outcome 3- Statement: Stimulate collaborative practice transformation through training experiences for 100 person-hours of innovative interprofessional healthcare training per year resulting in 50% reporting increased knowledge of team based practice and healthcare transformation methodologies	**Outcome 3- Achievements:** Through three key interprofessional initiatives—Dental Assistant Program, CANOE Project, and Summer Health Academy—AHEC will facilitate over 240 person-hours of interprofessional training during the reporting year.

	Dental Assistant Program • Participants: 17 trainees • Focus: Interprofessional collaboration in dental settings (dental assistants, hygienists, public health educators) • Format: Classroom instruction and clinical rotations **CANOE Pre-Health Academy** • Participants: 8 students from high school and college • Focus: Integrating cultural perspectives in health communication and interprofessional teamwork • Format: Workshops featuring public health professionals, CHWs, and cultural leaders **Summer Health Academy** • Participants: 20 high school students • Focus: Exposure to multiple health careers with emphasis on collaborative practice • Activities: Group simulations, hospital tours, CPR and BLS training, and interdisciplinary case discussions
Outcome 4- Statement: Maintain a sustainable evaluation system to track and collect individual level data on all program participants to include demographics, activities, attitude/knowledge change and long term outcomes of employment type and location of practice, measured past the end of grant funding	**Outcome 4- Achievements:** Online Database (IT Savvy) used to track all students and community members in contact with the AHEC Program.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Create a sustainable pathway into health careers for 10 students or more per year, 50% from diverse and underserved communities. Outcomes include 90% of students having a high level of confidence in pursuing health careers, 50% successfully entering health professions schools and 5 students per year applying to AHEC Scholars program.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☐ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.
Outcome 2: Improve distribution of the health workforce by delivering community-based or clinical training for at least 5 students a year to include at least 2 AHEC Scholars with a result of 50% of trainees practicing primary care in rural/underserved areas.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☐ **T**ransfer to institutions of higher learning ☐ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.
	☒ Ongoing Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce

Outcome 3: Stimulate collaborative practice transformation through training experiences for 100 person-hours of innovative interprofessional healthcare training per year resulting in 50% reporting increased knowledge of team based practice and healthcare transformation methodologies	☐ New Outcome		☐ **T**ransfer to institutions of higher learning ☐ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.
Outcome 4: Maintain a sustainable evaluation system to track and collect individual level data on all program participants to include demographics, activities, attitude/knowledge change and long term outcomes of employment type and location of practice, measured past the end of grant funding	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☐ **T**ransfer to institutions of higher learning ☐ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcome 1:	$0.00	No recommendation for additional funding	☐ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

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

1. No recommendation.
2.
3.

FY 2026 Academic, Community Awareness and Outeach, and Research Outcome Planning and Resource Allocation Plans

Agriculture, Community and Natural Resources (ACNR) – Land Grant Programs

Section I: Unit, Program, or Division Information:

Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Agriculture, Community and Natural Resources	Dr. Mark Schmaedick	m.schmaedick@amsamoa.edu	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:

Unit, Program, or Division Mission:	While honoring the Fa'a-Samoa (the Samoan Way), we will serve American Samoa's diverse community by providing research, extension and educational programs in agriculture, natural resources and wellness to enhance the quality of life and to preserve our fragile ecosystem. Note: The following outcome template covers all units under the Division of Agriculture, Community, and Natural Resources. The Division's Program Outcomes encompasses the programs and services for which all units under ACNR are offered and evaluated.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Strive to effectively provide quality and relevant research programs to the community.	**Outcome 1- Achievements:** The Division continues to effectively provide quality and relevant research programs to the community through the Horticulture and Entomology Research programs. Projects include but are not limited to the following: 1. Conventional plant breeding and selection to produce new superior disease resistant taro varieties. 2. Field trials to identify vegetable crops, varieties, and cropping practices suitable for American Samoa. 3. Survey, detection, and control of little fire ant and other invasive ant species. 4. Control of scale insects destroying native forest on Rose Atoll. 5. Biology and control of disease-carrying mosquitoes. 6. Conservation of endemic Samoan swallowtail butterfly Note: ACNR monthly reports, monthly highlights, and quarterly reports detailed all completed projects and ongoing activities.
Outcome 2- Statement: Strive to effectively provide quality and relevant extension programs to the community	**Outcome 2- Achievements:** The Division continues to provide quality and relevant extension programs to the community through:

	1. Agriculture (crops & livestock) and aquaculture programs and projects 2. 4-H youth development program. 3. Family and Consumer Sciences Program & Expanded Food and Nutrition Education Program. 4. Nutrition and Wellness Programs and Projects 5. Forestry Program (Urban and Community Forestry, Forest Stewardship, and Forest Health and Invasive Species) 6. Farm Safety and Pesticides Safety Training programs Note: ACNR Monthly reports and monthly highlights detailed all completed projects and ongoing activities.
Outcome 3- Statement: Strive to effectively provide quality instructional programs to the community.	**Outcome 3- Achievements:** ACNR offers Associate of Sciences degrees in Agribusiness, Family and Consumer Science, General Agriculture, and Natural Resources ***Instructional Programs:*** 1. FY2025 ACNR graduates: a. Fall 2024: i. Associate of Science in General Agriculture - 2 *graduates* ii. Associate of Science in Agribusiness - 1 *graduate* b. Spring 2025: i. Associate of Science in General Agriculture - 1 *graduate* 2. Interns: a. Fall 2024 - 4 interns b. Spring 2025 - 4 interns 3. Work study: a. Fall 2024 - 2 work study students b. Spring 2025 - 1 work study student 4. Off-Island interns: a. AISES Conference presentation: 1 student, Fall 2024 b. 2025 Apia Extension Site Visitation: 11 students, 6 ACNR staff

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

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

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	Additional Proposed Funding: *(Indicate dollar amount only)*	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval: *(Deans and Directors)*	Divisional Approval: *(Vice Presidents, Executive Director)*	President Approval:
Outcome 1:	$4,145,747	FY2025 allocation plus NCE of full 2024 allocation FY2026 allocation pending Congress	☐ Local ☒ Grants	☒ Approved ☐ Disapproved Justification: Required to complete grant deliverables	☒ Approved ☐ Disapproved Justification: Support Grant funded activities as proposed by division.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.
Outcome 2:	$4,612,779	Smith-Lever FY2025 allocation plus NCE of full 2024 allocation FY2026 allocation pending Congress EFNEP $103,886 Forestry - estimate (final 2026 numbers not yet provided from Forest Service) $133,000	☐ Local ☒ Grants	☒ Approved ☐ Disapproved Justification: Required to complete grant deliverables	☒ Approved ☐ Disapproved Justification: Support Grant funded activities as proposed by division.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.
Outcome 3:	$370,000	Approximate estimated amounts unobligated from DEG 2024, $140,000; RIIA 2022, $100,000; and AGFEI, 2022, $130,000.	☐ Local ☒ Grants	☒ Approved ☐ Disapproved Justification: Required to complete grant deliverables	☒ Approved ☐ Disapproved Justification: Support Grant funded activities as	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

					proposed by division.	

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendation to improve budget process.
2.
3.

Samoan Studies Institute (SSI)

Section I: Unit, Program, or Division Information:

Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Samoan Studies Institute	Okenaisa Fauolo	o.fauolo@amsamoa.edu	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:

Unit, Program, or Division Mission:	To ensure and promote the continuity of Samoan culture, traditions, language and heritage through an inter-disciplinary comprehensive educational approach that focuses on four major areas: 1. Academics, 2. Community and Culutral Extension programs 3. Research and Publications 4. Samoan Language Translation and Interpretation.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Students enrolled in Samoa Studies courses receive effective instructions and updated curriculum that are aligned to college mission.	**Outcome 1- Achievements:** ***Certificate of Proficiency with Certification to Teach Samoan Language*** • 7 out of 8 students graduated with COP certification to teach Samoan Language • Two SSI staff graduated with COP with certification to Teach Samoan Language. This is to be more effective with SSI research projects, translation projects and also assisting with instructions and instructional materials. (NOTE: Both Charles and Eti wrote articles for SAM 281 texts and SAM 291.) o Eti - Talaaga o Galuega Faaliliu i Samoa and Ala o Fesootaiga ma Talafou. o Charlese -Tulafono ma Ala e uia o Faaliliuga ma Faauigaga and Ala o Faasalalauga ma le Tulafono ***Course Offerings (Fall 2024 - Spring 2025)*** • Courses offered SAM 101, SAM 111, SAM 152, SAM 151 and HIS 160 • COP courses offered SAM 111, SAM 151, SAM 271, SAM 281, SAM 299 • HIS 160 - field trip to Numiatoga, VA invitation ***Samoan Studies Institute Course Textbooks*** • Capstone researches for SAM 299 published as Journal of Amerika Samoa Volume 1 o (NOTE - this is the first Journal of Amerika Samoa Studies

	• Completed textbooks for the following courses SAM 271, SAM 281 and SAM 291 • Completed Samoan posters for ECE and Elementary levels on body parts and organs, children's poems about hands and face. ***Course Development and Professional educational research staff*** • New staff hire to assist with instructions, educational research • 5 - 300 levels Samoan courses completed • 2 - 400 levels Samoan courses completed • SAM 152 & SAM 151 field trips to Nuimatoga • SAM 152 invitation to the Veterans Affairs Office ***Student Association for Faa-Samoa (SAFF)*** • 40 -60 student membership for Students Association for Faa-Samoa
Outcome 2- Statement: The community is aware of Samoa and the Pacific through SSI community and cultural extension programs	**Outcome 2- Achievements:** ***Administration for Native Americans (ANA) funded Projects:*** o Completed the ANA funded project E iloa oe i lau gagana with its book launch and prize giving - partners with EFKS Tafuna, EFKSA Taputimu, EFKAS Nuuuli, Methodist Futiga, LDS Aunuu, Catholic Parish Fatuoaiga o Partnership with Intersection Inc for Amerika Samoa Language Academy - activity on Faitau Samoa for ECE and elementary schools (Leone Midkiff, Pavaiai and Manulele Tausala. 15 SAFF members went through reading in Samoa, before they visited the schools that the certifed teachers who completed our college COP program are teaching at. o Completed the instructional resources per the MOU for Language Academy ***Outreach Projects:*** o Completed outreach presentations for the high schools of Fagaitua, Samoana, Nuuuli VocTech, Tafuna and Leone. o Outreach team finally able to include these two Private schools of Faasao Marist and Kanana Fou ***Faa-Samoa Pea Radio Programs:*** o Faa-Samoa Pea Radio programs for V103 FM and KSBS 92.1 o Two posts per month in using free social media of Facebook ***Student Association for Faa-Samoa (SAFF):*** o SAFF performed ava ceremonies for Samoa Bowl on behalf of DOE, Josh Tatofi on behalf of ASTCA. Univ Heart Foundation on behalf of DOH, ANA Commissioner for ASCC. o SAFF and HOFD trip to partake in Samoa nei Galo program in the Independent State of Samoa o SAFF with HOFD coperate event showcase Falaofuta, Sasa'e Version.

	○ SAFF per invitation performed for the following events - Navy Celebration, Fasitoo Uta Coporate Event, Nuuuli VocTech Pageant, ASCC pageant, SSI book launch, Tafuna High School Pageant, Mosooi Premier. ***Conversation Samoan Language Course:*** ○ Conversational Samoan Language Crash course for ASG expats and contract specialists - 4 weeks course that was conducted after hours ○ VASA project ○ Faafeao project
Outcome 3- Statement: The community is aware of Samoa and the Pacific through the development and production of research projects, translation projects and publications produced by SSI	**Outcome 3- Achievements:** ***Translation Projects:*** ○ Translation projects completed are DOH handouts, DHSS proclamations, and brochures on abuse prevention, Leo o Aiga, PSTD, Anxiety and Mental Health from University of Yale, HOPE study of OLAGA Research Centre, There are many more pro bono translations not just locally but off island people as with the case of ASPA. ○ Completed the translation of 577 words in English and Samoan, sentences in English and Samoan for the Amerika Samoa Langauge Academy Website. ○ Tala le Taui Vol 5 - completed the following villages of Taputimu, Amanave, Fagaima, Amaluia. ***Publication Projects:*** ○ Completed the edits and published posters of Months of year (English, Samoa, Lunar), Days of the Week and how they got their names. ○ Naming and labelling different parts of the face in Samoa, Labelling of the hand with old rhyme lima tamatama. ○ Respiratory System, Skeleton, Digestive system, Reproduction systems of both male and female. ○ New publication Journal of Amerika Samoa Studies Vol 1; This will be published annually for teachers who completed and passed the Certification to Teach Samoan Language. The possiblity also of making this journal available for ASCC faculty and staff who academic publications. However, this will be an institutional decision. ○ 5 new books titled E iloa oe i lau gagana - oral traditions, creative writing, poetry, cultural art and biographies. This is a collection of some of the best writings from our community workshops. Oral Traditions- 20 stories, Artwork and descriptions - 11, Poetry- 25 poems, Creative stories - 26, biographies -14 elders. ***SSI Publication of Course Textbooks:*** ○ Completed the courses readers for SAM 301 and SAM 300 using different sources such as the writings of Donald Denoon, Howe, Misi Afa, Aiono Fanaafi, Fiamalua Mataio. ○ Research and interviews for course reader SAM 371 and SAM 471 - Motu o Fiafiaga.

	SSI Website and Publications: ○ Development of SSI website for its publications to be sold. ○ Developing a youtube channel for SSI especially SAFF performances. ***Professional Staff and Plans:*** ○ Hire new staff as Publication Specialist. ○ NOAA for translation on research about maritime environment. ○ ASHPO traditional uses of traditional spaces.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Students enrolled in Samoa Studies courses receive effective instructions and updated curriculum that are aligned to college mission.	☒ Ongoing Outcome ☐ New Outcome	Offering of BA in Samoan Studies per College ISP, by the new catalog year 2026. Need to advertise for faculty per the two faculty vacant postions. Create a holistic advertising plan about Samoan studies degrees (AA, COP, BA) - (funding will be from SSI other account).Travel for BA Team to Samoa, for review of Samoan Courses etc before presenting to ASCC Curriculum Committee (funding will be from SSI other account).	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.
Outcome 2: The community is aware of Samoa and the Pacific through SSI community and cultural extension programs	☒ Ongoing Outcome ☐ New Outcome	SSI outreach team to go to Manu'a High School to present and connect. SSI to activate its Lecture series that is for spring semester and Lau Gagana Competition for fall semester since the E iloa oe i lau gagana Project is completed. Restructuring of SAFF to	☐ **S**uccessful entry into the workforce ☐ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

		address some of its issues especially with high membership with its plan of having Samoan play production for every Spring semester. Salary adjustments for SSI Videographer and assistant translator, and SSI assistant researcher and translator who have completed the COP with Certification to teach Samoan language. Request of two steps as per. Funding for Faa-Samoa Radio progrms with V103 and FM 92.1 (from SSI other account)	
Outcome 3: The community is aware of Samoa and the Pacific through the development and production of research projects, translation projects and publications produced by SSI	☒ Ongoing Outcome ☐ New Outcome	Launching of ASCC SSI website of all its publications with the possibility of puchasing online these resources. Launch Volume 5 for Ua tala le taui (funding from SSI other account). MOU with ASHPO on translations. expected funding of 50K.	☐ **S**uccessful entry into the workforce ☐ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for ***Fiscal Year 2026****.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcome 1:	$10,000.00	Build a fale Samoa for Samoan Classes practical and SAFF practices. After BA mapping, need to meet with NUS Samoa Centre for review. Note - SSI will look for money to fund the above mentioned. It will come out of SSI other account.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Utilize appropriated funds for BA development.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.
Outcome 2:		Outreach to Manu'a Schools for SSI outreach team.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Allocated funds for outreach programs.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendation to improve budget process.
2.
3.

Pacific Center in Human Security (PCHS)

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Pacific Center in Human Security	Tafa Tupuola	t.tupuola@amsamoa.edu	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:	
Unit, Program, or Division Mission:	To assure that individuals with developmental disabilities of all ages and their families participate fully in activities that are designed to promote freedom and self-determination in all factes of life that is culturally competent in American Samoa and the Pacific.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Collective impact strengthening governance amongst American Samoa Community College, territory, regional, and national network partners.	**Outcome 1- Achievements:** 1. Establishment of Home Community Based System Commission.
Outcome 2- Statement: Professional who model hollistic perspective, through interdisciplinary approach in preservice and continuing education, when working with individuals with developmental disabilities as measured through post participation evaluation.	**Outcome 2- Achievements:** 1. Distance Education Quality Matters - Bootcamp, a partnership with the Teacher Education Department, Math, and Pacific Center in Human Security.
Outcome 3- Statement: Community leaders, self advocates, parents, and family members are proactive in decisions contributing an accessible community in the spirit of inclusion and self-determination.	**Outcome 3- Achievements:**
Outcome 4- Statement: Research findings on addressing insecurities amongst people with developmental disabilities.	**Outcome 4- Achievements:** 1. Needs Assessment a. Data collection for Olmstead Plan b. Data collection for HCBS Services
Outcome 5- Statement: Inclusive community embracing change, share the message of acceptance, and promotes self-determination amongst people with disabilities and their families.	**Outcome 5- Achievements:** 1. Presentation: a. Medicaid Summit on "Navigating Home Community Based System" b. Medicaid Summit on "Money Follows the Person" 2. Increase in newsletter subscription by 10%

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Collective impact strengthening governance amongst American Samoa Community College, territory, regional, and national network partners.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☐ **S**uccessful entry into the workforce ☐ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.
Outcome 2: Professionals who model holistic perspective, through interdisciplinary approach in preservice and continuing education, when working with individuals with DD as measured through post participation evaluation.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☐ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.
Outcome 3: Community leaders, self-advocates, parents, and family members are proactive in decisions contributing an accessible community in the spirit of inclusion and self-determination	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☐ **S**uccessful entry into the workforce ☐ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.
Outcome 4: Research findings on addressing insecurities amongst people with developmental disabilities.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☐ **S**uccessful entry into the workforce ☐ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 5: **I**nclusive community embracing change, share the message of acceptance, and promotes self-determination amongst people with disabilities and their families.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☐ **S**uccessful entry into the workforce ☐ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	Additional Proposed Funding: *(Indicate dollar amount only)*	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval: *(Deans and Directors)*	Divisional Approval: *(Vice Presidents, Executive Director)*	President Approval:
Outcome 1:	$0.00	NA	☐ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

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

Adult Education Literacy and Extended Learning (AELEL)

Section I: Unit, Program, or Division Information:

Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Adult Education Literacy & Extended Learning (AELEL)	Donna V. Achica-Talaeai	d.achica@amsamoa.edu 699-2722 Ext. 4301	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:

Unit, Program, or Division Mission:	The mission of the AELEL program is to enable every adult learner in American Samoa to acquire the necessary basic skills in math, reading, writing, speaking, and listening in order to compete successfully in today's workplace, strengthen their family foundation, and exercise full citizenship. The American Samoa Community College (ASCC) Division of Adult Education Literacy and Extended Learning (AELEL) is designed to fulfill the College's mission of making educational services available to the non-traditional student population of American Samoa by offering credit and non-credit courses. Continuing Education courses provide development, improvement, and advancement of specific and general work-related skills.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: The American Samoa Comprehensive State Plan as prescribed by the Workforce Innovative and Opportunity Act of 2014 will be used and followed for funding year 2025.	**Outcome 1- Achievements:** 1. Ongoing Adult Education Award for FY 2023. 2. New Adult Education Award: Prospective date - 7/01/2025 - 9/30/2027. 3. Ongoing Insular Area MOA and Award 2022-2023. This is an annual grant for Professional Development. 4. Ongoing correspondence with American Samoa Government Human Resources Office for regulation compliance of WIOA guidelines. 5. Office of Career, Technical, and Adult Education (OCTAE) Meetings and Correspondence 6. Edits and updates for Assessment Policy completed. 7. National Reporting System (NRS) Data completed and submitted. 8. National Association of State Directors of Adult Education (NASDAE) Correspondence, on-line meetings, and webinars. 9. Annual Narrative Report completed and submitted for program compliance. 10. Completion of necessary compliance reports for American Samoa for OCTAE federal regulations. 11. Shifts and changes for some federal guidelines for OCTAE in regards to job positions, regulations, and compliance.

Outcome 2- Statement: AELEL will increase its outreach service by building new partnerships with government agencies, non-profit organizations and the private sector throughout the year.	**Outcome 2- Achievements:** 1. Partnership and correspondence with the Tafuna Correctional Facility for prospective classes for the Fall of 2025. 2. Partnership and correspondence with the Office of Vocational Rehabilitation for prospective classes for the Fall 2025.
Outcome 3- Statement: Students increased HiSet/ GED exam passage rate. • An increase of 95% or better in English • An increase of 95% or better in mathematics • An increase of 95% or better in science • An increase of 95% or better in social studies • 10% of participants: Pass the HiSET/GED Exam	**Outcome 3- Achievements:** 1. Two (2) students successfully passed their HiSET exams and received a diploma from the American Samoa Department of Education. Seven (7) students were recommended for testing. The success rate rose and has exceeded to 29% from the Learning Outcome percentage of 10%. 2. Students tested on various subject areas of the HiSET Exam; based on teacher recommendation. The results were positive.
Outcome 4- Statement: AELEL will increase students' technology and educational development skills to improve economic opportunities.	**Outcome 4- Achievements:** 1. Completed upgrade of AELEL Computer Lab. 2. New computers ordered. 3. Computer system upgraded and new programs. 4. All updates have been implemented and ready for AELEL students in the Fall of 2025.
Outcome 5- Statement: Maintain staff development for all AELEL staff to improve performance and student achievement.	**Outcome 5- Achievements:** 1. Staff Meetings 2. Individual staff meetings. 3. Phone and email correspondence. 4. Observations (random) and Evaluations (formal). 5. Prep Day and weekly submission of student attendance. ***Professional Development:*** 1. Coalition on Adult Basic Education (COABE) 2025: Staff Member (faculty member) attended the annual conference in Texas. 2. COABE's mission is to inspire educators so adults succeed and communities thrive. We provide leadership, professional development, advocacy, and communication services that encourage greater consciousness and cultural competency in our interactions with teachers, administrators, adult learners, and our partners. We are committed to using our platform and influence to celebrate, engage with, and listen to all adult education communities and diverse voices of our field. ***AELEL Divisional Meetings:*** 1. Open door policy for the Director's office for transparency. 2. Faculty submission of student progress, grades, and student narratives. 3. Student/Teacher meetings.

4. Teacher recommendations for student academic status in preparation for HiSET testing. This is ongoing throughout the semester.

Upcoming AELEL Professional Training:

1. Hawaii International Conference on Education (HICE) - January 2026; Attendees: AELEL Director and Faculty.
    a. The main goal of the 2026 Hawaii International Conference on Education is to provide an opportunity for academicians and professionals from various education related fields from all over the world to come together and learn from each other. An additional goal of the conference is to provide a place for academicians and professionals with cross-disciplinary interests related to educational areas to meet and interact with members inside and outside their own particular disciplines.

2. Coalition on Adult Basic Education (COABE): April 2026; Attendees: AELEL Director and Faculty
    a. COABE is the leading national organization representing the US system of adult education. COABE provides award winning leadership, communication, professional development, and advocacy services to more than 82,000 adult educators and 1.5 million adult learners. Known as an innovation curator, our diverse, internationally acclaimed strategic initiatives have propelled the field forward in funding, visibility, and professional development. Our dynamic, multi level, cross sectoral partnerships are showcased annually at the COABE national conference, which is the largest convening of adult educators in the world.

3. National State Directors Meeting (NSDM): May 2026; Attendee - AELEL Director:
    a. For further training with federal policies and guidelines to meet compliance with AEFLA and OCTAE.

4. Innovative Summit - July 2026: Attendees: AELEL Director and Faculty.
    a. The Las Vegas Innovative Summit featuring conferences:
        i. Innovative Teaching Strategies,
        ii. School Climate & Culture,
        iii. At-Risk Students,
        iv. Wired Differently/Trauma-Informed Schools.

    The focus of these meetings is to better understand our non-traditional students of the Adult Education program and address precisely the assistance and service that can be provided for furthering their education and job placement.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: The American Samoa Comprehensive State Plan as prescribed by the Workforce Innovative and Opportunity Act of 2014 will be used and followed for funding year 2026.	☒ Ongoing Outcome ☐ New Outcome	No propsed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☐ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.
Outcome 2: AELEL will increase its outreach service by building new partnerships with government agencies, non-profit organizations and the private sector throughout the year.	☒ Ongoing Outcome ☐ New Outcome	No propsed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☐ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.
Outcome 3: Students increased HiSet/ GED exam passage rate. • An increase of 95% or better in English • An increase of 95% or better in mathematics • An increase of 95% or better in science • An increase of 95% or better in social studies • 10% of participants: Pass the HiSET/GED Exam	☒ Ongoing Outcome ☐ New Outcome	No propsed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☐ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.
Outcome 4: AELEL will increase students' technology and educational development skills to improve economic opportunities.	☒ Ongoing Outcome ☐ New Outcome	No propsed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☐ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.
Outcome 5: Maintain staff development for all AELEL staff to improve performance and student achievement.	☒ Ongoing Outcome ☐ New Outcome	No propsed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☐ **A**wareness of the Samoan Culture and the Pacific ☐ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	Additional Proposed Funding: *(Indicate dollar amount only)*	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval: *(Deans and Directors)*	Divisional Approval: *(Vice Presidents, Executive Director)*	President Approval:
Outcome 1:	$20,000.00	Travel/ Professional Development	☐ Local ☒ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Provide justification of Professional development and travels for FY 2025-2026.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025. Note: All travel must be preapproved in

						VPACSA FY 2026 plans.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. Note for AELEL: Variate duration of semester and classes to improve student retention and student participation.
2. Note for AELEL: Ongoing HiSET testing throughout the semester to improve success rates for students for positive measurable gains.
3. No recommendations to improve the budget call processes.

FY 2026 Student Support Services Outcome Planning and Resource Allocation Plans

Student Services Division

Section I: Unit, Program, or Division Information:

Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Division of Student Services	Dr. Emilia S. Le'i	e.lei@amsamoa.edu	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:

Unit, Program, or Division Mission:	In support of the American Samoa Community College's mission, the Division of Student Services (DOSS: Admission, Counseling, Financial Aid, Library Services/LRC, Registrar-Records Office, Student Support and Learning Services, Student Government Association) strives to provide services and programs in support of its students educational, career, leadership, social and personal needs through involvement in student organizations, service programs and campus events. The Division of Student Services (DOSS) is student-centered dedicated to assist, support, develop, empower and enrich students inside and outside the classroom. DOSS goal is to provide quality and effective services to create a positive, exciting college experience for all of our students. The mission of the Division of Student Services is aligned to the Institutional Mission, "to foster successful student learning by providing high quality educational programs and services that will enable students to achieve their educational goals and to contribute to the social, cultural, political, economic, technological, and environmental well-being of American Samoa." The Mission of the Division of Student Services (DOSS) is to support the educational pursuits of all students attending ASCC through an active concern for high quality services, student access, learning, progress, and success. DOSS ensures ease in enrollment procedures, increased overall student enrollment and retention, and provides all information, services and assembling financial resources that are available to ASCC prospective and enrolled students. We will strive to provide quality services to students, faculty, staff, alumni, and other constituents of the college community. DOSS commits to providing support for students' academic pathway to success by providing educational information resources and other facets of learning resources available. We are also dedicated to ensuring the professional and success of student through the academic arena in the areas of testing, admission, registration, academic/degree planning, graduation, counseling, and tutoring.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Students will receive academic and administrative services to support the DOSS/ASCC mission.	**Outcome 1- Achievements:** The Division of Student Services provides ongoing services 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 • Access to student support services through tutoring and computer services, and provide counseling services to assist students in meeting their academic needs. • Access to, and success in higher education by helping students and families apply, obtain and make the best use of all financial resources they are eligible to receive • Educational pursuit of students through access to and all library services. • Awareness of and compliance with academic and registration policies and procedures, federal regulations, and security of student records. • Opportunities for personal and leadership growth through participation and involvement in the student government association and other leadership experiences.
Outcome 2- Statement: DOSS possesses a combined Standard Operations Procedures (SOP) Manual that is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.	**Outcome 2- Achievements:** • 2020 – 2022 DOSS combined SOP Manual completed and published. Divisional Review of 2022 – 2024 SOP in progress, waiting for President's signature.

Outcome 3- Statement: Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	**Outcome 3- Achievements:**
	• Student Enrollment AY 2024-2025:
	  o Fall 2024 Enrollment: 843
	  o Spring 2025 Enrollment: 739
	• New Student Orientation participation.
	• ASCC Meet and Greet participation.
	• Financial Aid National Day participation
	• Admission Night
	• Priority and Regular Registration for Summer, Fall and Spring
	• Advising for all new students by Counselors
	• Counseling
	• Tutoring -Student Support and Learning Services (SSLS)
	• Computer Labs – MPC and Rm.#15
	• Student Government Association Calendar of Activities for Fall and Spring semesters: adherence and completion of activities per semester
	• Outreach to High Schools and High School's ASCC tours 4/21 – 24/25
	• High School's Visit Day (5/25)
	• Financial Aid:
	  o Pell Grant, Federal Work Study, Federal Work Study/ Student Orientation
	  o Non-Pell Work Study;
	  o In-House Scholarships: Non-Pell and Presidential Merit Scholarships

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

	• Maintain a high level of customer service by guiding all students and stakeholders of the college to all student services offices, i.e., the Admission Office, Counseling Services, Financial Aid Office, Finance Office, Library/LRC, Records Office, Student Support & Learning Services, Le Bookstore, Security Office and the Academic Affairs Office. • Adherence to the respective DOSS's offices/services, Academic, SGA, Counseling, Tutoring, Financial Aid, among other services that is needed and or required by the students and community stakeholders.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

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

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	Additional Proposed Funding: *(Indicate dollar amount only)*	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval: *(Deans and Directors)*	Divisional Approval: *(Vice Presidents, Executive Director)*	President Approval:
				Justification:	Justification:	Justification:
			☒ Local	☒ Approved	☐ Approved	☐ Approved

Outcome 2:	$3,000.00 (printing)	Assist with printing of manuals (SOPs…) and DOSS - related documents	☐ Grants	☐ Disapproved Justification:	☒ Disapproved Justification: Already allocated $4,000 in printing. (5302)	☒ Disapproved Justification: Disapproved by the President on June 06, 2025.
Outcome 3:	$3000 (Cost Center 5604) $10,000 (Cost Center 5308)	Furniture Consumables for trainings and meetings	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☐ Approved ☒ Disapproved Justification: Already allocated $5000 in others (5308). All Divisions under DOSS with the exception of Records are housed in MPC and the new Cafeteria (Financial Aid and Admission).	☐ Approved ☒ Disapproved Justification: Disapproved by the President on June 06, 2025.
Outcome 4:	$10,000.00	Additional Funding requested for Travel/Training, Workshops and Conferences online, on/off-island, and or virtual including fees and professional memberships; also included Consumables for meetings and mandatory trainings, etc.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☐ Approved ☒ Disapproved Justification: Removed all Travel Accounts from divisions to VP ACSA Travel account. Need justification of travel including achievements.	☐ Approved ☒ Disapproved Justification: Disapproved by the President on June 06, 2025.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. Ensure that respective offices/services are aware of their respective budget expenditures and balances per quarter. **Student Services.**
2. Ensure that respective offices/services are aware of the cost containment and possibly share resources to assist and minimize overspending. **Student Services.**
3.

Library Services Office

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Library Resource Center	Faailoa Afalava	f.afalavaamsamoa.edu ext:1801	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

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

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Students will receive academic and administrative services to support the DOSS/ASCC Mission.	**Outcome 1- Achievements:** • Extension of Library hours from 4pm. to 6pm. in order to accommodate students enrolled in the 10-week Teachers' Education Program. • Students have access to Library Book Collections. • Access to Library computers, printing, reference and circulation services, also laptops and mifi's. • Access to subscribed online EBSCO databases provided by the Library.
Outcome 2- Statement: DOSS possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every year for improvement to efficiently and regularly serve ASCC Stakeholders.	**Outcome 2- Achievements:** • DOSS completed it's review of the DOSS Manual. It approved the 2022-2024 DOSS SOPs which includes the Library Division.

Outcome 3- Statement: Students are aware of and participate in the various support services offered by DOSS/Library contributing to their educational pathways to success.	**Outcome 3- Achievements:** • Circulation Desk: Documents daily head count, keeps circulation statistics, processes payments, schedules Library tours, and reserves Education Room. • Reference Desk: Documents and monitors computer and OPAC usage. Also, manages periodical and reference collection. • Special Collection: Samoan and Pacific Island Nation Collection: Documents students and community usage of collection. • Educational Resource Center (ERC) Room: Documents usage of computer lab and Teacher Educational Collection. • General Collection: Documents and monitors computer and OPAC usage. Also, provides access to the General Book Collection. • Provides Library information to Students during the annual New Student Orientation Day, SGA Meet and Greet, and High School on and off campus Outreach Programs. • Provide Library Tours to students upon Instructor's requests. • Library provides areas to faculty to utulize for class instructions. • Library provides an area for NON-PELL students to work in order to assist with the cost of their education.
Outcome 4- Statement: Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	**Outcome 4- Achievements:** • Availability of Library Cards to check out research material, and equipments (i.e., laptop, mifis, etc.) • Access to Library computers, printing, and other library services. • Student library clearences.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Statement: Students will receive academic and administrative services to support the DOSS/ASCC Mission	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: Statement: DOSS possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every year	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific

for improvement to efficiently and regularly serve ASCC Stakeholders.			☒ **R**esearch and extension in human and natural resources.
Outcome 3: Statement: Students are aware of and participate in the various support services offered by DOSS/Library contributing to their educational pathways to success.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: Statement: Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcome 1:	$20,000.00	For two library staff to attend the ALA Conference in Chicago in June 2026. (2 Memberships, travel, lodging, transportation, and conference costs).	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Budget is allocated under VP ACSA Travel budget to meet the need of the department. Provide justifications through the VP ACSA professional development template.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025. Upon approve of the VPACSA FY 2026 preapproved PD plans.
Outcome 2:	$5,000.00	Newspaper scanner: for archiving Samoan newspaper and ASCC newsletter from the past years.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☐ Approved ☒ Disapproved Justification: Use allocated funds under Textbooks (5205) and /or other supplies (5209).	☐ Approved ☒ Disapproved Justification: Disapproved by the President on June 06, 2025.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendation.
2.
3.

Counseling Office

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Counseling Services	Annie M. Panama	a.panama@amsamoa.edu	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:	
Unit, Program, or Division Mission:	The mission of the Division of Student Services (DOSS) is to support the educational pursuits of all students attending ASCC through the provision of high-quality serices, student access, and learning support. The DOSS provides information and services in financial aid resources, library, counseling, tutorial, admission, testing, registration, academic degree planning, graduation, and records that are available to all ASCC students. DOSS commits to providing support for students' academic pathways to duccess by providing educational information resources and other facets of learning resources available. The counseling services assist students in understanding their educational journey by assisting with major and career exploration, helping to select courses, understand their educational plan, reviewing the requirements necessary to transfer or graduate with a Certificate or Associate's degree.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Students will receive academic and administrative services to support the DOSS/ASCC mission.	**Outcome 1- Achievements:** • Ongoing assistance to advise students during regular and priority registration per term and summer session (New, Continuing, Returning students) • Ongoing advising and guiding students with program requirements and to identify any issues causing delay with appropriate solutions to help (walk-is, referrals, emails, etc.) • Counseling students referred due to academic low-grade, probation status, SAP appeal cases, and or behavioral issues - ongoing • Assist Admissions with requests and student orientation activities as scheduled - ongoing • Assist and guide students with processes of transferring to a four-year institution of higher learning (university) - ongoing • The two proposed College and Life Planning courses (99 and 150A) are offered and required for all students and taught by the counselors - ongoing • Work collaboratively with faculty and staff on student referrals regarding academic issues or student complaint- ongoing

	• Assist with commencement activities for graduates every semester ensuring a smooth graduation program on the set date - ongoing • Assist with students requesting for disability reasonable accommodation services to ensure compliance is met- ongoing • Provide non-PELL work -study employment program for eligible stdents (semesterly) - ongoing • Establish and plan other programs to assist students such as 'Peer Mentors' (students assisting and guiding their peers) - ongoing
Outcome 2- Statement: DOSS possesses a combined Standard Operations Prodedures (SOP) manual that is reviewed every year for updates to efficiently and regularly serve ASCC stakeholders.	**Outcome 2- Achievements:** • Ongoing Counselors discussion and review with updates of processes to be inserted as necessary for the next SOP review and updates for the Division of Student services SOP manual - biennial review ongoing
Outcome 3- Statement: Students are aware of, and participate in the various support services offered by the Division of Student Services contributing to their educational pathway to success.	**Outcome 3- Achievements:** • Participate with Admissions office during the New Student Orientation, outreach events and registeration process per semester. • Participate with SGA calendar scheduled activites to inform students of any and all updates related to counseling processes for students. • The CLP course activities includes college awareness information of resources and support services to guide students in their college experience and life plans - ongoing • Counselors advise, assist, counsel and guide students during office hours, registration, sharing of information with faculty/staff - ongoing • Connect with students using onlinew college apps and internet social medias to inform them of current support services and processes available to serve students and the community - ongoing (applications, etc.) • Non-PELL applications are made available per semester to eligible students and are placed accordingly with on campus work sites (assist payment with student's tuition) • Counseling calendar posts all activities and services made available to students to follow and utilize as scheduled - ongoing
Outcome 4- Statement: Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	**Outcome 4- Achievements:** • Continue to guide and support students during priority and regular registration to be completed for posting every semester and summer session - ongoing • The counselors continue to offer support services (through open-door) to all students during work hours and extended hours as scheduled to ensure student academic and life long plans are on track and achieved successfully - ongoing • The proposed CLP courses (99 & 150A = 1 credit each / 15 contact hour)) are now required courses for all students regardless of degree program and based on placement scores (initiated and introduced in F24 - ongoing

	• Graduates per term (Spring and Fall) complete the Exit and Student Satisfaction surveys for the college (80% - 90% students completing surveys)-ongoing • Created counseling services survey to be introduced and administered to attending college students to identify areas that need improvement to best provide quality services to help guide students in a timely manner (administer in F25 with trial run in SU25).

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Sudents will receive academic and administrative services to support the DOSS/ASCC mission.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: DOSS posses a combined Standard Operations Procedures (SOP) Manual that is reviewe every year for u[pdates to effcently and regularly serve ASCC stakeholders.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3: Students are aware of, and participate in the various support services offered by the Division of Student Services cibtrubuting to their educational pathway to success.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	Additional Proposed Funding: *(Indicate dollar amount only)*	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval: *(Deans and Directors)*	Divisional Approval: *(Vice Presidents, Executive Director)*	President Approval:
Outcome 1:	$0.00	No recommendation for additional funding.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved	☒ Approved ☐ Disapproved	☒ Approved ☐ Disapproved

				Justification:	Justification:	Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendation.
2.
3.

Student Support Learning Services (SSLS) Office

Section I: Unit, Program, or Division Information:

Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Student Support and Learning Services	Estell Levu-Saelua	e.saelua@amsamoa.edu/ ext. 00140	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:

Unit, Program, or Division Mission:	In support of the American Samoa Community College's mission, the Division of Student Services (DOSS) strives to provide services and programs in support of its students educational, career, leadership, social and personal needs through involvement in student organizations, service programs and campus events. The Division of Student Services (DOSS) is student-centered dedicated to assist, support, develop, empower and enrich students inside and outside the classroom. DOSS goal is to provide quality and effective services to create a positive, exciting college experience for all our students. In support of the Division of Student Services mission, the Student Support and Learning Services (SSLS)provides consultation, scheduling and tutorial services for the diverse populations of educationally underserved, challenged, traditional or non-traditional students to achieve their educational goals. Provides computers for student's usage and a quiet space to study. Supporting the mission and purposes of ASCC. Services include the following: • To assist students in becoming independent learners. • To identify student area(s) of concern. • To provide access to study skills resources, such as workshops and online support. • To assist students in mastering of a particular subject area. • To assist students in becoming active in the learning process. • To aid in the development of a positive approach toward learning. • To provide a supportive an encouraging environment where learning takes place at the students' pace.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Students will receive academic and administrative services to support the DOSS/ASCC mission.	**Outcome 1- Achievements:** • Assisted students performing virtual classes, through Zoom: Complete • Promote Tutorial Services with Instructors & Outreach: Complete • Assist/Guide Students with FAFSA online applications: Complete
Outcome 2- Statement: DOSS possesses a combined Standard Operations Procedures (SOP) Manual that is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.	**Outcome 2- Achievements:** • 2024-2026 DOSS Combined SOP Manual completed and published

Outcome 3- Statement: Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	**Outcome 3- Achievements:** • ASCC Meet and Greet Participated: Complete • Participated in SGA's Career Fair: Complete • Assisted the Counselors with hosting campus tour for High School students: Complete • Provide registration guidance: Complete • Provide timely, precise guidance and support to ASCC students as they are prepared for finals: Complete

Outcome 4- Statement: Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	**Outcome 4- Achievements:**
	• Provide ongoing Student Support Learning Services through:
	  ○ Student Computer Lab for
	  ▪ Typing
	  ▪ Free Printing
	  ▪ Researching
	  ▪ Email
	  ▪ MOODLE
	  ○ MPC Lounge Computer Lab
	  ○ Tutoring through referral in English and Math

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Students will receive academic and administrative services to support the DOSS/ASCC mission.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: DOSS possesses a combined Standard Operations Procedures (SOP) Manual that is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3: Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
	☒ Ongoing Outcome		☒ **S**uccessful entry into the workforce

Outcome 4: Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	☐ New Outcome ☐ New Outcome	No proposed changes	☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	Additional Proposed Funding: *(Indicate dollar amount only)*	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval: *(Deans and Directors)*	Divisional Approval: *(Vice Presidents, Executive Director)*	President Approval:
Outcome 1:	$5,000.00 (5202)	To add $1,500.00 to Photocopies and other. To ensure sufficient supplies of toner and paper to accommodate students' needs for printing resources.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☐ Approved ☒ Disapproved Justification: Funds have been allocated of $5,000 (5202). Consult with VP ACSA on additional funds based on the need.	☐ Approved ☒ Disapproved Justification: Disapproved by the President on June 06, 2025.
Outcome 2:	$3,000.00 (5402)	Request for Travel funding will cover registration fees for Webinars, Virtual Conferences, etc. to update Training Services.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☐ Approved ☒ Disapproved Justification: All Travel proposals are under the VP ACSA budget (5401, 5402). The Division needs to provide justification of proposed professional development meetings and achievement of outcomes for review and approval.	☐ Approved ☒ Disapproved Justification: Disapproved by the President on June 06, 2025. Upon approval of VPACSA PD FY 2026 plans.
Outcome 3:	$10,000.00 (Position ID SSLS-40603)	To change the position SSLS-40603 and reclassify the salary of the SLSS English Lead Tutor. • Justification for SSLS-40605 Math Tutor with BA Degree in Fall 2025	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Work with HR on classification for the Lead Tutor in English based on Degree content. Use the Vacant position under the SSLS - 40601 (Disability Coordinator) as a funding source.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025. Review the position LLD 3107 – Writing Lab Technicial to promote the positon of English Tutor. Note: Requirements include the content credentials.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendation.
2.
3.

Records Office

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Records	Sifagatogo Tuitasi	s.tuitasi@amsamoa.edu	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:	
Unit, Program, or Division Mission:	In support of the American Samoa Community College's mission, the Division of Student Services (DOSS) strives to provide services and programs in support of its students educational, career, leadership, social and personal needs through involvement in student organizations, service programs and campus events. The Division of Student Services (DOSS) is student-centered dedicated to assist, support, develop, empower and enrich students inside and outside the classroom. DOSS goal is to provide quality and effective services to create a positive, exciting college experience for all our students. The Records Office, through a commitment and collaboration with instruction and other student service areas, provides continuous exemplary service to students, staff, and administration while upholding the College's policies and procedures. The Records Office is committed to protecting and maintaining the student's academic record. The Records Office is dedicated to the College's mission to "provide quality service." We strive to provide exceptional service and academic information to our constituents (i.e., prospective/current/former students, faculty and staff members, and community members).

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Students will receive academic and administrative services to support the DOSS/ASCC mission.	**Outcome 1- Achievements:** • Assisted the Office of Academic Affairs with system management and curricular matters • Registration activities • Trained Admission staff on Colleague modules • Enrollment/Record verifications – Official/Unofficial Transcript processing • General Colleague maintenance for the Records Office includes entries of the past Academic Catalog to current (2024-2026) for degree Program Evaluations • Guide students by providing accurate degree audits and effective tracking of students' progress toward graduation • Gather data about students failing to meet academic standards or satisfactory academic progress for both the Academic and the Counseling departments

	• Provide support to both the academic and student services divisions' end of term degree evaluations of prospective graduates including finalizing and certifying program completion • Records management (managing of all archived student records) and retention policy – this includes assignment of student ids to old physical records: Ongoing • Review all archived records, weed out outdated documents, keeping most recent documents only to save space. Ongoing • Transfer credit data entries/processing. • Enrollment management, grading, and tracking degree completion information • Enrollment/departmental statistics as requested • Required Federal reports (IPEDS) • Colleague system Web Self Service support for online registration (form only • Transcripts processed same day or within at least 72 hours (except holidays). • Provide FERPA training to faculty during orientation. • Advise on records matter for ASCC MOU's • Thorough review and revisions of the Academic Calendar for the upcoming academic catalog year. • Review and process all VA students request for educational benefits, including communicating to off-island VA liaison. Examples of collaborative efforts are listed below: • Assisted with self-service implementation of and training for students and advisors. • Maintain a professional relationship with office staff members and constituents (i.e., current/former students, faculty, and staff). • Assist students with their academic records as they progress toward their educational goals. • Provide training on Advising to faculty and staff members. • Participate in and assist with the registration process.100% manual process; 0% Self-Service • Serve as a resource for academic regulations, policies, and procedures. • Provide information related to academic records to students, faculty, staff, and advisors.
Outcome 2- Statement: DOSS possesses a combined Standard Operations Procedures (SOP) Manual that is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.	**Outcome 2- Achievements:** • 2022-2024 DOSS Combined SOP Manual completed and published.
Outcome 3- Statement: Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	**Outcome 3- Achievements:** The key functions, processes and services provided by the Records Office: The Records Office has several distinct functions not encapsulated by the department title. The Records Office is comprised of several specific units with different functional roles. These units are: 1. Registration

a. Assistance to students, faculty, and advisors (faculty/staff)
b. Process schedule changes (add/drops/withdrawals)
c. Provide advising to students

2. Academic Records
    a. Transcripts
    b. Academic programs
    c. Grades, academic renewal
    d. Records/Document management
    e. Confidentiality of student academic records
3. Academic Calendar
    a. Assist the Office of the Dean of Academic Affairs
4. Degree Audit (maintenance and updates)
5. Graduation
    a. Degree and Certificate Program Evaluations
    b. Course substitutions
    c. Degree and Certificate deficiencies
    d. Posting of credentials to academic records
6. Verify and Certify Eligibility (Veterans Affairs)
7. Course Roster Certification (Census)
8. Faculty and Instructional Support
9. Student Data and Follow-Up
10. Colleague/Datatel within the Records Office
    a. Test new upgrades to existing technologies
    b. Identify and report problems with SIS
    c. Ensure functionality of the system from Records Office staff
11. Academic Probations, suspensions
12. Verify and certify graduates
13. FERPA (Family Educational Rights and Privacy Act)
14. Veterans Affairs (VA)
15. Transcripts (Incoming and Outgoing)
    a. Post evaluated credit to student academic records (external coursework, AP exams, Prior Learning Credit, and Credit by Exam).
16. IPEDS
    a. Complete Fall Enrollment, Completions, 12-month Enrollment, Graduation Rates, and Outcome Measures Surveys

Outcome 3- Achievements:

- New Student Orientation participation
- Provide FERPA information to students during New Student Orientation at the beginning of the semester
- Provide accurate academic program evaluation; Availability of the Academic Program Evaluation online for student access
- Use of Degree Audit in Colleague for potential graduates has helped identify potential graduates.
- Provide registration guidance

	• Provide timely, precise guidance and support to ASCC students as they work toward degree completion. This includes supporting the role of the faculty advisors by providing accurate degree audits and effective tracking of students' progress toward graduation.
Outcome 4- Statement: Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	**Outcome 4- Achievements:** • Maintain a high level of customer service by guiding all patrons of the college to other student services offices (i.e., the Finance Office, Financial Aid, Counseling, Library, the Office of Academic Affairs) when issues arise that the Records Office cannot resolve, and providing support or follow up as necessary. • Adherence to ASCC's academic calendar in meeting set deadlines for each semester. • Communicate academic policies for student information as per institution publications (i.e. Academic catalog, PnP, …)

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Students will receive academic and administrative services to support the DOSS/ASCC mission.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: DOSS possesses a combined Standard Operations Procedures (SOP) Manual that is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3: Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

B. Unit, Program, or Division Plans/Activities, and Requests for additional Resources:						
*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*						
FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcome 1:	$2,000.00 (5603)	Students will receive academic and administrative services to support the DOSS/ASCC mission • 5603 – Office Equipment: $2,000.00 (hard file archives) • Upgrade office desktops to provide online/web access and support to students and faculty; reduce risks of system failure by upgrading to newer more stable equipment; promote ASCC through our systems and services.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Use VP ACSA Account 5503 to meet the department/unit's need. Work with MIS on upgrades for Office desktops for online/web access.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025. As per the VPACSA noted approval. President's recommendation: Begin digitalizing all files.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendation.
2.
3.

Admissions Office

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Admission-Student Services	Elizabeth S. Leuma	e.leuma@amsamoa.edu	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:	
Unit, Program, or Division Mission:	In support of the American Samoa Community College's mission, the Division of Student Services (DOSS) strives to provide services and programs in support of its student's educational, career, leadership, social and personal needs through involvement in student organizations, service programs and campus events. The Division of Student Services (DOSS) is student-centered dedicated to assist, support, develop, empower and enrich students inside and outside the classroom. DOSS goal is to provide quality and effective services to create a positive, exciting college experience for all our students. In support of the Division of Student Services mission, the Admission Office provides customer services to prospective students, parents, schools and all interested individuals considering a college degree program. The Admission Office work collaboratively with all academic and administrative departments to provide the required services in support of the college mission. Services include the following: • Outreach and Recruitment • Processing new admission applications (process new applications, data entry to include COVID-19 Vaccine information/health requirement) • Placement Test (administrator) • Evaluation of Scholastic Tests for Placement • New Student Orientation • Assist with Registration (process new applications, data entry, online registration - student verification) • Transcript evaluation • Pell and Non-Pell work study site placement • AS Residency Tuition – process and verify applications

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Students will receive academic and administrative services to support the DOSS/ASCC mission.	**Outcome 1- Achievements:** • Outreach and Recruitment - "Galulue Fa'atasi Project" (Ongoing) • Admission/Enrollment Process new admission applications (Ongoing) • Assist with Registration including Late Registration (Ongoing)

	• Administer Placement Test, Evaluation of Scholastic tests for placement: Placement Test Advisory Committee Meetings (Ongoing) • New Student Orientation (Ongoing) • Transcript evaluation for transfer in or returning students, and move to Records office for processing (to include COP programs/MOUs) - (Ongoing) • COVID-19Vaccination cards (continued to monitor in the event of other emerging diseases) - (Ongoing) • Move new admission applications to Records for filing - (Ongoing) • Placement Test review of instrument, initiated operational committee to review criterions of instrument; proctors; compensation; etc., printing of new instrument to implement in the Fall of 2021 (every 5 years) - (Ongoing) • Provide Admission statistics as requested - (Ongoing) • Assist with grant proposal (as needed) - (Ongoing) Note: Required Federal reports (IPEDS)-no longer required from Admission Officer
Outcome 2- Statement: DOSS possesses a combined Standard Operations Procedures (SOP) Manual that is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.	**Outcome 2- Achievements:** 2025-2026 DOSS Combined SOP Manual (in prigress)
Outcome 3- Statement: Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	**Outcome 3- Achievements:** • New Student Orientation including Dual Enrollment (ongoing) • College Day- collaboration with SGA • Campus Tours for High Schools (as needed) • Senior Night - collaboration with ASCC TED Program • Financial Aid Office - Outreach, Marketing (revive committee for college promotion) • Site for Pell and Non Pell work study students; provide orientation (FERPA regulations) ; Career & Motivational workshops) • COVID-19 Exempt for Students - Ongoing for student health data collection
Outcome 4- Statement: -Students complete all administrative and other pertinent student activities within the period of time scheduled for each term. -	**Outcome 4- Achievements:** • All Admission required services have been completed as scheduled adhering to ASCC academic calendar for 2024-2025 for the current semester. Opertions and services for 2025-2026 are reviewed in preparation for the new fiscal year 2026. • Evaluation for all services have been gathered and reported in Admission's monthly reports.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Students will receive academic and administrative services to support the DOSS/ASCC mission.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: ASCC will ensure all Admission requirements are completed and in compliance with enrollment services	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3: ASCC Admission will continue to provide supporting activities to inform prospective students and the community regarding the function, program and services made available to assist them in their studies at ASCC.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: The Admission Office will maintain, review and uphold all requirements and services, as well as, implementing needed changes to improve enrollment at ASCC	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 5: The Admission office in collaboration with the local DOE office and services will continue partnership and team efforts to improve student pathways from K-5 to Higher Education to meet the needs of the community at large.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	Additional Proposed Funding: *(Indicate dollar amount only)*	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval: *(Deans and Directors)*	Divisional Approval: *(Vice Presidents, Executive Director)*	President Approval:
Outcome 1:	$3000 (5400)	Additional funds are being requested Travel line items. Request for Travel funding will cover registration fees for Webinars, Virtual Conferences, etc. in compliance with the federal laws and regulations regarding student records (Scholastic Tests ACT, SAT, FERPA, CAMPUS SECURITY, etc.)	☒ Local ☐ Grants	☒ Approved ☐ Disapproved	☒ Approved ☐ Disapproved	☒ Approved ☐ Disapproved
				Justification:	Justification: Travel proposals are now under the VP ACSA budget. Provide Outcome achievement and also justification of Travel.	Justification: Approved by the President on June 06, 2025. Based on VPACSA approval note.
				Justification:	Justification:	Justification:

		Included in the Travel request increase is for a member of the Advisory Committee (Faculty/Admin.or Admission staff) in support of enrollment requirements and verification.				
Outcome 3:	$2,000.00 (5402)	Additional funds to support Annual Outreach/Recruitment "Galulue Fa'atasi"event.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Budget is allocated under VP ACSA Travel budget for Annual Outreach. Need to show increase in enrollment for both Fall and Spring as an outcome of Annual Outreach to High Schools.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025. Based on VPACSA approval note.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendations
2.
3.

Financial Aid Office

Section I: Unit, Program, or Division Information:

Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Financial Aid Office	Shanell Tilo	s.tilo@amsamoa.edu / (684)699-2722 x2201	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:

Unit, Program, or Division Mission:	In support of the American Samoa Community College's mission, the Division of Student Services (DOSS: Admission, Counseling, Financial Aid, Library Services/LRC, Registrar-Records Office, Student Support and Learning Services, Student Government Association) strives to provide services and programs in support of its students educational, career, leadership, social and personal needs through involvement in student organizations, service programs and campus. The DOSS is student-centered dedicated to assist, support, develop, empower and enrich students inside and outside the classroom. DOSS goal is to provide quality and effective services to create a positive, exciting college experience for all of our students. The mission of the Division of Student Services is aligned to the Institutional Mission, "to foster successful student learning by providing high quality educational programs and services that will enable students to achieve their educational goals and to contribute to the social, cultural, political, economic, technological, and environmental well-being of American Samoa." The Mission of the Division of Student Services (DOSS) is to support the educational pursuits of all students attending ASCC through an active concern for high quality services, student access, learning, progress, and success. DOSS ensures ease in enrollment procedures, increase overall student enrollment and retention, and provide all information, services and assembling financial resources that are available to ASCC prospective and enrolled students. We will strive to provide quality services to students, faculty, staff, alumni, and other constituents of the college community. DOSS commits to providing support for students' academic pathway to success by providing educational information resources and other facets of learning resources available. We are also dedicated to ensuring the professional and success of student through the academic arena in the areas of testing, admission, registration, academic/degree planning and graduation.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Students will receive academic support and administrative services to support the DOSS/ASCC Mission.	**Outcome 1- Achievements:** • Processed total of 724 Unduplicated FPELL Recipients in the amount of $3,514,879.26 • Employed total of 77 FWS students on/off campus in the amount of $85,717.00 • Processed total of 387 Unduplicated FSEOG Recipients in the amount of $100,091.00

	• Obtained 2025-26 Campus-Based Program funds (FSEOG $86,028.00 and FWS $82,758.00) and waiver for institutional share requirement from the U.S. Department of Education. • Provided assistance and support to 3,560 students via service window. • Total of 40 Satisfactory Academic Progress (SAP) Appeals were filed and 38 were approved. • Hired 2 Financial Aid Counselor I and 1 Administrative Assistant. Reassignment of Financial Aid Counselor II and Financial Aid Manager.
Outcome 2- Statement: DOSS possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every two years, as per ASCC Catalog, for improvement to efficiently and regularly serve ASCC stakeholders.	**Outcome 2- Achievements:** • Ensured SOP compliance with federal and institutional policies. • Participated and maintained membership in key financial aid organizations: NASFAA, PacFAA, WASFAA, FSA. • ASCC appointed as a PacFAA Executive Board Member for 2024-25. • Conducted cross-training and internal training. • Updated financial aid and verification forms for 2024-25. • Updated 2024-25 financial aid handbook and uploaded to webpage. • Revamped and launched ASCC Financial Aid Web Page. • Collaborated with Finance Office to improve student disbursement procedures. • Maintained compliance with multiple federal reporting deadlines (FISAP, IPEDS Cost I & II and SFA, monthly NSLDS Enrollment Report, PPA, Audit etc.). • Addressed audit finding (2022-002) regarding Return of Title IV Funds. • Completed 2024 Program Review Action Plan.
Outcome 3- Statement: Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	**Outcome 3- Achievements:** • Coordinated and completed Initial and Debriefing Training Workshops for the FAFSA Assistance Team, with 31 participants from Financial Aid, Finance, and Student Services departments. Training focused on execution of 2024-25 FAFSA support process. • Launched public financial aid information campaign using: Newspaper ads (Samoa News), Radio interviews (93KHJ), Social media campaigns, Billboards, QR-coded banner stands, Information uploaded to the ASCC financial aid website • Hosted financial aid workshops with students and parents from the East, Central, and West districts. • Delivered one-on-one FAFSA assistance sessions across all three districts. Included bilingual support and MIS techs for troubleshooting. • Distributed over 3,000 printed FAFSA support materials, including handbooks, checklists, bookmarks, and business cards. • Implemented a personal follow-up initiative where the FA Coordinator and support staff contacted attendees to encourage FAFSA completion. • Incentivized FAFSA completion with a $25 gift card for the first 1,500 students who completed their FAFSA application.

	• Conducted financial aid workshops and FAFSA assistance, including virtual presentations and outreach presentations at local high schools; FMHS, FHS, SHS, THS, KFHS, MHS, LHS etc. • Partnered with Department of Teacher Education (TED) with Senior Night event • Collaborated with Student Government Association (SGA) and hosted a Satisfactory Academic Progress (SAP) Workshop to support students in warning, probation and suspension status with financial aid guidance and policy clarity. Also collaboarted with events such as College Visit Day, Career Fair for public and privte schools. • Featured in the Saili le Atamai Talk show to raise awareness of financial aid services. • Partnered with Admissions Office with other community outreach events. • Partnered with the Territorial Bank of American Samoa (TBAS) on delivering financial literacy workshop with special presentation titled "Ola Fuafua Lelei". • Deployed Financial Aid Informational Booths during placement testing sessions to assist new students in with financial aid process.
Outcome 4- Statement: Students complete all administrative and other pertinent student activities within the period of time scheduled for each term/semester.	**Outcome 4- Achievements:** • Collected 167 2024-25 Student Satisfaction Surveys. • Collected 17 2024-25 Federal Work-Study Surveys. • Met disbursement goals: 50% aid disbursed mid-term, 98% by end of semester. • Maintained high service quality. • Participated in professional development; NASFAA, PacFAA, WASFAA, FSA.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Students will receive academic support and administrative services to support the DOSS/ASCC Mission.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: The DOSS possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every two years, as per ASCC Catalog, for improvement to efficiently and regularly serve ASCC stakeholders	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

Outcome 3: Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: Students complete all administrative and other pertinent student activities within the period of time scheduled for each term/semester.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	Additional Proposed Funding: *(Indicate dollar amount only)*	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval: *(Deans and Directors)*	Divisional Approval: *(Vice Presidents, Executive Director)*	President Approval:
Outcome 1:	$1,000.00 (5201)	Office supplies to support daily operations and services (processing aid packages, audit documentation, printing student communications, financial aid forms, internal reports etc).	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification: Tied to federal audit and reporting requirements.	☐ Approved ☒ Disapproved Justification: Already allocated $3000 for Office Supplies. Consult VP ACSA for additional funds based on need.	☐ Approved ☒ Disapproved Justification: Disapproved by the President on June 06, 2025. Based on VPACSA approval note.
Outcome 2:	$1,500.00 (5202)	Photocopy supplies for materials needed to provide staff with training on compliance and system updates, training guides on updated federal/state policies, update and maintain SOP essential to maintain compliance with institutional and federal regulations.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification: Ensures compliance with FSA process efficiency and updated SOPs. Necessary for documented improvements, audits, and program reviews.	☐ Approved ☒ Disapproved Justification: Funds have been allocated. Consult VP ACSA for additional funds once appropriated funds have been used to maximum.	☐ Approved ☒ Disapproved Justification: Disapproved by the President on June 06, 2025. Based on VPACSA approval note.
Outcome 3:	$2,500.00 (5302)	Printing and reproduction for community outreach (bilingual brochures, flyers), social media advertising, and supplies needed to support high school and community-based financial aid workshops. Supports travel to Manu'a and outreach efforts and events, including Financial Aid Awareness Month, Financial Aid Day etc. Host financial literacy workshops with local bank or community partners. Request includes snacks, drinks, and student incentives to support financial aid workshops and outreach events.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification: Equitable service to remote populations. Supports financial literacy and student engagement efforts to meet federally mandated outreach requirements; Information Disclosure (34 CFR 668.41).	☒ Approved ☐ Disapproved Justification: Transfer from VP ACSA account 5503.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025. Based on VPACSA approval note.
Outcome 4:	$3,500.00 (5502)	Funds needed for staff professional development via NASFAA, PacFAA, WASFAA, and FSA training, workshops, and memberships. These resources ensure	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification: General Provision regulations	☒ Approved ☐ Disapproved Justification: Allocated funds	☒ Approved ☐ Disapproved Justification: Approved by the

		staff are well-trained to administer Federal Student Aid (FSA) in compliance with U.S. Department of Education guidelines.		found in 34 CFR 668.16. Institutions are required by law to demonstrate administrative capability. Memberships and training ensure compliance, updates, and effective policy implementation. Supports audit readiness and strengthens internal capacity.	under VP ACSA Travel budget to meet the needs of department/unit.	President on June 06, 2025. Based on VPACSA approval note.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendations
2.
3.

FY 2026 Administrative Services Outcome Planning and Resource Allocation Plans

Management Information Systems (MIS) Division

Section I: Unit, Program, or Division Information:

Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Management Information Systems Division	Grace Tulafono-Asi	g.tulafono@amsamoa.edu 699-9155 ext. 3401	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:

Unit, Program, or Division Mission:	The primary mission of the Management Information System (MIS) Division is to provide quality information technology services to facilitate the mission and strategic plan of the American Samoa Community College (ASCC). It will provide innovative support and leadership in technology to all parts of ASCC in the achievement of its outcomes. To accomplish this mission, MIS works collaboratively with the campus community to provide solutions that are suitable, secure, and sustainable.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: MIS will provide high quality technology services to students in ASCC Computer Labs.	**Outcome 1- Achievements:** 1. Completed providing internet access to 100% of student Computer Labs. 2. Completed 100% of work orders to provide support for computer, printer, and network troubleshooting for computer labs. 3. Complete creating and distributing logins for students to access computer labs for FY 25. 4. MIS continues to update inventory from assessment completed in March 2025. Computer specifications were updated in FY2025, and MIS adjusted purchasing requirements. 5. Papercut software upgrade completed for Library computer lab. License was renewed in FY25 and installed.
Outcome 2- Statement: Faculty, staff and students will receive superior technology support from MIS in a timely manner.	**Outcome 2- Achievements:** 1. Since last report, completed 956 Work Orders as of April 30, 2025: (2024) May 71 | Jun 99 | Jul 87 | Aug 138 | Sept 88 | Oct 79 | Nov 54 | Dec 43 | **2024 Total 659**

	(2025) Jan Feb Mar Apr **2025 Total** 109 53 81 54 **297** 2. By the end of FY25, Helpdesk System will replaced with a new one that allows for PFM to use services for Job Orders. This is purchased under HEERF funding. 3. Ten MIS staff members have completed the A+ Training Course and are scheduled to completed certification by the end of FY25. 4. Completed hire of Web Specialist under CMC Grant.
Outcome 3- Statement: Faculty, staff and students will receive dependable and secure network accessibility.	**Outcome 3- Achievements:** 1. Completed installation of 80% of network Security Cameras on campus. 2. Completed installation of 80% of network WAPs. 3. Risk Assessment will be completed for FY25 by June 2025. 4. Completed Cybersecurity updates and training for Spring 2025 as required by Risk Assessment. 5. Completed annual technology access review as required by the Audit. 6. Completed meetings with the Audit team and completed submitting requested documents. 7. Completed upgrading network cabling, upgrading from Cat5 to Cat6, and optimizing uplinks for 50% of campus. 8. Completed purchase and installation of 2Gbps uplink for ASCC under CMC funding. This was a major accomplishment. 9. Complete process to renew contract and upgrade connection to a 3Gbps primary uplink for ASCC under CMC funding. 10. Completed review of VoIP and system phone technology on campus to update inventory and correct billing for main ASCC account. 11. Completed purchase and payment of generator under TAP grant, waiting for estimated time of arrival of shipment.
Outcome 4- Statement: Faculty, staff and students will receive consistent and appropriate access to current technology.	**Outcome 4- Achievements:** 1. Completed provding setup and support services for Multimedia in FY24. 2. Completed scheduled maintenance for all active servers in Server Room. 3. Completed providing technology configuration and support for Facility Requests (Lecture Hall, MPC Conference Rooms, and MPC Auditorium). 4. Completed providing services for Registration for FY24 semesters. 5. Completed creation of Moodle courses for FY24 semesters. 6. Completed providing configuration and support services for Self-Service used by Faculty and Administrators for FY24 Semesters. 7. Complete purchase and testing camera and microphone equipment to provide teleconference abilities in Lecture Hall, MPC Conference Room and MPC Auditorium.

Outcome 5- Statement: Faculty, staff and students will receive continuous and reliable access to online resources.	**Outcome 5- Achievements:** 1. Completed Ellucian consulting to correct personnel leave balances. Final balances should be corrected by July 2025. 2. Completed Ellucian consulting activities towards time entry using Self-Service. 3. Completed Ellucian consulting to set up Financial Aid IPEDs and SAP calculation correction. 4. Completed Ellucian consulting to begin setting up Fixed Assets forms on Colleague. 5. Complete initial training for Touchnet services for online payments. Setup of Online Payments for Colleague through Self-Service to be completed by July 2025. 6. Completed annual renewals under HEERF for Ellucian, Bluehost, 66Degrees (Google Workspace for amsamoa.edu Email, Drive, Forms, Sites, etc), Educause (amsamoa.edu domain), Learningpool (Moodle), Papercut, WesternNRG (Sonicwall Firewall), and Zoom. 7. Completed creation and linking of Paypal account to enable online payments for SSI online book site. 8. Completion of SSI online book website scheduled by June 2025. 9. Completed drafts of new amsamoa.edu website to be launched by the end of FY2025 10. Completed purchase of domain name ascc.edu. 11. Completed plan for Distance Education that will be implemented by August 2025. 12. Completed launch of Self-Service for students to access grades and run degree audit online. 13. Completed installation of Azure Entra cloud sync to upgrade security measures and resolve accessilibity issues. 14. Completed enabling domain password to be available online.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:

Outcome 1: MIS will provide high quality technology services to students in ASCC Computer Labs.	☒ Ongoing Outcome ☐ New Outcome	Obj.1.1 Complete Setup for Single-Sign on for student access to Moodle, Self-Service and Email. Obj.1.2 Complete setup for Online Payments for student online registration Obj.1.3 Launch Online Registration Obj.1.4 Provide IT support for computer Labs Obj. 1.5 Complete installation of Laptops for computer labs (Math and CAPP)	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: Faculty, staff and students will receive superior technology support from MIS in a timely manner.	☒ Ongoing Outcome ☐ New Outcome	Obj.2.1 Report 100% of completed work orders requested for IT support for computer, printer, phone and network equipment and services in student computer labs Obj.2.2 Repair and Return, Replace and/or dispose of 100% of computer, printer, and systems checked in to MIS Obj.2.3 Procure computer systems to replace computer systems in for Faculty and Staff so that is compatible with ASCC network and software systems Obj.2.4. Complete professional certification for 10 MIS staff members (CompTIA A+) Obj.2.5 Complete Online Test space in Rm. 213 Obj.2.6 Hire Full-Time Helpdesk Supervisor Obj.2.7 Hire Full-Time Systems Administrator Obj.2.8 Hire IT Specialist under CMC grant Obj.2.9 Upgrade Helpdesk Ticekting system	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

Outcome 3: Faculty, staff and students will receive dependable and secure network accessibility.	☒ Ongoing Outcome	Obj.3.1. Complete installation of Wireless Access Points (WAPs) to 100% of locations identified by MIS (75% complete) Obj.3.2 Create an updated Inventory of Devices on the network, including static IP listing for Servers, Printers, Switches, Wireless Access Points, and VoIP phones, and document ranges for DHCP to be documented on Wiki Obj.3.3 Review requirements for Mac updates and possibility of installing server to manage updates Obj.3.4 Update all Networking SOPs Obj.3.5 Install security cameras at locations identified by Campus Security (75% complete) Obj.3.6 Complete annual Risk Assessment Obj.3.7 Complete replacement and installation of generator under TAP grant Obj.3.8 Complete cabling upgrade to 100% uplinks and network locations on campus Obj.3.9 Complete purchase of 3Gbps primary internet uplink for ASCC for 5 years under CMC grant Obj. 3.10 Complete purchase of 500Mbps secondary (backup) internet uplink for ASCC for 3-5 years Obj. 3.11 Complete purchase of internet for MiFi units for students to check out for 3-5 years Obj. 3.12 Complete assigning static IPs to all Network Equipment	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
	☐ New Outcome		

Outcome 4: Faculty, staff and students will receive consistent and appropriate access to current technology.	☒ Ongoing Outcome ☐ New Outcome	Obj.4.1. Procure computer systems to replace computer systems for faculty and staff so that is compatible with ASCC network and software systems Obj.4.2 Obj.1.3 Procure printers to replace and update those used by faculty and staff Obj.4.3 Install updated software on systems used by faculty, staff and students Obj.4.4 Provide setup and support services for Multimedia including teleconference units, projectors, and projector screens Obj.4.7 Complete scheduled maintenance for all active servers in the server room Obj.4.8 Provide setup and support services for faculty and staff providing Student Registration for Fall, Spring and Summer semesters Obj.4.9 Provide setup and support for lecture hall, MPC Conference Room, and MPC Auditorium Obj.4.10 Provide configuration and support services for students and faculty using Moodle courses in Fall, Spring and Summer semesters Obj.4.11 Create and distribute logins for students for student domain, E-mail and Moodle during active semester Obj.4.12 Review and update MIS policies based on cyber security standards Obj.4.13 Perform Colleague user access review to ensure proper controls are in place Obj.4.14 Hire System Administrator Obj. 4.15 Complete annual Risk Assessment Obj.4.16 Complete purchase and installation of Lecture Hall projector	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

		Obj.4.17 Complete purchase and installation of MPC Auditorium projector Obj.4.18 Complete purchase and installation of additional microphones for teleconferencing in Lecture Hall, MPC Conference Room and MPC Auditorium	
Outcome 5: Faculty, staff and students will receive continuous and reliable access to online resources.	☒ Ongoing Outcome	Obj.5.1 Launch Online Courses Obj.5.2 Complete implementing standardized ASCC branding across 100% of ASCC online services including ASCC website, Moodle site, Colleague Portal, E-mail, Compliance Assist and IE website Obj.5.3 Launch new amsamoa.edu Website Obj.5.4 Launch new samoanstudies.amsamoa.edu website with online bookstore Obj.5.5 Complete Colleague setup for Fixed Assets Obj.5.6 Renew software subscriptions for Ellucian, Zoom, 66Degrees (Google Workspace), Learningpool (Moodle), Educause, Sophos Antivirus, and Papercut (ASFA2, G3, Ob) Obj.5.7 Work with SSI to establish online Samoan Language course for learners worldwide (ASFA3, G1, Ob) Obj.5.8 Complete setup and implement ation of online payments Obj. 5.9 Complete correction of Personnel leave balances on Self-Service and on paystubs Obj.5.10 Implement time entry for Payroll on Colleague Obj. 5.11 Implement W2 availability through Self-Service Obj. 5.12 Complete providing personnel benefits and leave balances on Self-Service Obj.5.12 Hire Webmaster	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
	☐ New Outcome		

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	Additional Proposed Funding: *(Indicate dollar amount only)*	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval: *(Deans and Directors)*	Divisional Approval: *(Vice Presidents, Executive Director)*	President Approval:
Outcome 1: **Obj.5.6 Renew software subscriptions for Ellucian, Zoom, 66Degrees (Google Workspace), Learningpool (Moodle), Educause, Sophos Antivirus, and Papercut (ASFA2,G3,Ob)**	~~$28,868~~ $16,000.00	This proposal is to increase funds under 5308 Other, to cover the cost of software subscriptions (not including Ellucian Colleague) subscription after HEERF funding ends on June 30, 2025. Vice President's Note: Difference: $16,000.00 ($15,868.00) Review local funding sources and reallocate accordingly. Seek funding opportunities through grants. VPAF Note: Shift the following amount from the VPAF Account 10-20100-5308 to cover the costs of software subscriptions: - VPAF Account 10-20100-5308 Other: **$16,000.00** to MIS Account 10-22000-5308	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Shift $16,000.00 from VPAF Account 10-10200-5308 to MIS Account.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.
Outcome 2: **Obj.5.6 Renew software subscriptions for Ellucian, Zoom, 66Degrees (Google Workspace), Learningpool (Moodle), Educause, Sophos Antivirus, and Papercut (ASFA2,G3,Ob)**	~~$437,226~~ $277,300.00	This proposal is to increase funding under 5319 Lab/Tech Fee to cover the cost of software subscription for Ellucian Colleague system after HEERF funding ends on June 30, 2025. VPAF Note: Difference: $277,300.00 ($277,226.00) Review local funding sources and reallocate accordingly. Seek funding opportunities through grants. VPAF and VPACSA Note: Shift the following to cover the costs of the system: – VPACSA Account 10-30000-5401 Business Travel: **$109,500.00** to MIS Account 10-22000-5319 – VPAF Account 10-20100-5304 Telephone and Communication: **$100,000.00** o MIS Account 10-22000-5319 – VPAF Account 10-20100-5401 Business Travel: **$44,000.00** to MIS Account 10-22000-5319	☒ Local ☐ Grants	☐ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Reallocate local resources to help fund the system.	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025. Review costs of internet (ASTCA and Bluesky) and shift the internet allocation to fund the system (local budget). Work with grant funded programs to negotiate services that will contribute to the Costs. Services include (phone, internet, WiFi, Course Management System, Self Service, Website.) VPs will collaborate on training and business travel to

		– VPAF 10-20100-5402 Training Travel: **$23,800.00** to MIS Account 10-22000-5319				help fund the system.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendation for improvement of budget processes.
2.
3.

Finance Division

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Finance Division	Ms. Elsie Lesa	e.lesa@amsamoa.edu ext. 3301	**2025**	**2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:	
Unit, Program, or Division Mission:	Our mission is to build a high-performance organization that earns the trust and respect of federal grantors through timely and accurate reporting, ensures monthly financial reports are provided to management, safeguards the assets of ASCC, and facilitates the prompt disbursement of students' PELL grants. We are committed to creating a people-centered work environment that inspires pride and satisfaction among our employees and all who engage with our department. Through these efforts, we actively support and advance the broader vision and mission of the College.

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

A. Summary Context: FY 2026 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Continue to review and improve its SOP and internal controls on an annual basis.	**Outcome 1- Achievements:** The full review of the Finance SOP was completed in FY2024 and plans to review just a selection of SOPs' in FY2025 for improvements and updates. The Finance division plans to review its entire SOP every two years. **<u>Grant Funded Off-island Professional Development:</u>** • Two Finance staff (Financial Officer & Grant Accountant) had the opportunity to attend the Western Region Administrative Officers Meeting (WRAOM) in Cody, Wyoming funded by the ACNR grants (Smith Lever & Hatch) on October 2024 to share and receive insights from other land grant institutions on the competitive and formula grants and to network with our administrative leaders. Also, topics such as Program updates with NIFA, HR updates and Finance udpates on OMB regulations and reporting were also discussed in this meeting. • Two Finance staff (Financial Officer & Senior Grant Accountant) had the opportunity to attend the National Extension and Research Adminstrative Officers Conference (NERAOC) in Reno, Nevada funded by the ACNR grants (Smith Lever & Hatch) on April 2025 for professional development, information sharing, and networking with other land grant administrative officers as well the NIFA staff. This conference provides the opportunity in discussions on grants program policy updates, regulations, achievements and challenges that institutions have with their grant programs. It provides various session on Program Policy, HR, Finance and other related topics on the competitive and formula grants.

	• The Assistant Financial Officer will be attending the 2025 CASAS National Summer Institute in June 2025 funded by the ABE grant to gain the knowledge on assessment training tool and collaborate with other Adult Educationc professional to enhance effectiveness and student outcomes.
Outcome 2- Statement: To reconcile the Accounts Payable Aging Report on a monthly basis in order to clear out all outstanding payments.	**Outcome 2- Achievements:** This is an ongoing outcome for the Finance division as the College is challenged with its cash flow. The Accounts Payable Aging Reports consists of outstanding vendor payments and deductions. We are working on paying them as incoming revenues are received. Utilities: • American Samoa Power Authority (ASPA): ASCC has not paid the 1st Quarter, 2nd Quarter, and 3rd Quarter of FY 2025 local utilities as of May 2025. Due to budget constraints and the unsteady receipt of subsidies, the College has not been able to pay for its local electric and water utilities. ASCC continues to communicate via email with ASPA representatives on the challenges ASCC faces hence, the incapabilities of paying its utilities. Please note that all utilities for grants are fully paid and up-to-date. • American Samoa Tele Communications Authority (ASTCA): ASCC is partially current with its payments to ASTCA. Internet service costs are covered under the CMC grant. ASCC is awaiting revised telephone billing statements to reflect the updated charges from April 2024 to current from ASTCA, as the current bill does not align with the number of active lines. • Bluesky Communications: Payments are up-to-date as Bluesky is a back-up (backup internet in case ASTCA's internet goes down) for ASCC systems. Vendor Payments: • The total amount of pending outstanding payments to vendors as of May 31, 2025 is $379,142.97. This amount will change as orders are received and POs are closed and vouchered in the system as well as paying them too. ASCC continues to work closely with ASG on revenue sources to help fund the College's needs. Tobacco Tax: • The total deposit received for the Tobacco Tax as of May 31, 2025 is $1,030,808.32. These funds were earmarked for paying utilities, however due to financial challenges that ASCC has, these funds were utilizied to meet payroll and operation expenses. Subsidy: • The total deposit received for the Subsidies as of May 31, 2025 is $666,666.28. This total amount includes $166,666.63 for August 2024 & September 2024 subsidies received in FY2025 and $499,999.65 for the 1st Quarter. ASCC has not

	received its subsidies for the 2nd and 3rd Quarters and the President has been following up with the ASG Treasury for updates to assist ASCC with its operation. The challenge that ASCC has every year with its annual budget call is that the amount proposed and approved in its budget for Subsidy does not align with the amount that ASG provide to ASCC. The FY2025 approved budgeted amount for subsidy is $8,267,526 however, ASG is only committed to $2,000,000.00 in which leaves ASCC with a shortfall of $6,267,526 from its revenue sources to fund its operation. As of December 04, 2023, the College has been under Cost Containment. The Cost Containment Memorandum 052-2023 outlines various cost containment measures. As of April 2025, it is emphasized that the Cost Containment Memo remains in effect due to the limited cash revenues. **Status: Pending** • Temporary suspension of all increments for faculty and staff.[2] • Temporary suspension of all local funded travel. • Temporary suspension of local equipment purchases. • Temporary freeze on the hiring of positions funded locally, except for critical roles and faculty positions. • Temporary suspension of all personnel conversions from contract to career service. • Temporary suspension of fundraising activities that necessitate electricity and water. • Maximization of allowable cost sharing. • Suspension of Leave Sharing *(Additional Measure Effective October 16, 2024 – Memorandum 067-2024)*
Outcome 3- Statement: To meet monthly closing deadline.	**Outcome 3- Achievements**: The Finance division has achieved this goal on a monthly basis and continues to improve its ability to submit monthly closing reports to the Executive as well as financial reports for grant programs in a timely manner. The College completed its FY2024 Audit in March 2025 and received three findings with an umodified opinion on the Financial Statements and Single Audit. • ASCC Fiscal Year 2024 Annual Audit – Completed as of April 21, 2025. A copy of the FY 2024 Audit – Financial Statements was submitted to the ASG – Treasury Office. **Status: Completed** • Annual Federal Audit Clearinghouse – Completed on May 23, 2025. **Status: Completed** • ACCJC Annual Fiscal Report – Pending, will be completed in June 2025. **Status: Pending**

[2] Memorandum 042-2023 – Adjustment of Salary to Approved Pay Scale. "All increments for faculty and staff for FY 2024 will be placed on hold."

	• Data Collection Form on Single Audit - Completed on May 1, 2025. **Status: Completed**
Outcome 4- Statement: Reduce Student Accounts Receivable (AR) Aging by 30 percent.	**Outcome 4- Achievements:** This is an ongoing outcome for the Accounts Receivble unit to continue to follow up with students on their payments for their outstanding balance as agreed upon in their payment plan. Student Debt Write-Off: • A formal proposal was initiated on September 06, 2024 for the write-off of student debt on the College's financial system. The purpose aimed to alleviate financial burders on students, improve access to higher education, and support ASCC's mission of providing equitable educational opportuninites. The proposal details are as follows: o Scope: We propose writing off all student debt of more than ten years, including tuition, fees, and associated charges, within the College Datatel System. o Cost: The total amount for write-off is estimated to be $1,415,535.02 from the 2008 (old system) to 2014. The balance of the AR Aging after this write off is $2,773,385.76 as of Septemer 2024. This will be a one-time adjustment to the financial records of the College's system. o Funding: We recommend exploring potential funding sources, including grants, donations, or reallocating existing funds. We also propose seeking partnerships with local businesses and research foundations to support the financial aspects of this write-off. o Implementation: The Finance Office will manage the write-off process in coordination with relevant divisions. We suggest developing a communication plan to inform affected students and ensure the write-off is accurately reflected in their financial records. o Evaluation: Post-implementation, it is essential to monitor the impact on student enrollment, retention, and overall satisfaction. A follow-up report should be prepared to assess the effectiveness and outcomes of the debt write-off. • The rationale behind the student debt write-off is as follows: o Equity and Access: Outstanding debt disproportionately affects low-income students and those from underrepresented communities. Writing off this debt will promote educational equity and ensure that financial barriers do not impede students' academic and career goals. o Student Success: Financial stress can adversely affect students' academic performance and mental health. Reducing or eliminating debt will improve student retention, graduation rates, and overall success. o Economic Impact: Clearing student debt will enable former students to engage more fully in the workforce, contribute to the local economy, and participate in their communities, fostering economic growth and stability.

	○ Administrative Efficiency: Managing and collecting student debt consumes resources that could be better used to support current and future students. Writing off old debts will streamline administrative processes and reduce operational costs. • To date, the College continues its implementation of the student debt write-off to present to the President and the Board of Higher Education. **Status: Pending**
Outcome 5- Statement: To ensure that all employees are paid in a timely manner.	**Outcome 5- Achievements:** This outcome is achieved as all employees are paid on time. However, there is an outstanding of $1,455,346.25 in the deductions for FICA, Retirement and ASG Tax from PPE 1/4/2025 to PPE 5/10/2025 due to cash flow constraint. • Employee Benefits: As of May 2025, the College is experiencing financial difficulties, with outstanding employee benefit payments totaling $1.4 million. This amount includes unpaid obligations from January through May 2025. • Reclassification: The College faces challenges in maintaining the faculty reclassification approved by the Board of Higher Education in December 2021 (faculty) and December 2022 (staff). As of May 2025, the College has not received any additional funding from the American Samoa Government (ASG) to support the costs associated with staff reclassification. The total ASG earmarked commitment for ASCC stands at $4.1 million and $350,000.00 for faculty reclassification, based on years of service and degree content areas. From the previous fiscal years (FY 2023 and FY 2024), the College received $2,000,000.00 for staff reclassification. The College is currently experiencing difficulties in meeting payroll, leading to delayed payments for employee benefits, utilities, and vendors. The situation jeopardizes the integrity of the College's mission. The Board of Higher Education Chairman, Vice Chairman, and President are actively seeking financial assistance from the Governor's office to address these challenges.
Outcome 6- Statement: To disburse all ASCC issued checks (General Fund, Payroll, Federal Grants, Bookstore, and Financial Aid) in a timely manner and reduce the listing of stale checks.	**Outcome 6- Achievements:** This outcome is achieved as checks are disbursed in a timely manner.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*			
Outcome Statements:	**Outcome Status:**	**Purpose of Changes:**	**2021-2026 ISP Alignment:**
Outcome 1: Continue to review and improve its SOP and internal control on an annual basis.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ Successful entry into the workforce ☒ Transfer to institutions of higher learning ☒ Awareness of the Samoan Culture and the Pacific ☒ Research and extension in human and natural resources.
Outcome 2: To reconcile the Aging Report on a monthly basis in order to clear out all outstanding payments.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ Successful entry into the workforce ☒ Transfer to institutions of higher learning ☒ Awareness of the Samoan Culture and the Pacific ☒ Research and extension in human and natural resources.
Outcome 3: To meet monthly closing deadline	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ Successful entry into the workforce ☒ Transfer to institutions of higher learning ☒ Awareness of the Samoan Culture and the Pacific ☒ Research and extension in human and natural resources.
Outcome 4: Reduce Student AR Aging by 30 percent	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ Successful entry into the workforce ☒ Transfer to institutions of higher learning ☒ Awareness of the Samoan Culture and the Pacific ☒ Research and extension in human and natural resources.
Outcome 5: To ensure that all employees are paid in a timely manner	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ Successful entry into the workforce ☒ Transfer to institutions of higher learning ☒ Awareness of the Samoan Culture and the Pacific ☒ Research and extension in human and natural resources.
Outcome 6: To disburse all ASCC issued checks (General Fund, Payroll, Federal Grants, Bookstore, and Financial Aid) in a timely manner and reduce the listing of stale checks.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ Successful entry into the workforce ☒ Transfer to institutions of higher learning ☒ Awareness of the Samoan Culture and the Pacific ☒ Research and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcomes 1-6	$0.00	No request for additional funding. The College needs money to pay its debts.	☐ Local ☐ Grants	☒ Approved ☐ Disapproved	☒ Approved ☐ Disapproved	☒ Approved ☐ Disapproved
				Justification:	Justification:	Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

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

1. No recommendation.

Human Resources Division

Section I: Unit, Program, or Division Information:

Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Human Resources Division	Sereima S. Asifoa	s.asifoa@amsamoa.edu	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:

Unit, Program, or Division Mission:	To support the American Samoa Community College's goals by providing comprehensive and timely human resources services with respect to reruitment and employment, benefits administration, classification and salary administration, staff development and training, and employee relations for all staff employees subject to American Samoa Code Annotated (ASCA) and ASCC Personnel Governance.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Human Resources (HR) Division has in place Standard Operating Procedures which clearly defines human resources roles and procedures which foster HR's commitment to service excellence.	**Outcome 1- Achievements:** Recruitment and Employment, Benefits Administration, Classificaiton and Salary Administration, Staff Development and Training • The Human Resources Monthly Action Plan on a fiscal year basis provides as a guide that sets out a comprehensive timeline of quality service to ensure compliance, and quality service to support College goals and mission. Divisional leave balances are issued on a monthly basis 12x a year, to Division Heads, performance management update is provided on a quarterly basis 4x a calendar year, yielding to 90 days prior the due date of performance evaluations, and contract due notices are issued in the same manner. • The approved annual budget which consists of personnel established positions provides for the successful completion of the organizational chart in reflecting the 353.47 of approved positions posted for FY 2025. Sufficiency of faculty and staff in accordance with outcome planning remains effective and supported for all semesters. • Annual official personnel file and archive official record purging are done on an annual basis. Currently there are 273 active official personnel files. There are 101 archive files for the last 5 years, and a digital database is also kept for files that have been purged ranging from 1988 to 2020. There are 71 applications kept in the 12 months active listing for immediate referral in accordance with their preferences and qualifications. While the College is placed on a cost containment, the efforts to hire 46% local funded positions, and 54% grant funded positions is a necessity for replacement of

needed services and ensuring sufficiency to execute established priorities set out in Institutional Strategic Plan and approved outcome plans of programs and services.

Academic Position accounts to 23%, Student Services accounts to 12%, Community Services accounts to 46% and Administrative Services and Finance accounts to 19%.

- HR continuous promotion in utilizating and facilitating correspondence via ascchumanresources@amsamoa.edu of employment applications, benefits administration, provision of employment confirmation and Position Review for upcoming performance evaluations, Public Information Release (PIR)and provides for timely response, easy documented communication, accurate record keeping and follow through actions and Human Resources Office staff are efficiently providing quality service. 80% of requests are made through emails and google chats whereas 20% are walk in on documented in office.

  Google meets and Zoom Meetings are conducted as they are requested accounting to 45%. This includes 2 FLSA and Audit Management Webinar conducted online. HR in its involvement to systemized position establishment, IPEDs reporting as well as leave management thought the Self Service and Ellucian Colleague update the meetings are all conducted and recorded as online Zoom meetings.

- Benefits administration of leave management and eligibility of covered provisions by law are kept up to date on a bi-weekly basis 26 times a year, coinciding with payroll process. With cost containment in effect, the suspension of the Leave Sharing Policy in October 16, 2024, ensures that the maintenance and sustainability of knowledge, skills and abilities contribution to program and services is maintained at high quality.

Payroll and Ellucian/Datatel

- Timesheet collection continues to be done manually on paper and is reconciled manually by excel spreasheets. 26 pay periods. On average HR verifies 274 number of timesheets per pay period and individually verified and recorded on excel spreadsheets. This process and procedure are being offered training by MIS and for HR through the Ellucian/Datatel system update to automate and transition the process to Self Service – Go Live in August 2025.

ASCC Policies and Regulations

HR through its compliant component and policy review assistance completed the drafting regulations to update ASAC submission. In collaboration with the RRO, the pending review of the AG which is formatting and in compliant to promulgation rules now rests with the CARR review panel in responding to any illegality of content submitted.

The BHE further reviewed Chapter 1, 2 and 3 in 2024 – 2025 with HR compiling and inserting in usual policy review template, and is awaiting final approval in its

	scheduled June retreat 2025. BHE issued a pre-approval for any amendment or appeal of policies to be effective August 11, 2025. • To ensure that all employees are well informed of established safety regulations, the Policy of Children on Campus was reintroduced with additional development of procedures to ensure its effective on campus and welfare of ASCC students, employees and community members. Issued on April 22nd, 2025. **Training and Employee Relations** • Professional Development is ongoing for ASCC employees where 13 number of employees are taking advantage of the opportunity for professional development and enhancement, taking 1 or 2 classes at ASCC - Fall 2024 10 and Spring 2025 10 and Summer 2025 6. Non-Passing Rate 28%. • HR staff (100%) have completed Sexual Harassment Online Certification. 67% of HR staff have completed the Civil Rights Online Certification Update. 50% of HR staff attended the Audit Management Webinar to ensure a comprehensive approach to critically manage personnel appointment and budgetary utilization. 33% of HR staff attended the NERAOC (Reno, Nevada) which is a professional development for professionals who oversee the performance period of ACNR grants. **Reporting** • Ellucian/Datatel System Update will automate the link of 353.5 approved position establishment, budgetary appropriation and providing access to IPEDs reporting, and leave management record keeping. Processing 26 pay cyles on a fiscal year can be acessed and executed with link to Time Entry Module being processed by Finance shifting manual processing to automated live access through Self Service for all employees. • The provision of Argos Reporting Module is a tool that have allowed HR to access and cluster queries to ensure accuracy and accountability of information. This will assist the HR with the annual fiscal audits, due December as per insitutional and program (ACNR & PCHS) along with governmental mandates such as ASG Retirement, due June. • IPEDs successful completion and submission in March 2025 while official due date is April 2025. Divisional monthly for Administrative Services are submitted before due date and BHE monthly reporting have been successfully completed and submission before due time. • Complete submission of Outcome Planning for resource appropriation and allocation to include institutional benefits such as service awards and leave payout.
Outcome 2- Statement: HR will ensure clear processes for the recruiting of highly qualified applicants.	**Outcome 2- Achievements:**

	• The defined established policies, regulations and standard operating procedures have maintained the integrity and timeliness of recruitment efforts. The revision of interview processes and ensuring the lead role of HR representative in facilitation and chairing the interviews have provided to consolidate the EEO provision and lessening of any conceived biases of outcomes. Pending review of screening ratings at divisional level in specific programmatic needs to align and better assess candidates during screening and interview. Successful accountability of the onboarding orientation in the provision of policies, regulations and administrative ASCC domain access and benefits administration including pay. 17 New Hires who were orientated and is serving on probationary status and/or contract. • Completion of CY2025 Organizational Chart for 23 programs and services (Divisional Charts and Mission Statements) with revisions on approved position titles to align with program and service needs: ACNR, SSI, PCHS, Academic. Clear delination of roles, responsibilities and communication to ensure meeting the ASCC mission from every divisional service and program. • The annual update call for required information and identification conducive with ASCC Employment Application and validating the qualification of employees. 1 ACNR contract employee ended employment status due to the insufficency of required documentation (ID) to continue their qualification of employement at ASCC • Service awards recognition and officializing to ensure verificaiton of contribution and demonstrated exemplary service to programs and services in meeting ASCC mission • Continued update of personnel database for active and inactive listing as per mandated regulations for list of active prospective candidates, list of personnel per credential, list of personnel per ethnicity, list of personnel for RIF prospect, list of personnel in accordance to service years, etc. **Employee Relations and HR** • HR representation in Leadership Committee • HR representation in Budget Adhoc Committee • HR representation in assisting Executive Leadership in BHE for policy making and developments • HR representation in Accreditation Steering Committee • HR representation in Resources Committee • HR representation in Staff Senate Committee • HR representation in ASG Personnel Advisory Board
Outcome 3- Statement: HR Office supports a healthy and safe working environment at the College.	**Outcome 3- Achievements:**

	• ASCC initiative on Wellness Program remains available and accessible with ACNR facilities and on campus activities. • Continue support of the institution through HR in certifying HR staff to become resources in Civil Right, EEO, ADA information through FLSA – FMLA and continually accessing procedures and consideration for eligibility as needed. • 3 Workman's Compensation Claims with one pending completion due to medical follow up, FMLA applications and ADA reasonable accommodation are made available through ASCC Leave application. 14 employees on Bereavement Leave or related thereof to ensure a healthful wellbeing in returning to usual work. • Open door policy to provide access for all ASCC employee as resource guide on policies and regulations. Orientation mandate to provide policies and regulations to all employees.
Outcome 4- Statement: ASCC employees clearly understands the role of Equal Employment Opportunity/Affirmative Action (EEO/AA) which is to promote effective employee relations, and develop employee's capacities in the workforce.	**Outcome 4- Achievements:** • 4 HR staff certified online with Civil Rights and 6 HR Staff on Sexual Harassment Training to serve the ASCC population. • 2 HR Staff attending NERAOC which focused on elevating programs and service from surviving mode to thriving mode. • Training and annual update provided to Procurement, PCHS and ACNR on timekeeping and record management as well as employee code of conduct to ensure provisions and scope of coverage for EEO/AA is clarified. • The involvement and institutional role of HR in grievances, reported complaints, recruitment and hiring process as well as disciplinary actions continues to actively consider the role of EEO/AA in daily employment needs of its employees.
Outcome 5- Statement: ASCC employees receive timely and accurate processing of personnel transactions, documentation, and internal controls.	**Outcome 5- Achievements:** • 85% of routed documents are completed within 1-2 working days. 5% are within 2-3 days and 5% may take longer due to the review and significance impact of the proposed action to program and services. Actions that may take time includes, long term sick leave - FMLA, diciplinary actions requiring substantial evidence. • The update of Ellucian/Datatel system: Leave Management, Position Set Up, IPEDs, NAE and Time Entry Module have improved the response and timeline of payroll cycle and repoting and submission earlier than due date. Records management are updated. • The establishment of the HR Shared folder allows the HR staff to fully response and receive access to pertinent information requiring accurate response. • Divisional Meetings, training and progress meetings of HR staff and keeping track on the HR Monthly Calendar of Actions have greatly organized and kept daily operations in a timely accurate and steady internal controls.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Human Resources (HR) Division has in place Standard Operating Procedures which clearly defines human resources roles and procedures which foster HR's commitment to service excellence.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: HR will ensure clear processes for the recruiting of highly qualified applicants	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3: ASCC employees clearly understands the role of Equal Employment Opportunity/Affirmative Action (EEO/AA) which is to promote effective employee relations, and develop employee's capacities in the workforce.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: ASCC employees clearly understands the role of Equal Employment Opportunity/Affirmative Action (EEO/AA) which is to promote effective employee relations, and develop employee's capacities in the workforce.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 5: ASCC employees receive timely and accurate processing of personnel transactions, documentation, and internal controls.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	Additional Proposed Funding: *(Indicate dollar amount only)*	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval: *(Deans and Directors)*	Divisional Approval: *(Vice Presidents, Executive Director)*	President Approval:
Outcome 4:	$ 8,000	Attain Master's Degree Summer 2026. HR2104 to become Human Resource Specialist from HR Technician II and to include Lead Trainer responsibilities and develop an initiative to assist institutional Administrative Assistant and Supervisors with the new development of Ellucian Colleague/Self Service Datatel update. New Classification GS 12/08: $37,492.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☐ Approved ☒ Disapproved Justification: Please refer to the comments in red. 06/03/25	☐ Approved ☒ Disapproved Justification: Disapproved by the President on June 06, 2025.

		Vice President's Note: According to the College's Classification System, each position is categorized according to its classification level. Your request to increase the salary would result in a reclassification of the position based on the employee's credentials. As such, the recommendation for a salary increase is hereby denied. While we hope to revisit all positions in the future to ensure that the needs of the division are met, due to current cost containment measures, we are unable to promote staff at this time or revise job descriptions to align with the credentials currently held by staff.				
Outcome 5:	$ 6,200	Attain Bachelor Degree Spring 2026. HR-2105 Promote to HR Tehnician II with increased responsibility in assisting archive records and fully develop the archive files. Classification GS 11/05: $30,035. Vice President's Note: Refer to the comment above.	☒ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☐ Approved ☒ Disapproved Justification: Please refer to the comments in red. 06/03/25	☐ Approved ☒ Disapproved Justification: Disapproved by the President on June 06, 2025.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendation to improve the budget process.
2.
3.

Physical Facilities and Maintenance (PFM) Division

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Physical Facilities and Management Division	Leiataualesā Fata Lokeni	l.lokeni@amsamoa.edu ext. 3201	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:	
Unit, Program, or Division Mission:	The mission of the Physical Facilities and Management Department is to maintain and support quality services in the areas of maintenance, landscaping, and facilities and grounds. It is also the mission of the Physical Facilities Management Department to hire qualified personnel, to improve the quality of the work environment for employees, and to protect and secure the safety of students, college personnel, property, and the visiting public. Note: The PFM Outcome Template accounts for the following units under the PFM Division: 1. Custodian Unit – Outcome 1 2. Maintenance Unit – Outcomes 3 & 4 3. Grounds Unit – Outcome 2

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: To ensure that facilities are maintained and assessed periodically. (Custodial Services)	**Outcome 1- Achievements:** Custodial services are ongoing, though they face challenges stemming from a shortage of staff. To address this issue, the college has taken steps to fill vacant positions, a move approved by the VPAF and President. This action is in line with the college's Cost Containment Measures.[3] The Cost Containment Memorandum 052-2023 outlines various cost containment measures. As of April 2024, it is emphasized that the Cost Containment Memo remains in effect. • Temporary suspension of all increments for faculty and staff.[4] • Temporary suspension of all local funded travel. • Temporary suspension of local equipment purchases. • Temporary freeze on the hiring of positions funded locally, except for critical roles and faculty positions. • Temporary suspension of all personnel conversions from contract to career service.

[3] 2023-12-04 – ASCC President Memorandum 052-2023, Budget Cost Containment, pp. 1-2.
[4] Memorandum 042-2023 – Adjustment of Salary to Approved Pay Scale. "All increments for faculty and staff for FY 2024 will be placed on hold."

	• Temporary suspension of fundraising activities that necessitate electricity and water. • Maximization of allowable cost sharing. • Suspension of Leave Sharing *(Additional Measure Effective October 16, 2024 – Memorandum 067-2024)*
Outcome 2- Statement: To ensure that landscaping is maintained and assessed periodically. (Grounds Services)	**Outcome 2- Achievements:** The ground services are ongoing, with the college continuing to engage a contractor for landscaping and tree trimming on a monthly basis. This decision stems from the college's limited staff resources. It's justified financially, as contracting services proves cheaper than hiring full-time staff. This arrangement allows the college's ground staff to concentrate solely on mowing the entire campus. As of the current budget year the college has successfully maintained the landscaping of its premises. This falls under the Maintenance Contracts budget category, with reference to account number 10-21500-5502.
Outcome 3- Statement: To ensure that plans for facility maintenance and projects are completed in a timely manner. (Maintenance Services)	**Outcome 3- Achievements:** Provided is an update on the statuses of facility projects as of May 2025, aligning with the processes of the ASCC FY 2026 Budget Call: From October 2024 to April 2025, the Physical Facilities and Management division completed a total of **204** job orders encompassing carpentry services, custodial services, electrical services, grounds services, air conditioning services, and more. *(Please refer to the PFM monthly reports for the job order details. Below is a summary of all completed job orders, consistent with the Fiscal Year 2026 Budget Call Reporting period.)* • October 2024: 12 Completed Job Orders • November 2024: 21 Completed Job Orders • December 2024: 19 Completed Job Orders • January 2025: 42 Completed Job Orders • February 2025: 45 Completed Job Orders • March 2025: 32 Completed Job Orders • April 2025: 33 Completed Job Orders Currently, there are **40** pending job orders awaiting completion. This delay is primarily due to constraints in available inventory at local hardware retail companies, and cash flow limitations. *(Please refer to the PFM Monthly reports for details on each pending job order.)* **Completed Projects:** *Statuses are consistent with the previous Fiscal Year 2025 Project Report.* 7. Project A: Mathematics Classroom A-14: CIP Funding - **CIP 2019 D19AP00080**. *(Status: Completed August 2024)*

8. Project B: Mathematics Office and Storage A-16: CIP Funding - **CIP 2019 D19AP00080**. *(Status: Completed August 2024)*

9. Project C: Science Classroom and Laboratory A-17: CIP Funding - **CIP 2019 D19AP00080**. *(Status: Completed August 2024)*

American Samoa Government Funded Projects:

a. Career Technical Center Construction. *(Status: ASDOE Changed Plans in 2024)*

Capital Improvement Projects (CIP) Funded Projects:

f. Operations and Maintenance (Multi-Purpose Center) - **CIP 2019 D19AP00080 and D19AP000800020**. *(Status: Completed)*

Summary of Projects and Budget Status:

a. Budget: $501,000,00
b. Balance: $0.00
c. Status: All projects are complete, and the funding has been fully expended as of August 2024.

g. Smart Art and Community of Higher Education Building (SACHEB) – East Wing Annex Construction Phase - **CIP 2022 D22AP00204**. *(Status: On Hold as of March 2025.)*

Summary of Projects and Budget Status:

a. Budget: $4,000,000.00
b. Balance: $3,026,083.01
c. Status: 2025-04-14 – President's Executive Meeting with Willis Construction Company: On April 14, 2025, the President held an Executive Meeting with Willis Construction Company (WCC) to discuss the SACHEB Termination of Contract Letter received by the College. During the meeting, both the College and WCC agreed that WCC would draft a letter to restate its position on the SACHEB project, incorporating the clarifications presented by the President. The meeting focused on resolving any misunderstandings related to the contract termination and ensuring that both parties were aligned on the next steps.

   WCC acknowledged the College's concerns and committed to addressing any remaining issues in the drafted letter. Once finalized, the letter will be reviewed by the College and WCC before being officially submitted to the ASCC Board of Higher Education for further discussion. The aim is to ensure clear

communication and maintain a positive working relationship between the College and WCC moving forward.

2025-04-15 – Board of Higher Education Meeting: The President and Executive Leadership, attended the Board of Higher Education meeting to provide an update on the status of the SACHEB Contract. During the meeting, the Board informed the College that all communications with WCC should cease while the Board seeks consultation with WCC and potentially legal counsel.

h. Operations and Maintenance (SACHEB) - **CIP 2022 D22AP0021200001**. *(Status: Active)* Approved Scope of Work (SOW) for Upkeeping and Necessary Renovations of Multi-Purpose Center (MPC):

Summary of Projects and Budget Status:

a. Budget: $150,000.00
b. Balance: $116,495.72
c. Status: April 2025 - A PR was processed for the purchase of three new central air-conditioning units for the multi-Purpose Center. These units will replace three of the five existing, outdated units. Two units were purchased in 2024, and this latest purchase will bring the air-conditioning system up to date with current service needs and replacements. The decision to replace these units was made to improve energy efficiency and maintain a comfortable environment for events held in the center.

With the new units, the multi-Purpose Center will see enhanced cooling performance, reduced maintenance costs, and an overall more reliable system.

i. Operations and Maintenance (SACHEB) – **CIP 2023 D23AP00087**. *(Status: Active)* Scope of Work for Classroom Renovation in the Quad Area:

Summary of Projects and Budget Status:

a. Budget: $50,000.00
b. Balance: $14,900.00
c. Status: April 2025 - PFM staff initiated the replacement of most classroom and office doors in the quad area due to significant termite infestation that compromised the integrity of the existing doors. Contractors were hired to carry out the work, ensuring that the replacements met both quality standards and safety requirements. The project is currently 90% complete, with one office door(s) remaining to be replaced. Additionally, two office doors in the upper and lower campus have been included in the

	scope of work to address identified issues with accessibility and security. The new doors are being installed to improve the functionality, security, and aesthetic appeal of the campus, while also addressing the damage caused by the termite infestation. This replacement will enhance energy efficiency and provide a more secure environment for students and staff. A PR for payment has been submitted and will be processed once the project is fully completed, which is expected to happen by May 2025 This will allow for a smooth finalization of the project, ensuring that all work is thoroughly inspected before payment is released.
Outcome 4- Statement: To ensure that all facility equipment is fully operational and assessed periodically. *(Air conditioners, plumbing, etc.)*	**Outcome 4- Achievements:** Currently, 95% of the facility's air conditioning equipment is fully functional. However, one of the main challenges we face is the cost of replacing air conditioning units in offices and classrooms, as well as the ongoing expenses for repairs and maintenance. These costs often deplete the budget before the end of the fiscal year.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: To ensure that facilities is maintained and assessed periodically.	☒ Ongoing Outcome ☐ New Outcome	No Changes – Continue with ISP 2021-2026 and TCOCMP 2021-2026 facilities and maintenance plans and schedules.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: To ensure that landscaping is maintained and assessed periodically.	☒ Ongoing Outcome ☐ New Outcome	No Changes – Continue with ISP 2021-2026 and TCOCMP 2021-2026 landscapint plans and schedules.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3: To ensure that plans for facility maintenance and projects are completed in a timely manner.	☒ Ongoing Outcome ☐ New Outcome	No Changes – Continue with ISP 2021-2026 and TCOCMP 2021-2026 facilities maintenance plans and schedules.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: To ensure that all facility equipment is fully operational and assessed periodically. *(Air conditioners, plumbing, etc.)*	☒ Ongoing Outcome ☐ New Outcome	No Changes – Continue with ISP 2021-2026 and TCOCMP 2021-2026 facilities and AC plans and schedules.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	Additional Proposed Funding: *(Indicate dollar amount only)*	Explanation of Costs: *(Explain the outcome plans for your request)*	Funding Source:	Unit or Program Approval: *(Deans and Directors)*	Divisional Approval: *(Vice Presidents, Executive Director)*	President Approval:
Outcomes 1-4:	$0.00	No recommendations for additional funding. Vice President Recommendation: Remove Position #ADM-2155 from Administrative Services and place directly under the Vice President of Administration and Finance. PFM Staff Additional Comments: 1. Custodial Supervisor – Requests a proposal to renew all bathroom facilities in old buildings; 2. Grouds Supervisor – Requests additional personnel; request for metal dumpsters to be placed on the west side/upper campus area. 3. Maintenance – Requests skilled personnel (engineer); cleaning (removal of pacted soil) in gutter in front of the main road (college entrance). Vice President's Note: Work closely with the PFM Officer to seek funding through grants and CIP operational and maintenance funds for facilities.	☐ Local ☐ Grants	☒ Approved ☐ Disapproved	☒ Approved ☐ Disapproved	☒ Approved ☐ Disapproved
				Justification:	Justification:	Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

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

1. No recommendations for improvement. The process is clear and we had enough time to compile our budget.
2.
3.

Procurement Division

Section I: Unit, Program, or Division Information:

Introduction:

Name of Program or Division:	Contact Person:	Contact Information:	Current Year:	Planning Year:
Procurement Division	Jessie Su'esu'e	j.suesue@amsamoa.edu Extension: 3701	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:

Unit, Program, or Division Mission:	The Procurement Divisional Mission is to ensure that the quality of procurement services are attained that include the: 1. Obtaining of necessary goods and services for all ASCC department in a cost effective, efficient, and timely manner 2. Safeguarding of all tangible and nontangible assets by updating accurate records, and performing annual physical inventory 3. Ensuring that ASCC Procurement as well ASG & the Federal Rules and Regulations are adhered to at all times

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: Consolidation of Orders both local and off-island timely: Procurement staff will procure all the necessary resources (products and services) necessary to plan and implement the procuring of goods and services for all programs, instructions, facilities etc., for the next Academic, Program Fiscal Year.	**Outcome 1- Achievements:** 95% Completion of all orders Consolidation to meet demands and needs of the institution. The details of the work involved to accomplished these tasks daily, weekly and/or monthly are as follows: (This is an ongoing Outcome) 1. There are four (4) Buyers assigned to various divisions/department for the purchase of goods and services for all ASCC Programs, Instructions and supports needs. The Purchase Request (PR) are received daily for quotes and processed as approved for a Purchase Order (PO) to obtain goods and services needed. 2. Procurement receives an average of 168 PR(s) on a monthly basis which equates to 42 PO(s) per Buyer to work on with vendors for orders to be placed/accepted, shipped or delivered to meet the required or need by date(s). 3. ASCC PO spending on a monthly basis on average is about $500K. Of this amount about 1/2 are received and accepted in the system. The other remaining 1/2 are followed up on a weekly basis and the status of which are reported via email to their respective department/division on a Bi-Weekly PO Status Report. 4. Consolidation of orders from off-island reduces shipment cost. Individual PO(s) will be combined and consolidated as one shipment to save on high cost of shipping.

	5. Orders for graduation regalias etc., were all met, however, for some were received just in time and this is a constant issue. This is due to the US Postal services delivery delays that are beyond our control. Changes were made recently to counter this with our approved vendor Jostens to have all regalia etc., orders ship via " US Express Mail Bag" which cost more than the method we've been using which is "Priority Mail". We will be monitoring and assessing this new shipping methods with our next graduation orders and will be reporting on it on our upcoming Monthly Report for May2025. 6. The Receiving side of Procurement operation to pick-up, to deliver all ASCC orders are met with our two (2) Receivers handling all ASCC incoming and outgoing orders. The two Receivers are assigned their respective Buyers to ensure that orders are received and disseminated to the various department. The clear communications and appropriate documentations as required by ASG Customs, Cargo, Post Office, Airport, Wharf and various local vendors is key to the successful receipt of all orders to meet the need by dates. The Receivers upon completion of tasks provides a Bi-Weekly Report of orders received completely. The Receivers are also authorized personnel to pickup all ASG government checks from Disbursement and other entities for ASCC. These tasks are performed and completed as per assignment.
Outcome 2- Statement: Reduce Outstanding Orders: College divisions shall be able to obtain goods and services for department needs, in a cost effective, efficient and timely manner through its ability to utilize its Purchase Order (PO) with Payment Terms of Net 30 Days or more, and less reliant on Prepayment and/or Advance Payment.	**Outcome 2- Achievements:** 70% Reduction of Outstanding Orders. This is an ongoing Outcome. The combined efforts between Procurement and Finance has seen an increase in the reduction of outstanding orders as payment are made promptly through collaboration to ensure documents are in place to meet payment scheduled dates. 1. Procurement continues to work with vendors to secure the use of Purchase Order by delivering payments as due and communicating delays or any issues for not meeting payment due dates. 2. Buyers continues to seek other suppliers that offers Payment Terms to reduce the dependent on vendors that require Prepayment. 3. Receivers and Buyers continues to work on a regular basis to ensure that the Prepayment and Net Term PO(s) are updated in the system to reduce outstanding orderss in the system.
Outcome 3- Statement: Inventory Fixed and Non-Fixed Assets: Procurement Staff will be able to maintain and to develop a consistent schedule as required for quarterly, bi-annual, and annual physical inventory. Divisions are responsible for their own inventory and Procurement verifies and confirms accuracy of each divisoinal inventory.	**Outcome 3- Achievements:** 95% Inventory completed for Spring. Fall Inventory is slated for late August and early September. 1. All ASCC Divisional Fixed Assets Physical Inventory for Fall 2025 were successfully completed as scheduled and complete inventory submitted to Finance for their process.

	2. Divisional Fixed Assets Physical Inventory for Spring 2025 is upcoming and is set for last week of August and first week of September (2 weeks) start and end date.
Outcome 4- Statement: Professional Development: Ensure that all Procurement Staff is knowledgeable with the required skills and the abilities to negotiate and finalize orders and contracts legally and to help protect and safeguard the Institution from any dispute particular to services offered.	**Outcome 4- Achievements:** 90% Internal meetings to revise and upgrade standard operating procedures, interal sharing of Procurement best practices as resources are received from local, federal and procurement and national association of educational procurement in which Procurement is a member of. Participating in trainings and conferences off-island as Buyers for ACNR Programs and other Institutional Programs to be aware of all requirements needed to fulfill requirements for all ASCC programs and the institution as a whole. 1. Two Procurement staff (Procurement Officer and ACNR Lead Buyer) had the opportuntiy to attend the Western Region Administrative Officers Meeting (WRAOM) in Cody, Wyoming (Smith Lever & Hatch) on October 2024. These opportunities offered information and guides as shared from other Land Grant Institutions on topics relevant to the fulfillment of tasks such as updates with NIFA, HR updates, OMB regulations and reporting requirements. 2. Procurement Supply Chain Supervisor (SCS) had the opportunity to attend the National Extension and Research Administrative Officers Conference (NERAOC) in Reno, Nevada (Smith Lever & Hatch) on April 2025 for professional development, to familiarize with all stakeholders involved, sharing of information and networking to provide assistance and guidance in support of our ACNR grants and programs needs and requirement. This is a combined sharing of tasks and knowledge to achieve ASCC?ACNR shared goals and objectives. 3. Procurement Office Training on Excel Course Structure 1 as detailed below and scheduled throughout FY2025 (this will be conducted by Procurement Manager and Receiving team): a. EXCEL COURSE STRUCTURE 1: a) Productivity Tips, b) Formatting Tips, c) Formula Tips, Visualization Tips, d) Pivot Table Tips and e) Analytics Tips.
Outcome 5- Statement: Travel: Travel as a requirement for all ASCC peronnel to participate in for off-island and/or on island training, conferences, and meetings etc., in support of the institutional plans for its academic, administrative, and professional responsibilities as approved for Grant and Local Funded Projects. Procurement ensures that in providing Travel Authorization Request (TAR) PR/PO for grant and local funded programs that all ASCC Procurement and Federal Rules and Regulations for travel are adhered to.	**Outcome 5- Achievements:** 100%, with the approval of the ASCC Travel Guides in 2024, Procurement is able to navigate and process on a timely manner TAR for all authorized travel for ASCC programs and institutional requirements for staff and students. 1. ASCC Travels are approved for Grant Funded only and as such an average monthly travel total of about 20 travelers. The combined amount spent on travel per month is about $100K (+/-) for airfare, registraations, accommodations and per diems. 2. All Local Funded Travels are on hold and will be if needed can only be approved by the President.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: Consolidation of Orders both local and off-island timely: Procurement staff will procure all the necessary resources (products and services) necessary to plan and implement the procuring of goods and services for all programs, instructions, facilities etc., for the next Academic, Program Fiscal Year.	☒ Ongoing Outcome ☐ New Outcome	Work collaboratively with all Administrators to assess the accuracy of their annual planned purchases as submitted for approval to the Executive Leadership. To ensure that consolidation of all orders particularly from off-island and local as needed as a cost effective and cost savings for ASCC for all shipments to ensure timely receipts and cost sharing in one shipment for various orders.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: Reduce Outstanding Orders: College divisions shall be able to obtain goods and services for department needs, in a cost effective, efficient and timely manner through its ability to utilize its Purchase Order (PO) with Payment Terms of Net 30 Days or more, and less reliant on Prepayment and/or Advance Payment.	☒ Ongoing Outcome ☐ New Outcome	Procurement continues to work with vendors and other ASCC divisions to ensure timely payment of orders and communications is key to the success of reducing outstanding orders by use of PO Term payments.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3: Inventory Fixed and Non-Fixed Assets: Procurement Staff will be able to maintain and to develop a consistent schedule as required for quarterly, bi-annual, and annual physical inventory. Divisions are responsible for their own inventory and Procurement verifies and confirms accuracy of each divisoinal inventory.	☒ Ongoing Outcome ☐ New Outcome	Procurement continues to work with each dvision to ensure that divisional phyical inventory of all ASCC assets are performed as scheduled and federal requirements are met. Dissemination of records of inventories are submitted upon completion of inventories.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 4: Professional Development: Ensure that all Procurement Staff is knowledgeable with the required skills and the abilities to negotiate and finalize orders and contracts legally and to help protect and safeguard the Institution from any dispute particular to services offered.	☒ Ongoing Outcome ☐ New Outcome	To provide professional development opportunities in regards to compliance with local and federal laws.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

Outcome 5: Travel: Travel as a requirement for all ASCC peronnel to participate in for off-island and/or on island training, conferences, and meetings etc., in support of the institutional plans for its academic, administrative, and professional responsibilities as approved for Grant and Local Funded Projects. Procurement ensures that in providing Travel Authorization Request (TAR) PR/PO for grant and local funded programs that all ASCC Procurement and Federal Rules and Regulations for travel are adhere.	☐ Ongoing Outcome ☒ New Outcome	Although Outcome 5, Travel is not new. It was lumped under all other regular PR/PO. But has since been identified as an Outcome on its own due to recently approved Travel Guidelines and the need to treat this ASCC a separate function and new Outcome 5.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for ***Fiscal Year 2026****.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcomes 1-5:	$0.00	No additional request.	☐ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

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

1. No recommendation to improve the budget call process.
2.
3.

Security Division

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
Security Division	Fa'amasani Tuitasi	684-782-5053 / f.tuitasi@amsamoa.edu	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:	
Unit, Program, or Division Mission:	The mission of American Samoa Community College Campus Security Division is to provide safety and security services for students, faculty, staff, and general public while on or in any property or facility owned or operatred by the college. This division acts to deter crime, protect property, preserve the peace, and enforce all federal, state and local laws within it's jurisdiction in accomplishing the college overall mission. Security officers shall adhere to and enforce approved policies and rules and regulations consistant with the college core values and institutional learning outcomes.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: To provide safety and security services for students, faculty, staff, and general public while on or in any property or facility owned or operated by the college.	**Outcome 1- Achievements:** a. Security division is now operating with a full staff, having more resources available and better overall efficiency for security tasks around campus.
Outcome 2- Statement: Ensures the protection and safety of all College constituencies during regular operational hours.	**Outcome 2- Achievements:** a. Security SOP 03 Security Daily Patrolling: Campus Security daily, patrol each defined Zone Area(s) of the Campus to ensure the safety of all constituents. Documentations are drafted daily by campus security staff during each shift and report following the SOP 007 Security Incident Reports. b. Security SOP 007 Security Incident Reports: Incident Reports are noted in the Campus Security monthly reports submitted to the Vice President of the Administratvie Services and Finance. c. Security Monthly Meetings are held to address key information about safety protocols that should be followed for everyones safety. Also discussed are challenges and issues that can stop the progress of our team and brainstorming new ideas and strategies that can help improve how we ensure safety for all.
Outcome 3- Statement: Ensures the safety and security of campus buildings and premises during operational and non-operational hours.	**Outcome 3- Achievements:** a. Security SOP 002 - Displaying of Flags: Campus Security comply with regualtions regarding the displaying to flags. The Security Officer continues to work closesly

with the Procurement Officer for the ordering of flags based on the conditions of the flags or damages occurred from the weather.

b. Security SOP 008 - Security Daily Inspection Reports: Campus Security continues to compile daily inspecton reports at the closing of each shift for the monitoring of all physical properties, capital assets, buildings and campus facilities. These daily reports are reported monthly in the Campus Security Monthly Report submitted to the Vice President of Administration and Finance.

c. Incident Reports 10/2024-04/2025:
   - 10/02/24: MIS Staff Carlos, injured (tiny particles fell into his eye) while pulling CAT6 cable inside PFM Office.
   - 10/23/24: AHEC Staff Iutita Tuitasi slipped while stepping into her PCHS classroom. (Staff refused medical assistant.)
   - 11/05/24: ASCC Student Karolene Ilimaleota was taken to the hospital by EMS ambulance due to sharp pain in the abdominal and spinal area of her body while in her P.E class.
   - 12/10/24: Bookstore Staff Officer Alofia Afalava's vehicle ran over the MPC exit bridge. Security team controlled traffic on campus and main road while private tow truck pulled car back out of the ditch. No one was injured.
   - 01/09/25: 2 brand new 85-inch smart tv's a short while after it was installed fell down and were shattered inside TED-1 and A30.
   - 02/03/25: Student collapsed during English class and was taken to the hospital in an ambulance. Student was reported to be at home and is ok later on that day.
   - 02/27/25: PCHS vehicle's back window is shattered after supposedly being hit with a rock. Window has been fixed.
   - 03/13/25: AELEL Director Achica reported a theft incident with one of their students and instructor. Student was not welcomed back on campus.
   - 03/17/25: Math & Science women's restroom was closed due to a broken pipe. PFM fixed pipe and restroom is open for use.
   - 03/18/25: MIS requested assitance with Fale Samoa camera that was moved and tampered with and upon further investigation from our end, we were able to find who moved it and was given a warning by Acting VP Grace Asi and advised of the consequences next time it happens.
   - 03/26/25: Staff Ah-Sam advised an outsider that was trespassing on ASCC grounds of the outcome next time he's on campus.
   - 03/27/25: PFM Assistant Officer Mapu Leota injured finger while working at their renovated conference room and Manager Faiupu used First Aid kit inside security office to stop the bleeding, cleaned the wound, and put bandage on. Staff refused medical assistance.
   - 03/31/25: Staff Manuele reported a break-in at his locker inside of PFM Storage. Per Manuele, the only things that were taken were light bulbs and coffee/cocoa condiments. Manuele screwed his locker door shut on all sides and hanged a lock on the door.
   - 04/07/25: PFM Staff Manuele reported an attempted break-in again at his locker and DPS was called and a report was filed.

	– 04/22/25: Student was injured while playing with her friends at the MPC parking lot and was taken to the hospital. Student later reported that she was taken home and is ok. d. Security Officer assigns and delegates to security team responsibility of ensuring safety for all parties during after hour events. e. Security SOP: Campus Security comply with the Action Plan of Power Outages by Vice President of Administraton and Finance to ensure that campus security staff on duty notify the PFM Officer, MIS Chief Information Officer, Sea Grant Extension Agent and Aquaculture Agent immediately to minimize damage to electronic equipment and other College assests.
Outcome 4- Statement: Facilitates Planning and training particular to evacuation plans during natural or other types of disaters.	**Outcome 4- Achievements:** a. ASCC Disater Emergency Plan: Security Officer and Security Manager worked closely with the Vice President of Administrative and Finace to complete the final review of the DEP. b. Cardiopulmonary Resuscitation (CPR) Training: Campus Security are working closely with CPR instructor based on availability for renewal of CPR certification. c. Security SOP 004 Designation Parking Areas: The Security Officer worked collaboratively with the Vice President of Administrative Services and Finance to draft College plans to control parking access and personnel access on campus. d. Need renewal of Fire Extinguisher and Automated External Defibrilator (AED) – Currently reviewing with Grant Compliance Office (pending available funding).

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
Outcome 1: To ensure and enforce approved policies and rules and regulations consistant with the college core values and institutional learning outcomes.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 2: Ensure s the protection and safety of all College costituencies during regular operaton hours.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.
Outcome 3: Ensures the safety and security of campus buildings and premises during non- operational hours.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

Outcome 4: Facilitates planning and training particular to evacuation plans during natural or other types of disaters.	☒ Ongoing Outcome ☐ New Outcome	No proposed changes.	☒ **S**uccessful entry into the workforce ☒ **T**ransfer to institutions of higher learning ☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for ***Fiscal Year 2026****.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcomes 1-4:	$0.00	No additional requests.	☐ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

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

1. No recommendation to improve the annual budget call process.
2.
3.

Bookstore

Section I: Unit, Program, or Division Information:

Introduction:				
Name of Program or Division:	**Contact Person:**	**Contact Information:**	**Current Year:**	**Planning Year:**
ASCC Le Bookstore	Mrs. Alofia Afalava	al.afalava@amsaomoa.edu	**FY 2025**	**FY 2026**

Section II: Unit, Program or Division Mission "Why Does it Matter?"

Program or Division Focus:	
Unit, Program, or Division Mission:	The mission of the ASCC Le Bookstore is to support students in achieving their educational goals by providing textbooks, school supplies, equipment, merchandise, and related services. The ASCC Le Bookstore aims to make a vital and significant contribution to the campus community.

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

A. Summary Context: FY 2025 Unit, Program, or Division Outcomes and Achievements: *Please indicate data percentages of achievement as it applies to the unit, program or division outcomes assessment, justifications of program review and strategic planning.*

Outcome 1- Statement: The ASCC Le Bookstore aims to achieve $800,000 in revenue by improving purchasing strategies and increasing merchandise sales through ongoing collaboration with department chairs and the administrators.	**Outcome 1- Achievements:** In FY 2025 the bookstore has implemented a more strategic approach to inventory purchasing, aligning stock orders with the timing and needs of each division. Recognizing that textbooks are our largest expense, we continue collaborating with department chairs and the Dean to encourage consistent student purchases each semester, which is expected to significantly boost sales. While fiscal constraints in 2025 have presented challenges, these targeted strategies are intended to improve revenue generation in the coming year. The bookstore achieved timely payments to our vendors and contribute to payroll, which will also help support and sustain some of the college's strategic plans objectives. FY 2025 Achievements: • **Advertisement of New Orders**: A new strategy of advertising each new order has significantly boosted sales. Once an order is received, priced, and entered into the system, flyers are distributed campus-wide. With everyone aware of current inventory, The Bookstore is able to sell out most items. This approach ensures the campus stays informed and up to date. • **Reduction in Payroll Deduction Period**: The payroll deduction process has been revised to expedite payment collection and minimize outstanding balances, particularly for employees planning to resign. • **Complete Inventory Replenishment**: The Summer and Fall 2025 inventory have been fully stocked, including textbooks, office supplies, and general items. Items

	most frequently requested by students, staff, and faculty were prioritized, reinforcing The Bookstore as a primary campus supplier. • **Vendor for ASG**: ASCC Le Bookstore is one of the primary vendors supporting the Associated Student Government (ASG). • **POS System Training and Upgrade**: Zumasys provided a week-long training on the Bookstore's POS system. This has improved the accuracy of item-level sales tracking and enhanced the reliability of monthly, quarterly, and annual reports. The system upgrade also helps eliminate confusion, ensures better inventory transparency, and reduces overstock issues—ultimately helping to resolve the write-off problem. • **Courtesy Email of Book Inventory**: Every three months, each department head receives a courtesy email listing the books currently in stock. While departments are encouraged to use available inventory, they may still place small orders as needed. • **Janitorial Supplies**: The bookstore now supplies PFM with most of their regular janitorial products, previously sourced from multiple vendors. This initiative supports ASCC's financial sustainability, and the bookstore has stocked up accordingly. • **Employee Promotion and New Hire**: The Book Technician has been promoted to Bookkeeper due to staffing shortages. Additionally, a new cashier has been hired to replace the previous one. • **Teachers Appreciation Week**: During Teacher Appreciation Week, the Bookstore gifted ASCC faculty members tokens of appreciation in recognition of their dedication and commitment to student success.

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

The following sections will serve as the 'Planning' function for the unit, program or division ***'Fiscal Year 2026'*** planning and budget annual cycle. Ongoing or New Outcomes and planning activities and resources needed should be described in the following tables provided. For units, programs, or divisions requesting for additional financial resources, additional information will be needed as well as, justifications based on program review and assessment findings.

A. Planning FY 2026 Outcomes:

*Please list the unit, program or divisions Outcome(s) for **Fiscal Year 2026**. Please indicate whether the outcomes are ongoing or new. If new, please provide additional information for the changes made.*

Outcome Statements:	Outcome Status:	Purpose of Changes:	2021-2026 ISP Alignment:
	☒ Ongoing Outcome	Minor changes to align the bookstore's outcome to its mission.	☒ Successful entry into the workforce ☒ Transfer to institutions of higher learning

Outcome 1: The ASCC Le Bookstore aims to achieve $800,000 in revenue by improving purchasing strategies and increasing merchandise sales through ongoing collaboration with department chairs and the Dean.	☐ New Outcome		☒ **A**wareness of the Samoan Culture and the Pacific ☒ **R**esearch and extension in human and natural resources.

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

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

*Use the following spaced below to describe the unit, program or divisional plans and activities, and requests for additional Resources needed for **Fiscal Year 2026**.*

FY 2026 Outcome:	**Additional Proposed Funding:** *(Indicate dollar amount only)*	**Explanation of Costs:** *(Explain the outcome plans for your request)*	**Funding Source:**	**Unit or Program Approval:** *(Deans and Directors)*	**Divisional Approval:** *(Vice Presidents, Executive Director)*	**President Approval:**
Outcome 1:	$0.00	No request for additional funding.	☐ Local ☐ Grants	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification:	☒ Approved ☐ Disapproved Justification: Approved by the President on June 06, 2025.

Section V: Improving the Planning Process

Utilize the spaces below to comment on recommendations that may improve the College's budget planning process for unit, program or division planning.
1. No recommendation to improve the processes for the ASCC Annual Budget Call.
2.
3.