



AMERICAN SAMOA COMMUNITY COLLEGE

FY 2018 Outcome Plans and Resource Allocation

AMERICAN SAMOA COMMUNITY COLLEGE

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Overview

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

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

Introduction

In preparation for the College's Annual Budget Planning and Resource Allocation for Fiscal-Year (FY) 2018, the Chief Financial Officer, Procurement Officer, Human Resource Officer, and the IE Director collaborated on the review of the College's institutional processes for planning and resource allocation in accordance to approved Standard Operating Procedures (SOPs) monitored by each ad hoc Committee member to provide a review of budget planning processes. The Ad Hoc Committee also provides recommendations to the Leadership Triangle and President pertaining to the clarification of processes to improve budget planning and resource allocation.

Outcome Planning

Given the review and support of the Leadership Triangle and approval of the President on the 18th of May 2017, the recommendations of the Ad hoc Committee's proposal were approved allowing the Committee to include two new forms to the planning and resource allocation processes for the upcoming fiscal year. A few adjustments were made to the 2017 Budget Planning Form and the Request for Personnel Form to include alignment to program/division outcomes, plans and activities. The approved templates include:

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

The Outcome Planning and Resource Allocation Form was identified as a mean to link program and divisional plans and activities (*through clear defined service outcomes, which may include academic services, student support services, research, community and outreach services, and administrative services*) to the College's Mission, Institutional Priorities for FY 2018 (*Institutional Strategic Plan 2015-2020*), and program/divisional missions. The form was developed to capture the status of program/divisional outcomes as well as, outcome achievements that occurred during the Fall 2016 and Spring 2017 semesters (Academic Year 2016-2017) and programs/divisions were encouraged to utilize the data to review program/division outcomes, plans, and activities in preparation for the FY 2018. The form also includes a section for constituencies to provide feedback to improve the planning and resource allocation processes for monitoring purposes. The Outcomes Template is categorized in five main categories that include the following themes:

- Why it matters:
 - Focus
- Where are we at and why:
 - Outcomes and Actions
 - Outcome Achievements
 - Closing the Loop
- Where are we going:
 - FY 2018 Planning Outcomes
- How do we get there:
 - Plans, Activities, and Resources
- Evaluating the experience
 - Improving the Planning Process
 - Contributors

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

FY 2018 Institutional Priorities

On May 19, 2017, the President released Memorandum 030-17 titled “ASCC Priorities”. This memo was disseminated to all ASCC internal stakeholders to clarify the College’s Institutional Priorities for FY 2018 that include:

- **Maintenance**
 - Institutional Strategic Plan (ISP) Academic Excellence
 - Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success.
 - Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies.
- **Reclassification**
 - Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success.
 - Objective 3: ASCC will emphasize high quality teaching and services.
- **Professional Development**
 - Goal 2: ASCC will support faculty and staff performance commitment.
 - ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities.
- **Community Outreach, Extension, and Research**
 - Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success.
 - Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.

Leadership Team Training

With the approval of the President and support of the vice presidents, the Ad Hoc Committee provided a three-day training for all ASCC administrators (Leadership Team) on the 23rd, 24th, and 25th of May 2017 to clarify the approved changes to the processes of outcome planning and research allocation. The three-day presentation provided specific training per day to accommodate the different services offered at the College that include academic services, administrative services, and outreach services. Each presentation was presented in a manner that would benefit each administrator(s) and the type of services monitored by the deans, directors and officers, with emphasis on the changes in budget planning to emphasize outcome planning. Although the Committee utilized the same information throughout the three-days of presentation, the emphasis on Outcome Planning remained. The presentation focused on the review of Program and Division missions,

planning outcomes, allocating resources, and implementation and monitoring the progress of program and divisional outcomes.

Outcome and Budget Planning Timeline

A timeline monitored by the Chief Financial Officer for outcome planning and resource allocation was electronically disseminated to all administrators to assure that outcome plans/budget proposals were completed in a timely manner and reviewed by the respective vice presidents and President, and compiled for the review and approval of the Board of Higher Education.

Given the Leadership Triangle's (President and vice presidents) review of the College's FY 2018 Outcome Plans and Budget Proposals, necessary revisions were made to the College's FY 2018 Budget Proposal after the review of the Board of Higher Education. The ASCC FY 2018 was approved by the Board in July 2017 and is currently in the process of review by the Fono.

FY 2018 Proposed Outcomes and Budget Plans

The following section contains the FY 2018 Outcome and Budget Plans for all ASCC programs and divisions. Programs and Divisions are divided into five main sections that include:

- **Section I: Monitoring Mission Effectiveness**
 - Vice President of Academic and Student Affairs
 - Vice President of Administrative Services and Finance
 - Division of Institutional Effectiveness
- **Section II: Academic Services**
 - Division of Academic Affairs
 - Business Department
 - College Accelerated Preparatory Program
 - Criminal Justice Department
 - Fine Arts Department
 - Health and Human Services Department
 - Language and Literature Department
 - Math Department
 - Nursing Department
 - Physical Education Department
 - Science Department
 - Social Science Department
 - Teacher Education Department
 - Trades and Technology Department
- **Section III: Student Support Services**

- Division of Student Services
 - Admissions Office
 - Counseling Office
 - Financial Aid Office
 - Library Services
 - Records Office
 - Student Support and Learning Services
- **Section IV: Administrative Services**
 - Division of Finance
 - Division of Management Information Systems
 - Division of Human Resources
 - Division of Physical Facilities & Maintenance
 - Division of Procurement
- **Section V: Research, Community, and Outreach Services**
 - Division of Agriculture, Community and Natural Resources
 - Division of Samoan Studies Institute
 - Small Business Development Center
 - University Center for Excellence on Developmental Disabilities
 - Adult Education Literacy and Extended Learning



Section I: Monitoring Mission Effectiveness

1. Vice President of Academic and Student Affairs
2. Vice President of Administrative Services and Finance
3. Division of Institutional Effectiveness

Vice President of Academic and Student Affairs

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Vice President of Academic and Student Affairs
Contact Person:	Dr. Lina Galeai-Scanlan
Contact Information:	Box 2609, Pago Pago, AS 96799- 699-9155, extension 474
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	

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

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement: To ensure that ASCC continues to enhance and deliver innovative, effective education and support programs to facilitate student academic success.	Description of actions done to meet Outcome 1: Refer to Academic Affairs; all department and program descriptions Refer to Registrar Refer to Library Refer to Counseling Refer to Student Affairs Refer to Financial Aid Refer to Admissions Refer to ACNR Refer to SSI Refer to AELEL Refer to Teacher Education Refer to UCEDD Refer to Administrative Services and Finance
Outcome 2- Statement: To ensure that ASCC continues to enhance and deliver innovative, effective education and student support programs and services to facilitate student academic success.	Description of actions done to meet Outcome 2: Refer to Academic Affairs; all department and program descriptions Refer to Registrar Refer to Library Refer to Counseling Refer to Student Affairs Refer to Financial Aid Refer to Admissions Refer to ACNR Refer to SSI Refer to AELEL Refer to Teacher Education Refer to UCEDD Refer to Administrative Services and Finance
Outcome 3- Statement: To ensure that ASCC continues to support faculty and staff performance commitment.	Description of actions done to meet Outcome 3: Refer to Academic Affairs; all department and programs descriptions Refer to Registrar Refer to Library Refer to Counseling Refer to Student Affairs Refer to Financial Aid Refer to Admissions Refer to ACNR Refer to SSI Refer to AELEL Refer to Teacher Education Refer to UCEDD Refer to Administrative Services and Finance
Outcome 4- Statement: To ensure that ASCC continues to develop, implement, and solidify programs that serve the need of the community.	Description of actions done to meet Outcome 4: Refer to Academic Affairs; all department and program descriptions Refer to Registrar Refer to Library Refer to Counseling Refer to Student Affairs Refer to Financial Aid Refer to Admissions Refer to ACNR Refer to SSI Refer to AELEL Refer to Teacher Education Refer to UCEDD Refer to Administrative Services and Finance

B. Program or Division Outcome Achievements (<i>Academic Year 2016-2017</i>)	
Describe the outcome achievements of your Program or Division during this Academic Year.	
Outcome 1 Achievement(s):	same as above
Outcome 2 Achievement(s):	same as above
Outcome 3 Achievement(s):	same as above
Outcome 4 Achievement(s):	same as above

C. Closing the Loop: Program Review and Assessment (<i>Academic Year 2016-2017</i>)	
Checkmark the appropriate boxes as it applies and provide additional information as appropriate:	
1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☒ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other (<i>Please Explain</i>): There different departments that utilize an internal department survey for data collection per program. Example: Teacher Education
2. Program or Division services offered that link to:	☒ Board Policies ☒ Administrative Governance Policies ☒ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	Refer to submitted reports from each Division; Division of Academic & Student Affairs, Division of Student Services
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	Refer to submitted reports from each Division; Division of Academic & Student Affairs, Division of Student Services
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	Refer to submitted reports from each Division; Division of Academic & Student Affairs, Division of Student Services
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	Refer to submitted reports from each Division; Division of Academic & Student Affairs, Division of Student Services

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

The following sections will serve as the ‘Planning’ function for your Program or Division *Fiscal Year 2018* 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 2018 Outcomes:		
<i>Please list your Program’s or Division’s Outcome(s) for Fiscal Year 2018. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.</i>		
Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: To ensure that ASCC continues to enhance and deliver innovative, effective education and support programs to facilitate student academic success.	☒ Ongoing Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach,
	☐ New Outcome	

Outcome 2: To ensure that ASCC continues to enhance and deliver innovative, effective education and student support programs and services to facilitate student academic success.	☒ Ongoing Outcome	Extension, and Research ☒ Maintenance ☒ Reclassification ☒ Professional Development
	☐ New Outcome	☒ Community Outreach, Extension, and Research
Outcome 3: To ensure that ASCC continues to support faculty and staff performance commitment.	☒ Ongoing Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development
	☐ New Outcome	☒ Community Outreach, Extension, and Research
Outcome 4: To ensure that ASCC continues to develop, implement, and solidify programs that serve the need of the community.	☒ Ongoing Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development
	☐ New Outcome	☒ Community Outreach, Extension, and Research
	☐ New Outcome	☒ Community Outreach, Extension, and Research

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

B. Program or Division Plans, Activities, and Resources:

Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for Fiscal Year 2018. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. Refer to Academic Affairs; all department and programs descriptions Refer to Registrar Refer to Library Refer to Counseling Refer to Student Affairs Refer to Financial Aid Refer to Admissions *Refer to ACNR *Refer to SSI *Refer to AELEL *Refer to Teacher Education *Refer to UCEDD Refer to Administrative Services and Finance		Cost: Allocation duly noted on budget submissions per Division Programs will be either grant, MOU and or local budgets * Reflects community extension programs under either grants and or MOUs. Funding Source: ☒ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☒ Travel Expenses 5400 ☒ Contractual Service 5500 ☒ Equipment 5600 ☐ Other (Specify) _____
2. Refer to Academic Affairs; all department and programs descriptions Refer to Registrar Refer to Library Refer to Counseling		Cost: Allocation duly noted on budget submissions per Division Programs will be either grant, MOU and or local budgets * Reflects community extension programs

Refer to Student Affairs Refer to Financial Aid Refer to Admissions *Refer to ACNR *Refer to SSI *Refer to AELEL *Refer to Teacher Education *Refer to UCEDD Refer to Administrative Services and Finance		under either grants and or MOUs. Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☒ Travel Expenses 5400 ☒ Contractual Service 5500 ☒ Equipment 5600 ☐ Other <i>(Specify)</i> _____
3. Refer to Academic Affairs; all department and programs descriptions Refer to Registrar Refer to Library Refer to Counseling Refer to Student Affairs Refer to Financial Aid Refer to Admissions *Refer to ACNR *Refer to SSI *Refer to AELEL *Refer to Teacher Education *Refer to UCEDD Refer to Administrative Services and Finance		Cost: Allocation duly noted on budget submissions per Division Programs will be either grant, MOU and or local budgets * Reflects community extension programs under either grants and or MOUs. Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☒ Travel Expenses 5400 ☒ Contractual Service 5500 ☒ Equipment 5600 ☐ Other <i>(Specify)</i> _____
4. Refer to Academic Affairs; all department and programs descriptions Refer to Registrar Refer to Library Refer to Counseling Refer to Student Affairs Refer to Financial Aid Refer to Admissions *Refer to ACNR *Refer to SSI *Refer to AELEL *Refer to Teacher Education *Refer to UCEDD Refer to Administrative Services and Finance		Cost: Allocation duly noted on budget submissions per Division Programs will be either grant, MOU and or local budgets * Reflects community extension programs under either grants and or MOUs. Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☒ Travel Expenses 5400 ☒ Contractual Service 5500 ☒ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. None submitted		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

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Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. None submitted		Cost: \$ _____ Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. None submitted		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. None submitted		Cost: \$ _____ Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify)

		☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
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Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. None submitted		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. None submitted		Cost: \$ _____ Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. None submitted		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600

		☐ Other (Specify) _____
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Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. None submitted		Cost: \$ _____ Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. Continue to hold training for programs on all forms especially new forms
2. Create a form for upper management to use for overall inclusion of all programs etc.
3. Calendar for mid year reporting of narrative form; bigger departments and programs needed more time to complete their forms especially programs that report to other government agencies.

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. Division of Academic & Student Affairs	Academic Instruction, Personnel, Facilities, Provides teacher certification for ASDOE, Outreach to local high schools, Professional Development
2. Division of Student Services	Academic Instruction and Counseling, Outreach to local high schools
3. ACNR	Academic Instruction, Personnel, Facilities, Property (Tables, Chairs, etc.), Professional Development
4. SSI	Instruction, Personnel, Community Extension programs with local villages, Translation and Research in Samoan Language and Culture for College, Local Territory and other South Pacific regions and other countries such as New Zealand, Australia, Professional Development
5. AELEL	Academic Instruction, Community Extension programs for local territory, Outreach to Tafuna Prison, local churches, other US regions, State and National level program, Adult Education, Professional Development
6. SBDC	Community Extension programs for small businesses in

	American Samoa, workshops for local businesses and open to College
7. UCEDD	Community Extension programs for Government agencies such as FEMA, Vocational Ed, ADA, Lions Organization, USDE, Federal Agencies and Academic Instruction, Professional Development
8. Division of Administration and Finance	Services rendered for facilities, Security, Maintenance, Custodial and Janitorial assistance for all classrooms, procurement of needed instructional resources from both on and off-island, budget monitoring of grants, MOUs and local budget, grant compliance of all grants, MOUs and local regulations, monitoring of all off-island travel, human and personnel services for entire ASCC staff and faculty, MIS technological services and maintenance, security services of entire ASCC campus, physical and plant maintenance, budget forecasting of ASCC, Building compliance and Training for staff and faculty in General HR processes and related areas of Human Resources

Vice President of Administrative Services and Finance

Division of Institutional Effectiveness

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Institutional Effectiveness
Contact Person:	Mr. Sonny J. Leomiti
Contact Information:	Email: s.leomiti@amsamoa.edu ext. 485
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
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. <i>The functions of IE are as follows:</i>

	1. <i>Planning, research and evaluation that helps to improve institutional effectiveness and the achievement of student learning;</i> 2. <i>Maintaining positive public relations by providing the community with information about the College's affairs through newsletters, press releases and other media; and,</i> 3. <i>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.</i>
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Section III: Program or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement: ASCC stakeholders have access to timely and accurate institutional data collected by IE and reported in annual, quarterly, and semester publications.	Description of actions done to meet Outcome 1: IE continues to monitor biweekly reports to assist in the compilation of quarterly reports and the progress towards achieving each division's outcomes. Slight trends may be reviewed as to how the institution will use biweekly reports as a mean to monitor student achievement through the offering of certificates and degrees or services linked to institutional priorities. IE continues to work closely with the President for clarification on these types of reporting. As of the FY 2016 4th quarter and 1st, 2nd, and 3rd quarters of FY 2017, IE continues to focus on updating institutional data in the preparation of closing the two-year implementation of the College's institution-set standards. The institution-set standards will now undergo the closing of the loop review process that is scheduled in July and the beginning of August. Fact sheets and Fact books continue to be compiled by IE staff. IE staff continues to collect data following the assessment cycle and course session offerings for the generating of the ASCC 2016-2017 Fact Sheet and Fact Book. Collection of institutional data sets for Fall and Summer 2016 is published in the ASCC IDS including the 2015-2016 Fact book, Summer 2015 Fact Sheet, and Fall 2016 Fact Sheet. IE staff collaborated with the Chief Information Officer, Human Resources Officer, and Procurement Officer to discuss ways to improve FY 2018 Outcomes Planning and Resource Allocation. As a result the following data was identified and released in a timely manner to all ASCC administrators in the planning of the FY 2018 plans and activities. Data publications include: The 2016 Institutional Strategic Plan 2015-2020, 2016 Program Review Summaries, and the Academic 2016 Program Review Summary compiled by IE, and ASCC digital publications that include the Fall 2016 Fact Sheet, 2015-2016 Fact Rook and Annual Report, and Institutional Data Sets.
Outcome 2- Statement: ASCC stakeholders voice opinions through surveys distributed by IE, which are collected, compiled, and disseminated to students and staff.	Description of actions done to meet Outcome 2: IE has been consistent with its distribution and collection of Students Satisfaction Surveys and Course Evaluations in Summer and Fall 2016 and Spring 2017 to be published in IDS and Fact books. This data is made available on the ASCC IDS webpage. Challenges: IE has not invested enough time to improve its survey mechanisms to determine how data is used to aid in

	decision-making. For the past two years while under sanction with accreditation, IE staff were challenged with the inception of the ASCC institution-set standards and the shift of disaggregating SLO data, which changed the focus of IE on ways to solidify Student Learning Outcome and Student Achievement data. IE revived the Research and Evaluation Unit to focus on establishing meaningful data sets for programs and divisions in the capturing of this data. Also, IE has been challenged with survey data that has been captured by other service divisions that poses many inconsistencies and challenges in reporting data or making this particular type of data available in the College's publications. In the planning for FY 2018, IE plans to propose a new position titled: Institutional Researcher II with responsibilities particularly to surveying the needs of ASCC stakeholders. This will provide the quality needed to concentrate on achieving Outcome 2 and an avenue to expand services to the community in seek of the needs to expand ASCC services to government agencies and private sectors.
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.	Description of actions done to meet Outcome 3: IE continues to monitor Compliance Assist (Credentials Module, Program Review Module, Planning Module, and the Accreditation Module) to assure continuous updates according to the changes made, as it pertains to accreditation and strategic planning. (Ongoing) The IPECC completed the 2016 Update Report of the 2015-2020 Institutional Strategic Plan in the 4th Quarter of FY 2016. The ISP Report was approved by the Leadership Triangle and used in the establishing of the FY 2017 Institutional Priorities. IPECC is scheduled to convene in the fall of 2017 semester to initiate the processes for program review and institutional planning. IE continues to compile institutional evidence in the College's Gallery Module (Digital Archives) for all Self-Study Committees to access and review. IE continues to monitor Compliance Assist usability and continues to provide necessary training for divisional utilization and archiving processes on Compliance Assist. (Ongoing) IE continues to monitor all reports. All divisions, both academic and service divisions continue to report on the progress achievement of their outcomes in Quarterly reports. Quarterly Reports are generated by IE and posted archived on Compliance Assist. IE continues to send biweekly reminders to all administrators for the reporting of Biweekly reports. IE continues to compile and archive these reports on Compliance Assist. These reports are made available only to ASCC internal stakeholders. There is need to further discuss ways to improve the template for both reports and to assure accuracy and timely submissions. (Ongoing) Training: IE staff (Research and Evaluation Unit) facilitated meetings with all the academic programs to review the achievement of Program Learning Outcomes and Course Learning Outcomes not limited to services offered and data sets to help programs and divisions better analyze their data to

	improve the evaluation of their services. These meetings began in the 3rd quarter of FY 2016 and were completed in the beginning of the 3rd quarter of FY 2017. There were challenges in setting meeting times and dates due to faculty teaching loads given that this was IE's first attempt to expand research and evaluation services to all academic programs and divisions. IE staff is now in the process of drafting their findings in a report that will be returned to the academic programs and divisions in preparation of the Program Review that will begin in the fall of 2017. IE staff supported several internal trainings that include the spearheading of presentations on Institutional Planning, Institutional Program Review, and Institutional Assessment during the Leadership Triangle's two-day Leadership Training in January 2017 for all ASCC administrators; Accreditation updates and status presentations to the Student Government Association in March 2017; Course Management Systems and the possibilities of shifting towards offering CE and CE course learning environments presentation to Teacher Education faculty in February 2017; presented the roles of Capstone and Signature Assignments to the Curriculum and Assessment committees in March 2017; and introduced the planning of Outcomes to base Resource Allocation in a three-day presentation to administrators in May 2017. IE staff continues to work closely with internal constituencies to improve the capturing of data, processing of data, and the clarification of processes that lead to institutional effectiveness practices.
Outcome 4- Statement: ASCC external stakeholders are informed of College events and accomplishments through ads, articles, and publications prepared by IE.	Description of actions done to meet Outcome 4: Collection of institutional data sets for Fall Summer 2016 and Fall 2016 continues to be published in the IDS on the ASCC Website as well as the 2015-2016 Fact book, Summer 2015 Fact Sheet, and Fall 2016 Fact Sheet. All written publications (articles, press releases, advertisements, manuals, catalogs, and handbooks) continues to be routed through IE for review prior to approval by the vice presidents and President and dissemination to the media or ASCC Website and digital archives. Videos and audio media have not been routed for protocol approval, as discussion needs to occur on what constitutes "publicity" and in what format. There have been several concerns regarding Catalog and addendum approval and dissemination processes. IE staff continues to work closely with the Leadership Triangle and deans to better clarify this process as well as SOPs for institutional publications that include the ASCC catalogs. IE has met with the CIO, CFO, Vice President of Administration and Finance, and the President to discuss the transferring the cost of Compliance Assist to MIS for technical and leasing costs and management. In the upcoming 2018 fiscal year, IE will transfer \$17,000.00 from its budget over to MIS for the management and maintenance of Compliance Assist.
Outcome 5- Statement: ASCC internal and external stakeholders have access to student learning and achievement data through reports and publications disseminated by IE.	Description of actions done to meet Outcome 5: IE continues to provide updates to the ASCC IDS webpage to include Fall 2016 data and coordination of external surveys with Records, Admissions and Financial Aid. IE staff continues to

	process data in preparation to update the IDS webpage to include the spring 2017 semester. IE is also currently working to close the loop on the academic 2016-2017 year and initiating the processing of data to generate the 2016-2017 Fact Book, 2016-2017 Annual Report, and Spring 2017 Fact Sheet. The 2017 Summer Fact Sheet will be generated in the Fall of 2017 and IE staff plans to have these publication ready for institutional access prior to the implementation of Program Review in the fall of 2017. IE continues to work closely with data source managers in the processing of data. There have been a lot of technical issues with our system in pulling data. IE continues to await specific data with the hopes that our CIO can resolve these issues or make further recommendations to better improve our data capturing systems. Access to institutional publications continues to be the priority of IE staff. This planning year, IE has assured a smooth dissemination of all student achievement and student learning outcomes. However, the IE Director refuses to change any of the categories of the College's annual reports and fact books since the College's Show Cause sanction in 2015. The IE Director emphasizes the importance of soliciting feedback from all internal stakeholders and the Leadership Triangle to ensure a smooth process to base any changes to this institutional documents to reflect improvements/expansion of ASCC services in student learning and student achievement. The IE Director foresees the implementation of SOPs for the review of publication categories to better assess all ASCC publications.
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B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s):

1. Completed and published on the ASCC Website the 2015-2016 Fact Book, Summer 2016 Fact Sheet, Fall 2016 Fact Sheet and updated the IDS with Fall 2016 data.
2. Completed the compiling of the ASCC Accreditation Warning Sanction Report in the 1st Quarter.
3. The Interim President of the Accreditation Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC) officially released to the President of the American Samoa Community College on the 3rd of February 2017, the Commission's decision to remove the Warning Status that was placed on the American Samoa Community College in February 2016 and to Reaffirm Accreditation.
4. In the beginning of March, the ASCC President and the Director of Institutional Effectiveness/Accreditation Liaison Officer served on behalf of the ACCJC as Team Evaluators to evaluate two colleges in the state of California. The consultation capacity as a Team Evaluator is not one of an expert or specialist, but to represent the ACCJC in the determination that institutions continue to meet Eligibility Requirements, Accreditation Standards, and Commission policies. The experience as a Team Evaluator for the ACCJC provides member institutions with first hand expectations for future visits by the Commission as well as, necessary preparations and expectations for the submission of the Institution Self Evaluation Report.
5. On March 31, the College has submitted its required Annual Report and Fiscal Report to the Commission. These reports provide statistical updates on institution-set standards, achievement of student learning outcomes, financial stability statistics, and audit reports.

Outcome 2 Achievement(s):

1. IE staff disseminated the Student Satisfaction and Course Evaluation surveys in Summer 2016, Fall 2016, and Spring 2017. Overall results for Fall 2016 surveys are published on ASCC's website under Institutional Data Sets (IDS). Summer 2016 results are published in the Summer 2016 Fact Sheet.

Outcome 3 Achievement(s):

1. Program Review data posted in IDS under IDS-0010 are now updated and fully accessible online. (IDS Webpage)
2. The Research and Evaluation Unit completed the compiling of the 2016 Academic Program Review Summary. This document is now accessible online. (Website and digital archives)
3. The Accreditation Steering Committee completed the ASCC Warning Sanction Report in the 1st quarter.
4. The deans of Academic Affairs and Student Services worked closely with the IE Director and have completed the compiling of data sets for both divisions for monitor Student Achievement and Student Learning.
5. The budget planning ad hoc committee included Outcome Planning (Plans and Activities) in the annual resource allocation and budget proposals. IE can now monitor the achievement of divisional learning outcomes and provide outcome statistics for programs and divisions to monitor the achievement of service missions.

Outcome 4 Achievement(s):

1. 2015-2016 Annual Report was made available for the dissemination to the Fono during the budget hearing.
2. 69 Press Releases have been disseminated for community awareness (4th quarter of FY 2016 & 1st, 2nd, and 3rd quarter of FY 2017.
3. ASCC continues to meet its reporting deadlines for reports submitted to local and federal agencies. These reports include: ACCJC Annual and Fiscal reports; Pacific Postsecondary Education Council (PPEC) reports; ASG Performance reports; ASG Annual Salient Report; IPEDS surveys; College Board Survey; College Affordability Survey; Higher Education R & D Survey; Higher Education Publication (HEP) Survey; Petersons Survey; Build-Exito Survey; and internal and external data requests.

Outcome 5 Achievement(s):

1. All publications that include student learning and student achievement data are available to all ASCC stakeholders on ASCC's IDS webpage.
2. IE staff conducted four presentations to assure that internal stakeholders are aware of ASCC student achievement and student learning outcomes on College publications. (Presentation 1: Fall 2016 Convocation- 4th Quarter FY 2016, Leadership Training- 2nd Quarter FY 2017, Student Government Association- 2nd Quarter, Faculty Orientation- 2nd Quarter FY 2017.)

C. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☐ Other (<i>Please Explain</i>): _____
2. Program or Division services offered that link to:	☒ Board Policies ☒ Administrative Governance Policies ☒ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	Policy 1004: Comprehensive Program Review and Assessment of Instructional Programs, Student Services and Administrative Services Policy 3002.1: Internal and External Monitoring Reports; Policy 3011: Reports Management; Policy 3013: Records Management; Policy 3013.1: Archives; Policy 3014: Forms Management; Policy 3022.1: Communication with the Media; Policy 5118: Faculty Committees; (IPECC)
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	• <u>Policy 1004: Institutional Program Review</u>: There are clear definitions on the types of program review conducted at ASCC. This is evident in the IE SOPs Section II.F, which differentiates between Annual Program Review (Instructional and Non-instructional), and Institutional Program Review. Also, IE has revived the Research and Evaluation Unit to provide more analysis for programs/divisions to utilize data in the evaluation of each service mission. <i>Institutional Assessment</i>: There are several SOPs defined (a collaboration between Academic Affairs, Students Services, and IE) Section II. E that focuses on the capturing of Student Learning Outcome and Student Achievement statistics. Also, there are institutional processes whereas guidance is

	provided in the ASCC Participatory Governance Manual on Student Learning Outcomes and Student Achievement and further specified in IE SOPs on the processing of CLOs, PLOs, GEOs, and ILOs. <i>Institutional Planning:</i> There are clear definitions for the types of planning that occur at ASCC that include Program Planning, Committee Planning, and Institutional Planning. The definitions are housed in IE SOPs Section II.G. There may be a need to link all program/division SOPs for planning to IEs SOP at the program/divisional level. It is clear how planning at the committee level and institutional level is facilitated and how recommendations funnel through sound decision-making.
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	There may be a need to further clarify the role of IE in the implementation, monitoring, and assessment of the following policies: Policy 3002.1: Internal and External Monitoring Reports; Policy 3011: Reports Management; Policy 3013: Records Management; Policy 3013.1: Archives; Policy 3014: Forms Management; Policy 3022.1: Communication with the Media; and Policy 5118: Faculty Committees; (IPECC). This will allow IE to be design instruments and mechanisms to assure that these policies are implemented, monitored, and assessed in a timely manner not limited to providing improvement recommendations to the President.
Additional Comments: (Please list any additional comments in the space provided.):	

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

The following sections will serve as the ‘Planning’ function for your Program or Division ***Fiscal Year 2018*** 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 2018 Outcomes:		
Please list your Program’s or Division’s Outcome(s) for <i>Fiscal Year 2018</i> . Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.		
Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: ASCC stakeholders have access to timely and accurate institutional data collected and statistical analyses compiled by IE and reported in annual, quarterly, and semester publications.	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☒ New Outcome	
Outcome 2: ASCC stakeholders voice opinions through surveys distributed by IE, which are collected, compiled, analyzed , and disseminated to students and staff.	☐ Ongoing Outcome	☐ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☒ New Outcome	
Outcome 3: ASCC employees have access to research and evaluation analyses on the College’s archives to share, collaborate, and record evidence of institutional processes, program reviews, and planning.	☐ Ongoing Outcome	☐ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☒ New Outcome	
Outcome 4: ASCC external stakeholders are informed of College events and accomplishments through ads, articles, and publications prepared by IE.	☒ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach,
	☐ New Outcome	

Outcome 5: ASCC internal and external stakeholders have access to student learning and achievement data and analyses through reports and publications disseminated by IE.	☐ Ongoing Outcome	Extension, and Research ☐ Maintenance ☐ Reclassification ☒ Professional Development
	☒ New Outcome	☒ Community Outreach, Extension, and Research

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

B. Program or Division Plans, Activities, and Resources:

Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

ASCC stakeholders have access to timely and accurate institutional data collected and **statistical analyses** compiled by IE and reported in annual, quarterly, and semester publications.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Data Management and Accountability: Objective 1: IE will optimize institutional processes to ensure the management and smooth transition of data needed for reports and publications. a. IE staff will meet with President and vice presidents to determine quality data sets for the reporting of internal and external reports that include: Annual reports, Quarter reports, Biweekly reports, Fact books, Fact sheets; Catalog, Handbooks, ASG Performance reports, ASG Salient reports, Accreditations reports, etc. b. IE staff will work collaboratively with the Data Committee and main data sources to improve processes and solidify census dates for institutional internal and external data reporting that include: Data Collection; Institutional Data Sets; Student achievement Indicators; Releasing of Data; Data Storage; Data Maintenance; and Data Protection. c. IE staff will work collaboratively with the IPECC Committee to improve processes in the review	Criteria for Success: Objective 1: a. A review of institutional data sets is completed to improve the processes for all College reports and publications. b. Data managers (Data Committee) meet biannually to discuss and improve data sourcing and processing methods. c. ASCC data, manuals, and publications are disseminated to the IPECC members in a timely manner for their review of the Institutional Strategic Plan. d. A Data Manual is compiled and disseminated to the Accreditation Steering Committee in a timely manner in preparation for the drafting of the ASCC-ACCJC Midterm Report 2018. e. An academic program data sheet (SLO & Student Achievement statistics) is compiled for the Curriculum and Assessment committees and has been disseminated. f. An institutional calendar is established and released to each data manager for all ASCC data that is reported internally and externally. g. Data managers compile data sets in a timely manner for institutional	Cost: \$5,000.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☒ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____ Funding Justifications: Please refer to IE’s FY 2018 Planned Purchases for a detailed account of purchases per quarter. <u>Account 5201: Office Supplies</u> <u>Justification-</u> To assure that materials, supplies, and resources are available for services provided by IE, which include training, availability/utilization of training room for meeting conferences (Board of Higher Ed., Deans & Directors Meeting, Institutional Committee Meetings, and other internal and external meetings. (Aligned to Academic Excellence Plan Goal 1: Objective 5: Performance Indicators 1: Expected Outcome 1, Aligned to Technology Goal 1: Objective 1: EO 3, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 2 & 3, Aligned to Total Cost of Ownership G1: Objective 1: Expected Outcome 3 & 4.)

of the ASCC Institutional Strategic Plan 2015-2020. The IPECC will make recommendations specific to documents needed in their review of the Institutional Strategic Plan to IE for processing and availability. d. IE staff will work collaboratively with the President, ALOs, Accreditation Steering Committee and Standards chairpersons to compile printed data manuals (specific data sets) for the review of the College's compliance with the ACCJC Eligibility Requirements, Accreditation Standards, and Commission Policies. e. IE staff will work collaboratively with the deans of Academic Affairs and Student Services, and the Director of Curriculum and Assessment to compile necessary program data sheets on Student Learning Outcomes and Student Achievement statistics to aid in the Curriculum and Assessment committees review of academic program qualities and competencies and for the review of the ASCC 2018-2020 Catalog. f. IE will develop an institutional calendar of realistic census dates so that sources have adequate time to consolidate data before it is released to other departments in need of the data. g. IE staff will work collaboratively with data managers to solidify data sources (data-sets) and processes (internal SOPs per data sourcing managers/unit). h. IE Staff will work closely with the Chief Information Officer to systemize data for cross-referencing amongst data sources as well as the review of privileges necessary to access institutional data for institutional reporting and decision-making. <i>Objective 2: IE will conduct meetings and presentations to programs/divisions to improve data reporting templates utilized in the compiling of College publications and reporting.</i> a. IE staff will work collaboratively	access and reporting. h. Data access is systemized and made available to all data managers for institutional reporting and for the compiling of institutional publications. <i>Criteria for Success:</i> <i>Objective 2:</i> a. Data Sets are defined specifically for the academic programs and Academic Affairs Division. SOPs are defined on the capturing and reporting of the data in collaboration with IE staff. b. Data Sets are defined specifically for the Student Services Division. SOPs are defined on the capturing and reporting of the data in collaboration with IE staff. c. Data Sets are defined specifically for the Human Resources Division. SOPs are defined on the capturing and reporting of the data in collaboration with IE staff. d. Data Sets are defined specifically for the Physical Facilities and Maintenance Division. SOPs are defined on the capturing and reporting of the data in collaboration with IE staff. e. Data Sets are defined specifically for the Management Information Systems Division. SOPs are defined on the capturing and reporting of the data in collaboration with IE staff. f. Data Sets are defined specifically for the Finance Division. SOPs are defined on the capturing and reporting of the data in collaboration with IE staff. <i>Criteria for Success:</i> <i>Objective 3:</i> a. Access to publications have been improved and made available for all internal and external constituencies in a timely manner in accordance to the cycle for which data is released. (Semester-based, quarterly, annually, biennially) <i>Criteria for Success:</i> <i>Objective 4:</i> a. All publications and data stored on the ASCC digital archives and Website is updated, consistent, and easy accessible for all stakeholders. SOPs are updated (MIS & IE) and disseminated to all programs and	<u>Account 5202: Photocopy Supplies</u> <u>Justification-</u> To assure that photocopy supplies and materials are available for services provided by IE, which includes training, internal and external data requests, institutional reports for internal and external purposes, internal professional development, and publication documents for internal/external purposes and archiving. Our office has learned that more monies are spent on the cost of toner in ink supplies versus photocopy supplies. (Aligned to Academic Excellence Plan Goal 1: Objective 1: Expected Outcome 2, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 1, Aligned to Total Cost of Ownership Goal 1: O3: Expected Outcome 1), (Aligned to Academic Excellence Plan Goal 1: Objective 5: Performance Indicators 1: Expected Outcome 1, Aligned to Technology Goal 1: Objective 1:EO 3, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 2 & 3, Aligned to Total Cost of Ownership G1: Objective 1: Expected Outcome 3 & 4.) <u>Account 5302: Printing and Reproduction</u> <u>Justification-</u> To sustain accessibility of ink/toner supplies for heavy-duty printers and Xerox machines and to include the cost of purchasing locally and off-island for timeliness purposes. There has been an increase for the need of printing documents to accommodate institutional planning, program review, and assessment and to assure the availability of printed manuals, documents, and publications for internal & external needs. (Aligned to Academic Excellence Plan Goal 1: Objective 5: Performance Indicators 1: Expected Outcome 1, Aligned to Technology Goal 1: Objective 1:EO 3, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 2 & 3, Aligned to Total Cost of Ownership G1: Objective 1: Expected Outcome 3 & 4.) <u>Account 5504: Other Contractual Services "Institutional Assessment"</u> <u>Justification-</u> To provide sufficient resources for institutional planning, program review, and assessment. Budget allocation will support institutional committee(s) operations not limited to resources to complete tasks essential to the institution. (Aligned to Strategic Plan 2015-2020: Strategic Plan Focus Areas
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with the academic division Dean and chairpersons to improve the reporting of program data sets that include: Program Enrollment statistics; Course offering statistics; Course Learning Outcome statistics; Program Learning Outcomes statistics; General Education Outcomes statistics; Institutional Learning Outcomes statistics; Instructional Pedagogy and Methods statistics; Advising statistics; CTE statistics; Articulation statistics; and, Assessment statistics. b. IE staff will work collaboratively with the student services division Dean and staff to improve the reporting of division data sets that include: Overall Student Enrollment statistics; Counseling statistics; tutoring statistics; Cohort Tracking statistics; Co-Curricular statistics; Extra Curricular statistics; Transfer statistics; Graduation statistics; Degrees Conferred statistics; Conferred statistics; Student Placement statistics; Grievance statistics; and, Gainful Employment statistics. c. IE staff will work collaboratively with the HR Officer and staff to improve the reporting of data sets that include: Employee statistics; Classification statistics; Merits statistics; Recruitment statistics and, Expertise statistics. d. IE staff will work collaboratively with the Physical Facilities and Maintenance Officer and staff to improve the reporting of data sets that include: Facilities statistics. e. IE staff will work collaboratively with the Chief Information Officer and staff to improve the reporting of data sets that include: System statistics and Electronic equipment statistics. f. IE staff will work collaboratively with the Chief Financial Officer to improve the reporting of data sets that include: Financial (local and grant) statistics; and MOU statistics. <u>Objective 3: IE will improve process times for the release of institutional publications.</u>	divisions. <u>Criteria for Success:</u> <u>Objective 5:</u> a. IE staff provides a minimum of three trainings for internal stakeholders in the areas of data definitions, data management, and data accountability. (Incentives and/or meals will be provided for all participants) <u>Criteria for Success:</u> <u>Objective 6:</u> a. The Institutional Researcher I provides updates on federal requirements for reporting institutional data, not limited to definitions utilized by pacific colleges in reporting. The Institutional Researcher I will provide SOPs for the capturing of IPEDs data and processes and cycles for all ASCC Data managers.	for IE: (<i>Academic Excellence Goal 1: Objective 1: Expected Outcomes 1-6), (Academic Excellence Goal 1: Objective 2: Expected Outcomes 1-6), (Academic Excellence Goal 1: Objective 3: Expected Outcomes 2-4), (Academic Excellence Goal 1: Objective 4: Expected Outcomes 1-3), Academic Excellence Goal 1: Objective 5: Expected Outcome 3), (Academic Excellence Goal 1: Objective 6: Expected Outcomes 1-4), (Academic Excellence Goal 1: Objective 7: Expected Outcomes 1 & 2), (Academic Excellence Goal 1: Objective 8: Expected Outcomes 1-3), (Academic Excellence Goal 2: Objective 1: Expected Outcomes 1-3).</i>
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a. IE staff will optimize internal processes to ensure the release of certain publications in the order of the institution's priorities that include: Fact Sheets; Fact Books; Annual Reports; Accreditation Reports; ASG Performance Reports; Biweekly Reports; and, Quarterly Reports. <i>Objective 4: IE will continue to build and improve the digital archiving of all ASCC publications, manuals, and documents.</i> a. IE staff will continue to work with all programs/divisions to archive all College approved documents and publications in the ASCC digital archives and well as manuals and specific information that should be placed on ASCC's Website. <i>Objective 5: IE will continue provide internal Professional Development training and provide incentives to internal stakeholders and staff.</i> a. IE staff will provide training for internal stakeholders differentiating between institutional data versus program/divisional data. IE will also provide presentations pertaining to data accountability and managing data within determined cycles. <i>Objective 6: IE staff will participate in off-island training for updates on Institutional Research and Assessment.</i> a. IE staff will seek necessary funding through cost sharing and grants to fund the need for staff to participate in the annual Pac-AIR conference for institutional researchers. This will provide staff with the necessary updates and trends in data accountability not limited federal reporting and compliance.		
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Outcome #1- Request for Additional Resources:

Request:	Description of Purpose &	Funding:
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	Justification:	
1. (1) Travel Request: Pac-AIR-Institutional Research 2. (2) Travel Requests: Assessment-ACCJC Annual Assessment Conference	1. IE will seek necessary funding through cost sharing and grants to fund the need for the IR (IPED Key-holder) to participate in the annual Pac-AIR conference for institutional researchers. This will provide IE with the necessary updates and trends in data accountability not limited federal reporting and compliance. 2. IE will seek funding for two staff to participate in the ACCJC Annual Assessment Conference. This will provide IE Data Specialists the opportunity to compare ASCC's practices of SLO and Student Achievement data collection, analysis, and methods to other community colleges. More importantly, to connect the role of data in the achievement of the College's Mission.	Cost: \$13,500.00 Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____ Cost Share or Grant Funded: - IE will work with programs/divisions with grant based funding to help fulfill this outcome need. - IE will also work with the ASCC Grant Writer on particular grant proposals as it pertains.

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018

ASCC stakeholders voice opinions through surveys distributed by IE, which are collected, compiled, **analyzed** and disseminated to students and staff.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
<u>Survey Management and Accountability:</u> <i>Objective 1: IE will centralize, revamp, and establish clear institutional processes for the soliciting of student, faculty, staff, and external stakeholders feedback, that concern services rendered, services offered, and a community needs assessment.</i> a. Establish the position "Institutional Researcher II" under the Research and Evaluation Unit that will work collaboratively with the academic programs and service divisions to <i>develop surveys to solicit feedback</i> from students, staff, faculty, administrators, and external agencies as a mean to improve the quality of ASCC services as well	<u>Criteria for Success:</u> <u>Objective 1:</u> a. The Institutional Researcher II will be fully responsible for the centralizing of all current surveys and provide assistance concerning mechanisms utilized; a. The Institutional Researcher II will develop a plan specifically to solicit feedback from all internal constituencies that concern the college environment, services, instruction, decision-making, and to solicit feedback from the community and government agencies regarding the need for the expansion of instructional services or training services; a. The Institutional Researcher II will serve as a medium for students, staff, faculty, administrators, and the community to voice their opinions anonymously;	Cost: \$5,000.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____ Funding Justifications: Please refer to IE's FY 2018 Planned Purchases for a detailed account of purchases per quarter. (Incentives for participants are included in the overall costs.) <u>Account 5202: Photocopy Supplies Justification-</u> To assure that photocopy supplies and materials are available for services provided by IE, which includes training, internal and external data

as the need for expanding these services.	a. The Institutional Researcher II will analyze surveyed data and provide an analysis (quantitative and qualitative) report to internal stakeholders in a timely manner to aid in decision-making; a. The Institutional Researcher II will work collaboratively with the Institutional Research I to provide updates on student achievement and Institution-set Standards on ASCC's IDS webpage specifically on 'Surveys' for access.	requests, institutional reports for internal and external purposes, internal professional development, and publication documents for internal/external purposes and archiving. Our office has learned that more monies are spent on the cost of toner in ink supplies versus photocopy supplies. <i>(Aligned to Academic Excellence Plan Goal 1: Objective 1: Expected Outcome 2, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 1, Aligned to Total Cost of Ownership Goal 1: O3: Expected Outcome 1), (Aligned to Academic Excellence Plan Goal 1: Objective 5: Performance Indicators 1: Expected Outcome 1, Aligned to Technology Goal 1: Objective 1:EO 3, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 2 & 3, Aligned to Total Cost of Ownership G1: Objective 1: Expected Outcome 3 & 4.)</i> <u>Account 5302: Printing and Reproduction</u> <u>Justification-</u> To sustain accessibility of ink/toner supplies for heavy-duty printers and Xerox machines and to include the cost of purchasing locally and off-island for timeliness purposes. There has been an increase for the need of printing documents to accommodate institutional planning, program review, and assessment and to assure the availability of printed manuals, documents, and publications for internal & external needs. <i>(Aligned to Academic Excellence Plan Goal 1: Objective 5: Performance Indicators 1: Expected Outcome 1, Aligned to Technology Goal 1: Objective 1:EO 3, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 2 & 3, Aligned to Total Cost of Ownership G1: Objective 1: Expected Outcome 3 & 4.)</i> <u>Account 5504: Other Contractual Services "Institutional Assessment"</u> <u>Justification-</u> To provide sufficient resources for institutional planning, program review, and assessment. Budget allocation will support institutional committee(s) operations not limited to resources to complete tasks essential to the institution. (Aligned to Strategic Plan 2015-2020: Strategic Plan Focus Areas for IE: (Academic Excellence Goal 1: Objective 1: Expected Outcomes 1-6), <i>(Academic Excellence Goal 1: Objective 2: Expected Outcomes 1-6), (Academic Excellence Goal 1: Objective 3: Expected Outcomes 2-4), (Academic Excellence</i>
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		Goal 1: Objective 4: Expected Outcomes 1-3), Academic Excellence Goal 1: Objective 5: Expected Outcome 3), (Academic Excellence Goal 1: Objective 6: Expected Outcomes 1-4), (Academic Excellence Goal 1: Objective 7: Expected Outcomes 1 & 2), (Academic Excellence Goal 1: Objective 8: Expected Outcomes 1-3), (Academic Excellence Goal 2: Objective 1: Expected Outcomes 1-3).

Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. Request for a New Position: Institutional Researcher II	Since the inception of the ASCC Institution-set Standards and focus on student achievement and Student Learning Outcomes, there has been a shift in the roles and responsibilities of IE staff for the need to revive the Research and evaluation Unit. This is evident in the annual evaluations of IE staff and the necessary changes made to their job descriptions as filed with HR with recommendations for a second institutional researcher (Referencing IR I 2016 and 2017 evaluations). The review of staff positions in 2016 and several that were conducted in 2017 were modified and changed to accommodate the focus on 'analyses' and to expand IE services to programs and departments to assist in the strengthening of data facts that may aid in their program review process in review of their missions and progress of achieving their Program Learning Outcomes or Divisional Learning Outcomes. IE has invested a lot of time and energy in research and evaluation and continues to move forward and has implemented new procedures this fiscal year to better assist programs and divisions to solidify possible data sets that will aid in their review of program/division missions not limited to summaries that are being compiled to provide analyses for programs that were evaluated. In review of the Institutional Data Sets (IDS) on the ASCC Website, and other data sets currently documented in IE's SOP, there is limited data on student surveys and the utilization of this data to make informed decisions. Also, there have been several challenges in using	Cost: \$40,000.00 Requested Funding Source: ☒ Local Funds: (Please Specify) ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

	this data in reporting due to the many inconsistencies depending on data sources and intervals of capturing data. IE plans to strengthen this area by committing a full-time employee that will concentrate and solely focus on ways to improve this service for all ASCC stakeholders. Also, to provide analysis that will organize the needs of ASCC stakeholders and utilizing this data in decision-making. Details for the need of this position is outlined in IE's plan to strengthen Outcome 2. This will also provide IE with the necessary resources to work collaboratively with the outreach programs and community agencies to assess the needs that link to the expansion of ASCC services.	
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Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

ASCC employees have access to **research and evaluation analyses** on the College's archives to share, collaborate, and record evidence of institutional processes, program reviews, and planning.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
<u>Institutional Planning, Assessment, and Program Review:</u> <i>Objective 1: IE will continue to monitor and improve processes linked to outcomes at the divisional/program level, committee level, and institutional level to assure effective Institutional Planning.</i> a. IE staff will collaborate with the Leadership Triangle and all program and service division administrators to link all annual planning SOPs to IE's SOPs for Program/Divisional Annual Planning Outcomes and Resource Allocation (Annual Fiscal Year Budget Call) b. IE staff will improve the processing of data and access to data (analysis) that will aid in the annual planning for all programs and service division. (Data includes: annual program review analysis, biennial program review	<u>Criteria for Success:</u> <u>Objective 1:</u> a. ASCC service division SOPs are linked to the IE SOPs for planning, program review, and assessment. b. IE SOPs for data processing are improved. IE will begin determining the effectiveness of data release cycles to include the monitoring of data release percentages. c. A full review of IE SOP for Data Management, Surveys, Reports, and publications have been completed in September and routed to the President for approval prior to the beginning of FY 2019. d. IE SOPs for Institutional Planning, Institutional Assessment, and Institutional Program Review are reviewed by the Accreditation Steering Committee, Institutional Planning Executive Core Committee, Budget Call stakeholders, and Data Committee and submitted for the President's approval prior to the beginning of	Cost: <u>\$17,500.00</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☒ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____ Funding Justifications: Please refer to IE's FY 2018 Planned Purchases for a detailed account of purchases per quarter. Account 5201: Office Supplies Justification- To assure that materials, supplies, and resources are available for services provided by IE, which include training, availability/utilization of training room for meeting conferences (Board of Higher Ed., Deans & Directors Meeting, Institutional Committee Meetings, and other internal and external meetings. <i>(Aligned to Academic Excellence Plan</i>

analysis, program/divisional evaluations, fact sheets, fact books, annual reports, quarterly reports, etc.) c. IE staff will conduct meetings to improve committee timelines/cycles, instruments, and processes (Refer to IE SOPs for Planning) to assure that reports and recommendations are released in a timely manner to aid in the setting of institutional priorities, internal data auditing, and accreditation. (Committees include: IPECC, Data Committee, and Accreditation Steering Committee.) d. IE staff will provide status updates and program review reports as approved in committee meetings. (IPECC and Data Committee) e. Off-campus Retreat: IPECC will provide an update of the Institutional Strategic Plan 2015-2020 in the spring of 2018. The update will provide specific actions done as well as the status of each expected outcome and recommendations for the review of the President for the setting of ASCC Institutional Priorities. <u>Objective 2: IE will continue to monitor and improve Institutional Assessment processes, review cycles, and the reporting Assessment: Student Learning Outcomes and Student Achievement.</u> a. IE staff will collaborate with the Dean of Academic Affairs to review the capturing, processing, reporting, and review cycles for Student Learning Outcome and Student Achievement data that include: Course Learning Outcomes, General Education Outcomes, Program Learning Outcomes, and Institutional Learning Outcomes. b. IE staff will collaborate with the Academic Affairs and Student Service divisions to review the capturing, processing, reporting, definitions, and review cycles for Institution-set Standards. (Student Achievement) <u>Objective 3: IE will continue to monitor and improve its processes for</u>	FY 2019. e. A status report for the Institutional Strategic Plan 2015-2020 is completed and submitted to the President. <u>Criteria for Success:</u> <u>Objective 2:</u> a. There are clear SOPs for the processing of data on student learning outcomes amongst Academic Affairs and IE. b. There are clear SOPs for the processing of data for student achievement amongst Academic Affairs, Student Services, and IE. <u>Criteria for Success:</u> <u>Objective 3:</u> a. A review of additional program review instruments is completed to accommodate the needs of the different service divisions on campus. b. There is an increase of program review participation. At least 95% of ASCC employees participate in the annual/biennial program reviews. c. There are clear SOPs in the processing, compiling, and dissemination of program review data, findings, and analysis. d. There are clear SOPs on the roles research and evaluation in the compiling of analyses to coincide with the program review processes.	<i>Goal 1: Objective 5: Performance Indicators 1: Expected Outcome 1, Aligned to Technology Goal 1: Objective 1:EO 3, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 2 & 3, Aligned to Total Cost of Ownership G1: Objective 1: Expected Outcome 3 & 4.)</i> <u>Account 5202: Photocopy Supplies</u> <u>Justification-</u> To assure that photocopy supplies and materials are available for services provided by IE, which includes training, internal and external data requests, institutional reports for internal and external purposes, internal professional development, and publication documents for internal/external purposes and archiving. Our office has learned that more monies are spent on the cost of toner in ink supplies versus photocopy supplies. <i>(Aligned to Academic Excellence Plan Goal 1: Objective 1: Expected Outcome 2, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 1, Aligned to Total Cost of Ownership Goal 1: O3: Expected Outcome 1), (Aligned to Academic Excellence Plan Goal 1: Objective 5: Performance Indicators 1: Expected Outcome 1, Aligned to Technology Goal 1: Objective 1:EO 3, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 2 & 3, Aligned to Total Cost of Ownership G1: Objective 1: Expected Outcome 3 & 4.)</i> <u>Account 5302: Printing and Reproduction</u> <u>Justification-</u> To sustain accessibility of ink/toner supplies for heavy-duty printers and Xerox machines and to include the cost of purchasing locally and off-island for timeliness purposes. There has been an increase for the need of printing documents to accommodate institutional planning, program review, and assessment and to assure the availability of printed manuals, documents, and publications for internal & external needs. <i>(Aligned to Academic Excellence Plan Goal 1: Objective 5: Performance Indicators 1: Expected Outcome 1, Aligned to Technology Goal 1: Objective 1:EO 3, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 2 & 3, Aligned to Total Cost of Ownership G1: Objective 1: Expected Outcome 3 & 4.)</i> <u>Account 5504: Other Contractual Services "Institutional Assessment"</u> <u>Justification-</u> To provide sufficient
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internal stakeholders to access data and instruments used to solicit feedback for Program Review. - IE staff will work collaboratively with all ASCC administrators to review and/or devise program review instruments appropriate to the types of services offered. (Differentiation of Academic Services, Student Services, Administrative Services, Research Services, and Outreach Services) - IE staff will find other avenues to expand its services for the dissemination of program review instruments. (Annual and biennial) - IE staff will continue to review and monitor its processes and timeline (SOPs) for the compiling and analyzing of annual/biennial program review data and its processes for dissemination. - IE staff will continue to improve its research and evaluation processes for the evaluation of programs/divisions and provide useful analysis to aid in the evaluation of their services and mission.		resources for institutional planning, program review, and assessment. Budget allocation will support institutional committee(s) operations not limited to resources to complete tasks essential to the institution. <i>(Aligned to Strategic Plan 2015-2020: Strategic Plan Focus Areas for IE: (Academic Excellence Goal 1: Objective 1: Expected Outcomes 1-6), (Academic Excellence Goal 1: Objective 2: Expected Outcomes 1-6), (Academic Excellence Goal 1: Objective 3: Expected Outcomes 2-4), (Academic Excellence Goal 1: Objective 4: Expected Outcomes 1-3), Academic Excellence Goal 1: Objective 5: Expected Outcome 3), (Academic Excellence Goal 1: Objective 6: Expected Outcomes 1-4), (Academic Excellence Goal 1: Objective 7: Expected Outcomes 1 & 2), (Academic Excellence Goal 1: Objective 8: Expected Outcomes 1-3), (Academic Excellence Goal 2: Objective 1: Expected Outcomes 1-3).</i>
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Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
Request for Reclassification: Institutional Researcher I	IE has learned the important role of analysis in determining institutional effectiveness. This has been evident in the previous two sanctions ASCC has undergone with ACCJC. The intent of the reclassification is to promote an awareness centering on the importance of analysis in defining program/division efficacy. As outlined in IE's FY 2018 Outcome #1, we plan to solidify data sets for all ASCC divisions and programs to determine a pattern of analysis per program/division. Our team plans to work very closely with all administrators and managers to allow IE to take full ownership of analysis and provide each	Cost: \$42,000.00 Requested Funding Source: ☒ Local Funds: <i>(Please Specify)</i> ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

	administrator with an annual analysis of their mission, divisional learning outcomes plans and status updates and data sets. The Institutional Research 1 will solely absorb the full responsibility of providing analysis for all the services offered at ASCC that include: Academic Services; Student Services; Administrative Services; Outreach Services; and Research Services not limited to the current responsibilities listed in her job description. These roles are vital to the institutional with a heavy emphasis on 'accountability'. This will provide added value to ASCC's reporting and publications.	
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Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

ASCC external stakeholders are informed of College events and accomplishments through ads, articles, and publications prepared by IE.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Awareness: Objective 1: IE staff will continue to review and improve its processes in the compilation, dissemination, and presentation of the Colleges publications and events to assure that stakeholders are well informed. a. IE staff will work collaboratively with all ASCC administrators to centralize all internal and external reporting that include local and federal surveys or reports for archiving and accountability. b. IE staff will seek consultation from the President and Vice presidents on ways to improve the reporting categories for fiscal quarter reporting and continue to monitor and improve its processes for the compiling of reports (biweekly and quarterly) on Compliance Assist. c. IE staff will create a checklist that will be submitted to the Leadership Triangle and program/division administrators for timely submission of internal	Criteria for Success: Objective 1: a. All ASCC internal and external reports and surveys are centralized at IE and SOPs are established for the archiving of these reports. b. There are clear SOPs on the reviewing of all ASCC templates, reports, forms, manuals and publications. c. The President and vice presidents receive biweekly and quarterly updates on the status of reports compiled by IE (Biweekly and Quarterly reports) d. The Connections Newsletter is electronically disseminated following each fiscal quarter to all ASCC stakeholders. Printed copies are disseminated to the Library, Student Services, and posted on campus bulletin boards. Printed copies will also be given to the President for the Governors Cabinet meetings. e. There is an increase of press releases for community awareness. f. There is an increase of presentations on to academic programs on data	Cost: \$2,000.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____ Funding Justifications: Please refer to IE's FY 2018 Planned Purchases for a detailed account of purchases per quarter. Account 5201: Office Supplies Justification- To assure that materials, supplies, and resources are available for services provided by IE, which include training, availability/utilization of training room for meeting conferences (Board of Higher Ed., Deans & Directors Meeting, Institutional Committee Meetings, and other internal and external meetings. <i>(Aligned to Academic Excellence Plan Goal 1: Objective 5: Performance Indicators 1: Expected Outcome 1, Aligned to Technology Goal 1: Objective</i>

'outcome status' reports each fiscal quarter. d. IE staff will revive the Connections Newsletter to inform stakeholders of the developments/achievements per fiscal quarter. e. IE staff will continue to work collaboratively with the academic programs/divisions to publicize press releases to promote community awareness regarding program events or salient accomplishments. f. IE staff will continue to provide presentations during faculty orientation and as applicable for access to ASCC publications on the College's Website (IDS and Data Publications) and accessing data in the College's digital Archives. g. IE staff will work collaboratively with the Chief Information Officer to assure that information on the College's Website including ASCC publications are accurate and made available for the College's stakeholders.	access, processed data, and data archiving to all ASCC constituencies. g. Information, data, and publications on the ASCC Website are accurate and updated.	<i>1:EO 3, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 2 & 3, Aligned to Total Cost of Ownership G1: Objective 1: Expected Outcome 3 & 4.)</i> <u>Account 5202: Photocopy Supplies</u> <u>Justification-</u> To assure that photocopy supplies and materials are available for services provided by IE, which includes training, internal and external data requests, institutional reports for internal and external purposes, internal professional development, and publication documents for internal/external purposes and archiving. Our office has learned that more monies are spent on the cost of toner in ink supplies versus photocopy supplies. <i>(Aligned to Academic Excellence Plan Goal 1: Objective 1: Expected Outcome 2, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 1, Aligned to Total Cost of Ownership Goal 1: O3: Expected Outcome 1), (Aligned to Academic Excellence Plan Goal 1: Objective 5: Performance Indicators 1: Expected Outcome 1, Aligned to Technology Goal 1: Objective 1:EO 3, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 2 & 3, Aligned to Total Cost of Ownership G1: Objective 1: Expected Outcome 3 & 4.)</i> <u>Account 5302: Printing and Reproduction</u> <u>Justification-</u> To sustain accessibility of ink/toner supplies for heavy-duty printers and Xerox machines and to include the cost of purchasing locally and off-island for timeliness purposes. There has been an increase for the need of printing documents to accommodate institutional planning, program review, and assessment and to assure the availability of printed manuals, documents, and publications for internal & external needs. <i>(Aligned to Academic Excellence Plan Goal 1: Objective 5: Performance Indicators 1: Expected Outcome 1, Aligned to Technology Goal 1: Objective 1:EO 3, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 2 & 3, Aligned to Total Cost of Ownership G1: Objective 1: Expected Outcome 3 & 4.)</i>
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Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. Publication Software	IE is in need for publication software	Cost: \$2,000.00

	(mainly for templates) for college publications. Currently, IE has been using an old version of Office Publisher that has limited templates. IE has recycled the same templates in several of the College's publication.	Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____ - IE will seek the possibilities to fund this through grants or cost sharing.
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Outcome 5- PLANS AND ACTIVITIES:

Outcome #5- Plans and Activities: Fiscal Year 2018

ASCC internal and external stakeholders have access to student learning and achievement data and analyses through reports and publications disseminated by IE.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Access to Publications and Reports: <u>Objective 1: IE will continue to monitor and improve processes for data availability and access for all internal stakeholders to ASCC Publications and Reports.</u> a. IE staff will work collaboratively will review all current publications and make recommendations to the President for the improvement of all publications that include: Annual reports; Fact books; Fact sheets; and Accreditation reports. b. IE will assure that all SOPs are accurate and current for the dissemination of ASCC publications (Student Learning and Student Achievement) to internal and external stakeholders, both digitally and printed copies.	Criteria for Success: Objective 1: a. Recommendations to improve all College publications, manuals, or reports are approved by the President and SOPs are updated to reflect the changes. Also, a timeline for recommendations to change the categories or any data set for each publication(s) or manual(s) should be included in the SOP. b. All publications (specifically on student achievement and SLOs) are made available on the ASCC and archives and as deemed necessary on the ASCC Website. There are more statistics on variables measured and disaggregated accordingly.	Cost: \$2,000.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____ Funding Justifications: Please refer to IE's FY 2018 Planned Purchases for a detailed account of purchases per quarter. <u>Account 5302: Printing and Reproduction Justification-</u> To sustain accessibility of ink/toner supplies for heavy-duty printers and Xerox machines and to include the cost of purchasing locally and off-island for timeliness purposes. There has been an increase for the need of printing documents to accommodate institutional planning, program review, and assessment and to assure the availability of printed manuals, documents, and publications for internal & external needs. <i>(Aligned to Academic Excellence Plan Goal 1: Objective 5: Performance Indicators 1: Expected Outcome 1, Aligned to Technology Goal 1: Objective 1:EO 3, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 2 & 3, Aligned to Total Cost of Ownership G1:</i>

		Objective 1: Expected Outcome 3 & 4.)

Outcome #5- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. No additional request for resources aside from the current allocation.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. None at this time

Section VI: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. Press Officer	Staff
2. Institutional Researcher	Staff
3. Data Specialist I	Staff
4. Data Specialist II	Staff
5. Administrative Assistant	Staff
6. Dean of Academic Affairs	Planning and Cost Sharing
7. Teacher Education Director	Planning and Cost Sharing
8. Chief Information Officer	Planning and Cost Sharing
9. Chief Financial Officer	Planning and Cost Sharing
10. Procurement Officer	Planning and Cost Sharing
11. Human Resources Officer	Planning and Cost Sharing
12. VP Academics of Academics and Student Affairs	Planning and Cost Sharing
13. VP Administrative Services and Finance	Planning and Cost Sharing
14. Director of Curriculum and Instruction	Planning and Cost Sharing
15. PFM Director	Planning
16. Dean of Student Services	Planning and Cost Sharing
17. ACNR Director	Planning and Cost Sharing
18. UCEDD Director	Cost Sharing: Online Survey access and storage



Section II: Academic & Instructional Services

○ Division of Academic Affairs

- Business Department
- College Accelerated Preparatory Program
- Criminal Justice Department
- Fine Arts Department
- Health and Human Services Department
- Language and Literature Department
- Math Department
- Nursing Department
- Physical Education Department
- Science Department
- Social Science Department
- Teacher Education Department
- Trades and Technology Department

Division of Academic Affairs

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Academic Affairs
Contact Person:	Mrs. Letupu Tauanuu-Moananu
Contact Information:	Email: l.moananu@amsamoa.edu , ext.414
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	As the learning outcome centered division, the Academic Affairs Division is in alignment with the ASCC Catalog to provide the highest levels of quality services for students through on-going analysis, assessment, and improvement of instructional programs and personnel. <i>To fulfill this mission, the Division offers the following degrees and certificates under its Academic Departments.</i> • 8 Associate of Arts degrees • 18 Associates of Science degrees

- 22 Certificates of Proficiency,
- 6 Certificates of completion,
- 1 Bachelor of Education degree

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

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement: <u>Curriculum, Instruction and Planning</u> • 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.	Description of actions done to meet Outcome 1: Academic Affairs continues to provide support and guidance with Curricular, Instructional, and Planning for all Academic Departments. . Ongoing assessment trainings and meetings are conducted on a monthly basis with faculty from all Academic departments. Assessment of Course Learning Outcomes (CLO), Program Learning Outcomes (PLO), and Institutional Learning Outcomes (ILO) are crucial in the closing of the loop discussions with all faculty. • Compile Assessment data for all courses assessed in the past Academic Year 2016-2017. • Department meetings to share assessment results • Trainings with Departments on Rubric summaries • Review of Program Review instrument for the Academic Division to be implemented in the Fall 2017. • Calibration of assessment data by several departments as a result course outcomes have been revised and rubrics have been updated and standardized. • Completion of the Spring Exit Assessment report Curriculum committee continues to meet regularly with all academic department chairpersons to discuss, approve, propose, and improve curricular programs and courses. • Initiating proposed addendum and updates for the 2016-2018 catalog • Curricular issues in regards to Academic policies • Review and approve Public Health courses for EXITO students.
Outcome 2- Statement: <u>Highest-level of academic services</u> • Provide opportunities in establishing quality academic and student programs. Accountability in academic integrity for students and faculty.	Description of actions done to meet Outcome 2: Academic departments are providing high quality academic services and programs, by getting involved with the community. The Business department showcased educational opportunities that are provided if student were to enter the entrepreneur of business. • STEM –TTD and Land Grant participation to the community • Career Day in local high schools-Business department • Annual Spring Musical Production by the Fine Arts Department. • EXITO students selected to participate at the summer internship at Portland State University • A math student selected to participate at the FAA summer academy in Washington DC.

	• Agriculture major students attending a summer internship at Apia Samoa.
Outcome 3- Statement: <u>Internal and External Partnerships and Entities</u> 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.	Description of actions done to meet Outcome 3: Academic Affairs provided support for Academic departments with both internal and external partnerships. These partnerships include MOU & MOA with local agencies and off-island grants offered through four-year colleges and Universities. These Grants include but not limited to the following: • AHEC with UH Manoa • TITLE III (CAPP) with USDE • LSAMP with UH-Hilo • EXITO with Portland State University • Community Service Block Grant with DOC • ASDOE-MOU with TED • Apprenticeship with the Trades and Technical Division • Fine Arts Grant with National Park American Samoa Aside from these Grants, Academic Affairs worked collaboratively with internal divisions to ensure services are provided to students and faculty. Academic Affairs and Student services continued to work side by side on making sure the registration process is cleared. Tutorial services should be available to students and the use of the computer labs for research. An Academic Affairs' SOP Manual is completed to assist faculty standard operating procedure with all processes involving faculty and students.
Outcome 4-Statement: <u>Manage and allocate institutional resources effectively.</u> • Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.	Description of actions done to meet Outcome 4: Academic Affairs conducted trainings on assessment for new/adjunct faculty during Faculty Orientation. Several divisions were invited to provide trainings for the faculty during the Spring and Fall orientations. Collaborate and work as a team with internal divisions... • DOAA and DOSS has to work together... • Registration Committee Professional development for staff and faculty • AACRAO trip • Assessment 101
Outcome 5- Statement: <u>Recruit, retain, and support faculty and staff in a culture of excellence and innovation.</u> Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.	Description of actions done to meet Outcome 5: Academic Affairs supported the departments by ensuring all positions are filled to assist with high enrollment in several programs. Faculty positions have been advertised and finalized for several positions. Faculty reclassification for Chairpersons is highly recommended due to the many administrative roles the chairpersons are tasked with and yet not established as a position. A course release has been a practice and yet the roles for the Chairpersons exceed the 45 hours allocated for a course. These include but not limited to conduct departmental meetings, oversee faculty, responsible for placing textbook orders, develop course schedules and assign faculty for the courses, assessment data, attend curriculum meetings, responsible of conducting interview and chairs

	interview panels, advise students, assist faculty with course syllabi, revise course descriptions, etc.. • Technological training ▪ MOODLE ▪ Webadvisor ▪ Smartboard
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B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s):

1. Completed and approved the Academic Affairs Standard Operation Procedure Manual
2. Completed and approved the 2016-2018 Catalog addendums for Public Health, Prerequisites for TTD and TED courses, Academic Calendar changes, and the VA addendum for Student Services.

Outcome 2 Achievement(s):

1. Worked collaboratively with all Academic departments in solidifying all current and exiting grants housed under Academic Affairs.
2. Completed another Academic Year of assessment of student learning outcomes at all levels
3. Completed another Academic Year of implementing the Institutional set standards and ready for review.
4. Completed another academic year of the Program review for all academic departments.
5. Currently in its 2nd year of the current catalog 2016-2018 and preparing for another review of the new catalog for 2018-2020.
6. Completed another successful year of awarding degrees both in the Spring and Fall 2017 with a approximately 200 plus students.

Outcome 3 Achievement(s):

1. ASCC Academic Administrators and President met with the Director of ASDOE in solidifying the ASDOE-MOU and also the agreement with the UH Cohort.
2. Hosted a meeting with the Executive Director of the EXITO grant with Portland State University. Established a strong relation with ASCC students majoring in Biomedical and Research.
3. Completed and approved Manual for the Community Advisory council.

Outcome 4 Achievement(s):

1. During Faculty Orientation, several divisions have conducted training and workshops for a smooth transition of operations within departments and to ensure services and high quality instructions are available to students. Students Services presented on behalf of the Counseling services, Records, and Financial Aid.
2. Opportunities were provided for the ALO and Assistant ALO to update and inform the Institution on the status and processes of Accreditation. This is to ensure continued compliance with the ACCJC standards for the American Samoa Community College.
3. Academic Affairs presented to faculty on Assessment data and MOODLE training for new and current faculty. Presentation was also provided for the new faculty to share and inform faculty of Academic Policies and SOP to ensure quality instructions are provided to students.

Outcome 5 Achievement(s):

1. Completed Hiring of the AHEC Coordinator and is now on board.
2. Finalized the vacant position for the Language and Literature department.
3. Finalize the TED faculty vacant position to start in the Fall 2017.
4. Hired another TTD faculty under the Engineering program.
5. Hired another TTD faculty under the ICT program.
6. Hired a new Marine Science Coordinator.
7. Completed Faculty Recognition for all activities done as well as the services to the teaching profession for the Year2016. This recognition of faculty was done during the Spring 2017 orientation.
8. At the final stage of hiring the Psychology and Social Science positions

C. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:	
1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☐ Other (<i>Please Explain</i>):
2. Program or Division services offered that link to:	☒ Board Policies ☒ Administrative Governance Policies ☒ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	A thorough review Chapter 5 Policies.
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	Inconsistencies of Board policies in reference to academics
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	

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

The following sections will serve as the ‘Planning’ function for your Program or Division ***Fiscal Year 2018*** 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 2018 Outcomes:		
<i>Please list your Program’s or Division’s Outcome(s) for Fiscal Year 2018. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.</i>		
Outcome Statements:	Outcome Status:	Aligned to College Priorities:
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	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
Outcome 2: Highest-level of academic services Provide opportunities in establishing quality academic and student programs. Accountability in academic integrity for students and faculty.	☒ Ongoing Outcome ☐ New Outcome	☐ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
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	☐ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
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	☒ Ongoing Outcome ☐ New Outcome	☒ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach,

and off-island.		Extension, and Research
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	☐ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	

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

B. Program or Division Plans, Activities, and Resources:

*Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)*

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

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.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
a. Curriculum and Assessment Assessment of courses at all levels should be completed for the new set standards. Compiling of data for assessment reports and sharing with departments for analysis and evaluation to make informed decision in regards competencies and qualities achieved. Review of curriculum for all Academic departments in preparation for the new 2018-2020 catalog.	Criteria for Success: A thorough review of outcomes at all levels based on data. Revisit options of courses for all AA, AS, COP, and the Bachelor program. Continue discussion and dialogue for the ASCC stakeholders including the Curriculum and Assessment committees on Institutional Set Standards.	Cost: \$15,000.00
		Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☒ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____ Funding Justifications: <u>Account 5201: Office Supplies</u> Justification- Need supplies for compiling assessment and curriculum reports for all Academic departments. <u>Account 5202: Photocopy Supplies</u> Justification- Need copies of minutes, agendas and reports for both committees and for all departments. <u>Account 5302: Printing and Reproduction</u> Justification- <u>Account 5504:</u>

Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. Need another full time assessment personnel to assist with minutes, agenda, and especially with compiling assessment data for the Assessment committee.	1. The current special assistant to the Dean and the Admin Tech already have full responsibilities for all academic departments. Really need the assistance with Assessment reports.	Cost: \$15,000.00 Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 2- PLANS AND ACTIVITIES:**Outcome #2- Plans and Activities: Fiscal Year 2018**

Provide opportunities in establishing quality academic and student programs. Accountability in academic integrity for students and faculty

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
The office of Academic Affairs continue to monitor and ensure all instructional programs and services are available to student and it's of high quality. The office of the Dean of Academic Affairs provides the support in resource, personnel, finance, maintenance and technological equipment necessary for improving quality of instructional support for assurance of quality education available to students. Assessment and achievement of outcomes at all levels are continuously monitored by Academic Affairs for achievement of outcomes at all levels.	Criteria for Success: 1. Work collaboratively with HR in providing personnel with maximum credentials necessary to meeting the needs of all disciplines. 2. Work collaboratively with the Finance division to ensure funds are available to support all Academic Departments. 3. Work collaboratively PFM and Procurement Division with facility and maintenance for instructional purposes and to ensure all supplies are available for instructional purposes. 4. Work collaboratively with the MIS division to ensure support is provided for technological support not only on equipment but software and MOODLE for instructional purposes. 5. Work collaboratively with the IE Division on institutional data set and achievement of outcomes at all levels.	Cost: \$2,000,000.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ Seek funds to support all academic departments with finance, personnel, and technological equipment and software. ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
2. Request for a New Position: Writing Lab Technician	Writing Lab Technician to support students with writing skills for all courses with extensive writing reports such as Language and Literature, Science, Criminal Justice, Nursing, Business, Social Science, etc..	Cost: \$24,000.00 Requested Funding Source: ☒ Local Funds: <i>(Please Specify)</i> ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 3- PLANS AND ACTIVITIES:**Outcome #3- Plans and Activities: Fiscal Year 2018**

Provide quality academic programs and services, to coordinate programs and activities for workforce development. Provide opportunities and resources for the underserved, challenged, and non-traditional population and promote diversity and global engagement.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
<u>The office of Academic Affairs continue to monitor and initiate dialogues on the following:</u> a) Articulation agreement with off-island colleges. b) MOUs and MOA with local and government agencies. c) Academic Outreach and Curricular clubs to the high schools and community d) Promote field trips and internships with grants and academic departments.	a. Continue to increase articulation agreements with colleges in the West Coast and Hawaii b. Monitor and support departments with existing MOUs and MOAs with external agencies such as ASDOE-MOU, LBJ, Public Health, UH-Hilo with LSAMP, UH with AHEC, Portland State University with EXITO and Biomedical research. c. Grants promoting academic achievement in specialized disciplines such as EXITO, AHEC, TITLE III, etc.. d. Support academic departments with Curricular activities and clubs such as Law of Justice, Political Science Club, Psychology Club, Health and Human Services Club, TED club, etc.	Cost: \$200,000.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> <u>seek funds to support request</u> ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☒ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____ <i>1:EO 3, Aligned to Staffing Goal 1: Objective 1: Expected Outcome 2 & 3, Aligned to Total Cost of Ownership G1: Objective 1: Expected Outcome 3 & 4.)</i> <u>Account 5504: Other Contractual</u>

Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
Proposal of an Administrative clerk on reporting, compiling, and assisting with departments involved with Grants and MOUs/MOAs	This individual will be tasked with all administrative responsibilities solely for all Academic Grants to ensure services and support is provided to all	Cost: \$15, 000.00 Requested Funding Source: <u>Seek grants to support request for admin assistant.</u>

	departments in a timely manner.	☒ Local Funds: <i>(Please Specify)</i> ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

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.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
<u>Academic Affairs continues to monitor funds and work collaboratively with internal divisions to promote student success through professional development.</u>	a. Provide professional development for all faculty during faculty orientation and throughout the semester on Assessment. b. Promote professional development on other areas such as student retention, student achievement, graduation rates, program retention, etc.	Cost: \$30,000.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ Seek funds to continue professional development for all academic departments. ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____ Funding Justifications: Please refer to IE's FY 2018 Planned Purchases for a detailed account of purchases per quarter. <u>Account 5201: Office Supplies Justification-</u> <u>Account 5202: Photocopy Supplies Justification</u> <u>Account 5302: Printing and Reproduction Justification-</u>

Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
		Cost: Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400

		☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
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Outcome 5- PLANS AND ACTIVITIES:

Outcome #5- Plans and Activities: Fiscal Year 2018

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

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Academic Affairs continues to work collaboratively with Finance and Human resources in setting standards and criteria for faculty reclassification and ranks. Academic Affairs work collaborative with Leadership Triangle in making sure faculty are provided with opportunities to upgrade skills in teaching and learning at all levels and for all Academic disciplines.	a. Initiate discussions on plans for teacher reclassification and ranks. b. Moving forward with ranks and classification of Chairpersons as they are overwhelmed with Administrative responsibilities such as conducting departmental monthly meetings, attending Curriculum meetings, ensuring and providing support for all its faculty with facility concerns and sufficient personnel, in charge of textbook orders and instructional supplies for all faculty, course scheduling on a semester basis, leading advising during faculty orientation, provide orientation for new/adjunct faculty, etc..	Cost: \$3,000,000.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ Seek grants and local budget for faculty reclassification. ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____ Account 5302: Printing and Reproduction Justification- Aligned to Technology Goal 1: Objective 1:

Outcome #5- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as

additional information the College should provide to assist your Program's or Division's planning.

1. None at this time

Section VI: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
19. Director of Curriculum and Assessment	Staff
20. Cherie Ripley	Staff
21. Victor Ualesi	Staff
22. Dean of Academic Affairs	Staff
23. Teacher Education Director	Teacher Education
24. Chief Information Officer	MIS
25. Chief Financial Officer	Finance Department
26. Procurement Officer	Procurement
27. Human Resources Officer	Data on Faculty
28. Dean of Student Services	Planning on Data Sets
29. Director of Institutional Effectiveness	Planning and Cost Sharing

Business Department

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Business Department
Contact Person:	Dr. Faofua Faatoafe
Contact Information:	f.faatoafe@amsamoa.edu / 699-9155 ext. 319
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018 / Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
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. To meet this mission, the department offers the following degree and certificate programs of studies: • Associate of Science in Accounting

	• Associate of Science in Business Management • Certificate of Proficiency in Accounting • Certificate of Proficiency in Business Management.
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Section III: Program or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: Program or Division Outcomes and Actions (<i>Academic Year 2016-2017</i>)	
Outcome 1- Statement: Business Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the AS in Accounting, AS in Business Management and also in the Certificate of Proficiencies.	1) Business department Faculty were involved with the fall 2016, spring 2017, and summer 2017 registration and advising during priority registration and office hours. 2) Business department Faculty have reviewed and standardized its rubrics for all its courses. The department continued to meet with the Director of Assessment and Curriculum to share results of assessment data, identify strengths and weaknesses on achievement of outcomes. 3) Every faculty member does students’ academic advisory not only during registration but also throughout the semester 4) Faculty Meetings are held regularly to address assessment and instructional needs and concerns. Dialogue on course outcomes as indicated in the Conceptual Framework are addressed as well as the alignment: CLO → PLO →ILO 5) To further assure best practices the faculty have had calibration sessions and will continue them in every semester so that faculty have the same understanding of criteria of rubrics used to assess students’ work. 6) The Business department offered its courses mainly in Rm20. The Business department lab houses several computers for its lab mainly for the taxation course and accounting.
Outcome 2- Statement: Business Department faculty and students will continue to build and strengthen its departmental relationships with all internal and external stakeholders to include: ASCC Divisions and Departments, ASG, ASDOE Administration and ASDOE schools, Public and Private Schools PTAs, Private Schools, the Accrediting agency (ACCJC), the Tax Office, Local Banks, Start-Kist, Private Agencies, Businesses in Samoa and New Zealand, and the community at large.	1) The Business department established a positive working relationship with ASDOE high schools in promoting students interests in the Business World. The department provided outreach to the High Schools and private sectors. 2) The department faculty and Chairperson have been proactive in providing professional development to schools when we are invited. 3) Business department faculty has presented to the high school seniors to encourage them to attend ASCC while promoting the Business Program and ASCC programs. 4) Business major students have returned and worked at various Branches of the Government such as the Tax Office, Budget, Banks, ASDOE, and etc. 5) The Business Department continued to promote Business majors through practical experiences through service learning, conducting surveys, preparing business plans, and a spring semester field trip to the local businesses in the neighboring Islands. The Department Chairperson and 2 Business Spring 2017 graduates were able to visit local businesses in Samoa. Positive feedback was provided on Students Business plans.
Outcome 3- Statement: Business Department faculty and students will continue to maintain and uphold all criterion and standards set by the Accrediting agency; degree namely	1) Business Students’ involved with service learning are presented with an Employer survey to be shared with faculty and Chairperson. This would allow faculty to

the ACCJC, for both the AS in Accounting and Business Management and the Certificate of Proficiencies in Accounting and Business Management.	strengthen problem areas and to improve on curricular issues and concerns from outside Agencies and community. Commendations are noted on the employer survey on the strengths of the program and the students' skills and knowledge. 2) Regular faculty meetings and scheduled departmental meetings are held to address pertinent issues and or to review assessment and curricular aims. Several faculty sessions were held to update and standardize rubrics, review matrices and to align our outcomes: ILO's, PLO's and CLO's. 3) Faculty will be ethical, respectful and be models for our students. Business faculty will uphold and live according to the standards and policies set forth by the institution and have good work ethics.
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B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Responding according to our actions:

- 1) There have been minimal complaints if any of our registration process and advising.
- 2) As faculty collaborated on standardizing rubrics and also submission and clarification of rubric summaries.
- 3) Advising has improved where each faculty are being more visual and are available by keeping their office hours and by having an open door policy to advise students. So far including Fall 2016 and Spring 2017 we have 15 students earning their AS Degree in Accounting, 7 students earning an AS in Business Management, and 1 students earning a COP in Business Management, due in part of advising and encouragement from faculty.
- 4) As the result of regular faculty meetings, many issues have been addressed and resolved. Much work on assessments has been a continual dialog. Discussions of closing the loop have been ensued with reviews of each course matrix, rubrics, syllabi and alignment to outcomes have been a constant concern and faculty are more fully aware of the importance of assessment in aiding the department to improve and move forward. Faculty provide their assessment for each course they have taught for dissemination in preparation for analyzing and moving onward closing the loop after Spring 2018.
- 5) Part of our assessment process was to engage in meetings with the Director of Curriculum and Assessment on sharing data and training on rubric summaries. Recommendations were provided by faculty on additional data to be shared with the department. As a result, the faculty were able to identify some key concerns of criteria to address and come to a consensus and understanding of the importance of submission of data and assessment.

Outcome 2 Achievement(s): Responding according to our action

- 1) The outcomes of our department meetings were positive. We had discussions on some of the challenges within our department and we were able to come to a consensus of how we would work as partners to do more outreaching, provide incentives and to be more accommodating to the need of interested students in Business department.
- 2) Being pro-active and visual in the schools has helped us to build a positive rapport of the college and our program. Also, one of our goals in being visual is to support and advocate for our Business department program. As we attend these events, we also met and mingled with school administrators, teachers, parents, and representative(s) from the Department of Education while supporting our own TED student teachers.
- 3) As a result, we have been able to persuade some serious senior students to take interest in programs offered in the Business department and also reaching out to others to attend ASCC as the college has other programs that they could be interested in. At these presentations and Island wide Business Career Day, the Business Department Chairperson shared the program and benefits in the Business World.
- 4) One of our best achievements is with our students who graduated from our AS in Business Management was the opportunity for two students to see first-hand and to meet with local business owners on the successes and challenges of a establishing a Business. Students were given the opportunity to share their Business Plans with the owners in Samoa during their Spring trip to the neighboring Islands.

Outcome 3 Achievement(s): Responding according to our action

- 1) Student evaluations are taken very seriously and we are able to review data on how courses are taught by faculty and adjuncts, and findings are used to help us improve our teaching practices, and help us to determine whether or not, we will continue to employ adjuncts to teach our courses. Students' evaluations of our faculty have also allowed us to see areas where certain faculty concentrated too heavily in one area and needed to meet other outcomes of the course.
- 2) The success of having regular faculty and department meetings allowed us to resolve issues and or address challenges we have in our department. It has helped to shed more light on the assessment process whereas the faculty are aware how this process will help us not only meet our goals but to set higher goals for the department as we plan for growth.

- 3) The challenge has been to be personally ethical on the job. Be here daily, prepare and attend all courses and teach for the duration of the course period. There has been some improvement, but there is room still for more.

D. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other <i>(Please Explain): Semester based faculty course evaluations.</i>
2. Program or Division services offered that link to:	☒ Board Policies ☐ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	- Chapter 5 Policies
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	- Policy 5102: Faculty Orientation, Internship, and Institutional Development: Issue- Mandatory attendance of faculty during Graduation and Orientation..
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	- A policy needs to be established or perhaps further clarification regarding Policy 5314, to include consequences for students in that consecutively fail a course (more than 3 times).
Additional Comments: <i>(Please list any additional comments in the space provided.):</i>	.

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

The following sections will serve as the ‘Planning’ function for your Program or Division ***Fiscal Year 2018*** 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.

B. Planning FY 2018 Outcomes:

*Please list your Program's or Division's Outcome(s) for **Fiscal Year 2018**. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.*

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: <u>Curriculum Planning and Assessment:</u> The Business Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the AS in Accounting, AS in Business Management and also in the Certificate of Proficiencies. <i>Outcome 1 Expectations:</i> - Curriculum: - Cyclical review of course qualities and competencies - Assessment: - Cyclical assessment of courses and necessary processes for data collection, analysis, and evaluation.	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension
	☒ New Outcome	

Outcome 2: <u>Instructional and Methodology Planning and Assessment:</u> The Business department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary. <i>Outcome 2 Expectations:</i> • Instructional Delivery: ○ Cyclical review of faculty and staff instructional needs for Traditional and Nontraditional learning environments. • Methodology: ○ Cyclical review of instructional methods and pedagogy used in learning environments • Professional Development: ○ Increase faculty and staff to conduct workshops to internal and external stakeholders centering on pedagogy or content expertise.	☐ Ongoing Outcome	
Outcome 3: <u>Internal and External Partnerships:</u> The Business Department provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies. <i>Outcome 3 Expectations:</i> • Internal Partnerships: ○ Increase the articulation of courses and programs through local and off-island MOU ○ Solidify and procure funding for program expansion and services offered to the community and neighboring Islands ○ Increase outreach services in local schools for program awareness and career paths ○ Engage the Community Advisory Council to assess the needs of the public and private schools in American Samoa • External Partnerships: ○ Increase the articulation of program courses and degree(s) for student matriculation into other colleges/universities and/or gainful employment ○ Maintain accreditation with the ACCJC	☐ Ongoing Outcome	
Outcome 4: <u>Data Accountability:</u> The Business Department Faculty are accountable for all student data that include: student, faculty, and program statistics. <i>Outcome 4 Expectations:</i> • Course Data: ○ Cyclical process review for the dissemination, collection, and analysis of course assessment data (Semester Based) • Program Data: ○ Cyclical process review for the dissemination, collection, and analysis of program outcome competencies and qualities (Annually) ○ Cyclical process review of program data that include student achievement, student learning outcomes, and program learning outcomes. (Semester Based) ○ Cyclical process to review program compliance with accreditation standards and policies. (Annually)	☐ Ongoing Outcome	
	☒ New Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension

○ Program student achievement data is made available to internal and external stakeholders periodically. (Annually) • Faculty Data: ○ Cyclical review of advisee(s) rosters and monitoring of student career paths for transferability and gainful employment. (Semester Based) • Student Data: ○ Cyclical review of student evaluation of instruction / course competencies (Semester Based)		
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Section IV.B: Program or Division Planning Context “How do we get there?”

C. Program or Division Plans, Activities, and Resources:

*Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)*

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018:

Curriculum Planning and Assessment: The Business department provides a curriculum conducive to the teaching needs for all pre-service and in-service teachers.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 1a: <u>Program Curriculum Review and Planning:</u> • Objective 1a- Curriculum Review: The Business department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Mission, Certificate, and degrees:</i> ▪ Review of Program outcome qualities to the program mission ▪ Review of program certificate and degrees to meet the needs of external agencies (<i>Refer to Outcome 3a and 3b</i>) ▪ Review of all matrices that include the alignment of course outcome competencies to program outcome qualities	Outcome 1a Criteria for Success: Curriculum: Cyclical review of course qualities and competencies: ○ Objective 1a: ▪ <i>A full review of the Business department mission, certificate, and degrees has been completed.</i> ▪ <i>A full review of the Business Department’s outcome qualities and competencies is completed.</i> ○ Objective 2a: ▪ <i>Scheduling of Course offerings and faculty/adjunct faculty for the upcoming academic year (both regular and after hour sessions) and is approved by the Dean of Academic Affairs in a timely manner.</i> ○ Objective 3a: ▪ <i>An Academic Manual is compiled particularly Section A on Curriculum Review and Planning that will outline the</i>	Cost: <u>\$194,000.00</u> Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) To seek grant funding as applicable and to seek clarification by the Dean of Academic Affairs for the budgeting of the following items: - Cost of scheduling adjunct faculty for regular session course offerings: \$10,000.00 - Cost of Textbooks: \$1000.00 - Supplementary Resources: \$3,000.00 - Equipment & Materials: \$3,000.00 - Technology, Multimedia, Peripherals: \$10,000.00 ☒ Local Funds: (<i>Please Specify</i>) ☒ Personnel 5100: \$166,500.00 - ☒ Materials & Supplies 5200 - Costs of Books, supplementary resources: Allocation: \$500.00 (Please refer to the notes above.) ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

▪ Alignment of program outcome qualities to the mission of the Business Department certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Review of Curriculum Qualities and Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. ▪ Review of program selected courses from the Co-Foundational requirements for the 2nd year . ▪ Review all common program rubrics utilized in majority of the courses and facilitate the processes of inter-rater reliability and calibration of results. • Objective 2a- Course Offering and Scheduling for Academic Year 2017-2018: The Business Department Chairperson will work collaboratively with the Dean of Academic Affairs, faculty and Administrative technician to facilitate the scheduling and offering of both program and general education courses to fulfill the needs of students in the completion of their degree paths (AS in Accounting and Business Management.). The projected offering of courses and costs is based on the numbers of courses offered in the	<i>following sections that include: A) Cycle, processes, and scheduling for the review of Program Outcome Qualities and B) Cycle, processes, and timeline review of course outcome competencies.</i>	
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Academic Year 2016-2017.

- *Scheduling of Course Offerings:*
 - Scheduling of After Hour or summer semesters/sessions costs for: \$10,000.00
- *Scheduling of Adjunct Faculty based on student cohort career paths and costs:*
 - Adjunct Faculty Cost: \$10,000.00 (Including fall, spring and summer semesters/sessions: Calculation- total of 6 courses from co-foundational offered.)
- *Timeline and processes for purchasing Course Textbooks:*
 - Textbooks Costs for instructor: \$1,000.00 (Including fall, spring and summer semesters/sessions:
- *Timeline and processes for the Purchasing of Instructional Resources and Multimedia:*
 - Supplementary Resources: Costs: \$3,000.00 (Learning resources not limited to: workbooks, construction paper, scissors, glue, tape, notepads, pencils, pens, markers, etc.); (Calculation of fall, spring and summer semesters/sessions- 3 full-time faculty in the department
 - Technology, Multimedia and peripheral maintenance update/upgrade: \$10,000.00 (This includes external drives/USB flash-drives, power surge unit replacements, updating of all Mac and PC computers to the most updated OS version.)
 - Equipment: 3,000.00 (toners for (3) Business department printers/Xerox machine, and Xerox papers.)

- **Objective 3a- Academic Affairs**
Program Manual Section A: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program curriculum. This manual should include **Section A Curriculum Review and Planning** that includes the following topics:
 - *Cycle, processes, and schedule of Program Outcome Qualities:*
 - Review of Program outcome

competencies curriculum matrices ▪ Review of alignment of course outcome competencies to program outcome qualities ▪ Review of alignment of program outcome qualities to the mission of the Business department certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes, and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Cycle, Process, and Timeline Review of Course Outcome Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. ▪ Review all common program rubrics utilized in majority of the courses and facilitate the processes of inter-rater reliability and calibration of results.		
Outcome 1b: <u>Program Assessment Review and Planning:</u> • Objective 1b- Assessment Review: The Business department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program	Outcome 1b Criteria for Success: Assessment: Cyclical assessment of courses and necessary processes for data organization, dissemination, collection, analysis, and evaluation: ○ Objective 1b: ▪ <i>A complete review of Program data on outcome qualities and competencies is completed.</i> ○ Objective 2b: ▪ <i>An Academic Manual is</i>	Cost: <u>\$0.00</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

outcomes qualities and course competencies. ○ <i>Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Review of Course Learning Outcomes (CLO): <i>(Formative and Summative):</i> % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. ▪ Review of Program Learning Outcomes (PLO): <i>(Formative and Summative):</i> % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ Review of General Education Outcomes (GEO): <i>(Formative and Summative):</i> % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ▪ Review of Institutional Learning Outcomes (ILO): <i>(Formative and Summative):</i> % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes. • Objective 2b- Academic Program Manual Section B: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program assessment. This manual should include Section B Assessment Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Course Learning Outcomes (CLO): <i>(Formative and Summative):</i> % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. ▪ Program Learning Outcomes	<i>compiled particularly Section B on Assessment Review and Planning that will outline the following sections that include the cycle, processes, and scheduling of: A) CLO B) PLO Assessment C) GEO Assessment D) ILO Assessment</i>	
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(PLO): (Formative and Summative): % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ General Education Outcomes (GEO): (Formative and Summative): % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ▪ Institutional Learning Outcomes (ILO): (Formative and Summative): % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes.		
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Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. To allocate funding source for Department's field trip to neighboring Islands. Mainly for the faculty's airfare and lodging who is accompanying the students.	Currently, students are fundraising for trips to neighboring Islands for the	Cost: \$5,000.00 Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018:

Instructional and Methodology Planning and Assessment: The Business department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 2a: Program Review for Instructional Delivery and Methodology: • Objective 1a- Instructional Delivery: The Business department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of	Outcome 2a Criteria for Success: Instructional Delivery and Methodology: Cyclical review of faculty and staff instructional needs, and review of instructional methods and pedagogy used in learning environments: ○ Objective 1a: ▪ <i>An assessment of equipment,</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500

Curriculum and Assessment, faculty, and staff to facilitate the review to base the needs for traditional and nontraditional instructional delivery resources. ○ <i>Review of Traditional Delivery Needs:</i> ▪ Number of classrooms ▪ Number of air conditioners per classroom ▪ Number of classrooms with computers per program ▪ Number of computers in each classroom per program ▪ Number of classrooms with smart-boards per program ▪ Number of classrooms with printers per program ▪ Number of student desks in a classroom ▪ Number of student chairs in a classroom. ▪ Number of podiums in a classroom ▪ Number of White boards in a classroom ▪ Number of bulletin boards in a classroom ▪ Number of chalkboards in a classroom ○ <i>Review of Office and Advising Needs:</i> ▪ Number of computers in each office per program ▪ Number of offices with printers per program ▪ Number multimedia projectors per program ▪ Number of laptops per program ▪ Number of Teacher desk(s) in each office per program ▪ Number of shelves in each office per program ▪ Number of cabinets in each office per program ▪ Number of sofas/couches in each office per program ▪ Number of iPads per program ▪ Number of phone lines per program ○ <i>Review of Nontraditional Instructional Delivery Needs:</i> ▪ To revive Distance	<i>furniture, and resources is completed and a needs list is generated for Traditional instructional delivery needs.</i> ▪ <i>An assessment of equipment, furniture, and resources is completed and a needs list is generated for Office needs.</i> ▪ <i>An assessment of equipment, furniture, and resources is completed and a needs list is generated for Nontraditional instructional delivery needs.</i> ○ Objective 2a: ▪ <i>A complete review of teaching methods and pedagogy used by faculty has been documented.</i> ○ Objective 3a: ▪ <i>A Manual is compiled particularly Section C on types of learning environments and teaching methods and pedagogy that will outline the following sections that include: A) Definitions of Learning Environments B) Definitions of Teaching Methods utilized in all program courses.</i>	☐ Equipment 5600 ☐ Other (Specify) _____
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Education plan with the Dean of Academic Affairs and Student Services on avenues to accommodate the need student at remote sites as requested. ▪ Number of remote sites outside of ASCC. ▪ Number of distance learning resources (polycom, television, speakers, CMS system-Moodle, etc.). • Objective 2a- Instructional Methodology: The Business department Chairperson will work collaboratively with faculty to account for the teaching methods and pedagogy defined and utilized by faculty. ○ <i>Review of Teaching Methods/Pedagogy:</i> ▪ Review the types of teaching methods used versus the percentage per method used in all program courses. This also includes practical requirements for field experience. • Objective 3a- Academic Affairs Program Manual Section C: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program Teaching Methods and Pedagogy. This manual should include Section C: Teaching Methods and Pedagogy that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Teaching Methods and Pedagogy:</i> ▪ Types of Teaching Methods used (<i>Definition of Teaching Methods</i>) ▪ Common Teaching Methods used in all courses (<i>Definition of Signature and Capstone Methods</i>)		
Outcome 2b: Professional Development Planning: • Objective 1b- Professional Development A: The Department	Outcome 2b Criteria for Success: Professional Development A & B: An increase of program and staff based workshops for internal and external	Cost: \$10,000.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) - Professional Development B: Off-island

Development: Off-campus Weekend Retreat: \$5,000.00 (Including costs for venue, food, and stipends for presenters and for faculty and staff participation as deemed necessary.)		
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Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
3.		Cost: \$ _____ Requested Funding Source: Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Internal and External Partnerships: The Teacher Education Department / ASBEP provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 3a: Internal and External Partnerships: • Objective 1a- Internal Partnerships: The business department chairperson will plan collaboratively with the Dean of Academic Affairs to facilitate the articulation needs and awareness for Education majors to assure a smooth transition for students seeking transferability and/or gainful employment. ○ Increase outreach and awareness services in public and private schools. ▪ Solidify a calendar of set dates each year with the public and private schools for program awareness and presentations on program career path	Outcome 3a Criteria for Success: Internal and External Partnerships: Business department increases its services to meet the transferability, gainful employment, and profession needs (content and pedagogical) needs for its students and constituencies: ○ Objective 1a- Internal Partnerships: ▪ There is an increase in Business Department outreach and awareness services in public and private schools. ▪ There is an increase in the offering of professional training (education based qualities and competencies) for the community, private or public schools. ▪ The Community Advisory Council evaluates the needs of the community for the	Cost: \$500.00 Funding Source: ☐ Grant or MOU: (Please Specify) To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: - Preparation for outreach to schools and private sectors.(\$300.00) - Community Advisor Council: \$200.00 (To cover the costs of meals.) ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

opportunities for interested students . ○ <i>To solidify professional training needs for the community, private or public schools.</i> ▪ The Business departments continue to provide outreach to the High School students, presentations to the public and private sectors, and the community at large. (\$300.00, mainly for transportation and pamphlets). ○ <i>To utilize the Business department's Community Advisory Council more frequently to evaluate the community needs necessary for the improvement of certificate and degrees offered.</i> ▪ The Business department Chairperson will organize two meetings particularly for the Community Advisory Council to discuss the educational needs of the territory as well as the future direction in the offering of educational certificates and degrees: <u>\$200.00</u> (To provide refreshments for the meetings.) • Objective 2a- External Partnerships: The business department chairperson will plan collaboratively with the Dean of Student Services to track the matriculation needs for Education majors to assure a smooth transition for students seeking transferability. ○ <i>Solidify processes for Student Matriculation:</i> ▪ The business department chairperson will work collaboratively with the Dean of Student Services to strengthen the matriculation counseling processes for education majors that wish to pursue a higher education degree or transfer to other institutions of higher learning. ○ <i>Solidify tracking processes for</i>	<i>improvement of certificate and degrees offered.</i> ○ Objective 2a- External Partnerships: ▪ <i>Processes are improved for education majors seeking transfer to other institutions of higher learning.</i> ▪ <i>Tracking processes are improved for education majors that enter the workforce.</i> ○ Objective 2b- External Partnerships (Accreditation): ▪ <i>Business department Faculty and staff are aware of the trends in Accreditation Standards, Eligibility Requirements, and Commission Policies pertaining to ACCJC requirement.</i> ▪ <i>Business department chairperson works collaboratively with the ALO and Assistant ALO to standardize necessary data sets following a semester based/annual cycle that coincides with the ASCC requirements for accreditation reporting.</i> ○ <i>Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs (Recommendations for Accreditation Substantive Changes as deemed necessary.)</i>	
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Education Majors:

- The business department chairperson will work collaboratively with the Dean of Student Services to strengthen the tracking of Business majors that enter the workforce.

- **Objective 2b- External Partnerships (Accreditation):**

The business department chairperson will schedule meetings to collaboratively plan with the ASCC Accreditation Liaison Officer and the Assistant Accreditation Liaison Officer to assure compliance with the WASC-ACCJC Eligibility Requirements, Standards, and Commission Policies.

- *Awareness of Trends of the Accreditation Standards:*

- The business department chairperson will organize two meetings (*1 meeting each semester*) to discuss and present to faculty necessary updates in Accreditation Eligibility Requirements, Standards, and Commission Policies.
- The business department chairperson will participate in Accreditation Annual Trainings.

- *Promote accreditation awareness and continued compliance:*

- The business department chairperson will provide necessary data regarding faculty, curriculum, assessment, resources, evaluation, and information required for the reporting of continued compliance with Accreditation Standards and policies.

- *Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs:*

partment Chairperson will work collaboratively with the Accreditation Liaison to assess the needs of the public and

schools in the Business fields.		

Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Data Accountability: The Business Department Chairperson and Faculty are accountable for all student data that include: student, faculty, and program statistics.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 4a: Student Data Accountability: • Objective 1a- Student Enrollment Statistics: The Business Department Chairman, and faculty will collaborate with the Registrar to effectively track enrollment statistics for all students seeking a certificate, professional development, certification, and AS in Accounting and Business Management. ○ <i>Business Departments</i> <i>Certificate and Degree Declared Majors:</i> ▪ Disaggregated number and percentage of students enrolled in the AS in Accounting and Business Management (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students enrolled in the COP in Accounting and Business Management. (<i>Gender, ethnicity, age</i>)	Outcome 4a Criteria for Success: Student Data Accountability: The Business Department will define, collect, monitor, analyze, and report student data statistics to internal and external stakeholders that include: ○ Objective 1a: ▪ <i>Student enrollment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 2a: ▪ <i>Course offering statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 3a: ▪ <i>Graduation statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 4a: ▪ <i>Transfer statistics are compiled and disseminated accordingly to</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

• Objective 2a- Course Offering Statistics: The Business department Chairman and faculty will collaborate with the Registrar to effectively track course offering statistics for all courses offered. ○ <i>Business Courses Offered:</i> ▪ Past 3-5 years (<i>Number and Percentage of all courses offered.</i>) ▪ Past 3-5 years (<i>Number and Percentage of cancelled courses due to low enrollment / no enrollment.</i>) ▪ Past 3-5 years (<i>Number and Percentage of courses that were not offered.</i>) • Objective 3a- Student Graduation Statistics: The Business Department Chairman and faculty will collaborate with the Registrar to effectively track graduation statistics for certificates and degrees conferred. ○ <i>Business Department Conferred Degrees:</i> ▪ Past 3-5 years (<i>Number and Percentage of certificates conferred.</i>) ▪ Past 3-5 years (<i>Number and Percentage of AS in Accounting and Business Management degrees conferred.</i>) • Objective 4a- Student Transfer Statistics: The Business department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student transfer statistics. ○ <i>Business department Transferability:</i> ▪ Past 3-5 years (<i>Number and Percentage of AS students that transfer to off-island colleges or universities.</i>) ▪ Past 3-5 years (<i>Number and Percentage of AS students that transfer into the Bachelor. program.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their Bachelor. and continue to pursue a Masters Degree.</i>)	<i>internal and external stakeholders.</i> ○ Objective 5a: ▪ <i>Employment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 6a: ▪ <i>Time to Degree statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 7a: ▪ <i>An Academic Affairs Manual is compiled particularly Section E: Student Statistics that will outline the cycle and processes for the following sections: A) Enrollment Statistics B) Course Offering Statistics C) Graduation Statistics D) Transfer Statistics E) Employment Statistics F) Time to Degree Statistics.</i>	
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▪ Past 3-5 years (<i>Number and Percentage of students that completed their Masters Degree and continue to pursue a Doctorate Degree.</i>) • Objective 5a- Student Employment Statistics: The Business department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student gainful employment statistics. ○ <i>Business Department Employment:</i> ▪ Past 3-5 years (<i>Non-degree seeking number and percentage of students that completed the ASCC certification courses.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their AS in Accounting and Business Management and are now employed by ASG.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their AS in Accounting and Business Management degree and are now employed outside of ASDOE (public agencies or private sectors.)</i>) • Objective 6a- Student Cohort Tracking Statistics (Time to Degree): The Business Department Chairman and faculty will collaborate with the Registrar and the Institutional Researcher to effectively track cohort Time to Degree statistics. ○ <i>Business Department Cohort Tracking:</i> ▪ Past 3-5 years (<i>Number of students sorted by cohort that complete an AS in Accounting and Business Management within 150% normal time of completion.</i>) ▪ Past 3-5 years (<i>Number of student sorted by cohort that take more than 150% normal time of completion</i>)		
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<i>to complete an AS in Accounting and Business Management requirements.)</i> • Objective 7a- Academic Program Manual Section E: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify Program Student Statistics. This manual should include Section E: Program Student Statistics that include the following topics: ○ <i>Cycle and processes for collecting student data statistics that include:</i> ▪ Student Enrollment Statistics ▪ Course Offering Statistics ▪ Graduations Statistics ▪ Transfer Statistics ▪ Employment Statistics ▪ Time to Degree Statistics		
Outcome 4b: Faculty Data Accountability: • Objective 1b- Faculty Statistics: The Business Department Chairperson and faculty will collaborate with the Human Resources Officer to effectively track faculty statistics based on degrees, expertise, and expectations. ○ <i>Business Department Faculty Statistics:</i> ▪ Disaggregated number and percentage of faculty. (Gender, ethnicity, age) ○ <i>Business Department Faculty Expertise:</i> ▪ Number and percentage of faculty teaching within their expertise. ▪ Number and percentage of faculty cross teaching according to expertise. ▪ Number and percentage of adjunct faculty teaching within their expertise. ▪ Number and percentage of adjunct faculty cross teaching according to their expertise. ○ <i>Business Department Faculty</i>	Outcome 4b Criteria for Success: Faculty Data Accountability: The Business department monitors and archives faculty data statistics: ○ Objective 1b: ▪ <i>Disaggregated Faculty statistics</i> ▪ <i>Faculty Expertise statistics</i> ▪ <i>Faculty Qualification statistics</i> ▪ <i>Faculty Professional Development statistics</i> ▪ <i>Faculty Personal Development and Career Enhancements statistics</i> ▪ <i>Faculty Merit statistics</i> ▪ <i>Faculty Performance Evaluation Statistics</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

<i>Qualifications:</i> ▪ Number and percentage of faculty with doctorate degrees. ▪ Number and percentage of faculty with master degrees. ▪ Number and percentage of faculty that were hired that meet the minimum requirements. ▪ Number and percentage of faculty that were hired that meet the maximum requirements. ○ <i>Business Department Professional Development:</i> ▪ Past 3-5 years (<i>Number and percentage of faculty who received off-island professional development in the areas of: Assessment, Accreditation, Technology, Data Accountability, Content, Technology, etc.</i>) ○ <i>Business Department Personal Development and Career Enhancements:</i> ▪ Past 3-5 years (<i>Number of faculty that completed 15-30 credits for skill/content enrichment or career opportunities.</i>) ▪ Number and percentage of faculty that are pursuing a higher degree (ED.D. or PH.D.) in their field of expertise. ○ <i>Business Department Faculty Merits:</i> ▪ Past 3-5 years (<i>Number and percentage of faculty that completed a higher degree.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that were promoted to higher positions in higher education or elsewhere.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty with personal accomplishments such publications, teacher of the year, etc.</i>) ○ <i>Business Department Faculty Performance Evaluation:</i> ▪ Past 3-5 years (<i>Number</i>		
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and percentage of faculty that have been evaluated annually.) ▪ Past 3-5 years (Number and percentage of faculty that have scored high in the Outstanding Criterion on their performance evaluation.) ▪ Past 3-5 years (Number and percentage of faculty that have scored high in the Satisfactory Criterion on their performance evaluation.) ▪ Past 3-5 years (Number and percentage of faculty that have scored high in the Needs Improvement Criterion on their performance evaluation.)		
Outcome 4c: Student Learning Outcome (SLO) Data Accountability: • Objective 1c- SLO Statistics: The Business Department Chairperson, faculty, and staff are fully accountable for the monitoring, collecting, analyzing, archiving, and reporting of all SLO Data that includes: Course Learning Outcomes, Program Learning Outcome, General Education Outcomes, and Institutional Learning Outcomes statistics. (Referencing Business department Outcome 1b- Objectives 1b and 2b): ○ Course Learning Outcome (CLO) Statistics: Business department faculty are fully accountable for the assessing and reporting of CLO statistics that include: ▪ Disaggregated number and percentage of students assessed per course. (Gender, ethnicity, age) ▪ Disaggregated number and percentage of students assessed per achievement of course outcome. (Gender, ethnicity, age) ○ Program Learning Outcome (PLO) Statistics: Business department faculty are fully accountable for the assessing and reporting of PLO statistics	Outcome 4c Criteria for Success: SLO Data Accountability: The Business Department Chairperson and faculty report accurate SLO data on student achievement of program qualities and course qualities each semester that include the following statistics: ○ Objective 1c: ▪ Disaggregated CLO statistics ▪ Disaggregated PLO statistics ▪ Disaggregated GEO statistics ▪ Disaggregated ILO statistics ○ Objective 2c: ▪ A Manual is compiled particularly Section F: SLO Statistics that will outline the cycle, processes, and responsible constituencies for the reporting of: A) CLO Statistics B) PLO Statistics C) GEO Statistics D) ILO Statistics	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

<i>that include:</i> ▪ Disaggregated number and percentage of students assessed per PLO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement for each PLO. <i>(Gender, ethnicity, age)</i> ○ <i>General Education Outcomes (GEO) Statistics: Business department faculty are fully accountable for the assessing and reporting of GEO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per GEO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement for each GEO. <i>(Gender, ethnicity, age)</i> ○ <i>Institutional Learning Outcomes (ILO) Statistics: Business department faculty are fully accountable for the assessing and reporting of ILO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per ILO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement of each ILO. <i>(Gender, ethnicity, age)</i> • Objective 2c- Academic Affairs Program Manual Section F: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify SLO Statistics. This manual should include Section F: SLO Statistics that include the following topics: ○ <i>Cycle, processes, and responsible constituencies in the collecting SLO data statistics that include:</i> ▪ CLO statistics ▪ PLO statistics ▪ GEO statistics ▪ ILO statistics		
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Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. None at this time.

Section VI: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. Business Department Chairman	Holding monthly faculty meetings addressing assessment and faculty training, and needs of instructional improvements
2. Dean of Academic Affairs	Professional Development (Institutional Learning Outcomes & Student Achievement Training, Articulation, and Accreditation)
3. Director of Institutional Effectiveness	Professional Development (Data Accountability are Archiving Training & Accreditation)
4. Chief Information Officer: Donald Nelson	Upgrading of computers, software, peripherals
5. Dean of Student Services	Provide student services
6. Human Resources Officer:	Solidifying processes for tracking faculty data for Business dept.
7. Institutional Researcher	Programs Statistical Data Reports and access.

College Accelerated Preparatory Program

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	CAPP-ENGLISH Department
Contact Person:	Dr. Siamaua Ropeti
Contact Information:	s.ropeti@amsamoa.edu / 699-9155 ext.
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018 / Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	The mission of the English College Accelerated Preparatory Program (CAPP) 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: Program or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement: CAPP-ELI Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are placed in Remedial courses as these are pre-requisites to College level courses.	1) CAPP-ELI Department Faculty were involved with the fall 2016, spring 2017, and summer 2017 registration and advising during priority registration and office hours. 2) CAPP-ELI Department Faculty have reviewed and standardized its rubrics for all its courses. The department continued to meet with the Director of Assessment and Curriculum to share results of assessment data, identify strengths and weaknesses on achievement of outcomes. 3) Every faculty member does students' academic advisory not only during registration but also throughout the semester 4) Faculty Meetings are held regularly to address assessment and instructional needs and concerns. Dialogue on course outcomes are addressed as well as the alignment: CLO → PLO → ILO 5) To further assure best practices the faculty have had calibration sessions and will continue them in every semester so that faculty have the same understanding of criteria of rubrics used to assess students' work. 6) The CAPP-ELI Department offered its courses mainly in the ELI-building. The CAPP-ELI Department lab houses several computers for its lab mainly for tutorial and hands on for students who really need the assistance in reading and writing..
Outcome 2- Statement: CAPP-ELI Department faculty and students will continue to build and strengthen its departmental relationships with all internal and external stakeholders to include: ASCC Divisions and Departments, ASG, ASDOE, and the community at large.	1) The CAPP-ELI Department established a positive working relationship with internal Divisions such as Student Services in support of tutorial for remedial students and professional development for ESL faculty..
Outcome 3- Statement: CAPP-ELI Department faculty and students will continue to maintain and uphold all criterion and standards set by the Accrediting agency; degree namely the ACCJC, for both the AS in Accounting and Business Management and the Certificate of Proficiencies in Accounting and Business Management.	1) Regular faculty meetings and scheduled departmental meetings are held to address pertinent issues and or to review assessment and curricular aims. Several faculty sessions were held to update and standardize rubrics, review matrices and to align our outcomes: ILO's, PLO's and CLO's. 2) Faculty will be ethical, respectful and be models for our students. CAPP-ELI faculty will uphold and live according to the standards and policies set forth by the institution and have good work ethics.

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Responding according to our actions:

- 1) There have been minimal complaints if any of our registration process and advising.
- 2) As faculty collaborated on standardizing rubrics and also submission and clarification of rubric summaries.
- 3) Advising has improved where each faculty are being more visual and are available by keeping their office hours and by having an open door policy to advise students. So far including Fall 2016 and Spring 2017, 93 students have graduated in the Liberal Arts Degree in the past Academic Year.
- 4) As the result of regular faculty meetings, many issues have been addressed and resolved. Much work on assessments has been a continual dialog. Discussions of closing the loop have been ensued with reviews of each course matrix, rubrics, syllabi and alignment to outcomes have been a constant concern and faculty are more fully aware of the importance of assessment in aiding the department to improve and move forward. Faculty provide their assessment for each course they have taught for dissemination in preparation for analyzing and moving onward closing the loop after Spring 2018.

- 5) Part of our assessment process was to engage in meetings with the Director of Curriculum and Assessment on sharing data and training on rubric summaries. Recommendations were provided by faculty on additional data to be shared with department. As a result, the faculty were able to identify some key concerns of criteria to address and come to a consensus and understanding of the importance of submission of data and assessment.

Outcome 2 Achievement(s): Responding according to our action

- 1) The outcomes of our department meetings were positive. We had discussions on some of the challenges within our department and we were able to come to a consensus of how we would work as partners to do more outreaching, provide incentives and to be more accommodating to the need of interested students in CAPP-ELI Department.
- 2) Being pro-active and visual in the schools has helped us to build a positive rapport of the college and our program..
- 3) One of our best achievements in the CAPP-ELI is the increase on the passing rate since implementation of the Two Accelerated Session.

Outcome 3 Achievement(s): Responding according to our action

- 1) The success of having regular faculty and department meetings allowed us to resolve issues and or address challenges we have in our department. It has helped to shed more light on the assessment process whereas the faculty are aware how this process will help us not only meet our goals but to set higher goals for the department as we plan for growth.
- 2) The challenge has been to be personally ethical on the job. Be here daily, prepare and attend all courses and teach for the duration of the course period. There has been some improvement, but there is room still for more.

D. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other (<i>Please Explain</i>): Semester based faculty course evaluations.
2. Program or Division services offered that link to:	☒ Board Policies ☐ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	- Chapter 5 Policies
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	- Policy 5102: Faculty Orientation, Internship, and Institutional Development: Issue- Mandatory attendance of faculty during Graduation and Orientation..
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	- A policy needs to be established or perhaps further clarification regarding Policy 5314, to include consequences for students in the that consecutively fail a course (more than 3 times).
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	.

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

The following sections will serve as the ‘Planning’ function for your Program or Division **Fiscal Year 2018** 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.

B. Planning FY 2018 Outcomes:

*Please list your Program’s or Division’s Outcome(s) for **Fiscal Year 2018**. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.*

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
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Outcome 1: <u>Curriculum Planning and Assessment:</u> The CAPP-ELI Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the AS in Accounting, AS in Business Management and also in the Certificate of Proficiencies. <i>Outcome 1 Expectations:</i> - Curriculum: - Cyclical review of course qualities and competencies - Assessment: - Cyclical assessment of courses and necessary processes for data collection, analysis, and evaluation.	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension
Outcome 2: <u>Instructional and Methodology Planning and Assessment:</u> The CAPP-ELI Department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary. <i>Outcome 2 Expectations:</i> - Instructional Delivery: - Cyclical review of faculty and staff instructional needs for Traditional and Nontraditional learning environments. - Methodology: - Cyclical review of instructional methods and pedagogy used in learning environments - Professional Development: - Increase faculty and staff to conduct workshops to internal and external stakeholders centering on pedagogy or content expertise.	☐ Ongoing Outcome	
Outcome 3: <u>Internal and External Partnerships:</u> The CAPP-ELI Department provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies. <i>Outcome 3 Expectations:</i> - Internal Partnerships: - Increase the articulation of courses and programs through local and off-island MOU - Solidify and procure funding for program expansion and services offered to the community and neighboring Islands - Increase outreach services in local schools for program awareness and career paths - Engage the Community Advisory Council to assess the needs of the public and private schools in American Samoa - External Partnerships: - Increase the articulation of program courses and degree(s) for student matriculation into other colleges/universities and/or gainful employment - Maintain accreditation with the ACCJC	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension
	☒ New Outcome	

Data Accountability: The CAPP-ELI Department Faculty are accountable for all student data that include: student, faculty, and program statistics.

- Course Data:
 - Cyclical process review for the dissemination, collection, and analysis of course assessment data (Semester Based)
- Program Data:
 - Cyclical process review for the dissemination, collection, and analysis of program outcome competencies and qualities (Annually)
 - Cyclical process review of program data that include student achievement, student learning outcomes, and program learning outcomes. (Semester Based)
 - Cyclical process to review program compliance with accreditation standards and policies. (Annually)
 - Program student achievement data is made available to internal and external stakeholders periodically. (Annually)
- Faculty Data:
 - Cyclical review of advisee(s) rosters and monitoring of student career paths for transferability and gainful employment. (Semester Based)
- Student Data:
 - Cyclical review of student evaluation of instruction / course competencies (Semester Based)

☐ Ongoing Outcome☒ New Outcome

- ☐ Maintenance
- ☒ Reclassification
- ☒ Professional Development
- ☒ Community Outreach, Research, and Extension

C. Program or Division Plans, Activities, and Resources:

*Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the 'Request for Additional Resources' table that is separate from each Outcome # - Plans and Activities.)*

Outcome #1- Plans and Activities: Fiscal Year 2018:

Curriculum Planning and Assessment: The CAPP-ELI Department provides a curriculum conducive to the teaching needs for all pre-service and in-service teachers.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 1a: <u>Program Curriculum Review and Planning:</u> Objective 1a- Curriculum Review: The CAPP-ELI Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to	Outcome 1a Criteria for Success: Curriculum: Cyclical review of course qualities and competencies: Objective 1a: <i>A full review of the CAPP-ELI Department mission, certificate, and degrees has been completed.</i> <i>A full review of the CAPP-ELI Department's outcome</i>	Cost: <u>\$351,000.00</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> To seek grant funding as applicable and to seek clarification by the Dean of Academic Affairs for the budgeting of the following items: - Cost of scheduling after hour courses and during summer: \$10,000 - Cost of scheduling adjunct faculty for regular session course offerings: \$10,000.00 - Cost of Textbooks: \$5000.00

the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Courses:</i> ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes and timeline for reviewing (making changes to current) or proposal for new courses to the Curriculum Committee ○ <i>Review of Curriculum Qualities and Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. • Objective 2a- Course Offering and Scheduling for Academic Year 2017-2018: The CAPP-ELI Department Chairperson will work collaboratively with the Dean of Academic Affairs, faculty and Administrative technician to facilitate the scheduling and offering of both program and general education courses to fulfill the needs of students in the completion of their degree paths (AS in Accounting and Business Management.). The projected offering of courses and costs is based on the numbers of courses offered in the Academic Year 2016-2017. ○ <i>Scheduling of Course Offerings:</i> ▪ Scheduling of After Hour or summer semesters/sessions costs for: <u>\$10,000.00</u> ○ <i>Scheduling of Adjunct Faculty based on student cohort career paths and costs:</i> ▪ Adjunct Faculty Cost: <u>\$10,000.00 (Including fall,</u>	<i>qualities and competencies is completed.</i> ○ Objective 2a: ▪ <i>Scheduling of Course offerings and faculty/adjunct faculty for the upcoming academic year (both regular and after hour sessions) and is approved by the Dean of Academic Affairs in a timely manner.</i> ○ Objective 3a: ▪ <i>An Academic Manual is compiled particularly Section A on Curriculum Review and Planning that will outline the following sections that include: A) Cycle, processes, and scheduling for the review of Program Outcome Qualities and B) Cycle, processes, and timeline review of course outcome competencies.</i>	- Supplementary Resources: \$3,000.00 - Equipment & Materials: \$3,000.00 - Technology, Multimedia, Peripherals: \$20,000.00 ☒ Local Funds: (Please Specify) ☒ Personnel 5100: - \$300,000.00 ☒ Materials & Supplies 5200 - Costs of Books, supplementary resources: Allocation: \$500.00 (Please refer to the notes above.) ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
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<i>spring and summer semesters/sessions: Calculation- total of 6 courses from co-foundational offered.)</i> ○ <i>Timeline and processes for purchasing Course Textbooks:</i> ▪ Textbooks Costs for instructor: <u>\$5,000.00</u> <i>(Including fall, spring and summer semesters/sessions:</i> ○ <i>Timeline and processes for the Purchasing of Instructional Resources and Multimedia:</i> ▪ Supplementary Resources: Costs: <u>\$3,000.00</u> <i>(Learning resources not limited to: workbooks, construction paper, scissors, glue, tape, notepads, pencils, pens, markers, etc.); (Calculation of fall, spring and summer semesters/sessions- 3 full-time faculty in the department</i> ▪ Technology, Multimedia and peripheral maintenance update/upgrade and especially maintain the ELI-CAPP Lab: <u>\$20,000.00</u> <i>(This includes external drives/USB flash-drives, power surge unit replacements, updating of all Mac and PC computers to the most updated OS version.)</i> ▪ Equipment: <u>3,000.00</u> <i>(toners for (3) CAPP-ELI Department printers/Xerox machine, and Xerox papers.)</i> • Objective 3a- Academic Affairs Program Manual Section A: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program curriculum. This manual should include Section A Curriculum Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule of Course competencies:</i> ▪ Review of alignment of course outcome competencies to program outcome qualities ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness		
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▪ Processes, and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Cycle, Process, and Timeline Review of Course Outcome Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO in AA in Liberal Arts and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. ▪ Review all common program rubrics utilized in majority of the courses and facilitate the processes of inter-rater reliability and calibration of results.		
Outcome 1b: <u>Program Assessment Review and Planning:</u> • Objective 1b- Assessment Review: The CAPP-ELI Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Data on Outcome Competencies:</i> ▪ Review of Course Learning Outcomes (CLO): (Formative and Summative): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. • Objective 2b- Academic Program Manual Section B: A Planning	Outcome 1b Criteria for Success: Assessment: Cyclical assessment of courses and necessary processes for data organization, dissemination, collection, analysis, and evaluation: ○ Objective 1b: ▪ <i>A complete review of course outcomes and competencies is completed.</i> ○ Objective 2b: ▪ <i>An Academic Manual is compiled particularly Section B on Assessment Review and Planning that will outline the following sections that include the cycle, processes, and scheduling of: A) CLO B) PLO Assessment C) GEO Assessment D) ILO Assessment</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program assessment. This manual should include Section B Assessment Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Course Learning Outcomes (CLO): (Formative and Summative): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. ▪ Emphasis on tutorial and passing rates for Remedial courses.		
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Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
- To allocate funding source for Department's field trip, service learning and outreach activities. - Need for Tutorial services within the Department either through student Mentor or adjunct mentor.	- Promote outreach and field trip activities. - Need for tutorial services to increase the passing rate for Remedial CAPP-ELI courses.	Cost: <u>\$15,000.00</u> Requested Funding Source: Grants: <i>Seek funds to support Tutorial for reading and writing for all CAPP students. \$10,000 - \$5000 for outreach and field trip activities</i> Local Funds: <i>(Please Specify)</i> ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018:

Instructional and Methodology Planning and Assessment: The CAPP-ELI Department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 2a:	Outcome 2a Criteria for Success:	Cost: <u>\$0.00</u>

Program Review for Instructional Delivery and Methodology:

- **Objective 1a- Instructional Delivery:** The CAPP-ELI Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review to base the needs for traditional and nontraditional instructional delivery resources.
 - *Review of Traditional Delivery Needs:*
 - Number of classrooms
 - Number of air conditioners per classroom
 - Number of classrooms with computers per program
 - Number of computers in each classroom per program
 - Number of classrooms with smart-boards per program
 - Number of classrooms with printers per program
 - Number of student desks in a classroom
 - Number of student chairs in a classroom.
 - Number of podiums in a classroom
 - Number of White boards in a classroom
 - Number of bulletin boards in a classroom
 - Number of chalkboards in a classroom
 - *Review of Office and Advising Needs:*
 - Number of computers in each office per program
 - Number of offices with printers per program
 - Number multimedia projectors per program
 - Number of laptops per program
 - Number of Teacher desk(s) in each office per program
 - Number of shelves in each office per program
 - Number of cabinets in each office per program
 - Number of sofas/couches in each office per program

Instructional Delivery and Methodology: Cyclical review of faculty and staff instructional needs, and review of instructional methods and pedagogy used in learning environments:

- **Objective 1a:**
 - *An assessment of equipment, furniture, and resources is completed and a needs list is generated for Traditional instructional delivery needs.*
 - *An assessment of equipment, furniture, and resources is completed and a needs list is generated for Office needs.*
 - *An assessment of equipment, furniture, and resources is completed and a needs list is generated for Nontraditional instructional delivery needs.*
- **Objective 2a:**
 - *A complete review of teaching methods and pedagogy used by faculty has been documented.*
- **Objective 3a:**
 - *A Manual is compiled particularly Section C on types of learning environments and teaching methods and pedagogy that will outline the following sections that include: A) Definitions of Learning Environments B) Definitions of Teaching Methods utilized in all program courses.*

Funding Source:

☐ Grant or MOU: *(Please Specify)*

☐ Local Funds: *(Please Specify)*

- ☐ Materials & Supplies 5200
- ☐ All Other Costs 5300
- ☐ Travel Expenses 5400
- ☐ Contractual Service 5500
- ☐ Equipment 5600
- ☐ Other *(Specify)* _____

▪ Number of iPads per program ▪ Number of phone lines per program ○ <i>Review of Nontraditional Instructional Delivery Needs:</i> ▪ To revive Distance Education plan with the Dean of Academic Affairs and Student Services on avenues to accommodate the need student at remote sites as requested. ▪ Number of remote sites outside of ASCC. ▪ Number of distance learning resources (polycom, television, speakers, CMS system-Moodle, etc.). • Objective 2a- Instructional Methodology: The CAPP-ELI Department Chairperson will work collaboratively with faculty to account for the teaching methods and pedagogy defined and utilized by faculty. ○ <i>Review of Teaching Methods/Pedagogy:</i> ▪ Review the types of teaching methods used versus the percentage per method used in all program courses. This also includes practical requirements for field experience. • Objective 3a- Academic Affairs Program Manual Section C: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program Teaching Methods and Pedagogy. This manual should include Section C: Teaching Methods and Pedagogy that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Teaching Methods and Pedagogy:</i> ▪ Types of Teaching Methods used (<i>Definition of Teaching Methods</i>) ▪ Common Teaching Methods used in all courses (<i>Definition of</i>		
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<i>Signature and Capstone Methods)</i>		
Outcome 2b: Professional Development Planning: • Objective 1b- Professional Development A: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs and ASDOE personnel, and public/private school administrators to provide professional development. ○ <i>Internal Constituencies- Providing In-house Training:</i> ▪ Plan with the Dean of Academic Affairs to offer trainings/professional development during spring orientation or within the academic calendar as needed in the following areas: A) Assessing Student Learning B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods, etc. ○ <i>External Constituencies- Providing Training:</i> ▪ Plan with Directors or assigned personnel, and public/private school administrators to offer trainings/professional development during school orientation or within the academic calendar as needed in the following areas: A) Teaching Methods and Pedagogy B) Assessing student learning, etc. services.) • Objective 2b- Professional Development B: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs to identify and provide professional development for program faculty and staff. ○ <i>Areas for Professional Development for Faculty and Staff:</i> ▪ Trends/Updates in Closing the Loops in Assessment and Evaluating Program Curriculum- Off-island	Outcome 2b Criteria for Success: Professional Development A & B: An increase of program and staff based workshops for internal and external stakeholders centering on instructional methods and pedagogy based on expertise and assessment. Also, off-island and local professional development is provided for program faculty and staff for content and skill enhancements: ○ Objective 1b- Professional Development A: ▪ <i>Internal Constituencies In-house Trainings in the areas of: A) Assessing Student Learning, B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods/Pedagogy.</i> ▪ <i>External Constituencies Outreach Trainings in the areas of: A) Teaching Methods and Pedagogy B) Assessing Student Learning, etc.</i> ○ Objective 2b- Professional Development B: ▪ <i>Professional Development local trainings and Retreat for faculty and staff in the areas of: A) Accreditation B) Data Accountability</i>	Cost: \$15,000.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ : _____ - Professional Development B: Off-island - Professional Training on Island. To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

ARC or ACCJC Annual Conference in April 2018: <u>\$10,000.00</u> (2 instructors) ▪ Accreditation- Local Professional Development: ALO and Assistant ALO ▪ Data Accountability- Local Professional Development: Off-campus Weekend Retreat: <u>\$5,000.00</u> (Including costs for venue, food, and stipends for presenters and for faculty and staff participation as deemed necessary.)		
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Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Internal and External Partnerships: The Teacher Education Department / ASBEP provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 3a: Internal and External Partnerships: • Objective 1a- Internal Partnerships: The CAPP-ELI Department chairperson will plan collaboratively with the Dean of Academic Affairs to facilitate the articulation needs and awareness for Education majors to assure a smooth transition for students seeking transferability and/or gainful employment.	Outcome 3a Criteria for Success: Internal and External Partnerships: CAPP-ELI Department increases its services to meet the transferability, gainful employment, and profession needs (content and pedagogical) needs for its students and constituencies: ○ Objective 1a- Internal Partnerships: ▪ There is an increase in CAPP-ELI Department outreach and awareness services in public and private schools.	Cost: \$500.00 Funding Source: ☐ Grant or MOU: (Please Specify) To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: - Preparation for outreach to schools and private sectors.(\$300.00) - Community Advisor Council: \$200.00 (To cover the costs of meals.) ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300

○ <i>Increase outreach and awareness services in public and private schools.</i> ▪ Solidify a calendar of set dates each year with the public and private schools for program awareness and presentations on program career path opportunities. ○ <i>To solidify professional training needs for the community, private or public schools.</i> ▪ The CAPP-ELI Departments continue to provide outreach to the High School students, presentations to the public and private sectors, and the community at large. (\$300.00, mainly for transportation and pamphlets). ○ <i>To utilize the CAPP-ELI Department's Community Advisory Council more frequently to evaluate the community needs necessary for the improvement of certificate and degrees offered.</i> ▪ The CAPP-ELI Department Chairperson will organize two meetings particularly for the Community Advisory Council to discuss the educational needs of the territory as well as the future direction in the offering of educational certificates and degrees: <u>\$200.00</u> (To provide refreshments for the meetings.) • Objective 2a- External Partnerships: The CAPP-ELI Department chairperson will plan collaboratively with the Dean of Student Services to track the matriculation needs for Education majors to assure a smooth transition for students seeking transferability. ○ <i>Solidify processes for Student Matriculation:</i> ▪ The CAPP-ELI Department chairperson will work collaboratively with the Dean of Student	▪ <i>There is an increase in the offering of professional training (education based qualities and competencies) for the community, private or public schools.</i> ▪ <i>The Community Advisory Council evaluates the needs of the community for the improvement of certificate and degrees offered.</i> ○ Objective 2a- External Partnerships: ▪ <i>Processes are improved for Liberal Arts majors seeking transfer to other institutions of higher learning.</i> ▪ <i>Tracking processes are improved for Liberal Arts majors that enter the workforce.</i> ○ Objective 2b- External Partnerships (Accreditation): ▪ <i>CAPP-ELI Department Faculty and staff are aware of the trends in Accreditation Standards, Eligibility Requirements, and Commission Policies pertaining to ACCJC requirement.</i> ▪ <i>CAPP-ELI Department chairperson works collaboratively with the ALO and Assistant ALO to standardize necessary data sets following a semester based/annual cycle that coincides with the ASCC requirements for accreditation reporting.</i>	☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
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Services to strengthen the matriculation counseling processes for CAPP students who wish to pursue a higher education degree or transfer to other institutions of higher learning. ○ <i>Solidify tracking processes for Education Majors:</i> ▪ The CAPP-ELI Department chairperson will work collaboratively with the Dean of Student Services to strengthen the tracking of education majors that enter the workforce. • Objective 2b- External Partnerships (Accreditation): The CAPP-ELI Department chairperson will schedule meetings to collaboratively plan with the ASCC Accreditation Liaison Officer and the Assistant Accreditation Liaison Officer to assure compliance with the WASC-ACCJC Eligibility Requirements, Standards, and Commission Policies. ○ <i>Awareness of Trends of the Accreditation Standards:</i> ▪ The CAPP-ELI Department chairperson will organize two meetings (<i>1 meeting each semester</i>) to discuss and present to faculty necessary updates in Accreditation Eligibility Requirements, Standards, and Commission Policies. ▪ The CAPP-ELI Department chairperson will participate in Accreditation Annual Trainings. ○ <i>Promote accreditation awareness and continued compliance:</i> ▪ The CAPP-ELI Department chairperson will provide necessary data regarding faculty, curriculum, assessment, resources, evaluation, and information required for the reporting of continued compliance with		
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Accreditation Standards and policies.		
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Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Data Accountability: The CAPP-ELI Department Chairperson and Faculty are accountable for all student data that include: student, faculty, and program statistics.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 4a: Student Data Accountability: Objective 1a- Student Enrollment Statistics: The CAPP-ELI Department Chairman, and faculty will collaborate with the Registrar to effectively track enrollment statistics for all students seeking a certificate, professional development, certification, and AS in Accounting and Business Management. - CAPP-ELI Department - Disaggregated number and percentage of students enrolled in CAPP courses (<i>Gender, ethnicity, age</i>) Objective 2a- Course Offering Statistics: The CAPP-ELI Department Chairman and faculty will collaborate with the Registrar to effectively track course offering statistics for all courses offered. <i>Business Courses Offered:</i> - Past 3-5 years (<i>Number</i>	Outcome 4a Criteria for Success: Student Data Accountability: The CAPP-ELI Department will define, collect, monitor, analyze, and report student data statistics to internal and external stakeholders that include: Objective 1a: <i>Student enrollment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> Objective 2a: <i>Course offering statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> Objective 3a: <i>Graduation statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> Objective 4a:	Cost: \$0.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

and Percentage of all courses offered.) ▪ Past 3-5 years (Number and Percentage of cancelled courses due to low enrollment / no enrollment.) ▪ Past 3-5 years (Number and Percentage of courses that were not offered.) • Objective 3a- Student Graduation Statistics: The CAPP-ELI Department Chairman and faculty will collaborate with the Registrar to effectively track graduation statistics for certificates and degrees conferred. ○ CAPP-ELI Department Conferred in Liberal Arts Degrees: ▪ Past 3-5 years (Number and Percentage of certificates conferred.) ▪ Past 3-5 years (Number and Percentage of AA in Liberal Arts degrees conferred.) • Objective 4a- Student Transfer Statistics: The CAPP-ELI Department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student transfer statistics. ○ CAPP-ELI Department Transferability: ▪ Past 3-5 years (Number and Percentage of CAPP students in Associate Degrees.) ▪ Past 3-5 years (Number and Percentage of CAPP students in Associate of Science Degrees.) ▪ Past 3-5 years (Number and Percentage of students that completed AA degrees.) ▪ Past 3-5 years (Number and Percentage of students that completed Bachelor's Degree.) • Objective 7a- Academic Program Manual Section E: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify Program Student	▪ Transfer statistics are compiled and disseminated accordingly to internal and external stakeholders. ○ Objective 7a: ▪ An Academic Affairs Manual is compiled particularly Section E: Student Statistics that will outline the cycle and processes for the following sections: A) Enrollment Statistics B) Course Offering Statistics C) Graduation Statistics D) Transfer Statistics E) Time to Degree Statistics.	
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Statistics. This manual should include Section E: Program Student Statistics that include the following topics: ○ <i>Cycle and processes for collecting student data statistics that include:</i> ▪ Student Enrollment Statistics ▪ Course Offering Statistics ▪ Graduations Statistics ▪ Transfer Statistics ▪ Employment Statistics ▪ Time to Degree Statistics		
Outcome 4b: Faculty Data Accountability: • Objective 1b- Faculty Statistics: The CAPP-ELI Department Chairperson and faculty will collaborate with the Human Resources Officer to effectively track faculty statistics based on degrees, expertise, and expectations. ○ <i>CAPP-ELI Department Faculty Statistics:</i> ▪ Disaggregated number and percentage of faculty. (<i>Gender, ethnicity, age</i>) ○ <i>CAPP-ELI Department Faculty Expertise:</i> ▪ Number and percentage of faculty teaching within their expertise. ▪ Number and percentage of faculty cross teaching according to expertise. ▪ Number and percentage of adjunct faculty teaching within their expertise. ▪ Number and percentage of adjunct faculty cross teaching according to their expertise. ○ <i>CAPP-ELI Department Faculty Qualifications:</i> ▪ Number and percentage of faculty with doctorate degrees. ▪ Number and percentage of faculty with master degrees. ▪ Number and percentage of faculty that were hired that meet the minimum	Outcome 4b Criteria for Success: Faculty Data Accountability: The CAPP-ELI Department monitors and archives faculty data statistics: ○ Objective 1b: ▪ <i>Disaggregated Faculty statistics</i> ▪ <i>Faculty Expertise statistics</i> ▪ <i>Faculty Qualification statistics</i> ▪ <i>Faculty Professional Development statistics</i> ▪ <i>Faculty Personal Development and Career Enhancements statistics</i> ▪ <i>Faculty Merit statistics</i> ▪ <i>Faculty Performance Evaluation Statistics</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

▪ requirements. ▪ Number and percentage of faculty that were hired that meet the maximum requirements. ○ <i>CAPP-ELI Department Professional Development:</i> ▪ Past 3-5 years (Number and percentage of faculty who received off-island professional development in the areas of: Assessment, Accreditation, Technology, Data Accountability, Content, Technology, etc.) ○ <i>CAPP-ELI Department Personal Development and Career Enhancements:</i> ▪ Past 3-5 years (Number of faculty that completed 15-30 credits for skill/content enrichment or career opportunities.) ▪ Number and percentage of faculty that are pursuing a higher degree (ED.D. or PH.D.) in their field of expertise. ○ <i>CAPP-ELI Department Faculty Merits:</i> ▪ Past 3-5 years (Number and percentage of faculty that completed a higher degree.) ▪ Past 3-5 years (Number and percentage of faculty that were promoted to higher positions in higher education or elsewhere.) ▪ Past 3-5 years (Number and percentage of faculty with personal accomplishments such publications, teacher of the year, etc.) ○ <i>CAPP-ELI Department Faculty Performance Evaluation:</i> ▪ Past 3-5 years (Number and percentage of faculty that have been evaluated annually.) ▪ Past 3-5 years (Number and percentage of faculty that have scored high in the Outstanding Criterion on their performance evaluation.) ▪ Past 3-5 years (Number		
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and percentage of faculty that have scored high in the Satisfactory Criterion on their performance evaluation.) Past 3-5 years (Number and percentage of faculty that have scored high in the Needs Improvement Criterion on their performance evaluation.)		
Outcome 4c: Student Learning Outcome (SLO) Data Accountability: Objective 1c- SLO Statistics: The CAPP-ELI Department Chairperson, faculty, and staff are fully accountable for the monitoring, collecting, analyzing, archiving, and reporting of all SLO Data that includes: Course Learning Outcomes, Program Learning Outcome, General Education Outcomes, and Institutional Learning Outcomes statistics. (<i>Referencing CAPP-ELI Department Outcome 1b- Objectives 1b and 2b</i>): - Course Learning Outcome (CLO) Statistics: CAPP-ELI Department faculty are fully accountable for the assessing and reporting of CLO statistics that include: - Disaggregated number and percentage of students assessed per course. (<i>Gender, ethnicity, age</i>) - Disaggregated number and percentage of students assessed per achievement of course outcome. (<i>Gender, ethnicity, age</i>) - Program Learning Outcome (PLO) Statistics: CAPP-ELI Department faculty are fully accountable for the assessing and reporting of PLO statistics that include: - Disaggregated number and percentage of students assessed per PLO for Liberal Arts. (<i>Gender, ethnicity, age</i>) - Disaggregated number and percentage of students assessed per achievement for each PLO. (<i>Gender,</i>	Outcome 4c Criteria for Success: SLO Data Accountability: The CAPP-ELI Department Chairperson and faculty report accurate SLO data on student achievement of program qualities and course qualities each semester that include the following statistics: Objective 1c: - Disaggregated CLO statistics - Disaggregated PLO statistics - Disaggregated GEO statistics - Disaggregated ILO statistics Objective 2c: - A Manual is compiled particularly Section F: SLO Statistics that will outline the cycle, processes, and responsible constituencies for the reporting of: A) CLO Statistics B) PLO Statistics C) GEO Statistics D) ILO Statistics	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

<i>ethnicity, age)</i> ○ <i>General Education Outcomes (GEO) Statistics: CAPP-ELI Department faculty are fully accountable for the assessing and reporting of GEO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per GEO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement for each GEO. <i>(Gender, ethnicity, age)</i> • Objective 2c- Academic Affairs Program Manual Section F: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify SLO Statistics. This manual should include Section F: SLO Statistics that include the following topics: ○ <i>Cycle, processes, and responsible constituencies in the collecting SLO data statistics that include:</i> ▪ CLO statistics ▪ PLO for Liberal Arts statistics ▪ GEO statistics ▪ ILO statistics		
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Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. None at this time.

Section VI: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
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1. CAPP-ELI Department Chairman	Holding monthly faculty meetings addressing assessment and faculty training, and needs of instructional improvements
2. Dean of Academic Affairs	Professional Development (Institutional Learning Outcomes & Student Achievement Training, Articulation, and Accreditation)
3. Director of Institutional Effectiveness	Professional Development (Data Accountability are Archiving Training & Accreditation)
4. Chief Information Officer	Upgrading of computers, software, peripherals
5. Dean of Student Services	Provide student services
6. Human Resources Officer	Solidifying processes for tracking faculty data for CAPP-ELI.
7. Institutional Researcher	Programs Statistical Data Reports and access.

Criminal Justice Department

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Criminal Justice Department
Contact Person:	Mrs. Rosie AhChee Toeava
Contact Information:	r.toeava / 699-9155 ext.
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018 / Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	The mission of the Criminal Justice Department is to develop and offer the student academic preparation for entry-level career positions in areas of the criminal justice system 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.

	To fulfill this mission, the department offers the following degree and certificate programs: 1. Associate of Science in Criminal Justice 2. Associate of Arts in Pre-Law.
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Section III: Program or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: Program or Division Outcomes and Actions (<i>Academic Year 2016-2017</i>)	
Outcome 1- Statement: Criminal Justice Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the AS in Criminal Justice and AA with an emphasis in Pre-Law.	1) Criminal Justice Department Faculty were involved with the fall 2016, spring 2017, and summer 2017 registration and advising during priority registration and office hours. 2) Criminal Justice Department Faculty have reviewed and standardized its rubrics for all its courses. The department continued to meet with the Director of Assessment and Curriculum to share results of assessment data, identify strengths and weaknesses on achievement of outcomes. 3) Every faculty member does students’ academic advisory not only during registration but also throughout the semester 4) Faculty Meetings are held regularly to address assessment and instructional needs and concerns. Dialogue on course outcomes are addressed as well as the alignment: CLO → PLO →ILO 5) To further assure best practices, faculty continues discussion on assessment of co-foundational courses in every semester so that faculty have the same understanding of criteria of rubrics used to assess students’ work. 6) The Criminal Justice Department offered its courses mainly in Rm19 & 20. The Criminal Justice Department has two computers and printers for its faculty.
Outcome 2- Statement: Criminal Justice Department faculty and students will continue to build and strengthen its departmental relationships with all internal and external stakeholders to include: ASCC Divisions and Departments, ASG, ASG Criminal Justice Department, ASG Police Station, ASDOE, ASG EPA, Public and Private Agencies, and the community at large.	1) The Criminal Justice Department established a positive working relationship with private sectors in promoting AS degrees in Criminal Justice and AA with emphasis in Pre-Law. 2) The department faculty and Chairperson have been proactive in promoting CJ Programs through participation with EPA and other ASG Agencies. 3) Criminal Justice Department faculty chairs the Law of Justice club to encourage and promote CJ Programs and other ASCC programs. 4) The Criminal Justice Department continued to promote CJ majors through practical experiences through outreach, participation in local ASG Agencies clean up, and other projects promoted by the Law of Justice Club.
Outcome 3- Statement: Criminal Justice Department faculty and students will continue to maintain and uphold all criterion and standards set by the Accrediting agency; degree namely the ACCJC, for both the AS in Criminal Justice and Pre-Law.	1) Regular faculty meetings and scheduled departmental meetings are held to address pertinent issues and or to review assessment and curricular aims. Several faculty sessions were held with Director of Curriculum and Assessment to update and standardize rubrics, review matrices and to align our outcomes: ILO’s, PLO’s and CLO’s. 2) Faculty will be ethical, respectful and be models for our students. Criminal Justice faculty will uphold and live

	according to the standards and policies set forth by the institution and have good work ethics.
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B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Responding according to our actions:

- 1) There have been minimal complaints if any of our registration process and advising.
- 2) Criminal Justice faculty continue to collaborate collaborated on standardizing rubrics for its co-foundational courses and also consistent with submission and clarification of rubric summaries.
- 3) Advising has improved where each faculty are being more visual and are available by keeping their office hours and by having an open door policy to advise students. **So far including Fall 2016 and Spring 2017 we have 32 students earning their AS Degree in Criminal Justice, and 5 students earning an AA with an emphasis in Pre-Law.** There is a continue increase number of students interested in pursuing an AS in Criminal Justice during the Academic Year 2016-2017.
- 4) As the result of regular faculty meetings, many issues have been addressed and resolved. Much work on assessments has been a continual dialog. Discussions of closing the loop have been ensued with reviews of each course matrix, rubrics, syllabi and alignment to outcomes have been a constant concern and faculty are more fully aware of the importance of assessment in aiding the department to improve and move forward. Faculty are providing their assessment for each course they have taught for dissemination in preparation for analyzing and moving onward closing the loop after Spring 2018.
- 5) Part of our assessment process was to engage in meetings with the Director of Curriculum and Assessment on sharing data and training on rubric summaries. Recommendations were provided by faculty on additional data to be shared with department. As a result, the faculty were able to identify some key concerns of criteria to address and come to a consensus and understanding of the importance of submission of data and assessment.

Outcome 2 Achievement(s): Responding according to our action

- 1) The outcomes of our department meetings were positive. We had discussions on some of the challenges within our department and we were able to come to a consensus of how we would work as partners to do more outreaching, provide incentives and to be more accommodating to the need of interested students in Criminal Justice Department.
- 2) Being pro-active and visual in the schools has helped us to build a positive rapport of the college and our program. Also, one of our goals in being visual is to support and advocate for our Criminal Justice Department program.
- 3) Criminal Justice Department continues to reach out to other agencies for support and promoting the AS in Criminal Justice and AA with emphasis in Pre-Law.
- 4) Establishment of the Law of Justice club has really motivated students in the CJ degree programs as some are interested to be future lawyers and Police officers. There is an increase on number of students enrolling in CJ courses as noted on high enrollment in all CJ courses.

Outcome 3 Achievement(s): Responding according to our action

- 1) The success of having regular faculty and department meetings allowed us to resolve issues and or address challenges we have in our department. It has helped to shed more light on the assessment process whereas the faculty are aware how this process will help us not only meet our goals but to set higher goals for the department as we plan for growth.
- 2) The challenge has been to be personally ethical on the job. Be here daily, prepare and attend all courses and teach for the duration of the course period. There has been some improvement, but there is room still for more.

D. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other (<i>Please Explain</i>): Semester based faculty course evaluations.
2. Program or Division services offered that link to:	☒ Board Policies ☐ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	- Chapter 5 Policies
4. List any challenges encountered in the implementation of Board policies and/or	- Policy 5102: Faculty Orientation, Internship, and Institutional Development: Issue- Mandatory attendance of faculty during

Administrative Governance policies that impact your Program or Division SOPs or services.	Graduation and Orientation..
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	- A policy needs to be established or perhaps further clarification regarding Policy 5314, to include consequences for students in the that consecutively fail a course (more than 3 times).
Additional Comments: <i>(Please list any additional comments in the space provided.):</i>	.

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

The following sections will serve as the ‘Planning’ function for your Program or Division ***Fiscal Year 2018*** 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.

B. Planning FY 2018 Outcomes:		
Please list your Program’s or Division’s Outcome(s) for <i>Fiscal Year 2018</i> . Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.		
Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: Curriculum Planning and Assessment: The Criminal Justice Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the AS in Criminal Justice, and AA with emphasis in Pre-Law. <i>Outcome 1 Expectations:</i> - Curriculum: - Cyclical review of course qualities and competencies - Assessment: - Cyclical assessment of courses and necessary processes for data collection, analysis, and evaluation.	☐ Ongoing Outcome ☒ New Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension
Outcome 2: Instructional and Methodology Planning and Assessment: The Criminal Justice Department provides necessary professional development for faculty and adjunct in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary. <i>Outcome 2 Expectations:</i> - Instructional Delivery: - Cyclical review of faculty and staff instructional needs for Traditional and Nontraditional learning environments. - Methodology: - Cyclical review of instructional methods and pedagogy used in learning environments - Professional Development: - Increase faculty and staff to conduct workshops to internal and external stakeholders centering on pedagogy or content expertise.	☐ Ongoing Outcome ☒ New Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension

Outcome 3: <u>Internal and External Partnerships:</u> The Criminal Justice Department provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies. <i>Outcome 3 Expectations:</i> - Internal Partnerships: ○ Increase the articulation of courses and programs through local and off-island MOU ○ Solidify and procure funding for program expansion and services offered to the community and neighboring Islands ○ Increase outreach services in local schools and local agencies such as ASG Criminal Justice and Police Academy for program awareness and career paths ○ Engage the Community Advisory Council to assess the needs of the public and private schools in American Samoa - External Partnerships: ○ Increase the articulation of program courses and degree(s) for student matriculation into other colleges/universities and/or gainful employment ○ Maintain accreditation with the ACCJC	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension
☒ New Outcome		
Outcome 4: <u>Data Accountability:</u> The Criminal Justice Department Faculty are accountable for all student data that include: student, faculty, and program statistics. <i>Outcome 4 Expectations:</i> - Course Data: ○ Cyclical process review for the dissemination, collection, and analysis of course assessment data (Semester Based) - Program Data: ○ Cyclical process review for the dissemination, collection, and analysis of program outcome competencies and qualities (Annually) ○ Cyclical process review of program data that include student achievement, student learning outcomes, and program learning outcomes. (Semester Based) ○ Cyclical process to review program compliance with accreditation standards and policies. (Annually) ○ Program student achievement data is made available to internal and external stakeholders periodically. (Annually) - Faculty Data: ○ Cyclical review of advisee(s) rosters and monitoring of student career paths for transferability and gainful employment. (Semester Based) - Student Data: ○ Cyclical review of student evaluation of instruction / course competencies (Semester Based)	☐ Ongoing Outcome	☐ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension
☒ New Outcome		

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

C. Program or Division Plans, Activities, and Resources:

Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the 'Request for

Additional Resources' table that is separate from each Outcome # - Plans and Activities.)

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018:

Curriculum Planning and Assessment: The Criminal Justice department provides a curriculum conducive to the teaching needs for all pre-service and in-service teachers.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 1a: Program Curriculum Review and Planning: • Objective 1a- Curriculum Review: The Criminal Justice Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Mission, Certificate, and degrees:</i> ▪ Review of Program outcome qualities to the program mission ▪ Review of program degrees to meet the needs of external agencies (<i>Refer to Outcome 3a and 3b</i>) ▪ Review of all matrices that include the alignment of course outcome competencies to program outcome qualities ▪ Alignment of program outcome qualities to the mission of the Criminal Justice Department certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee	Outcome 1a Criteria for Success: Curriculum: Cyclical review of course qualities and competencies: ○ Objective 1a: ▪ <i>A full review of the Criminal Justice Department mission, program outcomes, and degrees has been completed based on catalog review.</i> ▪ <i>A full review of the Criminal Justice Department's outcome qualities and competencies is completed based on catalog review.</i> ○ Objective 2a: ▪ <i>Scheduling of Course offerings and faculty/adjunct faculty for the upcoming academic year (both regular and after hour sessions) and is approved by the Dean of Academic Affairs in a timely manner.</i> ○ Objective 3a: ▪ <i>An Academic Manual is compiled particularly Section A on Curriculum Review and Planning that will outline the following sections that include: A) Cycle, processes, and scheduling for the review of Program Outcome Qualities and B) Cycle, processes, and timeline review of course outcome competencies.</i>	Cost: \$102,500.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) To seek grant funding as applicable and to seek clarification by the Dean of Academic Affairs for the budgeting of the following items: - Cost of scheduling courses after hours during the regular semester and summer: \$10,000.00 - Cost of scheduling adjunct faculty for regular session course offerings: \$10,000.00 - Cost of Textbooks: \$1000.00 - Supplementary Resources: \$3,000.00 - Equipment & Materials: \$3,000.00 - Technology, Multimedia, Peripherals: \$5,000.00 ☒ Local Funds: (<i>Please Specify</i>) ☒ Personnel 5100: - \$70,500.00 ☒ Materials & Supplies 5200 - Costs of Books, supplementary resources: Allocation: \$500.00 (<i>Please refer to the notes above.</i>) ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

○ <i>Review of Curriculum Qualities and Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. ▪ Review of program selected courses from the Co-Foundational requirements for the 2nd year to determine the appropriate content and necessary pre-requisites prior to taking Core Foundational courses. ▪ Review all common program rubrics utilized in majority of the courses and facilitate the processes of inter-rater reliability and calibration of results. • Objective 2a- Course Offering and Scheduling for Academic Year 2017-2018: The Criminal Justice Department Chairperson will work collaboratively with the Dean of Academic Affairs, faculty and Administrative technician to facilitate the scheduling and offering of both program and general education courses to fulfill the needs of students in the completion of their degree paths (AS in Criminal Justice and AA with emphasis in Pre-Law.). The projected offering of courses and costs is based on the numbers of courses offered in the Academic Year 2016-2017. ○ <i>Scheduling of Course Offerings:</i> ▪ Scheduling of After Hour or summer semesters/sessions costs for: <u>\$10,000.00</u> ○ <i>Scheduling of Adjunct Faculty based on student cohort career paths and costs:</i> ▪ Adjunct Faculty Cost: <u>\$10,000.00</u> (Including fall, spring and summer semesters/sessions: Calculation- total of 6 courses from co-foundational offered.)		
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○ <i>Timeline and processes for purchasing Course Textbooks:</i> ▪ Textbooks Costs for instructor: <u>\$1,000.00</u> (Including fall, spring and summer semesters/sessions: ○ <i>Timeline and processes for the Purchasing of Instructional Resources and Multimedia:</i> ▪ Supplementary Resources: Costs: <u>\$3,000.00</u> (Learning resources not limited to: workbooks, construction paper, scissors, glue, tape, notepads, pencils, pens, markers, etc.); (Calculation of fall, spring and summer semesters/sessions- 3 full-time faculty in the department ▪ Technology, Multimedia and peripheral maintenance update/upgrade: <u>\$5,000.00</u> (This includes external drives/USB flash-drives, power surge unit replacements, updating of all Mac and PC computers to the most updated OS version.) ▪ Equipment: <u>3,000.00</u> (toners for (2) Criminal Justice Department printers/Xerox machine, and Xerox papers.) • Objective 3a- Academic Affairs Program Manual Section A: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program curriculum. This manual should include Section A Curriculum Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule of Program Outcome Qualities:</i> ▪ Review of Program outcome competencies curriculum matrices ▪ Review of alignment of course outcome competencies to program outcome qualities ▪ Review of alignment of program outcome qualities to the mission of the Criminal Justice degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and		
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the Office of Institutional Effectiveness ▪ Processes, and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Cycle, Process, and Timeline Review of Course Outcome Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. ▪ Review all common program rubrics utilized in majority of the courses and facilitate the processes of inter-rater reliability and calibration of results.		
Outcome 1b: Program Assessment Review and Planning: • Objective 1b- Assessment Review: The Criminal Justice Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Review of Course Learning Outcomes (CLO): (Formative and Summative): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course	Outcome 1b Criteria for Success: Assessment: Cyclical assessment of courses and necessary processes for data organization, dissemination, collection, analysis, and evaluation: ○ Objective 1b: ▪ <i>A complete review of Program data on outcome qualities and competencies is completed.</i> ○ Objective 2b: ▪ <i>An Academic Manual is compiled particularly Section B on Assessment Review and Planning that will outline the following sections that include the cycle, processes, and scheduling of: A) CLO B) PLO Assessment C) GEO Assessment D) ILO Assessment</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Learning Outcomes. ▪ Review of Program Learning Outcomes (PLO): (<i>Formative and Summative</i>): % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ Review of General Education Outcomes (GEO): (<i>Formative and Summative</i>): % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ▪ Review of Institutional Learning Outcomes (ILO): (<i>Formative and Summative</i>): % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes. • Objective 2b- Academic Program Manual Section B: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program assessment. This manual should include Section B Assessment Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Course Learning Outcomes (CLO): (<i>Formative and Summative</i>): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. ▪ Program Learning Outcomes (PLO): (<i>Formative and Summative</i>): % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ General Education Outcomes (GEO): (<i>Formative and Summative</i>): % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ▪ Institutional Learning		
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Outcomes (ILO): (Formative and Summative): % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes.		
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Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. To allocate funding source for department's outreach and Law of Justice Activities.	Currently, students are fundraising for trips to neighboring Islands for the .	Cost: \$5,000.00 Requested Funding Source: Local Funds: (Please Specify) ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018:

Instructional and Methodology Planning and Assessment: The Criminal Justice Department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 2a: <u>Program Review for Instructional Delivery and Methodology:</u> Objective 1a- Instructional Delivery: The Criminal Justice Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review to base the needs for traditional and nontraditional instructional delivery resources. <i>Review of Traditional Delivery Needs:</i> - Number of classrooms - Number of air conditioners per classroom - Number of classrooms with computers per program - Number of computers in	Outcome 2a Criteria for Success: Instructional Delivery and Methodology: Cyclical review of faculty and staff instructional needs, and review of instructional methods and pedagogy used in learning environments: Objective 1a: - An assessment of equipment, furniture, and resources is completed and a needs list is generated for Traditional instructional delivery needs. - An assessment of equipment, furniture, and resources is completed and a needs list is generated for Office needs. - An assessment of equipment, furniture, and resources is completed and a needs list is generated for Nontraditional instructional delivery needs.	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

each classroom per program ▪ Number of classrooms with smart-boards per program ▪ Number of classrooms with printers per program ▪ Number of student desks in a classroom ▪ Number of student chairs in a classroom. ▪ Number of podiums in a classroom ▪ Number of White boards in a classroom ▪ Number of bulletin boards in a classroom ▪ Number of chalkboards in a classroom ○ <i>Review of Office and Advising Needs:</i> ▪ Number of computers in each office per program ▪ Number of offices with printers per program ▪ Number multimedia projectors per program ▪ Number of laptops per program ▪ Number of Teacher desk(s) in each office per program ▪ Number of shelves in each office per program ▪ Number of cabinets in each office per program ▪ Number of sofas/couches in each office per program ▪ Number of iPads per program ▪ Number of phone lines per program ○ <i>Review of Nontraditional Instructional Delivery Needs:</i> ▪ To revive Distance Education plan with the Dean of Academic Affairs and Student Services on avenues to accommodate the need student at remote sites as requested. ▪ Number of remote sites outside of ASCC. ▪ Number of distance learning resources (polycom, television, speakers, CMS system-Moodle, etc.). • Objective 2a- Instructional Methodology: The Criminal	○ Objective 2a: ▪ <i>A complete review of teaching methods and pedagogy used by faculty has been documented.</i> ○ Objective 3a: ▪ <i>A Manual is compiled particularly Section C on types of learning environments and teaching methods and pedagogy that will outline the following sections that include: A) Definitions of Learning Environments B) Definitions of Teaching Methods utilized in all program courses.</i>	
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Justice Department Chairperson will work collaboratively with faculty to account for the teaching methods and pedagogy defined and utilized by faculty. ○ <i>Review of Teaching Methods/Pedagogy:</i> ▪ Review the types of teaching methods used versus the percentage per method used in all program courses. This also includes practical requirements for field experience. • Objective 3a- Academic Affairs Program Manual Section C: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program Teaching Methods and Pedagogy. This manual should include Section C: Teaching Methods and Pedagogy that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Teaching Methods and Pedagogy:</i> ▪ Types of Teaching Methods used (<i>Definition of Teaching Methods</i>) ▪ Common Teaching Methods used in all courses (<i>Definition of Signature and Capstone Methods</i>)		
Outcome 2b: Professional Development Planning: • Objective 1b- Professional Development A: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs and ASDOE personnel, and public/private school administrators to provide professional development. ○ <i>Internal Constituencies- Providing In-house Training:</i> ▪ Plan with the Dean of Academic Affairs to offer trainings/professional development during spring orientation or within the academic calendar as needed in the following areas: A)	Outcome 2b Criteria for Success: Professional Development A & B: An increase of program and staff based workshops for internal and external stakeholders centering on instructional methods and pedagogy based on expertise and assessment. Also, off-island and local professional development is provided for program faculty and staff for content and skill enhancements: ○ Objective 1b- Professional Development A: ▪ <i>Internal Constituencies In-house Trainings in the areas of: A) Assessing Student Learning, B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods/Pedagogy.</i>	Cost: \$10,000.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) - Professional Development B: Off-island - Professional Training on Island. To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: ☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____ Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) ☐ Local Funds: (<i>Please Specify</i>)

Assessing Student Learning B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods, etc. ○ <i>External Constituencies- Providing Training:</i> ▪ Plan with Directors or assigned personnel, and public/private school administrators to offer trainings/professional development during school orientation or within the academic calendar as needed in the following areas: A) Teaching Methods and Pedagogy B) Assessing student learning, etc. (<i>Our goal is to sell our services with the hopes that we can establish a MOU with DOE and Private Schools for these particular services.</i>) • Objective 2b- Professional Development B: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs to identify and provide professional development for program faculty and staff. ○ <i>Areas for Professional Development for Faculty and Staff:</i> ▪ Trends/Updates in Closing the Loops in Assessment and Evaluating Program Curriculum- <i>Off-island ARC or ACCJC Annual Conference</i> in April 2018: <u>\$5000.00</u> (<i>1 instructor</i>) ▪ Accreditation- <i>Local Professional Development:</i> ALO and Assistant ALO ▪ Data Accountability- <i>Local Professional Development:</i> Off-campus Weekend Retreat: <u>\$5,000.00</u> (<i>Including costs for venue, food, and stipends for presenters and for faculty and staff participation as deemed necessary.</i>)	▪ <i>External Constituencies Outreach Trainings in the areas of: A) Teaching Methods and Pedagogy B) Assessing Student Learning, etc.</i> ○ Objective 2b- Professional Development B: ▪ <i>Professional Development local trainings and Retreat for faculty and staff in the areas of: A) Accreditation B) Data Accountability</i>	☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____
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Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Internal and External Partnerships: The Teacher Education Department / ASBEP provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 3a: Internal and External Partnerships: • Objective 1a- Internal Partnerships: The Criminal Justice Department chairperson will plan collaboratively with the Dean of Academic Affairs to facilitate the articulation needs and awareness for Education majors to assure a smooth transition for students seeking transferability and/or gainful employment. ○ Increase outreach and awareness services in public and private schools. ▪ Solidify a calendar of set dates each year with the public and private schools for program awareness and presentations on program career path opportunities for interested students and in-service teachers. ○ To solidify professional training needs for the community, private or public schools. ▪ The Criminal Justice Departments continue to provide outreach to the	Outcome 3a Criteria for Success: Internal and External Partnerships: Criminal Justice Department increases its services to meet the transferability, gainful employment, and profession needs (content and pedagogical) needs for its students and constituencies: ○ Objective 1a- Internal Partnerships: ▪ There is an increase in Criminal Justice Department outreach and awareness services in public and private schools. ▪ There is an increase in the offering of professional training (education based qualities and competencies) for the community, private or public schools. ▪ The Community Advisory Council evaluates the needs of the community for the improvement of certificate and degrees offered. ○ Objective 2a- External Partnerships: ▪ Processes are improved for education majors seeking transfer to other institutions of higher learning.	Cost: \$500.00 Funding Source: ☐ Grant or MOU: (Please Specify) To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: - Preparation for outreach to schools and private sectors. (\$300.00) - Community Advisor Council: \$200.00 (To cover the costs of meals.) ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

High School students, presentations to the public and private sectors, and the community at large. (\$300.00, mainly for transportation and pamphlets). ○ To utilize the Criminal Justice Department's Community Advisory Council more frequently to evaluate the community needs necessary for the improvement of certificate and degrees offered. ▪ The Criminal Justice Department Chairperson will organize two meetings particularly for the Community Advisory Council to discuss the educational needs of the territory as well as the future direction in the offering of educational certificates and degrees: <u>\$200.00</u> (To provide refreshments for the meetings.) • Objective 2a- External Partnerships: The Criminal Justice Department chairperson will plan collaboratively with the Dean of Student Services to track the matriculation needs for Education majors to assure a smooth transition for students seeking transferability. ○ Solidify processes for Student Matriculation: ▪ The Criminal Justice Department chairperson will work collaboratively with the Dean of Student Services to strengthen the matriculation counseling processes for education majors that wish to pursue a higher education degree or transfer to other institutions of higher learning. ○ Solidify tracking processes for Education Majors: ▪ The Criminal Justice Department chairperson will work collaboratively with the Dean of Student Services to strengthen the tracking of education	▪ Tracking processes are improved for education majors that enter the workforce. ○ Objective 2b- External Partnerships (Accreditation): ▪ Criminal Justice Department Faculty and staff are aware of the trends in Accreditation Standards, Eligibility Requirements, and Commission Policies pertaining to ACCJC requirement. ▪ Criminal Justice Department chairperson works collaboratively with the ALO and Assistant ALO to standardize necessary data sets following a semester based/annual cycle that coincides with the ASCC requirements for accreditation reporting. ○ Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs (Recommendations for Accreditation Substantive Changes as deemed necessary.)	
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majors that enter the workforce. • Objective 2b- External Partnerships (Accreditation): The Criminal Justice Department chairperson will schedule meetings to collaboratively plan with the ASCC Accreditation Liaison Officer and the Assistant Accreditation Liaison Officer to assure compliance with the WASC-ACCJC Eligibility Requirements, Standards, and Commission Policies. ○ <i>Awareness of Trends of the Accreditation Standards:</i> ▪ The Criminal Justice Department chairperson will organize two meetings (<i>1 meeting each semester</i>) to discuss and present to faculty necessary updates in Accreditation Eligibility Requirements, Standards, and Commission Policies. ▪ The Criminal Justice Department chairperson will participate in Accreditation Annual Trainings. ○ <i>Promote accreditation awareness and continued compliance:</i> ▪ The Criminal Justice Department chairperson will provide necessary data regarding faculty, curriculum, assessment, resources, evaluation, and information required for the reporting of continued compliance with Accreditation Standards and policies. ○ <i>Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs:</i> ▪ The Department Chairperson will work collaboratively with the Accreditation Liaison officers to assess the needs of the public and private schools in Criminal Justice programs.		
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Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Data Accountability: The Criminal Justice Department Chairperson and Faculty are accountable for all student data that include: student, faculty, and program statistics.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 4a: Student Data Accountability: • Objective 1a- Student Enrollment Statistics: The Criminal Justice Department Chairman, and faculty will collaborate with the Registrar to effectively track enrollment statistics for all students seeking a certificate, professional development, certification, and AS in Criminal Justice and AA with an emphasis in Pre-Law ○ <i>Criminal Justice Departments Certificate and Degree Declared Majors:</i> • Disaggregated number and percentage of students enrolled in the AS in Criminal Justice and AA with an emphasis in Pre-Law ▪ (Gender, ethnicity, age) • Objective 2a- Course Offering Statistics: The Criminal Justice Department Chairman and faculty will collaborate with the Registrar to effectively track course offering statistics for all courses offered.	Outcome 4a Criteria for Success: Student Data Accountability: The Criminal Justice Department will define, collect, monitor, analyze, and report student data statistics to internal and external stakeholders that include: ○ Objective 1a: ▪ <i>Student enrollment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 2a: ▪ <i>Course offering statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 3a: ▪ <i>Graduation statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 4a: ▪ <i>Transfer statistics are compiled and disseminated accordingly to</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

○ <i>Criminal Courses Offered:</i> ▪ Past 3-5 years (Number and Percentage of all courses offered.) ▪ Past 3-5 years (Number and Percentage of cancelled courses due to low enrollment / no enrollment.) ▪ Past 3-5 years (Number and Percentage of courses that were not offered.) • Objective 3a- Student Graduation Statistics: The Criminal Justice Department Chairman and faculty will collaborate with the Registrar to effectively track graduation statistics for certificates and degrees conferred. ○ <i>Criminal Justice Department Conferred Degrees:</i> ▪ Past 3-5 years (Number and Percentage of certificates conferred.) • Past 3-5 years (Number and Percentage of AS in Criminal Justice and AA with an emphasis in Pre-Law (degrees conferred). • Objective 4a- Student Transfer Statistics: The Criminal Justice Department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student transfer statistics. ○ <i>Criminal Justice Department Transferability:</i> ▪ Past 3-5 years (Number and Percentage of AS& AA students that transfer to off-island colleges or universities.) ▪ Past 3-5 years (Number and Percentage of AS & AA students that transfer into the Bachelor. program.) ▪ Past 3-5 years (Number and Percentage of students that completed their Bachelor. and continue to pursue a Masters Degree.) ▪ Past 3-5 years (Number and Percentage of students that completed their Masters Degree and continue to pursue a	<i>internal and external stakeholders.</i> ○ Objective 5a: ▪ <i>Employment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 6a: ▪ <i>Time to Degree statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 7a: ▪ <i>An Academic Affairs Manual is compiled particularly Section E: Student Statistics that will outline the cycle and processes for the following sections: A) Enrollment Statistics B) Course Offering Statistics C) Graduation Statistics D) Transfer Statistics E) Employment Statistics F) Time to Degree Statistics.</i>	
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Doctorate Degree.)

- **Objective 5a- Student Employment Statistics:** The Criminal Justice Department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student gainful employment statistics.
 - *Criminal Justice Department Employment:*
 - Past 3-5 years (*Non-degree seeking number and percentage of students that completed the ASCC certification courses.*)
 - Past 3-5 years (*Number and Percentage of students that completed their AS in Criminal Justice and AA with an emphasis in Pre-Law and are now employed by ASG.*)
 - Past 3-5 years (*Number and Percentage of students that completed their AS in Criminal Justice and AA with an emphasis in Pre-Law degree and are now employed outside of ASDOE (public agencies or private sectors.)*)
- **Objective 6a- Student Cohort Tracking Statistics (Time to Degree):** The Criminal Justice Department Chairman and faculty will collaborate with the Registrar and the Institutional Researcher to effectively track cohort Time to Degree statistics.
 - *Criminal Justice Department Cohort Tracking:*
 - Past 3-5 years (*Number of students sorted by cohort that complete an AS in Criminal Justice and AA with an emphasis in Pre-Law within 150% normal time of completion.*)
 - Past 3-5 years (*Number of student sorted by cohort that take more than 150% normal time of completion to complete an AS in Criminal Justice and AA with an*

emphasis in Pre-Law requirements.) • Objective 7a- Academic Program Manual Section E: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify Program Student Statistics. This manual should include Section E: Program Student Statistics that include the following topics: ○ <i>Cycle and processes for collecting student data statistics that include:</i> ▪ Student Enrollment Statistics ▪ Course Offering Statistics ▪ Graduations Statistics ▪ Transfer Statistics ▪ Employment Statistics ▪ Time to Degree Statistics		
Outcome 4b: Faculty Data Accountability: • Objective 1b- Faculty Statistics: The Criminal Justice Department Chairperson and faculty will collaborate with the Human Resources Officer to effectively track faculty statistics based on degrees, expertise, and expectations. ○ <i>Criminal Justice Department Faculty Statistics:</i> ▪ Disaggregated number and percentage of faculty. (<i>Gender, ethnicity, age</i>) ○ <i>Criminal Justice Department Faculty Expertise:</i> ▪ Number and percentage of faculty teaching within their expertise. ▪ Number and percentage of faculty cross teaching according to expertise. ▪ Number and percentage of adjunct faculty teaching within their expertise. ▪ Number and percentage of adjunct faculty cross teaching according to their expertise. ○ <i>Criminal Justice Department Faculty Qualifications:</i> ▪ Number and percentage of	Outcome 4b Criteria for Success: Faculty Data Accountability: The Criminal Justice Department monitors and archives faculty data statistics: ○ Objective 1b: ▪ <i>Disaggregated Faculty statistics</i> ▪ <i>Faculty Expertise statistics</i> ▪ <i>Faculty Qualification statistics</i> ▪ <i>Faculty Professional Development statistics</i> ▪ <i>Faculty Personal Development and Career Enhancements statistics</i> ▪ <i>Faculty Merit statistics</i> ▪ <i>Faculty Performance Evaluation Statistics</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

faculty with doctorate degrees. ▪ Number and percentage of faculty with master degrees. ▪ Number and percentage of faculty that were hired that meet the minimum requirements. ▪ Number and percentage of faculty that were hired that meet the maximum requirements. ○ <i>Criminal Justice Department Professional Development:</i> ▪ Past 3-5 years (<i>Number and percentage of faculty who received off-island professional development in the areas of: Assessment, Accreditation, Technology, Data Accountability, Content, Technology, etc.</i>) ○ <i>Criminal Justice Department Personal Development and Career Enhancements:</i> ▪ Past 3-5 years (<i>Number of faculty that completed 15-30 credits for skill/content enrichment or career opportunities.</i>) ▪ Number and percentage of faculty that are pursuing a higher degree (ED.D. or PH.D.) in their field of expertise. ○ <i>Criminal Justice Department Faculty Merits:</i> ▪ Past 3-5 years (<i>Number and percentage of faculty that completed a higher degree.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that were promoted to higher positions in higher education or elsewhere.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty with personal accomplishments such publications, teacher of the year, etc.</i>) ○ <i>Criminal Justice Department Faculty Performance Evaluation:</i> ▪ Past 3-5 years (<i>Number and percentage of faculty</i>		
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that have been evaluated annually.) ▪ Past 3-5 years (Number and percentage of faculty that have scored high in the Outstanding Criterion on their performance evaluation.) ▪ Past 3-5 years (Number and percentage of faculty that have scored high in the Satisfactory Criterion on their performance evaluation.) ▪ Past 3-5 years (Number and percentage of faculty that have scored high in the Needs Improvement Criterion on their performance evaluation.)		
Outcome 4c: Student Learning Outcome (SLO) Data Accountability: • Objective 1c- SLO Statistics: The Criminal Justice Department Chairperson, faculty, and staff are fully accountable for the monitoring, collecting, analyzing, archiving, and reporting of all SLO Data that includes: Course Learning Outcomes, Program Learning Outcome, General Education Outcomes, and Institutional Learning Outcomes statistics. <i>(Referencing Criminal Justice Department Outcome 1b- Objectives 1b and 2b):</i> ○ <i>Course Learning Outcome (CLO) Statistics:</i> Criminal Justice Department faculty are fully accountable for the assessing and reporting of CLO statistics that include: ▪ Disaggregated number and percentage of students assessed per course. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement of course outcome. <i>(Gender, ethnicity, age)</i> ○ <i>Program Learning Outcome (PLO) Statistics:</i> Criminal Justice Department faculty are fully accountable for the assessing and reporting of PLO statistics that include:	Outcome 4c Criteria for Success: SLO Data Accountability: The Criminal Justice Department Chairperson and faculty report accurate SLO data on student achievement of program qualities and course qualities each semester that include the following statistics: ○ Objective 1c: ▪ Disaggregated CLO statistics ▪ Disaggregated PLO statistics ▪ Disaggregated GEO statistics ▪ Disaggregated ILO statistics ○ Objective 2c: ▪ A Manual is compiled particularly Section F: SLO Statistics that will outline the cycle, processes, and responsible constituencies for the reporting of: A) CLO Statistics B) PLO Statistics C) GEO Statistics D) ILO Statistics	Cost: \$0.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

▪ Disaggregated number and percentage of students assessed per PLO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement for each PLO. <i>(Gender, ethnicity, age)</i> ○ <i>General Education Outcomes (GEO) Statistics: Criminal Justice Department faculty are fully accountable for the assessing and reporting of GEO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per GEO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement for each GEO. <i>(Gender, ethnicity, age)</i> ○ <i>Institutional Learning Outcomes (ILO) Statistics: Criminal Justice Department faculty are fully accountable for the assessing and reporting of ILO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per ILO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement of each ILO. <i>(Gender, ethnicity, age)</i> • Objective 2c- Academic Affairs Program Manual Section F: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify SLO Statistics. This manual should include Section F: SLO Statistics that include the following topics: ○ <i>Cycle, processes, and responsible constituencies in the collecting SLO data statistics that include:</i> ▪ CLO statistics ▪ PLO statistics ▪ GEO statistics ▪ ILO statistics		
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Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. None at this time.

Section VI: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. Criminal Justice Department Chairman	Holding monthly faculty meetings addressing assessment and faculty training, and needs of instructional improvements
2. Dean of Academic Affairs	Professional Development (Institutional Learning Outcomes & Student Achievement Training, Articulation, and Accreditation)
3. Director of Institutional Effectiveness	Professional Development (Data Accountability and Archiving Training & Accreditation)
4. Chief Information Officer	Upgrading of computers, software, peripherals
5. Dean of Student Services	Provide student services
6. Human Resources Officer	Solidifying processes for tracking faculty data for Criminal Justice.
7. Institutional Researcher	Programs Statistical Data Reports and access.

Fine Arts Department

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	FINE ARTS Department
Contact Person:	Mr. Kuki Tuiasosopo
Contact Information:	k.tuiasosopo / 699-9155 ext.
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018 / Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
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 creative arts will enhance and enrich academic studies, therefore, the department encourages students to engage and participate in all forms of the creative arts, which include the musical, the visual, 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 department offers a course in the art of public speaking to enhance communication skills. This course fulfills the communication domain of the General Education Requirement. 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 creative 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. <i>To meet this mission, the department offers the following degree and certificate programs of studies:</i> • Associate of Arts degree with an emphasis in Music • Associate of Arts degree with an emphasis in Visual Art
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Section III: Program or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: Program or Division Outcomes and Actions (<i>Academic Year 2016-2017</i>)	
Outcome 1- Statement: Fine Arts Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the AA with an emphasis in Music, and AA with an emphasis in Visual Art.	7) Fine Arts Department Faculty were involved with the fall 2016, spring 2017, and summer 2017 registration and advising during priority registration and office hours. 8) Fine Arts Department Faculty have reviewed and standardized its rubrics for all its courses. The department continued to meet with the Director of Assessment and Curriculum to share results of assessment data, identify strengths and weaknesses on achievement of outcomes. 9) Every faculty member does students’ academic advisory not only during registration but also throughout the semester 10) Faculty Meetings are held regularly to address assessment and instructional needs and concerns. Dialogue on course outcomes as indicated \ are addressed as well as the alignment: CLO → PLO → ILO 11) To continue a thorough review and discussion on courses for the Fine Arts Department with very low or no enrollment. 12) The Fine Arts Department offered its courses mainly in Music room and Art Room. The Fine Arts Department houses several music instruments and equipment.
Outcome 2- Statement: Fine Arts Department faculty and students will continue to build and strengthen its departmental relationships with all internal and external stakeholders to include: ASCC Divisions and Departments, ASG, ASDOE, DOC, Public and Private Schools, Private Agencies, and the community at large.	6) The Fine Arts Department established a positive working relationship with local agencies in promoting art and music. The department participated in art and weaving projects with local agencies to promote students interest in Fine Art majors. 7) The department faculty and Chairperson have been pro-active in providing an annual Spring Musical play in which students’ demonstrated skills and knowledge in music and art for the Community at large. This also promotes interest for students to enroll in music, drama, and art courses at ASCC. 8) The Fine Arts Department continued to promote music and art majors through practical experiences by involving in service learning and local partnership with local ASG agencies and private sector.
Outcome 3- Statement: Fine Arts Department faculty and students will continue to maintain and uphold all criterion and standards set by the Accrediting agency; degree namely the ACCJC, for both the AA with emphasis in Music and AA with emphasis in Visual Arts.	4) Regular faculty meetings and scheduled departmental meetings are held to address pertinent issues and or to review assessment and curricular aims. Several faculty sessions were held to update and standardize rubrics, review matrices and to align our outcomes: ILO’s,

	PLO's and CLO's. 5) Faculty will be ethical, respectful and be models for our students. Fine Arts' faculty will uphold and live according to the standards and policies set forth by the institution and have good work ethics.
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B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Responding according to our actions:

- 1) There have been minimal complaints if any of our registration process and advising.
- 2) As faculty collaborated on standardizing rubrics and also submission and clarification of rubric summaries.
- 3) Advising has improved where each faculty are being more visual and are available by keeping their office hours and by having an open door policy to advise students. So far including Fall 2016 and Spring 2017 we have 1 student earning an AA degree with an emphasis in Visual Art.
- 4) As the result of regular faculty meetings, many issues have been addressed and resolved. Much work on assessments has been a continual dialog. Discussions of closing the loop have been ensued with reviews of each course matrix, rubrics, syllabi and alignment to outcomes have been a constant concern and faculty are more fully aware of the importance of assessment in aiding the department to improve and move forward. Faculty are providing their assessment for each course they have taught for dissemination in preparation for analyzing and moving onward closing the loop after Spring 2018.
- 5) Part of our assessment process was to engage in meetings with the Director of Curriculum and Assessment on sharing data and training on rubric summaries. Recommendations were provided by faculty on additional data to be shared with department. As a result, the faculty were able to identify some key concerns of criteria to address and come to a consensus and understanding of the importance of submission of data and assessment.

Outcome 2 Achievement(s): Responding according to our action

- 1) The outcomes of our department meetings were positive. We had discussions on some of the challenges within our department and we were able to come to a consensus of how we would work as partners to do more outreaching, provide incentives and to be more accommodating to the need of interested students in Fine Arts Department.
- 2) Being pro-active and visual in the community through service projects and establishment of art and weaving projects with local agencies and private sectors. Students' work are displayed at various offices of the ASG, private sectors and ASCC.
- 3) The annual musical Spring play have been helpful to persuade students to take interest in programs offered in the Fine Arts Department and also reaching out to others to attend ASCC as the college has other programs that they could be interested in. The culminating event for the Fine Arts is the Annual Musical Play as these plays have interest many members of the community. There has been positive input from the community on the caliber of students' performance in Fine Arts' department.

Outcome 3 Achievement(s): Responding according to our action

- 1) The success of having regular faculty and department meetings allowed us to resolve issues and or address challenges we have in our department. It has helped to shed more light on the assessment process whereas the faculty are aware how this process will help us not only meet our goals but to set higher goals for the department as we plan for growth.
- 2) The challenge has been to be personally ethical on the job. Be here daily, prepare and attend all courses and teach for the duration of the course period. There has been some improvement, but there is room still for more.
- 3) Constant decline in art and music courses have really impacted course load for faculty in the Fine Arts Department aside from the SPH 153 course which is a general education course housed under the Fine Arts Department.

D. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other (<i>Please Explain</i>): Semester based faculty course evaluations.
2. Program or Division services offered that link to:	☒ Board Policies ☐ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	- Chapter 5 Policies

Outcome 3: <u>Internal and External Partnerships:</u> The Fine Arts Department provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies. <i>Outcome 3 Expectations:</i> - Internal Partnerships: ○ Increase the articulation of courses and programs through local and off-island MOU ○ Solidify and procure funding for program expansion and services offered to the community and neighboring Islands ○ Increase outreach services in local schools for program awareness and career paths ○ Engage the Community Advisory Council to assess the needs of the public and private schools in American Samoa - External Partnerships: ○ Increase the articulation of program courses and degree(s) for student matriculation into other colleges/universities and/or gainful employment ○ Maintain accreditation with the ACCJC	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension
☒ New Outcome		
Outcome 4: <u>Data Accountability:</u> The Fine Arts Department Faculty are accountable for all student data that include: student, faculty, and program statistics. <i>Outcome 4 Expectations:</i> - Course Data: ○ Cyclical process review for the dissemination, collection, and analysis of course assessment data (Semester Based) - Program Data: ○ Cyclical process review for the dissemination, collection, and analysis of program outcome competencies and qualities (Annually) ○ Cyclical process review of program data that include student achievement, student learning outcomes, and program learning outcomes. (Semester Based) ○ Cyclical process to review program compliance with accreditation standards and policies. (Annually) ○ Program student achievement data is made available to internal and external stakeholders periodically. (Annually) - Faculty Data: ○ Cyclical review of advisee(s) rosters and monitoring of student career paths for transferability and gainful employment. (Semester Based) - Student Data: ○ Cyclical review of student evaluation of instruction / course competencies (Semester Based)	☐ Ongoing Outcome	☐ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension
☒ New Outcome		

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

C. Program or Division Plans, Activities, and Resources:

*Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)*

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018:

Curriculum Planning and Assessment: The Fine Arts Department provides a curriculum conducive to the teaching needs for all pre-service and in-service teachers.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 1a: Program Curriculum Review and Planning: • Objective 1a- Curriculum Review: The Fine Arts Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Mission and degrees:</i> ▪ Review of Program outcome qualities to the program mission ▪ Review of program certificate and degrees to meet the needs of external agencies (<i>Refer to Outcome 3a and 3b</i>) ▪ Review of all matrices that include the alignment of course outcome competencies to program outcome qualities ▪ Alignment of program outcome qualities to the mission of the Fine Arts Department certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Review of Curriculum Qualities and Competencies</i>	Outcome 1a Criteria for Success: Curriculum: Cyclical review of course qualities and competencies: ○ Objective 1a: ▪ <i>A full review of the Fine Arts Department mission, certificate, and degrees has been completed as per catalog review.</i> ▪ <i>A full review of the Fine Arts Department's outcome qualities and competencies is completed as per catalog review.</i> ○ Objective 2a: ▪ <i>Scheduling of Course offerings and faculty/adjunct faculty for the upcoming academic year (both regular and after hour sessions) and is approved by the Dean of Academic Affairs in a timely manner.</i> ○ Objective 3a: ▪ <i>An Academic Manual is compiled particularly Section A on Curriculum Review and Planning that will outline the following sections that include: A) Cycle, processes, and scheduling for the review of Program Outcome Qualities and B) Cycle, processes, and timeline review of course outcome competencies.</i>	Cost: <u>\$215,500.00</u> Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) To seek grant funding as applicable and to seek clarification by the Dean of Academic Affairs for the budgeting of the following items: - Cost of scheduling of after hour courses during regular semester: \$10,000 - Cost of scheduling adjunct faculty for regular session course offerings: \$10,000.00 - Cost of Textbooks: \$2000.00 - Supplementary Resources: \$3,000.00 - Maintenance of Instruments and Equipment & Materials: \$10,000.00 - Technology, Multimedia, Peripherals: \$10,000.00 ☒ Local Funds: (<i>Please Specify</i>) ☒ Personnel 5100: - \$165,000.00 ☒ Materials & Supplies 5200 - Costs of Books, supplementary resources: - Office Supplies for Art, Music, and Dram: \$1500 - Photographic films: \$2000 - Other contractual for licensure when conducting musical plays: \$1500 - Allocation: \$500.00 (<i>Please refer to the notes above.</i>) ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. ▪ Review of program selected courses from the Co-Foundational requirements for the 2nd year to determine the appropriate content and necessary pre-requisites prior to taking Core Foundational courses. ▪ Review all common program rubrics utilized in majority of the courses and facilitate the processes of inter-rater reliability and calibration of results. • Objective 2a- Course Offering and Scheduling for Academic Year 2017-2018: The Fine Arts Department Chairperson will work collaboratively with the Dean of Academic Affairs, faculty and Administrative technician to facilitate the scheduling and offering of both program and general education courses to fulfill the needs of students in the completion of their degree paths (AA with emphasis in Music and AA with emphasis in Visual Arts.). The projected offering of courses and costs is based on the numbers of courses offered in the Academic Year 2016-2017. ○ <i>Scheduling of Course Offerings:</i> ▪ Scheduling of After Hour or summer semesters/sessions costs for: <u>\$10,000.00</u> ○ <i>Scheduling of Adjunct Faculty based on student cohort career paths and costs:</i> ▪ Adjunct Faculty Cost: <u>\$10,000.00</u> (Including fall, spring and summer semesters/sessions: Calculation- total of 6 courses from co-foundational offered.) ○ <i>Timeline and processes for</i>		
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<i>purchasing Course Textbooks:</i> ▪ Textbooks Costs for instructor: <u>\$2,000.00</u> (<i>Including fall, spring and summer semesters/sessions:</i> ○ <i>Timeline and processes for the Purchasing of Instructional Resources and Multimedia:</i> ▪ Supplementary Resources: Costs: <u>\$10,000.00</u> (<i>Learning resources not limited to: workbooks, construction paper, scissors, glue, tape, notepads, pencils, pens, markers, etc.); (Purchasing Musical Instruments)</i> ▪ Technology, Multimedia and peripheral maintenance update/upgrade: <u>\$10,000.00</u> (<i>This includes external drives/USB flash-drives, power surge unit replacements, updating of all Mac and PC computers to the most updated OS version. Also for maintenance of musical instrument.)</i> ▪ Equipment: <u>3,000.00</u> (<i>toners for (3) Fine Arts Department printers/Xerox machine, and Xerox papers.)</i> • Objective 3a- Academic Affairs Program Manual Section A: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program curriculum. This manual should include Section A Curriculum Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule of Program Outcome Qualities:</i> ▪ Review of Program outcome competencies curriculum matrices ▪ Review of alignment of course outcome competencies to program outcome qualities ▪ Review of alignment of program outcome qualities to the mission of the Fine Arts degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional		
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Effectiveness - Processes, and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee o <i>Cycle, Process, and Timeline Review of Course Outcome Competencies</i> - Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) - Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO - Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. - Review all common program rubrics utilized in majority of the courses and facilitate the processes of inter-rater reliability and calibration of results.		
Outcome 1b: <u>Program Assessment Review and Planning:</u> Objective 1b- Assessment Review: The Fine Arts Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. <i>Review of Program Data on Outcome Qualities and Competencies:</i> - Review of Course Learning Outcomes (CLO): (Formative and Summative): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. - Review of Program Learning	Outcome 1b Criteria for Success: Assessment: Cyclical assessment of courses and necessary processes for data organization, dissemination, collection, analysis, and evaluation: Objective 1b: - A complete review of Program data on outcome qualities and competencies is completed as per catalog review. Objective 2b: - An Academic Manual is compiled particularly Section B on Assessment Review and Planning that will outline the following sections that include the cycle, processes, and scheduling of: A) CLO B) PLO Assessment C) GEO Assessment D) ILO Assessment	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcomes (PLO): <i>(Formative and Summative):</i> % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ Review of General Education Outcomes (GEO): <i>(Formative and Summative):</i> % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ▪ Review of Institutional Learning Outcomes (ILO): <i>(Formative and Summative):</i> % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes. • Objective 2b- Academic Program Manual Section B: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program assessment. This manual should include Section B Assessment Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Course Learning Outcomes (CLO): <i>(Formative and Summative):</i> % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. ▪ Program Learning Outcomes (PLO): <i>(Formative and Summative):</i> % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ General Education Outcomes (GEO): <i>(Formative and Summative):</i> % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ▪ Institutional Learning Outcomes (ILO): <i>(Formative and Summative):</i> % of ILO		
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courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes.		
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Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. To allocate funding source for a Swing Choir to travel and participate with colleges off-island in competitions.	Currently, students are not given the opportunity to be part of a concert choir with off-island colleges.	Cost: <u>\$25,000.00</u> Requested Funding Source: Grants: seek funding for off-island tour for the Cast or Swing Choir. Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018:

Instructional and Methodology Planning and Assessment: The Fine Arts Department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 2a: <u>Program Review for Instructional Delivery and Methodology:</u> Objective 1a- Instructional Delivery: The Fine Arts Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review to base the needs for traditional and nontraditional instructional delivery resources. <i>Review of Traditional Delivery Needs:</i> - Number of classrooms - Number of air conditioners per classroom - Number of classrooms with computers per program	Outcome 2a Criteria for Success: Instructional Delivery and Methodology: Cyclical review of faculty and staff instructional needs, and review of instructional methods and pedagogy used in learning environments: Objective 1a: - An assessment of equipment, furniture, and resources is completed and a needs list is generated for Traditional instructional delivery needs. - An assessment of equipment, furniture, and resources is completed and a needs list is generated for Office needs. - An assessment of equipment, furniture, and resources is completed and a needs list is generated for Nontraditional instructional delivery needs.	Cost: <u>\$0.00</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

▪ Number of computers in each classroom per program ▪ Number of classrooms with smart-boards per program ▪ Number of classrooms with printers per program ▪ Number of student desks in a classroom ▪ Number of student chairs in a classroom. ▪ Number of podiums in a classroom ▪ Number of White boards in a classroom ▪ Number of bulletin boards in a classroom ▪ Number of chalkboards in a classroom ○ <i>Review of Office and Advising Needs:</i> ▪ Number of computers in each office per program ▪ Number of offices with printers per program ▪ Number multimedia projectors per program ▪ Number of laptops per program ▪ Number of Teacher desk(s) in each office per program ▪ Number of shelves in each office per program ▪ Number of cabinets in each office per program ▪ Number of sofas/couches in each office per program ▪ Number of iPads per program ▪ Number of phone lines per program ○ <i>Review of Nontraditional Instructional Delivery Needs:</i> ▪ To revive Distance Education plan with the Dean of Academic Affairs and Student Services on avenues to accommodate the need student at remote sites as requested. ▪ Number of remote sites outside of ASCC. ▪ Number of distance learning resources (polycom, television, speakers, CMS system-Moodle, etc.). • Objective 2a- Instructional	○ Objective 2a: ▪ <i>A complete review of teaching methods and pedagogy used by faculty has been documented.</i> ○ Objective 3a: ▪ <i>A Manual is compiled particularly Section C on types of learning environments and teaching methods and pedagogy that will outline the following sections that include: A) Definitions of Learning Environments B) Definitions of Teaching Methods utilized in all program courses.</i>	
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Methodology: The Fine Arts Department Chairperson will work collaboratively with faculty to account for the teaching methods and pedagogy defined and utilized by faculty. ○ <i>Review of Teaching Methods/Pedagogy:</i> ▪ Review the types of teaching methods used versus the percentage per method used in all program courses. This also includes practical requirements for field experience. • Objective 3a- Academic Affairs Program Manual Section C: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program Teaching Methods and Pedagogy. This manual should include Section C: Teaching Methods and Pedagogy that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Teaching Methods and Pedagogy:</i> ▪ Types of Teaching Methods used (<i>Definition of Teaching Methods</i>) ▪ Common Teaching Methods used in all courses (<i>Definition of Signature and Capstone Methods</i>)		
Outcome 2b: Professional Development Planning: • Objective 1b- Professional Development A: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs and ASDOE personnel, and public/private school administrators to provide professional development. ○ <i>Internal Constituencies- Providing In-house Training:</i> ▪ Plan with the Dean of Academic Affairs to offer trainings/professional development during spring orientation or within the academic calendar as needed in the	Outcome 2b Criteria for Success: Professional Development A & B: An increase of program and staff based workshops for internal and external stakeholders centering on instructional methods and pedagogy based on expertise and assessment. Also, off-island and local professional development is provided for program faculty and staff for content and skill enhancements: ○ Objective 1b- Professional Development A: ▪ <i>Internal Constituencies In-house Trainings in the areas of: A) Assessing Student Learning, B) Utilizing Course Management Systems to deliver instruction C)</i>	Cost: \$20,000.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) : - Professional Development B: Off-island - Professional Training on Island. To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: ☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____ Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>)

following areas: A) Assessing Student Learning B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods, etc. ○ <i>External Constituencies- Providing Training:</i> ▪ Plan with Directors or assigned personnel, and public/private school administrators to offer trainings/professional development during school orientation or within the academic calendar as needed in the following areas: A) Teaching Methods and Pedagogy B) Assessing student learning, etc. (<i>Our goal is to sell our services with the hopes that we can establish a MOU with DOE and Private Schools for these particular services.</i>) • Objective 2b- Professional Development B: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs to identify and provide professional development for program faculty and staff. ○ <i>Areas for Professional Development for Faculty and Staff:</i> ▪ Trends/Updates in Closing the Loops in Assessment and Evaluating Program Curriculum- Off-island ARC or ACCJC Annual Conference in April 2018: <u>\$10,000.00</u> (<i>2 instructors</i>) ▪ Accreditation- Local Professional Development: ALO and Assistant ALO ▪ Data Accountability- Local Professional Development: Off-campus Weekend Retreat: <u>\$10,000.00</u> (<i>Including costs for venue, food, and stipends for presenters and for faculty and staff participation as deemed necessary.</i>)	<i>Teaching Methods/Pedagogy.</i> ▪ <i>External Constituencies Outreach Trainings in the areas of: A) Teaching Methods and Pedagogy B) Assessing Student Learning, etc.</i> ○ Objective 2b- Professional Development B: ▪ <i>Professional Development local trainings and Retreat for faculty and staff in the areas of: A) Accreditation B) Data Accountability</i>	☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____
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Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Internal and External Partnerships: The Teacher Education Department / ASBEP provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 3a: <u>Internal and External Partnerships:</u> • Objective 1a- Internal Partnerships: The Fine Arts Department chairperson will plan collaboratively with the Dean of Academic Affairs to facilitate the articulation needs and awareness for Education majors to assure a smooth transition for students seeking transferability and/or gainful employment. ○ Increase outreach and awareness services in public and private schools. ▪ Solidify a calendar of set dates each year with the public and private schools for program awareness and presentations on program career path opportunities for interested students. ○ To solidify professional training needs for the community, private or public schools. ▪ The Fine Arts Departments continue to provide outreach to the	Outcome 3a Criteria for Success: Internal and External Partnerships: Fine Arts Department increases its services to meet the transferability, gainful employment, and profession needs (content and pedagogical) needs for its students and constituencies: ○ Objective 1a- Internal Partnerships: ▪ There is an increase in Fine Arts Department outreach and awareness services in public and private schools. ▪ There is an increase in the offering of professional training (education based qualities and competencies) for the community, private or public schools. ▪ The Community Advisory Council evaluates the needs of the community for the improvement of certificate and degrees offered. ○ Objective 2a- External Partnerships: ▪ Processes are improved for education majors seeking transfer to other institutions of	Cost: \$500.00 Funding Source: ☐ Grant or MOU: (Please Specify) To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: - Preparation for outreach to schools and private sectors.(\$300.00) - Community Advisor Council: \$200.00 (To cover the costs of meals.) ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

High School students, presentations and projects with the public and private sectors, and the community at large. (\$300.00, mainly for transportation and pamphlets). ○ To utilize the Fine Arts Department's Community Advisory Council more frequently to evaluate the community needs necessary for the improvement of certificate and degrees offered. ▪ The Fine Arts Department Chairperson will organize two meetings particularly for the Community Advisory Council to discuss the educational needs of the territory as well as the future direction in the offering of educational certificates and degrees: <u>\$200.00</u> (To provide refreshments for the meetings.) • Objective 2a- External Partnerships: The Fine Arts Department chairperson will plan collaboratively with the Dean of Student Services to track the matriculation needs for Education majors to assure a smooth transition for students seeking transferability. ○ Solidify processes for Student Matriculation: ▪ The Fine Arts Department chairperson will work collaboratively with the Dean of Student Services to strengthen the matriculation counseling processes for education majors that wish to pursue a higher education degree or transfer to other institutions of higher learning. ○ Solidify tracking processes for Education Majors: ▪ The Fine Arts Department chairperson will work collaboratively with the Dean of Student Services to strengthen the tracking of education majors that	higher learning. ▪ Tracking processes are improved for education majors that enter the workforce. ○ Objective 2b- External Partnerships (Accreditation): ▪ Fine Arts Department Faculty and staff are aware of the trends in Accreditation Standards, Eligibility Requirements, and Commission Policies pertaining to ACCJC requirement. ▪ Fine Arts Department chairperson works collaboratively with the ALO and Assistant ALO to standardize necessary data sets following a semester based/annual cycle that coincides with the ASCC requirements for accreditation reporting. ○ Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs (Recommendations for Accreditation Substantive Changes as deemed necessary.)	
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enter the workforce.

- **Objective 2b- External Partnerships (Accreditation):**

The Fine Arts Department chairperson will schedule meetings to collaboratively plan with the ASCC Accreditation Liaison Officer and the Assistant Accreditation Liaison Officer to assure compliance with the WASC-ACCJC Eligibility Requirements, Standards, and Commission Policies.

- *Awareness of Trends of the Accreditation Standards:*
 - The Fine Arts Department chairperson will organize two meetings (*1 meeting each semester*) to discuss and present to faculty necessary updates in Accreditation Eligibility Requirements, Standards, and Commission Policies.
 - The Fine Arts Department chairperson will participate in Accreditation Annual Trainings.
- *Promote accreditation awareness and continued compliance:*
 - The Fine Arts Department chairperson will provide necessary data regarding faculty, curriculum, assessment, resources, evaluation, and information required for the reporting of continued compliance with Accreditation Standards and policies.
- *Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs:*
 - The Department Chairperson will work collaboratively with the Accreditation Liaison officers to assess the needs of the public and private schools in Fine Arts programs.
 - The Department chairperson in

consultation with the Dean of Academic Affairs on status of accreditation.		
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Outcome #3- Request for Additional Resources:

Request	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Data Accountability: The Fine Arts Department Chairperson and Faculty are accountable for all student data that include: student, faculty, and program statistics.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 4a: Student Data Accountability: • Objective 1a- Student Enrollment Statistics: The Fine Arts Department Chairman, and faculty will collaborate with the Registrar to effectively track enrollment statistics for all students seeking a certificate, professional development, certification, and AA with emphasis in Music and AA with emphasis in Visual Arts. ○ <i>Fine Arts Departments Certificate and Degree Declared Majors:</i> ▪ Disaggregated number and percentage of students enrolled in the AA with emphasis in Music and AA with emphasis in Visual Arts. <i>(Gender, ethnicity, age)</i> • Objective 2a- Course Offering Statistics: The Fine Arts Department Chairman and faculty	Outcome 4a Criteria for Success: Student Data Accountability: The Fine Arts Department will define, collect, monitor, analyze, and report student data statistics to internal and external stakeholders that include: ○ Objective 1a: ▪ <i>Student enrollment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 2a: ▪ <i>Course offering statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 3a: ▪ <i>Graduation statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 4a:	Cost: \$0.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

will collaborate with the Registrar to effectively track course offering statistics for all courses offered. ○ <i>Fine Arts Courses Offered:</i> ▪ Past 3-5 years (<i>Number and Percentage of all courses offered.</i>) ▪ Past 3-5 years (<i>Number and Percentage of cancelled courses due to low enrollment / no enrollment.</i>) ▪ Past 3-5 years (<i>Number and Percentage of courses that were not offered.</i>) • Objective 3a- Student Graduation Statistics: The Fine Arts Department Chairman and faculty will collaborate with the Registrar to effectively track graduation statistics for certificates and degrees conferred. ○ <i>Fine Arts Department Conferred Degrees:</i> ▪ Past 3-5 years (<i>Number and Percentage of certificates conferred.</i>) ▪ Past 3-5 years (<i>Number and Percentage of AA with emphasis in Music and AA with emphasis in Visual Arts degrees conferred.</i>) • Objective 4a- Student Transfer Statistics: The Fine Arts Department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student transfer statistics. ○ <i>Fine Arts Department Transferability:</i> ▪ Past 3-5 years (<i>Number and Percentage of AS students that transfer to off-island colleges or universities.</i>) ▪ Past 3-5 years (<i>Number and Percentage of AA students that transfer into the Bachelor. program.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their Bachelor. and continue to pursue a Masters Degree.</i>) ▪ Past 3-5 years (<i>Number and Percentage of</i>	▪ <i>Transfer statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 5a: ▪ <i>Employment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 6a: ▪ <i>Time to Degree statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 7a: ▪ <i>An Academic Affairs Manual is compiled particularly Section E: Student Statistics that will outline the cycle and processes for the following sections: A) Enrollment Statistics B) Course Offering Statistics C) Graduation Statistics D) Transfer Statistics E) Employment Statistics F) Time to Degree Statistics.</i>	
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students that completed their Masters Degree and continue to pursue a Doctorate Degree.)

- **Objective 5a- Student**

Employment Statistics: The Fine Arts Department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student gainful employment statistics.

- *Fine Arts Department Employment:*

- *Past 3-5 years (Non-degree seeking number and percentage of students that completed the ASCC certification courses.*
 - *Past 3-5 years (Number and Percentage of students that completed their AA with emphasis in Music and AA with emphasis in Visual Arts and are now employed by ASG.)*
 - *Past 3-5 years (Number and Percentage of students that completed their AA with emphasis in Music and AA in Visual Arts degree and are now employed outside of ASDOE (public agencies or private sectors.)*

- **Objective 6a- Student Cohort Tracking Statistics (Time to Degree):**

The Fine Arts Department Chairman and faculty will collaborate with the Registrar and the Institutional Researcher to effectively track cohort Time to Degree statistics.

- *Fine Arts Department Cohort Tracking:*

- *Past 3-5 years (Number of students sorted by cohort that complete an AA with emphasis in Music and AA with emphasis in Visual Arts within 150% normal time of completion.)*
 - *Past 3-5 years (Number of student sorted by cohort that take more than 150% normal time of completion to complete an AA with*

<i>emphasis in Music and AA with emphasis in Visual Arts requirements.)</i> • Objective 7a- Academic Program Manual Section E: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify Program Student Statistics. This manual should include Section E: Program Student Statistics that include the following topics: ○ <i>Cycle and processes for collecting student data statistics that include:</i> ▪ Student Enrollment Statistics ▪ Course Offering Statistics ▪ Graduations Statistics ▪ Transfer Statistics ▪ Employment Statistics ▪ Time to Degree Statistics		
Outcome 4b: Faculty Data Accountability: • Objective 1b- Faculty Statistics: The Fine Arts Department Chairperson and faculty will collaborate with the Human Resources Officer to effectively track faculty statistics based on degrees, expertise, and expectations. ○ <i>Fine Arts Department Faculty Statistics:</i> ▪ Disaggregated number and percentage of faculty. (<i>Gender, ethnicity, age</i>) ○ <i>Fine Arts Department Faculty Expertise:</i> ▪ Number and percentage of faculty teaching within their expertise. ▪ Number and percentage of faculty cross teaching according to expertise. ▪ Number and percentage of adjunct faculty teaching within their expertise. ▪ Number and percentage of adjunct faculty cross teaching according to their expertise. ○ <i>Fine Arts Department Faculty Qualifications:</i>	Outcome 4b Criteria for Success: Faculty Data Accountability: The Fine Arts Department monitors and archives faculty data statistics: ○ Objective 1b: ▪ <i>Disaggregated Faculty statistics</i> ▪ <i>Faculty Expertise statistics</i> ▪ <i>Faculty Qualification statistics</i> ▪ <i>Faculty Professional Development statistics</i> ▪ <i>Faculty Personal Development and Career Enhancements statistics</i> ▪ <i>Faculty Merit statistics</i> ▪ <i>Faculty Performance Evaluation Statistics</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

▪ Number and percentage of faculty with doctorate degrees. ▪ Number and percentage of faculty with master degrees. ▪ Number and percentage of faculty that were hired that meet the minimum requirements. ▪ Number and percentage of faculty that were hired that meet the maximum requirements. ○ <i>Fine Arts Department Professional Development:</i> ▪ Past 3-5 years (<i>Number and percentage of faculty who received off-island professional development in the areas of: Assessment, Accreditation, Technology, Data Accountability, Content, Technology, etc.</i>) ○ <i>Fine Arts Department Personal Development and Career Enhancements:</i> ▪ Past 3-5 years (<i>Number of faculty that completed 15-30 credits for skill/content enrichment or career opportunities.</i>) ▪ Number and percentage of faculty that are pursuing a higher degree (ED.D. or PH.D.) in their field of expertise. ○ <i>Fine Arts Department Faculty Merits:</i> ▪ Past 3-5 years (<i>Number and percentage of faculty that completed a higher degree.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that were promoted to higher positions in higher education or elsewhere.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty with personal accomplishments such publications, teacher of the year, etc.</i>) ○ <i>Fine Arts Department Faculty Performance Evaluation:</i> ▪ Past 3-5 years (<i>Number and percentage of faculty</i>		
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<i>that have been evaluated annually.)</i> ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Outstanding Criterion on their performance evaluation.)</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Satisfactory Criterion on their performance evaluation.)</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Needs Improvement Criterion on their performance evaluation.)</i>)		
Outcome 4c: Student Learning Outcome (SLO) Data Accountability: • Objective 1c- SLO Statistics: The Fine Arts Department Chairperson, faculty, and staff are fully accountable for the monitoring, collecting, analyzing, archiving, and reporting of all SLO Data that includes: Course Learning Outcomes, Program Learning Outcome, General Education Outcomes, and Institutional Learning Outcomes statistics. (<i>Referencing Fine Arts Department Outcome 1b- Objectives 1b and 2b</i>): ○ <i>Course Learning Outcome (CLO) Statistics: Fine Arts Department faculty are fully accountable for the assessing and reporting of CLO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per course. (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students assessed per achievement of course outcome. (<i>Gender, ethnicity, age</i>) ○ <i>Program Learning Outcome (PLO) Statistics: Fine Arts Department faculty are fully accountable for the assessing and reporting of PLO statistics that include:</i>	Outcome 4c Criteria for Success: SLO Data Accountability: The Fine Arts Department Chairperson and faculty report accurate SLO data on student achievement of program qualities and course qualities each semester that include the following statistics: ○ Objective 1c: ▪ <i>Disaggregated CLO statistics</i> ▪ <i>Disaggregated PLO statistics</i> ▪ <i>Disaggregated GEO statistics</i> ▪ <i>Disaggregated ILO statistics</i> ○ Objective 2c: ▪ <i>A Manual is compiled particularly Section F: SLO Statistics that will outline the cycle, processes, and responsible constituencies for the reporting of: A) CLO Statistics B) PLO Statistics C) GEO Statistics D) ILO Statistics</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

▪ Disaggregated number and percentage of students assessed per PLO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement for each PLO. <i>(Gender, ethnicity, age)</i> ○ <i>General Education Outcomes (GEO) Statistics: Fine Arts Department faculty are fully accountable for the assessing and reporting of GEO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per GEO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement for each GEO. <i>(Gender, ethnicity, age)</i> ○ <i>Institutional Learning Outcomes (ILO) Statistics: Fine Arts Department faculty are fully accountable for the assessing and reporting of ILO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per ILO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement of each ILO. <i>(Gender, ethnicity, age)</i> • Objective 2c- Academic Affairs Program Manual Section F: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify SLO Statistics. This manual should include Section F: SLO Statistics that include the following topics: ○ <i>Cycle, processes, and responsible constituencies in the collecting SLO data statistics that include:</i> ▪ CLO statistics ▪ PLO statistics ▪ GEO statistics ▪ ILO statistics		
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Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. Need to increase enrollment in Fine Arts courses aside from the Speech course.

Section VI: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. Fine Arts Department Chairman	Holding monthly faculty meetings addressing assessment and faculty training, and needs of instructional improvements
2. Dean of Academic Affairs	Professional Development (Institutional Learning Outcomes & Student Achievement Training, Articulation, and Accreditation)
3. Director of Institutional Effectiveness	Professional Development (Data Accountability and Archiving Training & Accreditation)
4. Chief Information Officer	Upgrading of computers, software, peripherals
5. Dean of Student Services	Provide student services
6. Human Resources Officer	Solidifying processes for tracking faculty data for Fine Arts department.
7. Institutional Researcher	Programs Statistical Data Reports and access.

Health and Human Services Department

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Health and Human Services Department
Contact Person:	Mr. Derek Helsham
Contact Information:	d.helsham@amsamoa.edu / 699-9155 ext.
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018 / Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	The mission of the Health and Human Services (HHS) Department is to support and prepare students who are interested in pursuing a career in the field of health or human services. Central to this mission is a commitment to provide students with a sound foundation and broad balance of knowledge and skills. Students who fulfill the requirements for an Associate of Science Degree in Health Science, Associate of Arts Degree with an emphasis in Human Services, or a Certificate of Proficiency in Guidance and Counseling, or a Certificate of Proficiency in Public Health are able to:

	Continue studies in a specialized area in allied health or into a bachelor's degree program in health science, human services or related fields; Obtain local employment as medical support staff, public health educator, or enter into employment as a paraprofessional in the human services agencies; Enhance occupational skills needed in professional growth and career development; and, Apply knowledge and skills in health and human relations into their daily lives with an awareness and understanding of Samoa and Pacific Island cultures. <i>To meet this mission, the department offers the following degree and certificate programs of studies</i> • Associate of Arts degree with an emphasis in Human Services • Associate of Science degree in Health Science • Certificate of Proficiency in Guidance and Counseling • Certificate of Proficiency in Public Health
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Section III: Program or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: Program or Division Outcomes and Actions (<i>Academic Year 2016-2017</i>)	
Outcome 1- Statement: Health and Human Services Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the AA with emphasis in Human Services, AS in Health Science, COP in Guidance and Counseling and also in the Certificate of Proficiency in Public Health.	1) Health and Human Services Department Faculty were involved with the fall 2016, spring 2017, and summer 2017 registration and advising during priority registration and office hours. 2) Health and Human Services Department Faculty have reviewed and standardized its rubrics for all its courses. The department continued to meet with the Director of Assessment and Curriculum to share results of assessment data, identify strengths and weaknesses on achievement of outcomes. 3) Every faculty member does students' academic advisory not only during registration but also throughout the semester 4) Faculty Meetings are held regularly to address assessment and instructional needs and concerns. Dialogue on course outcomes as indicated in the Conceptual Framework are addressed as well as the alignment: CLO → PLO →ILO 5) To further assure best practices the faculty have had calibration sessions and will continue them in every semester so that faculty have the same understanding of criteria of rubrics used to assess students' work. 6) The Health and Human Services Department offered its courses mainly in Rm20. The Health and Human Services Department lab houses several computers for its lab mainly for the taxation course and accounting.
Outcome 2- Statement: Health and Human Services Department faculty and students will continue to build and strengthen its departmental relationships with all internal and external stakeholders to include: ASCC Divisions and Departments, ASG, ASDOE, LBJ, Public Health, ASG Social Services, Private, the Accrediting agency (ACCJC), Private Agencies, and the community at large.	1) The Health and Human Services Department established a positive working relationship with AS Social Services, Public Health, LBJ, and high schools in promoting students interests in the Health and Human services, Guidance and counseling, and Public Health. The department provided discussion forum and panel with local agencies on Violence and abuse. 2) The department faculty and Chairperson have been proactive in providing professional trainings to the ASCC student government for promoting Health and Human Services programs. 3) The Health and Human Services Department continued to promote Health science, Human services, guided

	counseling and Public Health majors through practical experiences through service learning, workshops, on campus trainings and projects with local agencies and private sectors.
Outcome 3- Statement: Health and Human Services Department faculty and students will continue to maintain and uphold all criterion and standards set by the Accrediting agency; degree namely the ACCJC, for AA with emphasis in Human Services, AS in Health Science, COP in Guidance and Counseling and also in the Certificate of Proficiency in Public Health.	1) Regular faculty meetings and scheduled departmental meetings are held to address pertinent issues and or to review assessment and curricular aims. Several faculty sessions were held to update and standardize rubrics, review matrices and to align our outcomes: ILO's, PLO's and CLO's. 2) Faculty will be ethical, respectful and be models for our students. Business faculty will uphold and live according to the standards and policies set forth by the institution and have good work ethics.

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Responding according to our actions:

- 1) There have been minimal complaints if any of our registration process and advising.
- 2) As faculty collaborated on standardizing rubrics and also submission and clarification of rubric summaries.
- 3) Advising has improved where each faculty are being more visual and are available by keeping their office hours and by having an open door policy to advise students. So far including Fall 2016 and Spring 2017 we have 13 students earning their AS Degree in Health Science, and 2 with a Certificate of Proficiency in Public Health, due in part of advising and encouragement from faculty.
- 4) As the result of regular faculty meetings, many issues have been addressed and resolved. Much work on assessments has been a continual dialog. Discussions of closing the loop have been ensued with reviews of each course matrix, rubrics, syllabi and alignment to outcomes have been a constant concern and faculty are more fully aware of the importance of assessment in aiding the department to improve and move forward. Faculty are providing their assessment for each course they have taught for dissemination in preparation for analyzing and moving onward closing the loop after Spring 2018.
- 5) Part of our assessment process was to engage in meetings with the Director of Curriculum and Assessment on sharing data and training on rubric summaries. Recommendations were provided by faculty on additional data to be shared with department. As a result, the faculty were able to identify some key concerns of criteria to address and come to a consensus and understanding of the importance of submission of data and assessment.

Outcome 2 Achievement(s): Responding according to our action

- 1) The outcomes of our department meetings were positive. We had discussions on some of the challenges within our department and we were able to come to a consensus of how we would work as partners to do more outreaching, provide incentives and to be more accommodating to the need of interested students in Health and Human Services Department.
- 2) Being pro-active and visual in the schools has helped us to build a positive rapport of the college and our program. Also, one of our goals in being visual is to support and advocate for our Health and Human Services Department program.
- 3) Promote Health and Human Services Department programs and also reaching out to others to attend ASCC as the college has other programs that they could be interested in. Participated with EXITO and AHEC grants to promote Bio Medical research and health related disciplines. Five students have participated last summer in an internship for five days at Portland State University. 2 Students participated at the HOSA conference with other members for all over the Nation.

Outcome 3 Achievement(s): Responding according to our action

- 1) The success of having regular faculty and department meetings allowed us to resolve issues and or address challenges we have in our department. It has helped to shed more light on the assessment process whereas the faculty are aware how this process will help us not only meet our goals but to set higher goals for the department as we plan for growth.
- 2) The challenge has been to be personally ethical on the job. Be here daily, prepare and attend all courses and teach for the duration of the course period. There has been some improvement, but there is room still for more.
- 3) One Challenge is shortage of faculty due to one of our long time faculty has relocated off-island.

D. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:	
1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other (<i>Please Explain</i>): <i>Semester based faculty course evaluations.</i>
2. Program or Division services offered that link to:	☒ Board Policies ☐ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	- Chapter 5 Policies
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	- Policy 5102: Faculty Orientation, Internship, and Institutional Development: Issue- Mandatory attendance of faculty during Graduation and Orientation..
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	- A policy needs to be established or perhaps further clarification regarding Policy 5314, to include consequences for students in the that consecutively fail a course (more than 3 times).
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	.

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

The following sections will serve as the ‘Planning’ function for your Program or Division ***Fiscal Year 2018*** 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.

B. Planning FY 2018 Outcomes:

*Please list your Program's or Division's Outcome(s) for **Fiscal Year 2018**. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.*

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: <u>Curriculum Planning and Assessment:</u> The Health and Human Services Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the AA with emphasis in Human Services, AS in Health Science and also in the Certificate of Proficiencies. <i>Outcome 1 Expectations:</i> - Curriculum: - Cyclical review of course qualities and competencies - Assessment: - Cyclical assessment of courses and necessary processes for data collection, analysis, and evaluation.	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension
	☒ New Outcome	

Outcome 2: <u>Instructional and Methodology Planning and Assessment:</u> The Health and Human Services Department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary. <i>Outcome 2 Expectations:</i> • Instructional Delivery: ○ Cyclical review of faculty and staff instructional needs for Traditional and Nontraditional learning environments. • Methodology: ○ Cyclical review of instructional methods and pedagogy used in learning environments • Professional Development: ○ Increase faculty and staff to conduct workshops to internal and external stakeholders centering on pedagogy or content expertise.	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension
Outcome 3: <u>Internal and External Partnerships:</u> The Health and Human Services Department provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies. <i>Outcome 3 Expectations:</i> • Internal Partnerships: ○ Increase the articulation of courses and programs through local and off-island MOU ○ Solidify and procure funding for program expansion and services offered to the community and neighboring Islands ○ Increase outreach services in local schools for program awareness and career paths ○ Strengthen partnership with Portland State University through the EXITO grant. ○ Engage the Community Advisory Council to assess the needs of the public and private schools in American Samoa • External Partnerships: ○ Increase the articulation of program courses and degree(s) for student matriculation into other colleges/universities and/or gainful employment ○ Maintain accreditation with the ACCJC	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension
Outcome 4: <u>Data Accountability:</u> The Health and Human Services Department Faculty are accountable for all student data that include: student, faculty, and program statistics. <i>Outcome 4 Expectations:</i> • Course Data: ○ Cyclical process review for the dissemination, collection, and analysis of course assessment data (Semester Based) • Program Data: ○ Cyclical process review for the dissemination, collection, and analysis of program outcome competencies and qualities (Annually) ○ Cyclical process review of program data that include	☐ Ongoing Outcome	☐ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension

- student achievement, student learning outcomes, and program learning outcomes. (Semester Based) ○ Cyclical process to review program compliance with accreditation standards and policies. (Annually) ○ Program student achievement data is made available to internal and external stakeholders periodically. (Annually) • Faculty Data: ○ Cyclical review of advisee(s) rosters and monitoring of student career paths for transferability and gainful employment. (Semester Based) • Student Data: ○ Cyclical review of student evaluation of instruction / course competencies (Semester Based)	☒ New Outcome	
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Section IV.B: Program or Division Planning Context “How do we get there?”

C. Program or Division Plans, Activities, and Resources:

*Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)*

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018:

Curriculum Planning and Assessment: The Health and Human Services Department provides a curriculum conducive to the teaching needs for all pre-service and in-service teachers.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 1a: Program Curriculum Review and Planning: • Objective 1a- Curriculum Review: The Health and Human Services Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ Review of Program Mission, Certificate, and degrees: ▪ Review of Program outcome qualities to the program mission ▪ Review of program certificate and degrees to meet the needs of external agencies (Refer to	Outcome 1a Criteria for Success: Curriculum: Cyclical review of course qualities and competencies: ○ Objective 1a: ▪ A full review of the Health and Human Services Department mission, certificate, and degrees has been completed. ▪ A full review of the Health and Human Services Department's outcome qualities and competencies is completed. ○ Objective 2a: ▪ Scheduling of Course offerings and faculty/adjunct faculty for the upcoming academic year (both regular and after hour sessions) and is approved by the Dean of Academic Affairs in a timely manner. ○ Objective 3a:	Cost: <u>\$115,500.00</u> Funding Source: ☐ Grant or MOU: (Please Specify) To seek grant funding as applicable and to seek clarification by the Dean of Academic Affairs for the budgeting of the following items: - Cost of scheduling adjunct faculty for regular session course offerings: \$10,000.00 - Cost of Textbooks: \$1000.00 - Supplementary Resources: \$3,000.00 - Equipment & Materials: \$3,000.00 - Technology, Multimedia, Peripherals: \$10,000.00 ☒ Local Funds: (Please Specify) ☒ Personnel 5100: \$88,000.00 ☒ Materials & Supplies 5200 - Costs of Books, supplementary resources: Allocation: \$500.00 (Please refer to the notes above.) ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

<i>Outcome 3a and 3b)</i> ▪ Review of all matrices that include the alignment of course outcome competencies to program outcome qualities ▪ Alignment of program outcome qualities to the mission of the Health and Human Services Department certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Review of Curriculum Qualities and Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. ▪ Review of program selected courses from the Co-Foundational requirements for the 2nd year. • Objective 2a- Course Offering and Scheduling for Academic Year 2017-2018: The Health and Human Services Department Chairperson will work collaboratively with the Dean of Academic Affairs, faculty and Administrative technician to facilitate the scheduling and offering of both program and general education courses to fulfill the needs of students in the completion of their degree paths (AA with emphasis in Human Services and Business Management.). The projected offering of courses and costs is based	▪ <i>An Academic Manual is compiled particularly Section A on Curriculum Review and Planning that will outline the following sections that include: A) Cycle, processes, and scheduling for the review of Program Outcome Qualities and B) Cycle, processes, and timeline review of course outcome competencies.</i>	
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on the numbers of courses offered in the Academic Year 2016-2017. ○ <i>Scheduling of Course Offerings:</i> ▪ Scheduling of After Hour or summer semesters/sessions costs for: <u>\$10,000.00</u> ○ <i>Scheduling of Adjunct Faculty based on student cohort career paths and costs:</i> ▪ Adjunct Faculty Cost: <u>\$10,000.00</u> (Including fall, spring and summer semesters/sessions: Calculation- total of 6 courses from co-foundational offered.) ○ <i>Timeline and processes for purchasing Course Textbooks:</i> ▪ Textbooks Costs for instructor: <u>\$1,000.00</u> (Including fall, spring and summer semesters/sessions: ○ <i>Timeline and processes for the Purchasing of Instructional Resources and Multimedia:</i> ▪ Supplementary Resources: Costs: <u>\$3,000.00</u> (Learning resources not limited to: workbooks, construction paper, scissors, glue, tape, notepads, pencils, pens, markers, etc.); (Calculation of fall, spring and summer semesters/sessions- 3 full-time faculty in the department ▪ Technology, Multimedia and peripheral maintenance update/upgrade: <u>\$10,000.00</u> (This includes external drives/USB flash-drives, power surge unit replacements, updating of all Mac and PC computers to the most updated OS version.) ▪ Equipment: <u>3,000.00</u> (toners for (3) Health and Human Services Department printers/Xerox machine, and Xerox papers.) • Objective 3a- Academic Affairs Program Manual Section A: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program curriculum. This manual should include Section A Curriculum Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule of</i>		
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<i>Program Outcome Qualities:</i> ▪ Review of Program outcome competencies curriculum matrices ▪ Review of alignment of course outcome competencies to program outcome qualities ▪ Review of alignment of program outcome qualities to the mission of the TED/ASBEP certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes, and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Cycle, Process, and Timeline Review of Course Outcome Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. ▪ Review of program selected courses from the Co-Foundational requirements for the 2nd year.		
Outcome 1b: <u>Program Assessment Review and Planning:</u> • Objective 1b- Assessment Review: The Health and Human Services Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a	Outcome 1b Criteria for Success: Assessment: Cyclical assessment of courses and necessary processes for data organization, dissemination, collection, analysis, and evaluation: ○ Objective 1b: ▪ <i>A complete review of Program data on outcome qualities and competencies is completed.</i> ○ Objective 2b: ▪ <i>An Academic Manual is</i>	Cost: <u>\$0.00</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Review of Course Learning Outcomes (CLO): (Formative and Summative): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. ▪ Review of Program Learning Outcomes (PLO): (Formative and Summative): % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ Review of General Education Outcomes (GEO): (Formative and Summative): % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ▪ Review of Institutional Learning Outcomes (ILO): (Formative and Summative): % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes. • Objective 2b- Academic Program Manual Section B: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program assessment. This manual should include Section B Assessment Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Course Learning Outcomes (CLO): (Formative and Summative): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes.	<i>compiled particularly Section B on Assessment Review and Planning that will outline the following sections that include the cycle, processes, and scheduling of: A) CLO B) PLO Assessment C) GEO Assessment D) ILO Assessment</i>	
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▪ Program Learning Outcomes (PLO): (Formative and Summative): % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ General Education Outcomes (GEO): (Formative and Summative): % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ▪ Institutional Learning Outcomes (ILO): (Formative and Summative): % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes.		
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Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. To allocate funding source for students Internship to off-island colleges.	Funding five students with summer internships at Portland State University.	Cost: <u>\$25,000.00</u> Requested Funding Source: Grant: Seek funding source such as the EXITO Grant for student internships. Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018:

Instructional and Methodology Planning and Assessment: The Health and Human Services Department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 2a: Program Review for Instructional Delivery and Methodology: • Objective 1a- Instructional Delivery: The Health and Human	Outcome 2a Criteria for Success: Instructional Delivery and Methodology: Cyclical review of faculty and staff instructional needs, and review of instructional methods and pedagogy used	Cost: <u>\$0.00</u> Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) _____

Services Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review to base the needs for traditional and nontraditional instructional delivery resources. ○ <i>Review of Traditional Delivery Needs:</i> ▪ Number of classrooms ▪ Number of air conditioners per classroom ▪ Number of classrooms with computers per program ▪ Number of computers in each classroom per program ▪ Number of classrooms with smart-boards per program ▪ Number of classrooms with printers per program ▪ Number of student desks in a classroom ▪ Number of student chairs in a classroom. ▪ Number of podiums in a classroom ▪ Number of White boards in a classroom ▪ Number of bulletin boards in a classroom ▪ Number of chalkboards in a classroom ○ <i>Review of Office and Advising Needs:</i> ▪ Number of computers in each office per program ▪ Number of offices with printers per program ▪ Number multimedia projectors per program ▪ Number of laptops per program ▪ Number of Teacher desk(s) in each office per program ▪ Number of shelves in each office per program ▪ Number of cabinets in each office per program ▪ Number of sofas/couches in each office per program ▪ Number of iPads per program ▪ Number of phone lines per	in learning environments: ○ Objective 1a: ▪ <i>An assessment of equipment, furniture, and resources is completed and a needs list is generated for Traditional instructional delivery needs.</i> ▪ <i>An assessment of equipment, furniture, and resources is completed and a needs list is generated for Office needs.</i> ▪ <i>An assessment of equipment, furniture, and resources is completed and a needs list is generated for Nontraditional instructional delivery needs.</i> ○ Objective 2a: ▪ <i>A complete review of teaching methods and pedagogy used by faculty has been documented.</i> ○ Objective 3a: ▪ <i>A Manual is compiled particularly Section C on types of learning environments and teaching methods and pedagogy that will outline the following sections that include: A) Definitions of Learning Environments B) Definitions of Teaching Methods utilized in all program courses.</i>	☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
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program ○ <i>Review of Nontraditional Instructional Delivery Needs:</i> ▪ To revive Distance Education plan with the Dean of Academic Affairs and Student Services on avenues to accommodate the need student at remote sites as requested. ▪ Number of remote sites outside of ASCC. ▪ Number of distance learning resources (polycom, television, speakers, CMS system-Moodle, etc.). • Objective 2a- Instructional Methodology: The Health and Human Services Department Chairperson will work collaboratively with faculty to account for the teaching methods and pedagogy defined and utilized by faculty. ○ <i>Review of Teaching Methods/Pedagogy:</i> ▪ Review the types of teaching methods used versus the percentage per method used in all program courses. This also includes practical requirements for field experience. • Objective 3a- Academic Affairs Program Manual Section C: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program Teaching Methods and Pedagogy. This manual should include Section C: Teaching Methods and Pedagogy that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Teaching Methods and Pedagogy:</i> ▪ Types of Teaching Methods used (<i>Definition of Teaching Methods</i>) ▪ Common Teaching Methods used in all courses (<i>Definition of Signature and Capstone Methods</i>)		
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Outcome 2b: Professional Development Planning: • Objective 1b- Professional Development A: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs and ASDOE personnel, and public/private school administrators to provide professional development. ○ <i>Internal Constituencies- Providing In-house Training:</i> ▪ Plan with the Dean of Academic Affairs to offer trainings/professional development during spring orientation or within the academic calendar as needed in the following areas: A) Assessing Student Learning B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods, etc. ○ <i>External Constituencies- Providing Training:</i> ▪ Plan with Directors or assigned personnel, and public/private school administrators to offer trainings/professional development during school orientation or within the academic calendar as needed in the following areas: A) Teaching Methods and Pedagogy B) Assessing student learning, etc. <i>(Our goal is to sell our services with the hopes that we can establish a MOU with DOE and Private Schools for these particular services.)</i> • Objective 2b- Professional Development B: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs to identify and provide professional development for program faculty and staff. ○ <i>Areas for Professional Development for Faculty and Staff:</i> ▪ Trends/Updates in Closing the Loops in Assessment	Outcome 2b Criteria for Success: Professional Development A & B: An increase of program and staff based workshops for internal and external stakeholders centering on instructional methods and pedagogy based on expertise and assessment. Also, off-island and local professional development is provided for program faculty and staff for content and skill enhancements: ○ Objective 1b- Professional Development A: ▪ <i>Internal Constituencies In-house Trainings in the areas of: A) Assessing Student Learning, B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods/Pedagogy.</i> ▪ <i>External Constituencies Outreach Trainings in the areas of: A) Teaching Methods and Pedagogy B) Assessing Student Learning, etc.</i> ○ Objective 2b- Professional Development B: ▪ <i>Professional Development local trainings and Retreat for faculty and staff in the areas of: A) Accreditation B) Data Accountability</i>	Cost: \$10,000.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ - Professional Development B: Off-island - Professional Training on Island. To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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and Evaluating Program Curriculum- Off-island ARC or ACCJC Annual Conference in April 2018: <u>\$5000.00</u> (1 instructor) ▪ Accreditation- Local Professional Development: ALO and Assistant ALO ▪ Data Accountability- Local Professional Development: Off-campus Weekend Retreat: <u>\$5,000.00</u> (Including costs for venue, food, and stipends for presenters and for faculty and staff participation as deemed necessary.)		
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Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Internal and External Partnerships: The Teacher Education Department / ASBEP provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 3a: Internal and External Partnerships: • Objective 1a- Internal Partnerships: The Health and Human Services Department chairperson will plan collaboratively with the Dean of Academic Affairs to facilitate the articulation needs and awareness for Education majors to assure a smooth transition for students seeking transferability and/or	Outcome 3a Criteria for Success: Internal and External Partnerships: Health and Human Services Department increases its services to meet the transferability, gainful employment, and profession needs (content and pedagogical) needs for its students and constituencies: ○ Objective 1a- Internal Partnerships: ▪ There is an increase in Health	Cost: \$500.00 Funding Source: ☐ Grant or MOU: (Please Specify) To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: - Preparation for outreach to schools and private sectors.(\$300.00) - Community Advisor Council: \$200.00 (To cover the costs of meals.) ☐ Local Funds: (Please Specify)

gainful employment. ○ <i>Increase outreach and awareness services in public and private schools.</i> ▪ Solidify a calendar of set dates each year with the public and private schools for program awareness and presentations on program career path opportunities for interested students and in-service teachers. ○ <i>To solidify professional training needs for the community, private or public schools.</i> ▪ The Health and Human Services Departments continue to provide outreach to the High School students, presentations to the public and private sectors, and the community at large. (\$300.00, mainly for transportation and pamphlets). ○ <i>To utilize the Health and Human Services Department's Community Advisory Council more frequently to evaluate the community needs necessary for the improvement of certificate and degrees offered.</i> ▪ The Health and Human Services Department Chairperson will organize two meetings particularly for the Community Advisory Council to discuss the educational needs of the territory as well as the future direction in the offering of educational certificates and degrees: <u>\$200.00</u> (To provide refreshments for the meetings.) • Objective 2a- External Partnerships: The Health and Human Services Department chairperson will plan collaboratively with the Dean of Student Services to track the matriculation needs for Education majors to assure a smooth transition for students seeking	<i>and Human Services Department outreach and awareness services in public and private schools.</i> ▪ <i>There is an increase in the offering of professional training (education based qualities and competencies) for the community, private or public schools.</i> ▪ <i>The Community Advisory Council evaluates the needs of the community for the improvement of certificate and degrees offered.</i> ○ Objective 2a- External Partnerships: ▪ <i>Processes are improved for education majors seeking transfer to other institutions of higher learning.</i> ▪ <i>Tracking processes are improved for education majors that enter the workforce.</i> ○ Objective 2b- External Partnerships (Accreditation): ▪ <i>Health and Human Services Department Faculty and staff are aware of the trends in Accreditation Standards, Eligibility Requirements, and Commission Policies pertaining to ACCJC requirement.</i> ▪ <i>Health and Human Services Department chairperson works collaboratively with the ALO and Assistant ALO to standardize necessary data sets following a semester based/annual cycle that coincides with the ASCC requirements for accreditation reporting.</i> ○ <i>Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs (Recommendations for Accreditation Substantive Changes as deemed necessary.)</i>	☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
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transferability.

- *Solidify processes for Student Matriculation:*
 - The Health and Human Services Department chairperson will work collaboratively with the Dean of Student Services to strengthen the matriculation counseling processes for education majors that wish to pursue a higher education degree or transfer to other institutions of higher learning.
- *Solidify tracking processes for Education Majors:*
 - The Health and Human Services Department chairperson will work collaboratively with the Dean of Student Services to strengthen the tracking of education majors that enter the workforce.

- **Objective 2b- External**

- **Partnerships (Accreditation):**

- The Health and Human Services Department chairperson will schedule meetings to collaboratively plan with the ASCC Accreditation Liaison Officer and the Assistant Accreditation Liaison Officer to assure compliance with the WASC-ACCJC Eligibility Requirements, Standards, and Commission Policies.

- *Awareness of Trends of the Accreditation Standards:*
 - The Health and Human Services Department chairperson will organize two meetings (*1 meeting each semester*) to discuss and present to faculty necessary updates in Accreditation Eligibility Requirements, Standards, and Commission Policies.
 - The Health and Human Services Department chairperson will participate in Accreditation Annual Trainings.
- *Promote accreditation awareness and continued*

<i>compliance:</i> ▪ The Health and Human Services Department chairperson will provide necessary data regarding faculty, curriculum, assessment, resources, evaluation, and information required for the reporting of continued compliance with Accreditation Standards and policies. ○ <i>Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs:</i> ▪ The Department Chairperson will work collaboratively with the Accreditation Liaison officers to assess the needs of the public and private schools in primary and secondary education. ▪ The Department chairperson in consultation with the Dean of Academic Affairs, ASDOE Director or assigned personnel, ALOs, vice presidents, and ASCC President will provide recommendations to the Board of Higher on accreditation substantive change proposals as deemed necessary.		
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Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Data Accountability: The Health and Human Services Department Chairperson and Faculty are accountable for all student data that include: student, faculty, and program statistics.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 4a: Student Data Accountability: ○ Objective 1a- Student Enrollment Statistics: The Health and Human Services Department Chairman, and faculty will collaborate with the Registrar to effectively track enrollment statistics for all students seeking a certificate, professional development, certification, and AA with emphasis in Human Services, AS in Health Science, COP in Guidance and Counseling and also in the Certificate of Proficiency in Public Health. ○ Health and Human Services Departments Certificate and Degree Declared Majors: ▪ Disaggregated number and percentage of students enrolled in the AA with emphasis in Human Services, and AS in Health Science. (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students enrolled in the COP in Guidance and Counseling and also in the Certificate of Proficiency in Public Health. (<i>Gender, ethnicity, age</i>) • Objective 2a- Course Offering Statistics: The Health and Human Services Department Chairman and faculty will collaborate with the Registrar to effectively track course offering statistics for all courses offered. ○ Business Courses Offered: ▪ Past 3-5 years (<i>Number and Percentage of all courses offered.</i>)	Outcome 4a Criteria for Success: Student Data Accountability: The Health and Human Services Department will define, collect, monitor, analyze, and report student data statistics to internal and external stakeholders that include: ○ Objective 1a: ▪ <i>Student enrollment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 2a: ▪ <i>Course offering statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 3a: ▪ <i>Graduation statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 4a: ▪ <i>Transfer statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 5a: ▪ <i>Employment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 6a: ▪ <i>Time to Degree statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 7a: ▪ <i>An Academic Affairs Manual is compiled particularly Section E: Student Statistics that will</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

▪ Past 3-5 years (<i>Number and Percentage of cancelled courses due to low enrollment / no enrollment.</i>) ▪ Past 3-5 years (<i>Number and Percentage of courses that were not offered.</i>) • Objective 3a- Student Graduation Statistics: The Health and Human Services Department Chairman and faculty will collaborate with the Registrar to effectively track graduation statistics for certificates and degrees conferred. ○ <i>Health and Human Services Department Conferred Degrees:</i> ▪ Past 3-5 years (<i>Number and Percentage of certificates conferred.</i>) ▪ Past 3-5 years (<i>Number and Percentage of AA with emphasis in Human Services, and AS in Health Science</i>) • Objective 4a- Student Transfer Statistics: The Health and Human Services Department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student transfer statistics. ○ <i>Health and Human Services Department Transferability:</i> ▪ Past 3-5 years (<i>Number and Percentage of AS students that transfer to off-island colleges or universities.</i>) ▪ Past 3-5 years (<i>Number and Percentage of AS students that transfer into the Bachelor. program.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their Bachelor. and continue to pursue a Masters Degree.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their Masters Degree and continue to pursue a Doctorate Degree.</i>) • Objective 5a- Student Employment Statistics: The	<i>outline the cycle and processes for the following sections: A) Enrollment Statistics B) Course Offering Statistics C) Graduation Statistics D) Transfer Statistics E) Employment Statistics F) Time to Degree Statistics.</i>	
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Health and Human Services Department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student gainful employment statistics. ○ <i>Health and Human Services Department Employment:</i> ▪ Past 3-5 years (Non-degree seeking number and percentage of students that completed the ASCC certification courses. ▪ Past 3-5 years (Number and Percentage of students that completed their AA with emphasis in Human Services, AS in Health Science, and are now employed by ASG.) ▪ Past 3-5 years (Number and Percentage of students that completed their AA with emphasis in Human Services and AS in Health Science degree and are now employed outside of ASDOE (public agencies or private sectors.) • Objective 6a- Student Cohort Tracking Statistics (Time to Degree): The Health and Human Services Department Chairman and faculty will collaborate with the Registrar and the Institutional Researcher to effectively track cohort Time to Degree statistics. ○ <i>Health and Human Services Department Cohort Tracking:</i> ▪ Past 3-5 years (Number of students sorted by cohort that complete an AA with emphasis in Human Services and AS in Health Science within 150% normal time of completion.) ▪ Past 3-5 years (Number of student sorted by cohort that take more than 150% normal time of completion to complete an AA with emphasis in Human Services and AS in Health Science requirements.) • Objective 7a- Academic Program		
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Manual Section E: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify Program Student Statistics. This manual should include Section E: Program Student Statistics that include the following topics: ○ <i>Cycle and processes for collecting student data statistics that include:</i> ▪ Student Enrollment Statistics ▪ Course Offering Statistics ▪ Graduations Statistics ▪ Transfer Statistics ▪ Employment Statistics ▪ Time to Degree Statistics		
Outcome 4b: Faculty Data Accountability: • Objective 1b- Faculty Statistics: The Health and Human Services Department Chairperson and faculty will collaborate with the Human Resources Officer to effectively track faculty statistics based on degrees, expertise, and expectations. ○ <i>Health and Human Services Department Faculty Statistics:</i> ▪ Disaggregated number and percentage of faculty. (<i>Gender, ethnicity, age</i>) ○ <i>Health and Human Services Department Faculty Expertise:</i> ▪ Number and percentage of faculty teaching within their expertise. ▪ Number and percentage of faculty cross teaching according to expertise. ▪ Number and percentage of adjunct faculty teaching within their expertise. ▪ Number and percentage of adjunct faculty cross teaching according to their expertise. ○ <i>Health and Human Services Department Faculty Qualifications:</i> ▪ Number and percentage of faculty with doctorate degrees. ▪ Number and percentage of	Outcome 4b Criteria for Success: Faculty Data Accountability: The Health and Human Services Department monitors and archives faculty data statistics: ○ Objective 1b: ▪ <i>Disaggregated Faculty statistics</i> ▪ <i>Faculty Expertise statistics</i> ▪ <i>Faculty Qualification statistics</i> ▪ <i>Faculty Professional Development statistics</i> ▪ <i>Faculty Personal Development and Career Enhancements statistics</i> ▪ <i>Faculty Merit statistics</i> ▪ <i>Faculty Performance Evaluation Statistics</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

faculty with master degrees. ▪ Number and percentage of faculty that were hired that meet the minimum requirements. ▪ Number and percentage of faculty that were hired that meet the maximum requirements. ○ <i>Health and Human Services Department Professional Development:</i> ▪ Past 3-5 years (Number and percentage of faculty who received off-island professional development in the areas of: Assessment, Accreditation, Technology, Data Accountability, Content, Technology, etc.) ○ <i>Health and Human Services Department Personal Development and Career Enhancements:</i> ▪ Past 3-5 years (Number of faculty that completed 15-30 credits for skill/content enrichment or career opportunities.) ▪ Number and percentage of faculty that are pursuing a higher degree (ED.D. or PH.D.) in their field of expertise. ○ <i>Health and Human Services Department Faculty Merits:</i> ▪ Past 3-5 years (Number and percentage of faculty that completed a higher degree.) ▪ Past 3-5 years (Number and percentage of faculty that were promoted to higher positions in higher education or elsewhere.) ▪ Past 3-5 years (Number and percentage of faculty with personal accomplishments such publications, teacher of the year, etc.) ○ <i>Health and Human Services Department Faculty Performance Evaluation:</i> ▪ Past 3-5 years (Number and percentage of faculty that have been evaluated		
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annually.) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Outstanding Criterion on their performance evaluation.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Satisfactory Criterion on their performance evaluation.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Needs Improvement Criterion on their performance evaluation.</i>)		
Outcome 4c: Student Learning Outcome (SLO) Data Accountability: • Objective 1c- SLO Statistics: The Health and Human Services Department Chairperson, faculty, and staff are fully accountable for the monitoring, collecting, analyzing, archiving, and reporting of all SLO Data that includes: Course Learning Outcomes, Program Learning Outcome, General Education Outcomes, and Institutional Learning Outcomes statistics. (<i>Referencing Health and Human Services Department Outcome 1b- Objectives 1b and 2b</i>): ○ <i>Course Learning Outcome (CLO) Statistics: Health and Human Services Department faculty are fully accountable for the assessing and reporting of CLO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per course. (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students assessed per achievement of course outcome. (<i>Gender, ethnicity, age</i>) ○ <i>Program Learning Outcome (PLO) Statistics: Health and Human Services Department faculty are fully accountable for the assessing and reporting of PLO statistics that include:</i>	Outcome 4c Criteria for Success: SLO Data Accountability: The Health and Human Services Department Chairperson and faculty report accurate SLO data on student achievement of program qualities and course qualities each semester that include the following statistics: ○ Objective 1c: ▪ <i>Disaggregated CLO statistics</i> ▪ <i>Disaggregated PLO statistics</i> ▪ <i>Disaggregated GEO statistics</i> ▪ <i>Disaggregated ILO statistics</i> ○ Objective 2c: ▪ <i>A Manual is compiled particularly Section F: SLO Statistics that will outline the cycle, processes, and responsible constituencies for the reporting of: A) CLO Statistics B) PLO Statistics C) GEO Statistics D) ILO Statistics</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

▪ Disaggregated number and percentage of students assessed per PLO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement for each PLO. <i>(Gender, ethnicity, age)</i> ○ <i>General Education Outcomes (GEO) Statistics: Health and Human Services Department faculty are fully accountable for the assessing and reporting of GEO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per GEO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement for each GEO. <i>(Gender, ethnicity, age)</i> ○ <i>Institutional Learning Outcomes (ILO) Statistics: Health and Human Services Department faculty are fully accountable for the assessing and reporting of ILO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per ILO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement of each ILO. <i>(Gender, ethnicity, age)</i> • Objective 2c- Academic Affairs Program Manual Section F: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify SLO Statistics. This manual should include Section F: SLO Statistics that include the following topics: ○ <i>Cycle, processes, and responsible constituencies in the collecting SLO data statistics that include:</i> ▪ CLO statistics ▪ PLO statistics ▪ GEO statistics ▪ ILO statistics		
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Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. None at this time.

Section VI: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. Health and Human Services Department Chairman	Holding monthly faculty meetings addressing assessment and faculty training, and needs of instructional improvements
2. Dean of Academic Affairs	Professional Development (Institutional Learning Outcomes & Student Achievement Training, Articulation, and Accreditation)
3. Director of Institutional Effectiveness	Professional Development (Data Accountability are Archiving Training & Accreditation)
4. Chief Information Officer: Donald Nelson	Upgrading of computers, software, peripherals
5. Dean of Student Services	Provide student services
6. Human Resources Officer	Solidifying processes for tracking faculty data for Health and Human Services.
7. Institutional Researcher	Programs Statistical Data Reports and access.

Language and Literature Department

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Language and Literature Department
Contact Person:	Mrs. Melelina Fiaui
Contact Information:	m.fiaui@amsamoa.edu / 699-9155 ext.
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018 / Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
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 clear, effective communicators. Writing courses will focus on helping students become competent and skillful writers by using selective rhetorical strategies. Literature courses will evaluate and examine cultures, issues, and themes in multiple genres by applying a variety of writing methods and styles. Students will demonstrate critical thinking through literary analysis. The courses offered by the Language and Literature Department are designed to prepare students for transfer to a four- year college or university and/or to be

	successful and contributing members of the modern work force.
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Section III: Program or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement: Language and Literature Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in all Associate of Sciences and Associate of Arts Degree. The department offers courses in the General Education and Core foundational areas.	1) Language and Literature Department Faculty were involved with the fall 2016, spring 2017, and summer 2017 registration and advising during priority registration and office hours. 2) Language and Literature Department Faculty have reviewed and standardized its rubrics for all its courses. The department continued to meet with the Director of Assessment and Curriculum to share results of assessment data, identify strengths and weaknesses on achievement of outcomes. 3) Every faculty member does students’ academic advisory not only during registration but also throughout the semester 4) Faculty Meetings are held regularly to address assessment and instructional needs and concerns. Dialogue on course outcomes as indicated in the Conceptual Framework are addressed as well as the alignment: CLO → PLO → ILO 5) The Language and Literature department has completed its calibration sessions and will continue them in every semester so that faculty have the same understanding of criteria of rubrics used to assess students’ work. 6) The Language and Literature Department offered its courses mainly in Rm.26 & 27.. The Language and Literature Department would be one department to work directly with the Writing Center on the writing skills of students.
Outcome 2- Statement: Language and Literature Department faculty and students will continue to build and strengthen its departmental relationships with all internal and external stakeholders to include: ASCC Divisions and Departments, ASG, ASDOE Administration and ASDOE schools, Public and Private Schools PTAs, Private Schools, the Accrediting agency (ACCJC), Private Agencies, and the community at large.	1) The Language and Literature Department established a positive working relationship with ASDOE high schools in promoting students interests in Liberal Arts and English. 2) The department faculty and Chairperson have been proactive in providing professional development to schools when we are invited. 3) The department works collaboratively with other departments on the need of writing skills for their students.
Outcome 3- Statement: Language and Literature Department faculty and students will continue to maintain and uphold all criterion and standards set by the Accrediting agency; degree namely the ACCJC, for both the AS in Accounting and Business Management and the Certificate of Proficiencies in Accounting and Business Management.	1) Regular faculty meetings and scheduled departmental meetings are held to address pertinent issues and or to review assessment and curricular aims. Several faculty sessions were held to update and standardize rubrics, review matrices and to align our outcomes: ILO’s, PLO’s and CLO’s. 2) Faculty will be ethical, respectful and be models for our students. Business faculty will uphold and live according to the standards and policies set forth by the institution and have good work ethics.

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Responding according to our actions:

- 1) There have been minimal complaints if any of our registration process and advising.

- 2) As faculty collaborated on standardizing rubrics and also submission and clarification of rubric summaries.
- 3) Advising has improved where each faculty are being more visual and are available by keeping their office hours and by having an open door policy to advise students. So far including Fall 2016 and Spring 2017 we have 93 students graduating in AA in Liberal Arts.
- 4) As the result of regular faculty meetings, many issues have been addressed and resolved. Much work on assessments has been a continual dialog. Discussions of closing the loop have been ensued with reviews of each course matrix, rubrics, syllabi and alignment to outcomes have been a constant concern and faculty are more fully aware of the importance of assessment in aiding the department to improve and move forward. Faculty are providing their assessment for each course they have taught for dissemination in preparation for analyzing and moving onward closing the loop after Spring 2018.
- 5) Part of our assessment process was to engage in meetings with the Director of Curriculum and Assessment on sharing data and training on rubric summaries. The Department has completed its calibration and continued to share and dialogue on ways to improve course outcomes. Recommendations were provided by faculty on additional data to be shared with department. As a result, the faculty were able to identify some key concerns of criteria to address and come to a consensus and understanding of the importance of submission of data and assessment.

Outcome 2 Achievement(s): Responding according to our action

- 1) The outcomes of our department meetings were positive. We had discussions on some of the challenges within our department and we were able to come to a consensus of how we would work as partners to do more outreaching, provide incentives and to be more accommodating to the need of interested students in Language and Literature Department.
- 2) Being pro-active and visual in the schools has helped us to build a positive rapport of the college and our program. Also, one of our goals in being visual is to support and advocate for our Language and Literature Department program.
- 3) One of our best achievements is working collaboratively with other Academic Departments in ways to improve writing skills for students not only in APA but MLA formats.

Outcome 3 Achievement(s): Responding according to our action

- 1) Student evaluations are taken very seriously and we are able to review data on how courses are taught by faculty and adjuncts, and findings are used to help us improve our teaching practices, and help us to determine whether or not, we will continue to employ adjuncts to teach our courses. Students' evaluations of our faculty have also allowed us to see areas where certain faculty concentrated too heavily in one area and needed to meet other outcomes of the course.
- 2) The success of having regular faculty and department meetings allowed us to resolve issues and or address challenges we have in our department. It has helped to shed more light on the assessment process whereas the faculty are aware how this process will help us not only meet our goals but to set higher goals for the department as we plan for growth.
- 3) The challenge has been to be personally ethical on the job. Be here daily, prepare and attend all courses and teach for the duration of the course period. There has been some improvement, but there is room still for more.

D. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other (<i>Please Explain</i>): Semester based faculty course evaluations.
2. Program or Division services offered that link to:	☒ Board Policies ☐ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	- Chapter 5 Policies
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	- Policy 5102: Faculty Orientation, Internship, and Institutional Development: Issue- Mandatory attendance of faculty during Graduation and Orientation..
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	- A policy needs to be established or perhaps further clarification regarding Policy 5314, to include consequences for students in the that consecutively fail a course (more than 3 times).
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	.

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

The following sections will serve as the ‘Planning’ function for your Program or Division ***Fiscal Year 2018*** 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.

B. Planning FY 2018 Outcomes:

*Please list your Program’s or Division’s Outcome(s) for **Fiscal Year 2018**. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.*

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: <u>Curriculum Planning and Assessment:</u> The Language and Literature Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the Associate of Arts and Associate of Science. <i>Outcome 1 Expectations:</i> • Curriculum: ○ Cyclical review of course qualities and competencies • Assessment: ○ Cyclical assessment of courses and necessary processes for data collection, analysis, and evaluation.	☐ Ongoing Outcome ☒ New Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension
Outcome 2: <u>Instructional and Methodology Planning and Assessment:</u> The Language and Literature Department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary. <i>Outcome 2 Expectations:</i> • Instructional Delivery: ○ Cyclical review of faculty and staff instructional needs for Traditional and Nontraditional learning environments. • Methodology: ○ Cyclical review of instructional methods and pedagogy used in learning environments • Professional Development: ○ Increase faculty and staff to conduct workshops to internal and external stakeholders centering on pedagogy or content expertise.	☐ Ongoing Outcome ☒ New Outcome	

Outcome 3: <u>Internal and External Partnerships:</u> The Language and Literature Department provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies. <i>Outcome 3 Expectations:</i> - Internal Partnerships: - Increase the articulation of courses and programs through local and off-island MOU - Solidify and procure funding for program expansion and services offered to the community and neighboring Islands - Increase outreach services in local schools for program awareness and career paths - Engage the Community Advisory Council to assess the needs of the public and private schools in American Samoa - External Partnerships: - Increase the articulation of program courses and degree(s) for student matriculation into other colleges/universities and/or gainful employment - Maintain accreditation with the ACCJC	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension
☒ New Outcome		
Outcome 4: <u>Data Accountability:</u> The Language and Literature Department Faculty are accountable for all student data that include: student, faculty, and program statistics. <i>Outcome 4 Expectations:</i> - Course Data: - Cyclical process review for the dissemination, collection, and analysis of course assessment data (Semester Based) - Program Data: - Cyclical process review for the dissemination, collection, and analysis of program outcome competencies and qualities (Annually) - Cyclical process review of program data that include student achievement, student learning outcomes, and program learning outcomes. (Semester Based) - Cyclical process to review program compliance with accreditation standards and policies. (Annually) - Program student achievement data is made available to internal and external stakeholders periodically. (Annually) - Faculty Data: - Cyclical review of advisee(s) rosters and monitoring of student career paths for transferability and gainful employment. (Semester Based) - Student Data: - Cyclical review of student evaluation of instruction / course competencies (Semester Based)	☐ Ongoing Outcome	☐ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension
☒ New Outcome		

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

C. Program or Division Plans, Activities, and Resources:

Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018:

Curriculum Planning and Assessment: The Language and literature department provides a curriculum conducive to the teaching needs for all pre-service and in-service teachers.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 1a: Program Curriculum Review and Planning: • Objective 1a- Curriculum Review: The Language and Literature Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all course competencies. ○ <i>Review of Program Mission for the Liberal Arts degree and courses.</i> ▪ Processes and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Review of Curriculum Qualities and Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO for Liberal Arts and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. ▪ Review all common program rubrics utilized in majority of the courses and facilitate the processes of inter-rater reliability and calibration of results.	Outcome 1a Criteria for Success: Curriculum: Cyclical review of course qualities and competencies: ○ Objective 1a: ▪ <i>A full review of the Language and Literature Department mission, and courses has been completed.</i> ▪ <i>A full review of the Language and Literature Department's outcome qualities and competencies is completed.</i> ○ Objective 2a: ▪ <i>Scheduling of Course offerings and faculty/adjunct faculty for the upcoming academic year (both regular and after hour sessions) and is approved by the Dean of Academic Affairs in a timely manner.</i> ○ Objective 3a: ▪ <i>An Academic Manual is compiled particularly Section A on Curriculum Review and Planning that will outline the following sections that include: A) Cycle, processes, and scheduling for the review of Program Outcome Qualities and B) Cycle, processes, and timeline review of course outcome competencies.</i>	Cost: <u>\$296,000.00</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> To seek grant funding as applicable and to seek clarification by the Dean of Academic Affairs for the budgeting of the following items: - Cost of after hour courses and during the summer session: \$10,000 - Cost of scheduling adjunct faculty for regular session course offerings: \$10,000.00 - Cost of Textbooks: \$5000.00 - Supplementary Resources: \$3,000.00 - Equipment & Materials: \$3,000.00 - Technology, Multimedia, Peripherals: \$20,000.00 ☒ Local Funds: <i>(Please Specify)</i> ☒ Personnel 5100: - \$221,000.00 - Need for a writing lab technician: \$24,000.00 ☒ Materials & Supplies 5200 - Costs of Books, supplementary resources: Allocation: \$500.00 <i>(Please refer to the notes above.)</i> ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

• Objective 2a- Course Offering and Scheduling for Academic Year 2017-2018: The Language and Literature Department Chairperson will work collaboratively with the Dean of Academic Affairs, faculty and Administrative technician to facilitate the scheduling and offering of general education courses and core-foundational courses to fulfill the needs of students in the completion of their degree paths (All Associate Degrees) The projected offering of courses and costs is based on the numbers of courses offered in the Academic Year 2016-2017. ○ <i>Scheduling of Course Offerings:</i> ▪ Scheduling of After Hour or summer semesters/sessions costs for: <u>\$10,000.00</u> ○ <i>Scheduling of Adjunct Faculty based on student cohort career paths and costs:</i> ▪ Adjunct Faculty Cost: <u>\$10,000.00 (Including fall, spring and summer semesters/sessions: Calculation- total of 6 courses from co-foundational offered.)</u> ○ <i>Timeline and processes for purchasing Course Textbooks:</i> ▪ Textbooks Costs for 6 instructors : <u>\$5,000.00 (Including fall, spring and summer semesters/sessions:</u> ○ <i>Timeline and processes for the Purchasing of Instructional Resources and Multimedia:</i> ▪ Supplementary Resources: Costs: <u>\$3,000.00 (Learning resources not limited to: workbooks, construction paper, scissors, glue, tape, notepads, pencils, pens, markers, etc.); (Calculation of fall, spring and summer semesters/sessions- 3 full-time faculty in the department</u> ▪ Technology, Multimedia and peripheral maintenance update/upgrade especially with Writing Center: <u>\$20,000.00 (This includes external drives/USB flash-drives, power surge unit replacements, updating of all Mac and PC computers to the most updated OS version.)</u> ▪ Equipment: <u>3,000.00 (toners for (3) Language and</u>		
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*Literature Department
printers/Xerox machine, and
Xerox papers.)*

- **Objective 3a- Academic Affairs**
Program Manual Section A: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program curriculum. This manual should include **Section A Curriculum Review and Planning** that includes the following topics:
 - *Cycle, processes, and schedule of Program Outcome Qualities:*
 - Review of alignment of course outcome competencies to program outcome qualities
 - Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness
 - Processes, and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee
 - *Cycle, Process, and Timeline Review of Course Outcome Competencies*
 - Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO)
 - Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO
 - Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs.
 - Review General Education competencies for the 3rd and 4th year.
 - Review of program selected courses from the Co-Foundational requirements for the 2nd year to determine the appropriate content and necessary pre-requisites prior to taking Core Foundational

courses. Review all common program rubrics utilized in majority of the courses and facilitate the processes of inter-rater reliability and calibration of results.		
Outcome 1b: <u>Program Assessment Review and Planning:</u> Objective 1b- Assessment Review: The Language and Literature Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. <i>Review of Program Data on Outcome Qualities and Competencies:</i> - Review of Course Learning Outcomes (CLO): (<i>Formative and Summative</i>): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. - Review of Program Learning Outcomes for Liberal Arts degree (PLO): (<i>Formative and Summative</i>): % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. - Review of General Education Outcomes (GEO): (<i>Formative and Summative</i>): % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. - Review of Institutional Learning Outcomes (ILO): (<i>Formative and Summative</i>): % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes. Objective 2b- Academic Program	Outcome 1b Criteria for Success: Assessment: Cyclical assessment of courses and necessary processes for data organization, dissemination, collection, analysis, and evaluation: Objective 1b: - A complete review of Program data on outcome qualities and competencies is completed. Objective 2b: - An Academic Manual is compiled particularly Section B on Assessment Review and Planning that will outline the following sections that include the cycle, processes, and scheduling of: A) CLO B) PLO Assessment C) GEO Assessment D) ILO Assessment	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

Manual Section B: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program assessment. This manual should include **Section B Assessment Review and Planning** that includes the following topics:

- *Cycle, processes, and schedule for the Review of Program Data on Outcome Qualities and Competencies:*
 - **Course Learning Outcomes (CLO):** (Formative and Summative): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes.
 - **Program Learning Outcomes (PLO):** (Formative and Summative): % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes.
 - **General Education Outcomes (GEO):** (Formative and Summative): % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes.
 - **Institutional Learning Outcomes (ILO):** (Formative and Summative): % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes.

Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. To allocate funding source for Department's outreach out to the community for program awareness. 2. Need for a Lab Technician to mend the Writing Center for all research and writing courses.	1. College is in dire need of a writing center lab technician with a Background in English or related field. This individual would assist all the Academic departments with writing assignments for their courses and programs.	Cost: \$29,000.00
		Requested Funding Source: Grant funds to support program outreach: \$5,000 Local Funds: (Please Specify) ☒ Personnel 5100 Need for a lab technician: \$24,000 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600

☐ Other (Specify) _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018:

Instructional and Methodology Planning and Assessment: The Language and Literature Department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 2a: <u>Program Review for Instructional Delivery and Methodology:</u> • Objective 1a- Instructional Delivery: The Language and Literature Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review to base the needs for traditional and nontraditional instructional delivery resources. ○ <i>Review of Traditional Delivery Needs:</i> ▪ Number of classrooms ▪ Number of air conditioners per classroom ▪ Number of classrooms with computers per program ▪ Number of computers in each classroom per program ▪ Number of classrooms with smart-boards per program ▪ Number of classrooms with printers per program ▪ Number of student desks in a classroom ▪ Number of student chairs in a classroom. ▪ Number of podiums in a classroom ▪ Number of White boards in a classroom ▪ Number of bulletin boards in a classroom ▪ Number of chalkboards in	Outcome 2a Criteria for Success: Instructional Delivery and Methodology: Cyclical review of faculty and staff instructional needs, and review of instructional methods and pedagogy used in learning environments: ○ Objective 1a: ▪ <i>An assessment of equipment, furniture, and resources is completed and a needs list is generated for Traditional instructional delivery needs.</i> ▪ <i>An assessment of equipment, furniture, and resources is completed and a needs list is generated for Office needs.</i> ▪ <i>An assessment of equipment, furniture, and resources is completed and a needs list is generated for Nontraditional instructional delivery needs.</i> ○ Objective 2a: ▪ <i>A complete review of teaching methods and pedagogy used by faculty has been documented.</i> ○ Objective 3a: ▪ <i>A Manual is compiled particularly Section C on types of learning environments and teaching methods and pedagogy that will outline the following sections that include: A) Definitions of Learning Environments B) Definitions of Teaching Methods utilized in all program courses.</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

a classroom ○ <i>Review of Office and Advising Needs:</i> ▪ Number of computers in each office per program ▪ Number of offices with printers per program ▪ Number multimedia projectors per program ▪ Number of laptops per program ▪ Number of Teacher desk(s) in each office per program ▪ Number of shelves in each office per program ▪ Number of cabinets in each office per program ▪ Number of sofas/couches in each office per program ▪ Number of iPads per program ▪ Number of phone lines per program ○ <i>Review of Nontraditional Instructional Delivery Needs:</i> ▪ To revive Distance Education plan with the Dean of Academic Affairs and Student Services on avenues to accommodate the need student at remote sites as requested. ▪ Number of remote sites outside of ASCC. ▪ Number of distance learning resources (polycom, television, speakers, CMS system-Moodle, etc.). • Objective 2a- Instructional Methodology: The Language and Literature Department Chairperson will work collaboratively with faculty to account for the teaching methods and pedagogy defined and utilized by faculty. ○ <i>Review of Teaching Methods/Pedagogy:</i> ▪ Review the types of teaching methods used versus the percentage per method used in all program courses. This also includes practical requirements for field experience. • Objective 3a- Academic Affairs Program Manual Section C: A		
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Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program Teaching Methods and Pedagogy. This manual should include Section C: Teaching Methods and Pedagogy that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Teaching Methods and Pedagogy:</i> ▪ Types of Teaching Methods used (<i>Definition of Teaching Methods</i>) ▪ Common Teaching Methods used in all courses (<i>Definition of Signature and Capstone Methods</i>)		
Outcome 2b: Professional Development Planning: • Objective 1b- Professional Development A: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs and ASDOE personnel, and public/private school administrators to provide professional development. ○ <i>Internal Constituencies- Providing In-house Training:</i> ▪ Plan with the Dean of Academic Affairs to offer trainings/professional development during spring orientation or within the academic calendar as needed in the following areas: A) Assessing Student Learning B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods, etc. ○ <i>External Constituencies- Providing Training:</i> ▪ Plan with Directors or assigned personnel, and public/private school administrators to offer trainings/professional development during school orientation or within the academic calendar as needed in the following areas: A)	Outcome 2b Criteria for Success: Professional Development A & B: An increase of program and staff based workshops for internal and external stakeholders centering on instructional methods and pedagogy based on expertise and assessment. Also, off-island and local professional development is provided for program faculty and staff for content and skill enhancements: ○ Objective 1b- Professional Development A: ▪ <i>Internal Constituencies In-house Trainings in the areas of: A) Assessing Student Learning, B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods/Pedagogy.</i> ▪ <i>External Constituencies Outreach Trainings in the areas of: A) Teaching Methods and Pedagogy B) Assessing Student Learning, etc.</i> ○ Objective 2b- Professional Development B: ▪ <i>Professional Development local trainings and Retreat for faculty and staff in the areas of: A) Accreditation B) Data Accountability</i>	Cost: \$10,000.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) - Professional Development B: Off-island - Professional Training on Island. To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: ☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____ Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) ☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

Teaching Methods and Pedagogy B) Assessing student learning, etc. (<i>Our goal is to sell our services with the hopes that we can establish a MOU with DOE and Private Schools for these particular services.</i>) • Objective 2b- Professional Development B: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs to identify and provide professional development for program faculty and staff. ○ <i>Areas for Professional Development for Faculty and Staff:</i> ▪ Trends/Updates in Closing the Loops in Assessment and Evaluating Program Curriculum- Off-island ARC or ACCJC Annual Conference in April 2018: <u>\$5000.00</u> (<i>1 instructor</i>) ▪ Accreditation- Local Professional Development: ALO and Assistant ALO ▪ Data Accountability- Local Professional Development: Off-campus Weekend Retreat: <u>\$5,000.00</u> (<i>Including costs for venue, food, and stipends for presenters and for faculty and staff participation as deemed necessary.</i>)		
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Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: (<i>Please Specify</i>) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Internal and External Partnerships: The Language and Literature provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 3a: Internal and External Partnerships: • Objective 1a- Internal Partnerships: The Language and Literature Department chairperson will plan collaboratively with the Dean of Academic Affairs to facilitate the articulation needs and awareness for Education majors to assure a smooth transition for students seeking transferability and/or gainful employment. ○ Increase outreach and awareness services in public and private schools. ▪ Solidify a calendar of set dates each year with the public and private schools for program awareness and presentations on program career path opportunities for interested students and in-service teachers. ○ To solidify professional training needs for the community, private or public schools. ▪ The Language and Literature Departments continue to provide outreach to the High School students, presentations to the public and private sectors, and the community at large. (\$300.00, mainly for transportation and pamphlets). ○ To utilize the Language and Literature Department's Community Advisory Council more frequently to evaluate the community needs necessary for the improvement of certificate and degrees offered. ▪ The Language and Literature Department	Outcome 3a Criteria for Success: Internal and External Partnerships: Language and Literature Department increases its services to meet the transferability, gainful employment, and profession needs (content and pedagogical) needs for its students and constituencies: ○ Objective 1a- Internal Partnerships: ▪ There is an increase in Language and Literature Department outreach and awareness services in public and private schools. ▪ There is an increase in the offering of professional training (education based qualities and competencies) for the community, private or public schools. ▪ The Community Advisory Council evaluates the needs of the community for the improvement of certificate and degrees offered. ○ Objective 2a- External Partnerships: ▪ Processes are improved for education majors seeking transfer to other institutions of higher learning. ▪ Tracking processes are improved for education majors that enter the workforce. ○ Objective 2b- External Partnerships (Accreditation): ▪ Language and Literature Department Faculty and staff are aware of the trends in Accreditation Standards, Eligibility Requirements, and Commission Policies pertaining to ACCJC requirement. ▪ Language and Literature Department chairperson works collaboratively with the ALO	Cost: \$500.00 Funding Source: ☐ Grant or MOU: (Please Specify) To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: - Preparation for outreach to schools and private sectors.(\$300.00) - Community Advisor Council: \$200.00 (To cover the costs of meals.) ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Chairperson will organize two meetings particularly for the Community Advisory Council to discuss the educational needs of the territory as well as the future direction in the offering of educational certificates and degrees: <u>\$200.00</u> (To provide refreshments for the meetings.) • Objective 2a- External Partnerships: The Language and Literature Department chairperson will plan collaboratively with the Dean of Student Services to track the matriculation needs for Education majors to assure a smooth transition for students seeking transferability. ○ <i>Solidify processes for Student Matriculation:</i> ▪ The Language and Literature Department chairperson will work collaboratively with the Dean of Student Services to strengthen the matriculation counseling processes for education majors that wish to pursue a higher education degree or transfer to other institutions of higher learning. ○ <i>Solidify tracking processes for Associate Arts and Associate of Science Majors:</i> ▪ The Language and Literature Department chairperson will work collaboratively with the Dean of Student Services to strengthen the tracking of education majors that enter the workforce. • Objective 2b- External Partnerships (Accreditation): The Language and Literature Department chairperson will schedule meetings to collaboratively plan with the ASCC Accreditation Liaison Officer and the Assistant Accreditation Liaison Officer to assure compliance with the WASC-ACCJC Eligibility	<i>and Assistant ALO to standardize necessary data sets following a semester based/annual cycle that coincides with the ASCC requirements for accreditation reporting.</i> ○ <i>Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs (Recommendations for Accreditation Substantive Changes as deemed necessary.)</i>	
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Requirements, Standards, and Commission Policies. ○ <i>Awareness of Trends of the Accreditation Standards:</i> ▪ The Language and Literature Department chairperson will organize two meetings (<i>1 meeting each semester</i>) to discuss and present to faculty necessary updates in Accreditation Eligibility Requirements, Standards, and Commission Policies. ▪ The Language and Literature Department chairperson will participate in Accreditation Annual Trainings. ○ <i>Promote accreditation awareness and continued compliance:</i> ▪ The Language and Literature Department chairperson will provide necessary data regarding faculty, curriculum, assessment, resources, evaluation, and information required for the reporting of continued compliance with Accreditation Standards and policies. ○ <i>Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs:</i> ▪ The Department Chairperson will work collaboratively with the Accreditation Liaison officers to assess the needs of the public and private schools in primary and secondary education. ▪ The Department chairperson in consultation with the Dean of Academic Affairs, ASDOE Director or assigned personnel, ALOs, vice presidents, and ASCC President will provide recommendations to the Board of Higher on accreditation substantive		
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change proposals as deemed necessary.		
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Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Data Accountability: The Language and Literature Department Chairperson and Faculty are accountable for all student data that include: student, faculty, and program statistics.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 4a: Student Data Accountability: • Objective 1a- Student Enrollment Statistics: The Language and Literature Department Chairman, and faculty will collaborate with the Registrar to effectively track enrollment statistics for all students seeking a certificate, professional development, certification, and AS in Accounting and Business Management. ○ <i>Language and Literature Departments Certificate and Degree Declared Majors:</i> ▪ Disaggregated number and percentage of students enrolled in the Associate of Arts, Associate Science, and Bachelor of Education. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students	Outcome 4a Criteria for Success: Student Data Accountability: The Language and Literature Department will define, collect, monitor, analyze, and report student data statistics to internal and external stakeholders that include: ○ Objective 1a: ▪ <i>Student enrollment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 2a: ▪ <i>Course offering statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 3a: ▪ <i>Graduation statistics are compiled and disseminated accordingly to internal and external stakeholders.</i>	Cost: <u>\$0.00</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

enrolled in the COP. (Gender, ethnicity, age) • Objective 2a- Course Offering Statistics: The Language and Literature Department Chairman and faculty will collaborate with the Registrar to effectively track course offering statistics for all courses offered. ○ <i>Business Courses Offered:</i> ▪ Past 3-5 years (Number and Percentage of all courses offered.) ▪ Past 3-5 years (Number and Percentage of cancelled courses due to low enrollment / no enrollment.) ▪ Past 3-5 years (Number and Percentage of courses that were not offered.) • Objective 3a- Student Graduation Statistics: The Language and Literature Department Chairman and faculty will collaborate with the Registrar to effectively track graduation statistics for certificates and degrees conferred. ○ <i>Language and Literature Department Conferred Degrees:</i> ▪ Past 3-5 years (Number and Percentage of certificates conferred.) ▪ Past 3-5 years (Number and Percentage of Associate of Arts and Associate of Science. • Objective 4a- Student Transfer Statistics: The Language and Literature Department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student transfer statistics. ○ <i>Language and Literature Department Transferability:</i> ▪ Past 3-5 years (Number and Percentage of AA/AS students that transfer to off-island colleges or universities.) ▪ Past 3-5 years (Number and Percentage of AA/AS students that transfer into the Bachelor. program.)	○ Objective 4a: ▪ <i>Transfer statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 5a: ▪ <i>Employment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 6a: ▪ <i>Time to Degree statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 7a: ▪ <i>An Academic Affairs Manual is compiled particularly Section E: Student Statistics that will outline the cycle and processes for the following sections: A) Enrollment Statistics B) Course Offering Statistics C) Graduation Statistics D) Transfer Statistics E) Employment Statistics F) Time to Degree Statistics.</i>	
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▪ Past 3-5 years (<i>Number and Percentage of students that completed their Bachelor. and continue to pursue a Masters Degree.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their Masters Degree and continue to pursue a Doctorate Degree.</i>) • Objective 5a- Student Employment Statistics: The Language and Literature Department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student gainful employment statistics. ○ <i>Language and Literature Department Employment:</i> ▪ Past 3-5 years (<i>Non-degree seeking number and percentage of students that completed the ASCC certification courses.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their Associate of Arts and Associate of Science and are now employed by ASG.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their Associate of Arts and Associate of Science degree and are now employed outside of ASDOE (public agencies or private sectors.)</i>) • Objective 6a- Student Cohort Tracking Statistics (Time to Degree): The Language and Literature Department Chairman and faculty will collaborate with the Registrar and the Institutional Researcher to effectively track cohort Time to Degree statistics. ○ <i>Language and Literature Department Cohort Tracking:</i> ▪ Past 3-5 years (<i>Number of students sorted by cohort that complete an Associate of Arts and</i>		
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<i>Associate of Science t within 150% normal time of completion.)</i> ▪ Past 3-5 years (<i>Number of student sorted by cohort that take more than 150% normal time of completion to complete an Associate of Arts and Associate of Science requirements.</i>) • Objective 7a- Academic Program Manual Section E: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify Program Student Statistics. This manual should include Section E: Program Student Statistics that include the following topics: ○ <i>Cycle and processes for collecting student data statistics that include:</i> ▪ Student Enrollment Statistics ▪ Course Offering Statistics ▪ Graduations Statistics ▪ Transfer Statistics ▪ Employment Statistics ▪ Time to Degree Statistics		
Outcome 4b: Faculty Data Accountability: • Objective 1b- Faculty Statistics: The Language and Literature Department Chairperson and faculty will collaborate with the Human Resources Officer to effectively track faculty statistics based on degrees, expertise, and expectations. ○ <i>Language and Literature Department Faculty Statistics:</i> ▪ Disaggregated number and percentage of faculty. (<i>Gender, ethnicity, age</i>) ○ <i>Language and Literature Department Faculty Expertise:</i> ▪ Number and percentage of faculty teaching within their expertise. ▪ Number and percentage of faculty cross teaching according to expertise. ▪ Number and percentage of adjunct faculty teaching	Outcome 4b Criteria for Success: Faculty Data Accountability: The Language and Literature Department monitors and archives faculty data statistics: ○ Objective 1b: ▪ <i>Disaggregated Faculty statistics</i> ▪ <i>Faculty Expertise statistics</i> ▪ <i>Faculty Qualification statistics</i> ▪ <i>Faculty Professional Development statistics</i> ▪ <i>Faculty Personal Development and Career Enhancements statistics</i> ▪ <i>Faculty Merit statistics</i> ▪ <i>Faculty Performance Evaluation Statistics</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

within their expertise. ▪ Number and percentage of adjunct faculty cross teaching according to their expertise. ○ <i>Language and Literature Department Faculty Qualifications:</i> ▪ Number and percentage of faculty with doctorate degrees. ▪ Number and percentage of faculty with master degrees. ▪ Number and percentage of faculty that were hired that meet the minimum requirements. ▪ Number and percentage of faculty that were hired that meet the maximum requirements. ○ <i>Language and Literature Department Professional Development:</i> ▪ Past 3-5 years (Number and percentage of faculty who received off-island professional development in the areas of: Assessment, Accreditation, Technology, Data Accountability, Content, Technology, etc.) ○ <i>Language and Literature Department Personal Development and Career Enhancements:</i> ▪ Past 3-5 years (Number of faculty that completed 15-30 credits for skill/content enrichment or career opportunities.) ▪ Number and percentage of faculty that are pursuing a higher degree (ED.D. or PH.D.) in their field of expertise. ○ <i>Language and Literature Department Faculty Merits:</i> ▪ Past 3-5 years (Number and percentage of faculty that completed a higher degree.) ▪ Past 3-5 years (Number and percentage of faculty that were promoted to higher positions in higher education or elsewhere.)		
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▪ Past 3-5 years (<i>Number and percentage of faculty with personal accomplishments such publications, teacher of the year, etc.</i>) ○ <i>Language and Literature Department Faculty Performance Evaluation:</i> ▪ Past 3-5 years (<i>Number and percentage of faculty that have been evaluated annually.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Outstanding Criterion on their performance evaluation.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Satisfactory Criterion on their performance evaluation.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Needs Improvement Criterion on their performance evaluation.</i>)		
Outcome 4c: Student Learning Outcome (SLO) Data Accountability: • Objective 1c- SLO Statistics: The Language and Literature Department Chairperson, faculty, and staff are fully accountable for the monitoring, collecting, analyzing, archiving, and reporting of all SLO Data that includes: Course Learning Outcomes, Program Learning Outcome, General Education Outcomes, and Institutional Learning Outcomes statistics. (<i>Referencing Language and Literature Department Outcome 1b- Objectives 1b and 2b</i>): ○ <i>Course Learning Outcome (CLO) Statistics: Language and Literature Department faculty are fully accountable for the assessing and reporting of CLO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per course.	Outcome 4c Criteria for Success: SLO Data Accountability: The Language and Literature Department Chairperson and faculty report accurate SLO data on student achievement of program qualities and course qualities each semester that include the following statistics: ○ Objective 1c: ▪ <i>Disaggregated CLO statistics</i> ▪ <i>Disaggregated PLO statistics</i> ▪ <i>Disaggregated GEO statistics</i> ▪ <i>Disaggregated ILO statistics</i> ○ Objective 2c: ▪ <i>A Manual is compiled particularly Section F: SLO Statistics that will outline the cycle, processes, and responsible constituencies for the reporting of: A) CLO Statistics B) PLO Statistics C) GEO Statistics D) ILO Statistics</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

(Gender, ethnicity, age) ▪ Disaggregated number and percentage of students assessed per achievement of course outcome. (Gender, ethnicity, age) ○ <i>Program Learning Outcome (PLO) Statistics: Language and Literature Department faculty are fully accountable for the assessing and reporting of PLO for Liberal Arts statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per PLO. (Gender, ethnicity, age) ▪ Disaggregated number and percentage of students assessed per achievement for each PLO. (Gender, ethnicity, age) ○ <i>General Education Outcomes (GEO) Statistics: Language and Literature Department faculty are fully accountable for the assessing and reporting of GEO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per GEO. (Gender, ethnicity, age) ▪ Disaggregated number and percentage of students assessed per achievement for each GEO. (Gender, ethnicity, age) ○ <i>Institutional Learning Outcomes (ILO) Statistics: Language and Literature Department faculty are fully accountable for the assessing and reporting of ILO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per ILO. (Gender, ethnicity, age) ▪ Disaggregated number and percentage of students assessed per achievement of each ILO. (Gender, ethnicity, age) • Objective 2c- Academic Affairs Program Manual Section F: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify SLO Statistics. This manual should include		
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Section F: SLO Statistics that include the following topics: ○ Cycle, processes, and responsible constituencies in the collecting SLO data statistics that include: ▪ CLO statistics ▪ PLO statistics ▪ GEO statistics ▪ ILO statistics		
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Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. None at this time.

Section VI: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. Language and Literature Department Chairman	Holding monthly faculty meetings addressing assessment and faculty training, and needs of instructional improvements
2. Dean of Academic Affairs	Professional Development (Institutional Learning Outcomes & Student Achievement Training, Articulation, and Accreditation)
3. Director of Institutional Effectiveness	Professional Development (Data Accountability are Archiving Training & Accreditation)
4. Chief Information Officer	Upgrading of computers, software, peripherals
5. Dean of Student Services	Provide student services
6. Human Resources Officer	Solidifying processes for tracking faculty data for Language and Literature.
7. Institutional Researcher	Programs Statistical Data Reports and access.

Math Department

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	MATH Department
Contact Person:	Mr. Tunufai Leiato
Contact Information:	t.leiato@amsamoa.edu / 699-9155 ext.
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018 / Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
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: Program or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement: Math Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in all Associate of Sciences and Associate of Arts Degree. The department offers courses in the General Education and Core foundational areas.	1) Math Department Faculty were involved with the fall 2016, spring 2017, and summer 2017 registration and advising during priority registration and office hours. 2) Math Department Faculty have reviewed and standardized its rubrics for all its courses. The department continued to meet with the Director of Assessment and Curriculum to share results of assessment data, identify strengths and weaknesses on achievement of outcomes. 3) Every faculty member does students’ academic advisory not only during registration but also throughout the semester 4) Faculty Meetings are held regularly to address assessment and instructional needs and concerns. Dialogue on course outcomes as indicated in the Conceptual Framework are addressed as well as the alignment: CLO → PLO → ILO 5) The Math Department has completed its calibration sessions and will continue them in every semester so that faculty have the same understanding of criteria of rubrics used to assess students’ work. 6) The Math Department offered its courses mainly in Rm.A14,A35, A40, and A5.. The Math Department has one Math Lab mainly for the CAPP math.
Outcome 2- Statement: Math Department faculty and students will continue to build and strengthen its departmental relationships with all internal and external stakeholders to include: ASCC Divisions and Departments, ASG, ASDOE Administration and ASDOE schools, Public and Private Schools PTAs, Private Schools, the Accrediting agency (ACCJC), Private Agencies, and the community at large.	1) The Math Department established a positive working relationship with ASDOE high schools in promoting students interests in Liberal Arts and English. 2) The department faculty and Chairperson have been proactive in providing professional development to schools when we are invited. The department gets involved with the Island Wide completion and the STEM. 3) The department works collaboratively with other departments on the need of math skills for their students.
Outcome 3- Statement: Math Department faculty and students will continue to maintain and uphold all criterion and standards set by the Accrediting agency; degree namely the ACCJC, for both the AS in Accounting and Business Management and the Certificate of Proficiencies in Accounting and Business Management.	1) Regular faculty meetings and scheduled departmental meetings are held to address pertinent issues and or to review assessment and curricular aims. Several faculty sessions were held to update and standardize rubrics, review matrices and to align our outcomes: ILO’s, PLO’s and CLO’s. 2) Faculty will be ethical, respectful and be models for our students. Business faculty will uphold and live according to the standards and policies set forth by the institution and have good work ethics.

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Responding according to our actions:

- 1) There have been minimal complaints if any of our registration process and advising.
- 2) As faculty collaborated on standardizing rubrics and also submission and clarification of rubric summaries.
- 3) Advising has improved where each faculty are being more visual and are available by keeping their office hours and by having an open door policy to advise students. So far including Fall 2016 and Spring 2017 we have 93 students graduating in AA in Liberal Arts.
- 4) As the result of regular faculty meetings, many issues have been addressed and resolved. Much work on assessments

has been a continual dialog. Discussions of closing the loop have been ensued with reviews of each course matrix, rubrics, syllabi and alignment to outcomes have been a constant concern and faculty are more fully aware of the importance of assessment in aiding the department to improve and move forward. Faculty are providing their assessment for each course they have taught for dissemination in preparation for analyzing and moving onward closing the loop after Spring 2018.

- 5) Part of our assessment process was to engage in meetings with the Director of Curriculum and Assessment on sharing data and training on rubric summaries. Recommendations were provided by faculty on additional data to be shared with department. As a result, the faculty were able to identify some key concerns of criteria to address and come to a consensus and understanding of the importance of submission of data and assessment.

Outcome 2 Achievement(s): Responding according to our action

- 1) The outcomes of our department meetings were positive. We had discussions on some of the challenges within our department and we were able to come to a consensus of how we would work as partners to do more outreaching, provide incentives and to be more accommodating to the need of interested students in Math Department.
- 2) Being pro-active and visual in the schools has helped us to build a positive rapport of the college and our program. Also, one of our goals in being visual is to support and advocate for our Math Department program.

Outcome 3 Achievement(s): Responding according to our action

- 1) The success of having regular faculty and department meetings allowed us to resolve issues and or address challenges we have in our department. It has helped to shed more light on the assessment process whereas the faculty are aware how this process will help us not only meet our goals but to set higher goals for the department as we plan for growth.
- 2) The challenge has been to be personally ethical on the job. Be here daily, prepare and attend all courses and teach for the duration of the course period. There has been some improvement, but there is room still for more.

D. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other (<i>Please Explain</i>): Semester based faculty course evaluations.
2. Program or Division services offered that link to:	☒ Board Policies ☐ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	- Chapter 5 Policies
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	- Policy 5102: Faculty Orientation, Internship, and Institutional Development: Issue- Mandatory attendance of faculty during Graduation and Orientation..
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	- A policy needs to be established or perhaps further clarification regarding Policy 5314, to include consequences for students in the that consecutively fail a course (more than 3 times).
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	.

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

The following sections will serve as the ‘Planning’ function for your Program or Division **Fiscal Year 2018** 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.

B. Planning FY 2018 Outcomes:

*Please list your Program's or Division's Outcome(s) for **Fiscal Year 2018**. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.*

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: <u>Curriculum Planning and Assessment:</u> The Math Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the Associate of Arts, Associate of Science, Bachelor Degree and COP. <i>Outcome 1 Expectations:</i> - Curriculum: - Cyclical review of course qualities and competencies - Assessment: - Cyclical assessment of courses and necessary processes for data collection, analysis, and evaluation.	☐ Ongoing Outcome ☒ New Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension
Outcome 2: <u>Instructional and Methodology Planning and Assessment:</u> The Math department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary. <i>Outcome 2 Expectations:</i> - Instructional Delivery: - Cyclical review of faculty and staff instructional needs for Traditional and Nontraditional learning environments. - Methodology: - Cyclical review of instructional methods and pedagogy used in learning environments - Professional Development: - Increase faculty and staff to conduct workshops to internal and external stakeholders centering on pedagogy or content expertise.	☐ Ongoing Outcome ☒ New Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension
Outcome 3: <u>Internal and External Partnerships:</u> The Math Department provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies. <i>Outcome 3 Expectations:</i> - Internal Partnerships: - Increase the articulation of courses and programs through local and off-island MOU - Solidify and procure funding for program expansion and services offered to the community and neighboring Islands - Increase outreach services in local schools for program awareness and career paths - Engage the Community Advisory Council to assess the needs of the public and private schools in American Samoa - External Partnerships: - Increase the articulation of program courses and degree(s) for student matriculation into other colleges/universities and/or gainful employment - Maintain accreditation with the ACCJC	☐ Ongoing Outcome ☒ New Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension

Data Accountability: The Math Department Faculty are accountable for all student data that include: student, faculty, and program statistics.

- Course Data:
 - Cyclical process review for the dissemination, collection, and analysis of course assessment data (Semester Based)
- Program Data:
 - Cyclical process review for the dissemination, collection, and analysis of program outcome competencies and qualities (Annually)
 - Cyclical process review of program data that include student achievement, student learning outcomes, and program learning outcomes. (Semester Based)
 - Cyclical process to review program compliance with accreditation standards and policies. (Annually)
 - Program student achievement data is made available to internal and external stakeholders periodically. (Annually)
- Faculty Data:
 - Cyclical review of advisee(s) rosters and monitoring of student career paths for transferability and gainful employment. (Semester Based)
- Student Data:
 - Cyclical review of student evaluation of instruction / course competencies (Semester Based)

☐ Ongoing Outcome☒ New Outcome

- ☐ Maintenance
- ☒ Reclassification
- ☒ Professional Development
- ☒ Community Outreach, Research, and Extension

C. Program or Division Plans, Activities, and Resources:

*Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the 'Request for Additional Resources' table that is separate from each Outcome # - Plans and Activities.)*

Outcome #1- Plans and Activities: Fiscal Year 2018:

Curriculum Planning and Assessment: The Math Department provides a curriculum conducive to the teaching needs for all pre-service and in-service teachers.

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external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Mission, Certificate, and degrees:</i> ▪ Review of Program outcome qualities for the Liberal Arts to the program mission ▪ Review of program certificate and degrees to meet the needs of external agencies (<i>Refer to Outcome 3a and 3b</i>) ▪ Review of all matrices that include the alignment of course outcome competencies to program outcome qualities ▪ Alignment of program outcome qualities to the mission of the Math Department certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Review of Curriculum Qualities and Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. • Objective 2a- Course Offering and Scheduling for Academic Year 2017-2018: The Math Department Chairperson will work collaboratively with the Dean of Academic Affairs, faculty and Administrative technician to facilitate the scheduling and offering	<i>qualities and competencies is completed.</i> ○ Objective 2a: ▪ <i>Scheduling of Course offerings and faculty/adjunct faculty for the upcoming academic year (both regular and after hour sessions) and is approved by the Dean of Academic Affairs in a timely manner.</i> ○ Objective 3a: ▪ <i>An Academic Manual is compiled particularly Section A on Curriculum Review and Planning that will outline the following sections that include: A) Cycle, processes, and scheduling for the review of Program Outcome Qualities and B) Cycle, processes, and timeline review of course outcome competencies.</i>	- Supplementary Resources: \$3,000.00 - Equipment & Materials: \$3,000.00 - Technology, Multimedia, Peripherals for the Math Lab: \$20,000.00 ☒ Local Funds: (<i>Please Specify</i>) ☒ Personnel 5100: - \$292,000.00 - Need to convert 2 contract faculty to Career Service as Remedial math and upper level Math instructor. ☒ Materials & Supplies 5200 - Costs of Books, supplementary resources: Allocation: \$500.00 (<i>Please refer to the notes above.</i>) ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____
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of both program and general education courses to fulfill the needs of students in the completion of their degree paths (AA,AS,COP, and Bachelor Program.). The projected offering of courses and costs is based on the numbers of courses offered in the Academic Year 2016-2017.

- *Scheduling of Course Offerings:*
 - Scheduling of After Hour or summer semesters/sessions costs for: \$10,000.00
- *Scheduling of Adjunct Faculty based on student cohort career paths and costs:*
 - Adjunct Faculty Cost: \$10,000.00 (Including fall, spring and summer semesters/sessions: Calculation- total of 6 courses from co-foundational offered.)
- *Timeline and processes for purchasing Course Textbooks:*
 - Textbooks Costs for 8 instructor: \$5,000.00 (Including fall, spring and summer semesters/sessions:
- *Timeline and processes for the Purchasing of Instructional Resources and Multimedia:*
 - Supplementary Resources: Costs: \$3,000.00 (Learning resources not limited to: workbooks, construction paper, scissors, glue, tape, notepads, pencils, pens, markers, etc.); (Calculation of fall, spring and summer semesters/sessions- 3 full-time faculty in the department
 - Technology, Multimedia and peripheral maintenance update/upgrade and especially with the Math Lab: \$20,000.00 (This includes external drives/USB flash-drives, power surge unit replacements, updating of all Mac and PC computers to the most updated OS version.)
 - Equipment: 3,000.00 (toners for (6) Math department printers/Xerox machine, and Xerox papers.)

- **Objective 3a- Academic Affairs**
Program Manual Section A: A
 Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct

faculty roles and responsibilities in the review of program curriculum. This manual should include Section A Curriculum Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule of Program Outcome Qualities:</i> ▪ Review of Program outcome competencies curriculum matrices for the Liberal Arts Degree ▪ Review of alignment of course outcome competencies to program outcome qualities ▪ Review of alignment of program outcome qualities to the mission of the AA,AS,COP, and Bachelor degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes, and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Cycle, Process, and Timeline Review of Course Outcome Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs..		
Outcome 1b: <u>Program Assessment Review and Planning:</u> • Objective 1b- Assessment Review: The Math department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees	Outcome 1b Criteria for Success: Assessment: Cyclical assessment of courses and necessary processes for data organization, dissemination, collection, analysis, and evaluation: ○ Objective 1b: ▪ <i>A complete review of Program data on outcome qualities and competencies is completed.</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies.

- *Review of Program Data on Outcome Qualities and Competencies:*
 - Review of **Course Learning Outcomes (CLO):** (Formative and Summative): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes.
 - Review of **Program Learning Outcomes (PLO):** (Formative and Summative): % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes.
 - Review of **General Education Outcomes (GEO):** (Formative and Summative): % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes.
 - Review of **Institutional Learning Outcomes (ILO):** (Formative and Summative): % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes.

- **Objective 2b- Academic Program Manual Section B:** A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program assessment. This manual should include **Section B Assessment Review and Planning** that includes the following topics:

- *Cycle, processes, and schedule for the Review of Program Data on Outcome Qualities and Competencies:*
 - **Course Learning Outcomes (CLO):** (Formative and Summative): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle

○ **Objective 2b:**

- *An Academic Manual is compiled particularly Section B on Assessment Review and Planning that will outline the following sections that include the cycle, processes, and scheduling of: A) CLO B) PLO Assessment C) GEO Assessment D) ILO Assessment*

for the assessment of Course Learning Outcomes. ■ Program Learning Outcomes for Liberal Arts (PLO): (Formative and Summative): % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ■ General Education Outcomes (GEO): (Formative and Summative): % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ■ Institutional Learning Outcomes (ILO): (Formative and Summative): % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes.		
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Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. To allocate funding source for Department's outreach. 2. Need to convert (2) contracted faculty to career service. 3. Hold Tutorial services for remedial students.	1. There is a need for strong tutorial sessions and Lab tutorial for the Remedial Math and upper math courses.	Cost: \$25,000.00 Requested Funding Source: Grants: Seek funds to support tutorial services: -\$20,000 Funds for outreach and field trip to promote STEM areas. \$5,000.00 Local Funds: (Please Specify) ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018:

Instructional and Methodology Planning and Assessment: The Math department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 2a:	Outcome 2a Criteria for Success:	Cost: \$0.00

Program Review for Instructional Delivery and Methodology:

- **Objective 1a- Instructional Delivery:** The Math department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review to base the needs for traditional and nontraditional instructional delivery resources.
 - *Review of Traditional Delivery Needs:*
 - Number of classrooms
 - Number of air conditioners per classroom
 - Number of classrooms with computers per program
 - Number of computers in each classroom per program
 - Number of classrooms with smart-boards per program
 - Number of classrooms with printers per program
 - Number of student desks in a classroom
 - Number of student chairs in a classroom.
 - Number of podiums in a classroom
 - Number of White boards in a classroom
 - Number of bulletin boards in a classroom
 - Number of chalkboards in a classroom
 - *Review of Office and Advising Needs:*
 - Number of computers in each office per program
 - Number of offices with printers per program
 - Number multimedia projectors per program
 - Number of laptops per program
 - Number of Teacher desk(s) in each office per program
 - Number of shelves in each office per program
 - Number of cabinets in each office per program
 - Number of sofas/couches in each office per program

Instructional Delivery and Methodology: Cyclical review of faculty and staff instructional needs, and review of instructional methods and pedagogy used in learning environments:

- **Objective 1a:**
 - *An assessment of equipment, furniture, and resources is completed and a needs list is generated for Traditional instructional delivery needs.*
 - *An assessment of equipment, furniture, and resources is completed and a needs list is generated for Office needs.*
 - *An assessment of equipment, furniture, and resources is completed and a needs list is generated for Nontraditional instructional delivery needs.*
- **Objective 2a:**
 - *A complete review of teaching methods and pedagogy used by faculty has been documented.*
- **Objective 3a:**
 - *A Manual is compiled particularly Section C on types of learning environments and teaching methods and pedagogy that will outline the following sections that include: A) Definitions of Learning Environments B) Definitions of Teaching Methods utilized in all program courses.*

Funding Source:

☐ Grant or MOU: *(Please Specify)*

☐ Local Funds: *(Please Specify)*

- ☐ Materials & Supplies 5200
- ☐ All Other Costs 5300
- ☐ Travel Expenses 5400
- ☐ Contractual Service 5500
- ☐ Equipment 5600
- ☐ Other *(Specify)* _____

▪ Number of iPads per program ▪ Number of phone lines per program ○ <i>Review of Nontraditional Instructional Delivery Needs:</i> ▪ To revive Distance Education plan with the Dean of Academic Affairs and Student Services on avenues to accommodate the need student at remote sites as requested. ▪ Number of remote sites outside of ASCC. ▪ Number of distance learning resources (polycom, television, speakers, CMS system-Moodle, etc.). • Objective 2a- Instructional Methodology: The Math department Chairperson will work collaboratively with faculty to account for the teaching methods and pedagogy defined and utilized by faculty. ○ <i>Review of Teaching Methods/Pedagogy:</i> ▪ Review the types of teaching methods used versus the percentage per method used in all program courses. This also includes practical requirements for field experience. • Objective 3a- Academic Affairs Program Manual Section C: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program Teaching Methods and Pedagogy. This manual should include Section C: Teaching Methods and Pedagogy that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Teaching Methods and Pedagogy:</i> ▪ Types of Teaching Methods used (<i>Definition of Teaching Methods</i>) ▪ Common Teaching Methods used in all courses (<i>Definition of</i>		
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Signature and Capstone Methods)		
Outcome 2b: Professional Development Planning: • Objective 1b- Professional Development A: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs and ASDOE personnel, and public/private school administrators to provide professional development. ○ <i>Internal Constituencies- Providing In-house Training:</i> ▪ Plan with the Dean of Academic Affairs to offer trainings/professional development during spring orientation or within the academic calendar as needed in the following areas: A) Assessing Student Learning B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods, etc. ○ <i>External Constituencies- Providing Training:</i> ▪ Plan with Directors or assigned personnel, and public/private school administrators to offer trainings/professional development during school orientation or within the academic calendar as needed in the following areas: A) Teaching Methods and Pedagogy B) Assessing student learning, etc. • Objective 2b- Professional Development B: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs to identify and provide professional development for program faculty and staff. ○ <i>Areas for Professional Development for Faculty and Staff:</i> ▪ Trends/Updates in Closing the Loops in Assessment and Evaluating Program Curriculum- Off-island ARC or ACCJC Annual Conference in April 2018:	Outcome 2b Criteria for Success: Professional Development A & B: An increase of program and staff based workshops for internal and external stakeholders centering on instructional methods and pedagogy based on expertise and assessment. Also, off-island and local professional development is provided for program faculty and staff for content and skill enhancements: ○ Objective 1b- Professional Development A: ▪ <i>Internal Constituencies In-house Trainings in the areas of: A) Assessing Student Learning, B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods/Pedagogy.</i> ▪ <i>External Constituencies Outreach Trainings in the areas of: A) Teaching Methods and Pedagogy B) Assessing Student Learning, etc.</i> ○ Objective 2b- Professional Development B: ▪ <i>Professional Development local trainings and Retreat for faculty and staff in the areas of: A) Accreditation B) Data Accountability</i>	Cost: \$15,000.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ : _____ - Professional Development B: Off-island Professional Training on Island. - _____ To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____ Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

\$10000.00 (2 instructors) ▪ Accreditation- Local Professional Development: ALO and Assistant ALO ▪ Data Accountability- Local Professional Development: Off-campus Weekend Retreat: \$5,000.00 (Including costs for venue, food, and stipends for presenters and for faculty and staff participation as deemed necessary.)		
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Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Internal and External Partnerships: The Teacher Education Department / ASBEP provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 3a: <u>Internal and External Partnerships:</u> • Objective 1a- Internal Partnerships: The Math department chairperson will plan collaboratively with the Dean of Academic Affairs to facilitate the articulation needs and awareness for Education majors to assure a smooth transition for students seeking transferability and/or gainful employment. ○ Increase outreach and awareness services in public	Outcome 3a Criteria for Success: Internal and External Partnerships: Math department increases its services to meet the transferability, gainful employment, and profession needs (content and pedagogical) needs for its students and constituencies: ○ Objective 1a- Internal Partnerships: ▪ There is an increase in Math Department outreach and awareness services in public and private schools. ▪ There is an increase in the offering of professional training	Cost: \$500.00 Funding Source: ☐ Grant or MOU: (Please Specify) To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: - Preparation for outreach to schools and private sectors.(\$300.00) - Community Advisor Council: \$200.00 (To cover the costs of meals.) ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600

<i>and private schools.</i> ▪ Solidify a calendar of set dates each year with the public and private schools for program awareness and presentations on program career path opportunities for interested students and in-service teachers. ○ <i>To solidify professional training needs for the community, private or public schools.</i> ▪ The Math departments continue to provide outreach to the High School students, presentations to the public and private sectors, and the community at large. (\$300.00, mainly for transportation and pamphlets). ○ <i>To utilize the Math department's Community Advisory Council more frequently to evaluate the community needs necessary for the improvement of certificate and degrees offered.</i> ▪ The Math department Chairperson will organize two meetings particularly for the Community Advisory Council to discuss the educational needs of the territory as well as the future direction in the offering of educational certificates and degrees: <u>\$200.00</u> (To provide refreshments for the meetings.) • Objective 2a- External Partnerships: The Math department chairperson will plan collaboratively with the Dean of Student Services to track the matriculation needs for Education majors to assure a smooth transition for students seeking transferability. ○ <i>Solidify processes for Student Matriculation:</i> ▪ The Math department chairperson will work collaboratively with the Dean of Student Services to strengthen the	<i>(education based qualities and competencies) for the community, private or public schools.</i> ▪ <i>The Community Advisory Council evaluates the needs of the community for the improvement of certificate and degrees offered.</i> ○ Objective 2a- External Partnerships: ▪ <i>Processes are improved for education majors seeking transfer to other institutions of higher learning.</i> ▪ <i>Tracking processes are improved for education majors that enter the workforce.</i> ○ Objective 2b- External Partnerships (Accreditation): ▪ <i>Math department Faculty and staff are aware of the trends in Accreditation Standards, Eligibility Requirements, and Commission Policies pertaining to ACCJC requirement.</i> ▪ <i>Math department chairperson works collaboratively with the ALO and Assistant ALO to standardize necessary data sets following a semester based/annual cycle that coincides with the ASCC requirements for accreditation reporting.</i> ○ <i>Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs (Recommendations for Accreditation Substantive Changes as deemed necessary.)</i>	☐ Other (Specify) _____
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matriculation counseling processes for education majors that wish to pursue a higher education degree or transfer to other institutions of higher learning. ○ <i>Solidify tracking processes for Education Majors:</i> ▪ The Math department chairperson will work collaboratively with the Dean of Student Services to strengthen the tracking of education majors that enter the workforce. • Objective 2b- External Partnerships (Accreditation): The Math department chairperson will schedule meetings to collaboratively plan with the ASCC Accreditation Liaison Officer and the Assistant Accreditation Liaison Officer to assure compliance with the WASC-ACCJC Eligibility Requirements, Standards, and Commission Policies. ○ <i>Awareness of Trends of the Accreditation Standards:</i> ▪ The Math department chairperson will organize two meetings (<i>1 meeting each semester</i>) to discuss and present to faculty necessary updates in Accreditation Eligibility Requirements, Standards, and Commission Policies. ▪ The Math department chairperson will participate in Accreditation Annual Trainings. ○ <i>Promote accreditation awareness and continued compliance:</i> ▪ The Math department chairperson will provide necessary data regarding faculty, curriculum, assessment, resources, evaluation, and information required for the reporting of continued compliance with Accreditation Standards and policies. ○ <i>Provide necessary</i>		
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<i>recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs:</i> ▪ The Department Chairperson will work collaboratively with the Accreditation Liaison officers to assess the needs of the public and private schools in primary and secondary education. ▪ The Department chairperson in consultation with the Dean of Academic Affairs, ASDOE Director or assigned personnel, ALOs, vice presidents, and ASCC President will provide recommendations to the Board of Higher on accreditation substantive change proposals as deemed necessary.		
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Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Data Accountability: The Math Department Chairperson and Faculty are accountable for all student data that include: student, faculty, and program statistics.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
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Outcome 4a: Student Data Accountability: ○ Objective 1a- Student Enrollment Statistics: The Math Department Chairman, and faculty will collaborate with the Registrar to effectively track enrollment statistics for all students seeking <i>AA in Liberal Arts degree</i>. ○ <i>Math Departments supports courses offered under the AA in Liberal Arts degree Declared Majors:</i> ▪ Disaggregated number and percentage of students enrolled in the <i>AA in Liberal Arts degree (Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students enrolled in the COP. <i>(Gender, ethnicity, age)</i> • Objective 2a- Course Offering Statistics: The Math department Chairman and faculty will collaborate with the Registrar to effectively track course offering statistics for all courses offered. ○ <i>Math Courses Offered:</i> ▪ Past 3-5 years <i>(Number and Percentage of all courses offered.)</i> ▪ Past 3-5 years <i>(Number and Percentage of cancelled courses due to low enrollment / no enrollment.)</i> ▪ Past 3-5 years <i>(Number and Percentage of courses that were not offered.)</i> • Objective 3a- Student Graduation Statistics: The Math Department Chairman and faculty will collaborate with the Registrar to effectively track graduation statistics for certificates and degrees conferred. ○ <i>Math Department offers courses to support Conferred Degrees:</i> ▪ Past 3-5 years <i>(Number and Percentage of AA in Liberal Arts degree conferred.</i> • Objective 4a- Student Transfer Statistics: The Math department	Outcome 4a Criteria for Success: Student Data Accountability: The Math Department will define, collect, monitor, analyze, and report student data statistics to internal and external stakeholders that include: ○ Objective 1a: ▪ <i>Student enrollment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 2a: ▪ <i>Course offering statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 3a: ▪ <i>Graduation statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 4a: ▪ <i>Transfer statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 5a: ▪ <i>Employment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 6a: ▪ <i>Time to Degree statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 7a: ▪ <i>An Academic Affairs Manual is compiled particularly Section E: Student Statistics that will outline the cycle and processes for the following sections: A) Enrollment Statistics B) Course Offering Statistics C) Graduation Statistics D) Transfer Statistics E) Employment Statistics F) Time to Degree Statistics.</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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Chairman and faculty will collaborate with the Transfer Counselor to effectively track student transfer statistics. ○ <i>Math department Transferability:</i> ▪ Past 3-5 years (<i>Number and Percentage of AA in Liberal Arts degree students that transfer to off-island colleges or universities.</i>) ▪ Past 3-5 years (<i>Number and Percentage of AA in Liberal Arts degree students that transfer into the Bachelor. program.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their Bachelor. and continue to pursue a Masters Degree.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their Masters Degree and continue to pursue a Doctorate Degree.</i>) • Objective 5a- Student Employment Statistics: The Math department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student gainful employment statistics. ○ <i>Math Department Employment:</i> ▪ Past 3-5 years (<i>Number and Percentage of students that completed their AA in Liberal Arts degree and are now employed by ASG.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their AA in Liberal Arts degree and are now employed outside of ASDOE (public agencies or private sectors.)</i>) • Objective 6a- Student Cohort Tracking Statistics (Time to Degree): The Math Department Chairman and faculty will collaborate with the Registrar and the Institutional Researcher to effectively track cohort Time to		
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Degree statistics. ○ <i>Math Department Cohort Tracking:</i> ▪ Past 3-5 years (<i>Number of students sorted by cohort that complete an AA in Liberal Arts within 150% normal time of completion.</i>) ▪ Past 3-5 years (<i>Number of student sorted by cohort that take more than 150% normal time of completion to complete an AA in Liberal Arts requirements.</i>) • Objective 7a- Academic Program Manual Section E: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify Program Student Statistics. This manual should include Section E: Program Student Statistics that include the following topics: ○ <i>Cycle and processes for collecting student data statistics that include:</i> ▪ Student Enrollment Statistics ▪ Course Offering Statistics ▪ Graduations Statistics ▪ Transfer Statistics ▪ Employment Statistics ▪ Time to Degree Statistics		
Outcome 4b: Faculty Data Accountability: • Objective 1b- Faculty Statistics: The Math Department Chairperson and faculty will collaborate with the Human Resources Officer to effectively track faculty statistics based on degrees, expertise, and expectations. ○ <i>Math Department Faculty Statistics:</i> ▪ Disaggregated number and percentage of faculty. (<i>Gender, ethnicity, age</i>) ○ <i>Math Department Faculty Expertise:</i> ▪ Number and percentage of faculty teaching within their expertise.	Outcome 4b Criteria for Success: Faculty Data Accountability: The Math department monitors and archives faculty data statistics: ○ Objective 1b: ▪ <i>Disaggregated Faculty statistics</i> ▪ <i>Faculty Expertise statistics</i> ▪ <i>Faculty Qualification statistics</i> ▪ <i>Faculty Professional Development statistics</i> ▪ <i>Faculty Personal Development and Career Enhancements statistics</i> ▪ <i>Faculty Merit statistics</i> ▪ <i>Faculty Performance Evaluation Statistics</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

▪ Number and percentage of faculty cross teaching according to expertise. ▪ Number and percentage of adjunct faculty teaching within their expertise. ▪ Number and percentage of adjunct faculty cross teaching according to their expertise. ○ <i>Math Department Faculty Qualifications:</i> ▪ Number and percentage of faculty with doctorate degrees. ▪ Number and percentage of faculty with master degrees. ▪ Number and percentage of faculty that were hired that meet the minimum requirements. ▪ Number and percentage of faculty that were hired that meet the maximum requirements. ○ <i>Math Department Professional Development:</i> ▪ Past 3-5 years (<i>Number and percentage of faculty who received off-island professional development in the areas of: Assessment, Accreditation, Technology, Data Accountability, Content, Technology, etc.</i>) ○ <i>Math Department Personal Development and Career Enhancements:</i> ▪ Past 3-5 years (<i>Number of faculty that completed 15-30 credits for skill/content enrichment or career opportunities.</i>) ▪ Number and percentage of faculty that are pursuing a higher degree (ED.D. or PH.D.) in their field of expertise. ○ <i>Math Department Faculty Merits:</i> ▪ Past 3-5 years (<i>Number and percentage of faculty that completed a higher degree.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that were promoted to</i>		
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<i>higher positions in higher education or elsewhere.)</i> ▪ Past 3-5 years (<i>Number and percentage of faculty with personal accomplishments such as publications, teacher of the year, etc.</i>) ○ <i>Math Department Faculty Performance Evaluation:</i> ▪ Past 3-5 years (<i>Number and percentage of faculty that have been evaluated annually.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Outstanding Criterion on their performance evaluation.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Satisfactory Criterion on their performance evaluation.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Needs Improvement Criterion on their performance evaluation.</i>)		
Outcome 4c: Student Learning Outcome (SLO) Data Accountability: • Objective 1c- SLO Statistics: The Math Department Chairperson, faculty, and staff are fully accountable for the monitoring, collecting, analyzing, archiving, and reporting of all SLO Data that includes: Course Learning Outcomes, Program Learning Outcomes, General Education Outcomes, and Institutional Learning Outcomes statistics. (<i>Referencing Math department Outcome 1b- Objectives 1b and 2b</i>): ○ <i>Course Learning Outcome (CLO) Statistics:</i> Math department faculty are fully accountable for the assessing and reporting of CLO statistics that include: ▪ Disaggregated number and percentage of students assessed per course.	Outcome 4c Criteria for Success: SLO Data Accountability: The Math Department Chairperson and faculty report accurate SLO data on student achievement of program qualities and course qualities each semester that include the following statistics: ○ Objective 1c: ▪ Disaggregated CLO statistics ▪ Disaggregated PLO in AA Liberal Arts statistics ▪ Disaggregated GEO statistics ▪ Disaggregated ILO statistics ○ Objective 2c: ▪ A Manual is compiled particularly Section F: SLO Statistics that will outline the cycle, processes, and responsible constituencies for the reporting of: A) CLO Statistics B) PLO Statistics C) GEO Statistics D) ILO Statistics	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

(Gender, ethnicity, age) ▪ Disaggregated number and percentage of students assessed per achievement of course outcome. (Gender, ethnicity, age) ○ <i>Program Learning Outcome (PLO) Statistics: Math department faculty are fully accountable for the assessing and reporting of PLO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per PLO for AA in Liberal Arts . (Gender, ethnicity, age) ▪ Disaggregated number and percentage of students assessed per achievement for each PLO for AA in Liberal Arts . (Gender, ethnicity, age) ○ <i>General Education Outcomes (GEO) Statistics: Math department faculty are fully accountable for the assessing and reporting of GEO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per GEO. (Gender, ethnicity, age) ▪ Disaggregated number and percentage of students assessed per achievement for each GEO. (Gender, ethnicity, age) ○ <i>Institutional Learning Outcomes (ILO) Statistics: Math department faculty are fully accountable for the assessing and reporting of ILO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per ILO. (Gender, ethnicity, age) ▪ Disaggregated number and percentage of students assessed per achievement of each ILO. (Gender, ethnicity, age) • Objective 2c- Academic Affairs Program Manual Section F: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify SLO Statistics. This manual should include		
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Section F: SLO Statistics that include the following topics: ○ Cycle, processes, and responsible constituencies in the collecting SLO data statistics that include: ▪ CLO statistics ▪ PLO statistics ▪ GEO statistics ▪ ILO statistics		
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Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. None at this time.

Section VI: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. Math Department Chairman	Holding monthly faculty meetings addressing assessment and faculty training, and needs of instructional improvements
2. Dean of Academic Affairs	Professional Development (Institutional Learning Outcomes & Student Achievement Training, Articulation, and Accreditation)
3. Director of Institutional Effectiveness	Professional Development (Data Accountability are Archiving Training & Accreditation)
4. Chief Information Officer	Upgrading of computers, software, peripherals
5. Dean of Student Services	Provide student services
6. Human Resources Officer	Solidifying processes for tracking faculty data for Math
7. Institutional Researcher	Programs Statistical Data Reports and access.

Nursing Department

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Nursing Department
Contact Person:	Ms. Lele Ah Mu
Contact Information:	l.ahmu@amsamoa.edu / 699-9155 ext.
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018 / Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	The mission of the Nursing Department is to prepare and perpetuate knowledgeable and caring nurses who are aware of and sensitive to the health needs of the diverse culture, and the growing number of complex diseases and disorders, in order to care for clients in a variety of health care settings. The department offers programs that will qualify the graduate of the Nurse Aide Training Program to take the National Nurse Aide Assessment Program Examination (NNAAP) for certification, and the National Council for Licensure Examination (NCLEX-PN) for the Licensed

	Practical Nurse (LPN), and Registered Nurse (NCLEX-RN) that will provide the foundation for a Bachelor of Science in Nursing (BSN). Successful completion of these Registry Examinations enables the nurse aide and/or nurses to practice at beginning level positions in the United States accredited hospitals and Public Health agencies within American Samoa, as well as other U.S. territories. To meet this mission, the department offers the following degree and certificate programs of studies: • Associate of Science degree in Nursing (RN) • Certificate of Proficiency in Practical Nursing (PN) • Certificate of Completion in Nurse Aide (NA)
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Section III: Program or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: Program or Division Outcomes and Actions (<i>Academic Year 2016-2017</i>)	
Outcome 1- Statement: Nursing Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the AS in Nursing, Certificate of Proficiency in Practical Nursing, and Certificate of Completion in Nurse Aide..	1) Nursing department Faculty were involved with the fall 2016, spring 2017, and summer 2017 registration and advising during priority registration and office hours. 2) Nursing department Faculty have reviewed and standardized its rubrics for all its courses. The department continued to meet with the Director of Assessment and Curriculum to share results of assessment data, identify strengths and weaknesses on achievement of outcomes. 3) Every faculty member does students’ academic advisory not only during registration but also throughout the semester 4) Faculty Meetings are held regularly to address assessment and instructional needs and concerns. Dialogue on course outcomes k are addressed as well as the alignment: CLO → PLO →ILO 5) The Nursing department offered its courses mainly in Rm20. The Nursing department lab houses several computers for its lab mainly for the taxation course and accounting.
Outcome 2- Statement: Nursing Department faculty and students will continue to build and strengthen its departmental relationships with all internal and external stakeholders to include: ASCC Divisions and Departments, LBJ, Public Health, ASDOE, Private Sectors, Accrediting agency (ACCJC), and the community at large.	1) The Nursing department established a positive working relationship with LBJ and Public Health not only with its Clinical component of its courses but also promoting Nursing programs. 2) The department faculty and Chairperson have been proactive in providing on going meetings with Nursing Association to discuss strengths and weaknesses of the program. . 3) Nursing major students have returned and worked at LBJ and VA Clinics as full time Nursing employees. 4) The Nursing Department continued to promote Nursing majors through practical experiences through service learning, outreach to the villages and Manu’a Islands, conducting screening for the community at large, and through clinical trainings and workshops.
Outcome 3- Statement: Nursing Department faculty and students will continue to maintain and uphold all criterion and standards set by the Accrediting agency; degree namely the ACCJC, for both the AS in Nursing COP in Practical Nursing and COC in Nurse Aide.	1) Nursing Students’ involved with clinical part of the course are given an Employer survey to be shared with faculty and Chairperson. This would allow faculty to strengthen problem areas and to improve on curricular issues and concerns from partners. Commendations are noted on the employer survey on the strengths of the

	program and the students' skills and knowledge. 2) Regular faculty meetings and scheduled departmental meetings are held to address pertinent issues and or to review assessment and curricular aims. Several faculty sessions were held to update and standardize rubrics, review matrices and to align our outcomes: ILO's, PLO's and CLO's. 3) Faculty will be ethical, respectful and be models for our students. Nursing faculty will uphold and live according to the standards and policies set forth by the institution and have good work ethics.
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B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Responding according to our actions:

- 1) There have been minimal complaints if any of our registration process and advising.
- 2) As faculty collaborated on standardizing rubrics and also submission and clarification of rubric summaries.
- 3) Advising has improved where each faculty are being more visual and are available by keeping their office hours and by having an open door policy to advise students. So far including Fall 2016 and Spring 2017 we have 1 students earning an AS Degree in Nursing, and 26 students receiving a COC in Nurse Aide.
- 4) As the result of regular faculty meetings, many issues have been addressed and resolved. Much work on assessments has been a continual dialog. Discussions of closing the loop have been ensued with reviews of each course matrix, rubrics, syllabi and alignment to outcomes have been a constant concern and faculty are more fully aware of the importance of assessment in aiding the department to improve and move forward. Faculty are providing their assessment for each course they have taught for dissemination in preparation for analyzing and moving onward closing the loop after Spring 2018.
- 5) Part of our assessment process was to engage in meetings with the Director of Curriculum and Assessment on sharing data and training on rubric summaries. Recommendations were provided by faculty on additional data to be shared with department. As a result, the faculty were able to identify some key concerns of criteria to address and come to a consensus and understanding of the importance of submission of data and assessment.

Outcome 2 Achievement(s): Responding according to our action

- 1) The outcomes of our department meetings were positive. We had discussions on some of the challenges within our department and we were able to come to a consensus of how we would work as partners to do more outreaching, provide incentives and to be more accommodating to the need of interested students in Nursing department.
- 2) Being pro-active and visual in the community mainly at LBJ has helped us to build a positive rapport of the college and our program. Also, one of our goals in being visual is to support and advocate for our Nursing department program. As we attend these events, we meet with Nursing Association board and LBJ official in promoting Nursing programs as it's a very much need in LBJ due to shortage of Nurses on Island.
- 3) As a result, we have been able to persuade some serious senior students to take interest in programs offered in the Nursing department and also reaching out to others to attend ASCC as the college has other programs that they could be interested in. At these presentations and Island wide Nursing Day, the Nursing Department Chairperson shared the program and benefits of the Nursing programs, and also allowed Nursing students to be involved with the program.
- 4) One of our best achievements is with our students who graduated from our AS in Nursing have returned and worked at the LBJ, Public Health, and VA clinics.

Outcome 3 Achievement(s): Responding according to our action.

- 1) The success of having regular faculty and department meetings allowed us to resolve issues and or address challenges we have in our department. It has helped to shed more light on the assessment process whereas the faculty are aware how this process will help us not only meet our goals but to set higher goals for the department as we plan for growth.
- 2) The challenge has been to be personally ethical on the job. Be here daily, prepare and attend all courses and teach for the duration of the course period. There has been some improvement, but there is room still for more.

D. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other (<i>Please Explain</i>): Semester based faculty course evaluations.
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2. Program or Division services offered that link to:	☒ Board Policies ☐ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	- Chapter 5 Policies
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	- Policy 5102: Faculty Orientation, Internship, and Institutional Development: Issue- Mandatory attendance of faculty during Graduation and Orientation..
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	- A policy needs to be established or perhaps further clarification regarding Policy 5314, to include consequences for students that consecutively fail a course (more than 3 times).
Additional Comments: <i>(Please list any additional comments in the space provided.):</i>	.

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

The following sections will serve as the ‘Planning’ function for your Program or Division ***Fiscal Year 2018*** 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.

B. Planning FY 2018 Outcomes:

*Please list your Program’s or Division’s Outcome(s) for **Fiscal Year 2018**. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.*

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: <u>Curriculum Planning and Assessment:</u> The Nursing Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the AS in Nursing, COP in Practical Nursing, and COC in Nurse Aide. <i>Outcome 1 Expectations:</i> - Curriculum: - Cyclical review of course qualities and competencies - Assessment: - Cyclical assessment of courses and necessary processes for data collection, analysis, and evaluation.	☐ Ongoing Outcome ☒ New Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension
Outcome 2: <u>Instructional and Methodology Planning and Assessment:</u> The Nursing department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary. <i>Outcome 2 Expectations:</i> - Instructional Delivery: - Cyclical review of faculty and staff instructional needs for Traditional and Nontraditional learning environments. - Methodology:	☐ Ongoing Outcome ☒ New Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension

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

C. Program or Division Plans, Activities, and Resources:

*Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)*

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018:

Curriculum Planning and Assessment: The Nursing department provides a curriculum conducive to the teaching needs for all pre-service and in-service teachers.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 1a: <u>Program Curriculum Review and Planning:</u> • Objective 1a- Curriculum Review: The Nursing department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Mission, Certificate, and degrees:</i> ▪ Review of Program outcome qualities to the program mission ▪ Review of program certificate and degrees to meet the needs of external agencies (<i>Refer to Outcome 3a and 3b</i>) ▪ Review of all matrices that include the alignment of course outcome competencies to program outcome qualities ▪ Alignment of program outcome qualities to the mission of the Nursing Department certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional	Outcome 1a Criteria for Success: Curriculum: Cyclical review of course qualities and competencies: ○ Objective 1a: ▪ <i>A full review of the Nursing department mission, certificate, and degrees has been completed.</i> ▪ <i>A full review of the Nursing Department’s outcome qualities and competencies is completed.</i> ○ Objective 2a: ▪ <i>Scheduling of Course offerings and faculty/adjunct faculty for the upcoming academic year (both regular and after hour sessions) and is approved by the Dean of Academic Affairs in a timely manner.</i> ○ Objective 3a: ▪ <i>An Academic Manual is compiled particularly Section A on Curriculum Review and Planning that will outline the following sections that include: A) Cycle, processes, and scheduling for the review of Program Outcome Qualities and B) Cycle, processes, and timeline review of course outcome competencies.</i>	Cost: <u>\$216,500.00</u> Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) To seek grant funding as applicable and to seek clarification by the Dean of Academic Affairs for the budgeting of the following items: - Cost of scheduling adjunct faculty for regular session course offerings: \$10,000.00 - Cost of Textbooks: \$1000.00 - Supplementary Resources: \$3,000.00 - Equipment & Materials: \$3,000.00 - Technology, Multimedia, Peripherals: \$10,000.00 ☒ Local Funds: (<i>Please Specify</i>) ☒ Personnel 5100: \$184,000.00 ☒ Materials & Supplies 5200 - Office supplies: \$1000.00 - Photocopy supplies: \$1,000.00 - Janitorial supplies: \$1,000.00 - Photographic films: \$1,000.00 - Other supplies: \$1,000.00 - Costs of Books, supplementary resources: Allocation: \$500.00(Please refer to the notes above.) ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

- Effectiveness ▪ Processes and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Review of Curriculum Qualities and Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. ▪ Review of program selected courses from the Co-Foundational requirements for the 2nd year to determine the appropriate content and necessary pre-requisites prior to taking Core Foundational courses. ▪ Review all common program rubrics utilized in majority of the courses and facilitate the processes of inter-rater reliability and calibration of results. • Objective 2a- Course Offering and Scheduling for Academic Year 2017-2018: The Nursing Department Chairperson will work collaboratively with the Dean of Academic Affairs, faculty and Administrative technician to facilitate the scheduling and offering of both program and general education courses to fulfill the needs of students in the completion of their degree paths (AS in Accounting and Nursing Management.). The projected offering of courses and costs is based on the numbers of courses offered in the Academic Year 2016-2017. ○ <i>Scheduling of Course Offerings:</i> ▪ Scheduling of After Hour or summer semesters/sessions costs for: <u>\$10,000.00</u> ○ <i>Scheduling of Adjunct Faculty based on student cohort career</i>		
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<i>paths and costs:</i> ▪ Adjunct Faculty Cost: <u>\$10,000.00</u> (Including fall, spring and summer semesters/sessions: Calculation- total of 6 courses from co-foundational offered.) ○ <i>Timeline and processes for purchasing Course Textbooks:</i> ▪ Textbooks Costs for instructor: <u>\$1,000.00</u> (Including fall, spring and summer semesters/sessions: ○ <i>Timeline and processes for the Purchasing of Instructional Resources and Multimedia:</i> ▪ Supplementary Resources: Costs: <u>\$3,000.00</u> (Learning resources not limited to: workbooks, construction paper, scissors, glue, tape, notepads, pencils, pens, markers, etc.); (Calculation of fall, spring and summer semesters/sessions- 3 full-time faculty in the department ▪ Technology, Multimedia and peripheral maintenance update/upgrade: <u>\$10,000.00</u> (This includes external drives/USB flash-drives, power surge unit replacements, updating of all Mac and PC computers to the most updated OS version.) ▪ Equipment: <u>3,000.00</u> (toners for (3) Nursing department printers/Xerox machine, and Xerox papers.) • Objective 3a- Academic Affairs Program Manual Section A: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program curriculum. This manual should include Section A Curriculum Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule of Program Outcome Qualities:</i> ▪ Review of Program outcome competencies curriculum matrices ▪ Review of alignment of course outcome competencies to program outcome qualities ▪ Review of alignment of program outcome qualities to		
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the mission of the Nursing certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes, and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Cycle, Process, and Timeline Review of Course Outcome Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. ▪ Review General Education competencies for the 3rd and 4th year. ▪ Review of program selected courses from the Co-Foundational requirements for the 2nd year to determine the appropriate content and necessary pre-requisites prior to taking Core Foundational courses. ▪ Review all common program rubrics utilized in majority of the courses and facilitate the processes of inter-rater reliability and calibration of results.		
Outcome 1b: <u>Program Assessment Review and Planning:</u> • Objective 1b- Assessment Review: The Nursing department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of	Outcome 1b Criteria for Success: Assessment: Cyclical assessment of courses and necessary processes for data organization, dissemination, collection, analysis, and evaluation: ○ Objective 1b: ▪ <i>A complete review of Program data on outcome qualities and</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600

program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Review of Course Learning Outcomes (CLO): (Formative and Summative): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. ▪ Review of Program Learning Outcomes (PLO): (Formative and Summative): % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ Review of General Education Outcomes (GEO): (Formative and Summative): % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ▪ Review of Institutional Learning Outcomes (ILO): (Formative and Summative): % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes. • Objective 2b- Academic Program Manual Section B: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program assessment. This manual should include Section B Assessment Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Course Learning Outcomes (CLO): (Formative and Summative): % of outcomes assessed, % of outcome per course, % of outcomes aligned	competencies is completed. ○ Objective 2b: ▪ <i>An Academic Manual is compiled particularly Section B on Assessment Review and Planning that will outline the following sections that include the cycle, processes, and scheduling of: A) CLO B) PLO Assessment C) GEO Assessment D) ILO Assessment</i>	☐ Other (Specify) _____
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to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. ▪ Program Learning Outcomes (PLO): (Formative and Summative): % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ General Education Outcomes (GEO): (Formative and Summative): % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ▪ Institutional Learning Outcomes (ILO): (Formative and Summative): % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes.		
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Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. To allocate funding source for Department's field trip to neighboring Islands. 2. Hosting NCLEX tutorial and Exam fees. 3. Transfer Business vacant position to the Nursing full time position.	1. Students and faculty conduct outreach to the neighboring island on Health and medical issues 2. Nursing students can have tutorial services and fees prior to graduation from the Nursing program. 3. Need based on overload hours for current faculty.	Cost: <u>\$45,957.00</u> Requested Funding Source: -Grant funds for outreach to Manu'a Islands and community activities. - To assist with NCLEX preparation and tutoring sessions. Local Funds: (Please Specify) -Transfer the Business vacant position to the Nursing full time position.: \$35,957.00 ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018:

Instructional and Methodology Planning and Assessment: The Nursing department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment	Funding:
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- office per program ▪ Number of cabinets in each office per program ▪ Number of sofas/couches in each office per program ▪ Number of iPads per program ▪ Number of phone lines per program ○ <i>Review of Nontraditional Instructional Delivery Needs:</i> ▪ To revive Distance Education plan with the Dean of Academic Affairs and Student Services on avenues to accommodate the need student at remote sites as requested. ▪ Number of remote sites outside of ASCC. ▪ Number of distance learning resources (polycom, television, speakers, CMS system-Moodle, etc.). • Objective 2a- Instructional Methodology: The Nursing department Chairperson will work collaboratively with faculty to account for the teaching methods and pedagogy defined and utilized by faculty. ○ <i>Review of Teaching Methods/Pedagogy:</i> ▪ Review the types of teaching methods used versus the percentage per method used in all program courses. This also includes practical requirements for field experience. • Objective 3a- Academic Affairs Program Manual Section C: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program Teaching Methods and Pedagogy. This manual should include Section C: Teaching Methods and Pedagogy that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Teaching Methods and Pedagogy:</i> ▪ Types of Teaching		
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Methods used (<i>Definition of Teaching Methods</i>) Common Teaching Methods used in all courses (<i>Definition of Signature and Capstone Methods</i>)		
Outcome 2b: Professional Development Planning: Objective 1b- Professional Development A: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs and ASDOE personnel, and public/private school administrators to provide professional development. <i>Internal Constituencies- Providing In-house Training:</i> - Plan with the Dean of Academic Affairs to offer trainings/professional development during spring orientation or within the academic calendar as needed in the following areas: A) Assessing Student Learning B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods, etc. <i>External Constituencies- Providing Training:</i> - Plan with Directors or assigned personnel, and public/private school administrators to offer trainings/professional development during school orientation or within the academic calendar as needed in the following areas: A) Teaching Methods and Pedagogy B) Assessing student learning, etc. (<i>Our goal is to sell our services with the hopes that we can establish a MOU with DOE and Private Schools for these particular services.</i>) Objective 2b- Professional Development B: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs to identify and	Outcome 2b Criteria for Success: Professional Development A & B: An increase of program and staff based workshops for internal and external stakeholders centering on instructional methods and pedagogy based on expertise and assessment. Also, off-island and local professional development is provided for program faculty and staff for content and skill enhancements: Objective 1b- Professional Development A: <i>Internal Constituencies In-house Trainings in the areas of: A) Assessing Student Learning, B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods/Pedagogy.</i> <i>External Constituencies Outreach Trainings in the areas of: A) Teaching Methods and Pedagogy B) Assessing Student Learning, etc.</i> Objective 2b- Professional Development B: <i>Professional Development local trainings and Retreat for faculty and staff in the areas of: A) Accreditation B) Data Accountability</i>	Cost: \$10,000.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ - Professional Development B: Off-island - Professional Training on Island. To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: ☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____ Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

provide professional development for program faculty and staff. o <i>Areas for Professional Development for Faculty and Staff:</i> ▪ Trends/Updates in Closing the Loops in Assessment and Evaluating Program Curriculum- Off-island ARC or ACCJC Annual Conference in April 2018: <u>\$5000.00 (1 instructor)</u> ▪ Accreditation- Local Professional Development: ALO and Assistant ALO ▪ Data Accountability- Local Professional Development: Off-campus Weekend Retreat: <u>\$5,000.00 (Including costs for venue, food, and stipends for presenters and for faculty and staff participation as deemed necessary.)</u>		
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Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Internal and External Partnerships: The Teacher Education Department / ASBEP provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 3a: <u>Internal and External Partnerships:</u> • Objective 1a- Internal Partnerships: The Nursing department chairperson will plan	Outcome 3a Criteria for Success: Internal and External Partnerships: Nursing department increases its services to meet the transferability, gainful employment, and profession needs	Cost: \$500.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> To work closely with the Dean of Academic Affairs

collaboratively with the Dean of Academic Affairs to facilitate the articulation needs and awareness for Education majors to assure a smooth transition for students seeking transferability and/or gainful employment. ○ <i>Increase outreach and awareness services in public and private schools.</i> ▪ Solidify a calendar of set dates each year with the public and private schools and LBJ for program awareness and presentations on program career path opportunities for interested students. ○ <i>To solidify professional training needs for the community, private or public schools.</i> ▪ The Nursing departments continue to provide outreach to the High School students, presentations to the public and private sectors, and the community at large. (\$300.00, mainly for transportation and pamphlets). ○ <i>To utilize the Nursing department's Community Advisory Council more frequently to evaluate the community needs necessary for the improvement of certificate and degrees offered.</i> ▪ The Nursing department Chairperson will organize two meetings particularly for the Community Advisory Council to discuss the educational needs of the territory as well as the future direction in the offering of educational certificates and degrees: <u>\$200.00</u> (To provide refreshments for the meetings.) • Objective 2a- External Partnerships: The Nursing department chairperson will plan collaboratively with the Dean of Student Services to track the matriculation needs for Education	(content and pedagogical) needs for its students and constituencies: ○ Objective 1a- Internal Partnerships: ▪ <i>There is an increase in Nursing Department outreach and awareness services in public and private schools.</i> ▪ <i>There is an increase in the offering of professional training (education based qualities and competencies) for the community, private or public schools.</i> ▪ <i>The Community Advisory Council evaluates the needs of the community for the improvement of certificate and degrees offered.</i> ○ Objective 2a- External Partnerships: ▪ <i>Processes are improved for education majors seeking transfer to other institutions of higher learning.</i> ▪ <i>Tracking processes are improved for education majors that enter the workforce.</i> ○ Objective 2b- External Partnerships (Accreditation): ▪ <i>Nursing department Faculty and staff are aware of the trends in Accreditation Standards, Eligibility Requirements, and Commission Policies pertaining to ACCJC requirement.</i> ▪ <i>Nursing department chairperson works collaboratively with the ALO and Assistant ALO to standardize necessary data sets following a semester based/annual cycle that coincides with the ASCC requirements for accreditation reporting.</i> ○ <i>Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs (Recommendations for Accreditation Substantive Changes as deemed necessary.)</i>	on funding as applicable through grants to fund the following: - Preparation for outreach to schools and private sectors.(\$300.00) - Community Advisor Council: \$200.00 (To cover the costs of meals.) ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
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majors to assure a smooth transition for students seeking transferability. ○ <i>Solidify processes for Student Matriculation:</i> ■ The Nursing department chairperson will work collaboratively with the Dean of Student Services to strengthen the matriculation counseling processes for education majors that wish to pursue a higher education degree or transfer to other institutions of higher learning. ○ <i>Solidify tracking processes for Education Majors:</i> ■ The Nursing department chairperson will work collaboratively with the Dean of Student Services to strengthen the tracking of education majors that enter the workforce. • Objective 2b- External Partnerships (Accreditation): The Nursing department chairperson will schedule meetings to collaboratively plan with the ASCC Accreditation Liaison Officer and the Assistant Accreditation Liaison Officer to assure compliance with the WASC-ACCJC Eligibility Requirements, Standards, and Commission Policies. ○ <i>Awareness of Trends of the Accreditation Standards:</i> ■ The Nursing department chairperson will organize two meetings (<i>1 meeting each semester</i>) to discuss and present to faculty necessary updates in Accreditation Eligibility Requirements, Standards, and Commission Policies. ■ The Nursing department chairperson will participate in Accreditation Annual Trainings. ○ <i>Promote accreditation awareness and continued compliance:</i> ■ The Nursing department chairperson will provide		
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necessary data regarding faculty, curriculum, assessment, resources, evaluation, and information required for the reporting of continued compliance with Accreditation Standards and policies. ○ <i>Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs:</i> ▪ The Department Chairperson will work collaboratively with the Accreditation Liaison officers to assess the needs of the public and private schools in primary and secondary education. ▪ The Department chairperson in consultation with the Dean of Academic Affairs, ASDOE Director or assigned personnel, ALOs, vice presidents, and ASCC President will provide recommendations to the Board of Higher on accreditation substantive change proposals as deemed necessary.		
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Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Data Accountability: The Nursing Department Chairperson and Faculty are accountable for all student data that include: student, faculty, and program statistics.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 4a: Student Data Accountability: • Objective 1a- Student Enrollment Statistics: The Nursing Department Chairman, and faculty will collaborate with the Registrar to effectively track enrollment statistics for all students seeking a certificate, professional development, certification, and AS in Nursing and COP in Practical Nursing. ○ <i>Nursing Departments Certificate and Degree Declared Majors:</i> ▪ Disaggregated number and percentage of students enrolled in the AS in Nursing (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students enrolled in the COP in Practical Nursing. (<i>Gender, ethnicity, age</i>) • Objective 2a- Course Offering Statistics: The Nursing department Chairman and faculty will collaborate with the Registrar to effectively track course offering statistics for all courses offered. ○ <i>Nursing Courses Offered:</i> ▪ Past 3-5 years (<i>Number and Percentage of all courses offered.</i>) ▪ Past 3-5 years (<i>Number and Percentage of cancelled courses due to low enrollment / no enrollment.</i>) ▪ Past 3-5 years (<i>Number and Percentage of courses that were not offered.</i>) • Objective 3a- Student Graduation Statistics: The Nursing Department Chairman and faculty will collaborate with the Registrar to effectively track graduation statistics for certificates	Outcome 4a Criteria for Success: Student Data Accountability: The Nursing Department will define, collect, monitor, analyze, and report student data statistics to internal and external stakeholders that include: ○ Objective 1a: ▪ <i>Student enrollment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 2a: ▪ <i>Course offering statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 3a: ▪ <i>Graduation statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 4a: ▪ <i>Transfer statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 5a: ▪ <i>Employment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 6a: ▪ <i>Time to Degree statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 7a: ▪ <i>An Academic Affairs Manual is compiled particularly Section E: Student Statistics that will outline the cycle and processes for the following sections: A) Enrollment Statistics B) Course Offering Statistics C)</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) ☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

and degrees conferred. ○ <i>Nursing Department Conferred Degrees:</i> ▪ Past 3-5 years (<i>Number and Percentage of COP in Practical Nursing certificates conferred.</i>) ▪ Past 3-5 years (<i>Number and Percentage of AS in Nursing degrees conferred.</i>) • Objective 4a- Student Transfer Statistics: The Nursing department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student transfer statistics. ○ <i>Nursing department Transferability:</i> ▪ Past 3-5 years (<i>Number and Percentage of AS students that transfer to off-island colleges or universities.</i>) ▪ Past 3-5 years (<i>Number and Percentage of AS students that transfer into the Bachelor. program.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their Bachelor. and continue to pursue a Masters Degree.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their Masters Degree and continue to pursue a Doctorate Degree.</i>) • Objective 5a- Student Employment Statistics: The Nursing department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student gainful employment statistics. ○ <i>Nursing Department Employment:</i> ▪ Past 3-5 years (<i>Non-degree seeking number and percentage of students that completed the ASCC certification courses.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed</i>	<i>Graduation Statistics D) Transfer Statistics E) Employment Statistics F) Time to Degree Statistics.</i>	
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<i>their AS in Nursing and are now employed by ASG.)</i> ▪ <i>Past 3-5 years (Number and Percentage of students that completed their AS in Nursing degree and are now employed outside of ASDOE (public agencies or private sectors.)</i> • Objective 6a- Student Cohort Tracking Statistics (Time to Degree): The Nursing Department Chairman and faculty will collaborate with the Registrar and the Institutional Researcher to effectively track cohort Time to Degree statistics. ○ <i>Nursing Department Cohort Tracking:</i> ▪ <i>Past 3-5 years (Number of students sorted by cohort that complete an AS in Nursing within 150% normal time of completion.)</i> ▪ <i>Past 3-5 years (Number of student sorted by cohort that take more than 150% normal time of completion to complete an AS in Nursing requirements.)</i> • Objective 7a- Academic Program Manual Section E: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify Program Student Statistics. This manual should include Section E: Program Student Statistics that include the following topics: ○ <i>Cycle and processes for collecting student data statistics that include:</i> ▪ Student Enrollment Statistics ▪ Course Offering Statistics ▪ Graduations Statistics ▪ Transfer Statistics ▪ Employment Statistics ▪ Time to Degree Statistics		
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Outcome 4b: Faculty Data Accountability: • Objective 1b- Faculty Statistics: The Nursing Department Chairperson and faculty will collaborate with the Human Resources Officer to effectively track faculty statistics based on degrees, expertise, and expectations. ○ <i>Nursing Department Faculty Statistics:</i> ▪ Disaggregated number and percentage of faculty. (<i>Gender, ethnicity, age</i>) ○ <i>Nursing Department Faculty Expertise:</i> ▪ Number and percentage of faculty teaching within their expertise. ▪ Number and percentage of faculty cross teaching according to expertise. ▪ Number and percentage of adjunct faculty teaching within their expertise. ▪ Number and percentage of adjunct faculty cross teaching according to their expertise. ○ <i>Nursing Department Faculty Qualifications:</i> ▪ Number and percentage of faculty with doctorate degrees. ▪ Number and percentage of faculty with master degrees. ▪ Number and percentage of faculty that were hired that meet the minimum requirements. ▪ Number and percentage of faculty that were hired that meet the maximum requirements. ○ <i>Nursing Department Professional Development:</i> ▪ Past 3-5 years (<i>Number and percentage of faculty who received off-island professional development in the areas of: Assessment, Accreditation, Technology, Data Accountability, Content, Technology, etc.</i>) ○ <i>Nursing Department Personal Development and Career</i>	Outcome 4b Criteria for Success: Faculty Data Accountability: The Nursing department monitors and archives faculty data statistics: ○ Objective 1b: ▪ <i>Disaggregated Faculty statistics</i> ▪ <i>Faculty Expertise statistics</i> ▪ <i>Faculty Qualification statistics</i> ▪ <i>Faculty Professional Development statistics</i> ▪ <i>Faculty Personal Development and Career Enhancements statistics</i> ▪ <i>Faculty Merit statistics</i> ▪ <i>Faculty Performance Evaluation Statistics</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____
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<i>Enhancements:</i> ▪ Past 3-5 years (<i>Number of faculty that completed 15-30 credits for skill/content enrichment or career opportunities.</i>) ▪ Number and percentage of faculty that are pursuing a higher degree (ED.D. or PH.D.) in their field of expertise. ○ <i>Nursing Department Faculty Merits:</i> ▪ Past 3-5 years (<i>Number and percentage of faculty that completed a higher degree.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that were promoted to higher positions in higher education or elsewhere.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty with personal accomplishments such publications, teacher of the year, etc.</i>) ○ <i>Nursing Department Faculty Performance Evaluation:</i> ▪ Past 3-5 years (<i>Number and percentage of faculty that have been evaluated annually.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Outstanding Criterion on their performance evaluation.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Satisfactory Criterion on their performance evaluation.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Needs Improvement Criterion on their performance evaluation.</i>)		
Outcome 4c: Student Learning Outcome (SLO) Data Accountability: • Objective 1c- SLO Statistics: The Nursing Department Chairperson, faculty, and staff are fully	Outcome 4c Criteria for Success: SLO Data Accountability: The Nursing Department Chairperson and faculty report accurate SLO data on student achievement of program qualities and course qualities each semester that	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) ☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200

accountable for the monitoring, collecting, analyzing, archiving, and reporting of all SLO Data that includes: Course Learning Outcomes, Program Learning Outcome, General Education Outcomes, and Institutional Learning Outcomes statistics. (Referencing Nursing department Outcome 1b- Objectives 1b and 2b): ○ <i>Course Learning Outcome (CLO) Statistics: Nursing department faculty are fully accountable for the assessing and reporting of CLO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per course. (Gender, ethnicity, age) ▪ Disaggregated number and percentage of students assessed per achievement of course outcome. (Gender, ethnicity, age) ○ <i>Program Learning Outcome (PLO) Statistics: Nursing department faculty are fully accountable for the assessing and reporting of PLO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per PLO. (Gender, ethnicity, age) ▪ Disaggregated number and percentage of students assessed per achievement for each PLO. (Gender, ethnicity, age) ○ <i>General Education Outcomes (GEO) Statistics: Nursing department faculty are fully accountable for the assessing and reporting of GEO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per GEO. (Gender, ethnicity, age) ▪ Disaggregated number and percentage of students assessed per achievement for each GEO. (Gender, ethnicity, age) ○ <i>Institutional Learning Outcomes (ILO) Statistics: Nursing department faculty are fully accountable for the</i>	include the following statistics: ○ Objective 1c: ▪ <i>Disaggregated CLO statistics</i> ▪ <i>Disaggregated PLO statistics</i> ▪ <i>Disaggregated GEO statistics</i> ▪ <i>Disaggregated ILO statistics</i> ○ Objective 2c: ▪ <i>A Manual is compiled particularly Section F: SLO Statistics that will outline the cycle, processes, and responsible constituencies for the reporting of: A) CLO Statistics B) PLO Statistics C) GEO Statistics D) ILO Statistics</i>	☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
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<i>assessing and reporting of ILO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per ILO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement of each ILO. <i>(Gender, ethnicity, age)</i> • Objective 2c- Academic Affairs Program Manual Section F: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify SLO Statistics. This manual should include Section F: SLO Statistics that include the following topics: ○ <i>Cycle, processes, and responsible constituencies in the collecting SLO data statistics that include:</i> ▪ CLO statistics ▪ PLO statistics ▪ GEO statistics ▪ ILO statistics		
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Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. None at this time.

Section VI: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. Nursing Department Chairman	Holding monthly faculty meetings addressing assessment and faculty training, and needs of instructional improvements
2. Dean of Academic Affairs	Professional Development (Institutional Learning Outcomes & Student Achievement Training, Articulation, and Accreditation)
3. Director of Institutional Effectiveness	Professional Development (Data Accountability are Archiving

	Training & Accreditation)
4. Chief Information Officer	Upgrading of computers, software, peripherals
5. Dean of Student Services	Provide student services
6. Human Resources Officer	Solidifying processes for tracking faculty data for Nursing Department.
7. Institutional Researcher	Programs Statistical Data Reports and access.

Physical Education Department

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Physical Education Department
Contact Person:	Mr. Ed Imo
Contact Information:	e.Imo@amsamoa.edu / 699-9155 ext.
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018 / Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	The Physical Education (PED) Department’s mission is to provide experiences that guide students in the process of becoming physically active for lifetime. The department offers courses that 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 provides continuous training for those athletes who intend to pursue athletic participation.

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

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement: Physical Education Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in all Associate of Sciences and Associate of Arts Degree. The department offers courses in the General Education and Core foundational areas.	1) Physical Education Department Faculty were involved with the fall 2016, spring 2017, and summer 2017 registration and advising during priority registration and office hours. 2) Physical Education Department Faculty have reviewed and standardized its rubrics for all its courses. The department continued to meet with the Director of Assessment and Curriculum to share results of assessment data, identify strengths and weaknesses on achievement of outcomes. 3) Every faculty member does students' academic advisory not only during registration but also throughout the semester 4) Faculty Meetings are held regularly to address assessment and instructional needs and concerns. Dialogue on course outcomes as indicated in the Conceptual Framework are addressed as well as the alignment: CLO → PLO → ILO 5) The Physical Education Department has completed its calibration sessions and will continue them in every semester so that faculty have the same understanding of criteria of rubrics used to assess students' work. 6) The Physical Education Department offered its courses mainly in Rm.26 & 27.. The Physical Education Department would be one department to work directly with the Writing Center on the writing skills of students.
Outcome 2- Statement: Physical Education Department faculty and students will continue to build and strengthen its departmental relationships with all internal and external stakeholders to include: ASCC Divisions and Departments, ASG, ASDOE Administration and ASDOE schools, Public and Private Schools PTAs, Private Schools, the Accrediting agency (ACCJC), , Private Agencies, and the community at large.	1) The Physical Education Department established a positive working relationship with ASDOE high schools in promoting students interests in Liberal Arts and English. 2) The department faculty and Chairperson have been proactive in providing professional development to schools when we are invited. 3) The department works collaboratively with other departments on the need of writing skills for their students.
Outcome 3- Statement: Physical Education Department faculty and students will continue to maintain and uphold all criterion and standards set by the Accrediting agency; degree namely the ACCJC, for both the AS in Accounting and Business Management and the Certificate of Proficiencies in Accounting and Business Management.	1) Regular faculty meetings and scheduled departmental meetings are held to address pertinent issues and or to review assessment and curricular aims. Several faculty sessions were held to update and standardize rubrics, review matrices and to align our outcomes: ILO's, PLO's and CLO's. 2) Faculty will be ethical, respectful and be models for our students. Business faculty will uphold and live according to the standards and policies set forth by the institution and have good work ethics.

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Responding according to our actions:

- 1) There have been minimal complaints if any of our registration process and advising.
- 2) As faculty collaborated on standardizing rubrics and also submission and clarification of rubric summaries.
- 3) Advising has improved where each faculty are being more visual and are available by keeping their office hours and by having an open door policy to advise students. So far including Fall 2016 and Spring 2017 we have 93 students

graduating in AA in Liberal Arts.

- 4) As the result of regular faculty meetings, many issues have been addressed and resolved. Much work on assessments has been a continual dialog. Discussions of closing the loop have been ensued with reviews of each course matrix, rubrics, syllabi and alignment to outcomes have been a constant concern and faculty are more fully aware of the importance of assessment in aiding the department to improve and move forward. Faculty are providing their assessment for each course they have taught for dissemination in preparation for analyzing and moving onward closing the loop after Spring 2018.
- 5) Part of our assessment process was to engage in meetings with the Director of Curriculum and Assessment on sharing data and training on rubric summaries. The Department has completed its calibration and continued to share and dialogue on ways to improve course outcomes. Recommendations were provided by faculty on additional data to be shared with department. As a result, the faculty were able to identify some key concerns of criteria to address and come to a consensus and understanding of the importance of submission of data and assessment.

Outcome 2 Achievement(s): Responding according to our action

- 1) The outcomes of our department meetings were positive. We had discussions on some of the challenges within our department and we were able to come to a consensus of how we would work as partners to do more outreaching, provide incentives and to be more accommodating to the need of interested students in PE Department.
- 2) Being pro-active and visual in the schools has helped us to build a positive rapport of the college and our program. Also, one of our goals in being visual is to support and advocate for our PE Department program.

Outcome 3 Achievement(s): Responding according to our action

- 1) The success of having regular faculty and department meetings allowed us to resolve issues and or address challenges we have in our department. It has helped to shed more light on the assessment process whereas the faculty are aware how this process will help us not only meet our goals but to set higher goals for the department as we plan for growth.
- 2) The challenge has been to be personally ethical on the job. Be here daily, prepare and attend all courses and teach for the duration of the course period. There has been some improvement, but there is room still for more.

D. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other (<i>Please Explain</i>): Semester based faculty course evaluations.
2. Program or Division services offered that link to:	☒ Board Policies ☐ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	- Chapter 5 Policies
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	- Policy 5102: Faculty Orientation, Internship, and Institutional Development: Issue- Mandatory attendance of faculty during Graduation and Orientation..
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	- A policy needs to be established or perhaps further clarification regarding Policy 5314, to include consequences for students in the that consecutively fail a course (more than 3 times).
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	.

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

The following sections will serve as the ‘Planning’ function for your Program or Division **Fiscal Year 2018** 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.

B. Planning FY 2018 Outcomes:

*Please list your Program's or Division's Outcome(s) for **Fiscal Year 2018**. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.*

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: <u>Curriculum Planning and Assessment:</u> The Physical Education Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the AA in Liberal Arts. <i>Outcome 1 Expectations:</i> • Curriculum: ○ Cyclical review of course qualities and competencies • Assessment: ○ Cyclical assessment of courses and necessary processes for data collection, analysis, and evaluation.	☐ Ongoing Outcome ☒ New Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension
Outcome 2: <u>Instructional and Methodology Planning and Assessment:</u> The Physical Education department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary. <i>Outcome 2 Expectations:</i> • Instructional Delivery: ○ Cyclical review of faculty and staff instructional needs for Traditional and Nontraditional learning environments. • Methodology: ○ Cyclical review of instructional methods and pedagogy used in learning environments • Professional Development: ○ Increase faculty and staff to conduct workshops to internal and external stakeholders centering on pedagogy or content expertise.	☐ Ongoing Outcome ☒ New Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension
Outcome 3: <u>Internal and External Partnerships:</u> The Physical Education Department provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies. <i>Outcome 3 Expectations:</i> • Internal Partnerships: ○ Increase the articulation of courses and programs through local and off-island MOU ○ Solidify and procure funding for program expansion and services offered to the community and neighboring Islands ○ Increase outreach services in local schools for program awareness and career paths ○ Engage the Community Advisory Council to assess the needs of the public and private schools in American Samoa	☐ Ongoing Outcome ☒ New Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension

- External Partnerships: - Increase the articulation of program courses and degree(s) for student matriculation into other colleges/universities and/or gainful employment - Maintain accreditation with the ACCJC		
Outcome 4: Data Accountability: The Physical Education Department Faculty are accountable for all student data that include: student, faculty, and program statistics. <i>Outcome 4 Expectations:</i> - Course Data: - Cyclical process review for the dissemination, collection, and analysis of course assessment data (Semester Based) - Program Data: - Cyclical process review for the dissemination, collection, and analysis of program outcome competencies and qualities (Annually) - Cyclical process review of program data that include student achievement, student learning outcomes, and program learning outcomes. (Semester Based) - Cyclical process to review program compliance with accreditation standards and policies. (Annually) - Program student achievement data is made available to internal and external stakeholders periodically. (Annually) - Faculty Data: - Cyclical review of advisee(s) rosters and monitoring of student career paths for transferability and gainful employment. (Semester Based) - Student Data: - Cyclical review of student evaluation of instruction / course competencies (Semester Based)	☐ Ongoing Outcome ☒ New Outcome	☐ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension

Outcome 4:

Outcome 4 Expectations:

☐ Ongoing Outcome

Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Mission, Certificate, and degrees:</i> ▪ Review of Program outcome qualities to the program mission ▪ Review of program certificate and degrees to meet the needs of external agencies (<i>Refer to Outcome 3a and 3b</i>) ▪ Review of all matrices that include the alignment of course outcome competencies to program outcome qualities ▪ Alignment of program outcome qualities to the mission of the Physical Education Department certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Review of Curriculum Qualities and Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs.	▪ <i>A full review of the Physical Education department mission, certificate, and degrees has been completed.</i> ▪ <i>A full review of the Physical Education Department's outcome qualities and competencies is completed.</i> ○ Objective 2a: ▪ <i>Scheduling of Course offerings and faculty/adjunct faculty for the upcoming academic year (both regular and after hour sessions) and is approved by the Dean of Academic Affairs in a timely manner.</i> ○ Objective 3a: ▪ <i>An Academic Manual is compiled particularly Section A on Curriculum Review and Planning that will outline the following sections that include: A) Cycle, processes, and scheduling for the review of Program Outcome Qualities and B) Cycle, processes, and timeline review of course outcome competencies.</i>	clarification by the Dean of Academic Affairs for the budgeting of the following items: - Cost of offering course after hours and during summer: \$5,000 - Cost of scheduling adjunct faculty for regular session course offerings: \$5,000.00 - Cost of Textbooks: \$1000.00 - Supplementary Resources: \$3,000.00 - Equipment & Materials: \$3,000.00 - Technology, Multimedia, Peripherals: \$2,000.00 ☒ Local Funds: (<i>Please Specify</i>) ☒ Personnel 5100: - \$78,000 ☒ Materials & Supplies 5200 - Costs of Books, supplementary resources: Allocation: \$500.00 (<i>Please refer to the notes above.</i>) ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____
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▪ Review of program selected courses from the Co-Foundational requirements for the 2nd year to determine the appropriate content and necessary pre-requisites prior to taking Core Foundational courses. ▪ Review all common program rubrics utilized in majority of the courses and facilitate the processes of inter-rater reliability and calibration of results. • Objective 2a- Course Offering and Scheduling for Academic Year 2017-2018: The Physical Education Department Chairperson will work collaboratively with the Dean of Academic Affairs, faculty and Administrative technician to facilitate the scheduling and offering of both program and general education courses to fulfill the needs of students in the completion of their degree paths (AS in Accounting and Physical Education Management.). The projected offering of courses and costs is based on the numbers of courses offered in the Academic Year 2016-2017. ○ <i>Scheduling of Course Offerings:</i> ▪ Scheduling of After Hour or summer semesters/sessions costs for: <u>\$5,000.00</u> ○ <i>Scheduling of Adjunct Faculty based on student cohort career paths and costs:</i> ▪ Adjunct Faculty Cost: <u>\$5,000.00</u> (Including fall, spring and summer semesters/sessions: Calculation- total of 6 courses from co-foundational offered.) ○ <i>Timeline and processes for purchasing Course Textbooks:</i> ▪ Textbooks Costs for instructor: <u>\$1,000.00</u> (Including fall, spring and summer semesters/sessions: ○ <i>Timeline and processes for the Purchasing of Instructional Resources and Multimedia:</i> ▪ Supplementary Resources: Costs: <u>\$3,000.00</u> (Learning resources not limited to: workbooks, construction paper, scissors, glue, tape, notepads, pencils, pens, markers, etc.); (Calculation of		
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<i>fall, spring and summer semesters/sessions- 3 full-time faculty in the department</i> ▪ Technology, Multimedia and peripheral maintenance update/upgrade: <u>\$2,000.00</u> <i>(This includes external drives/USB flash-drives, power surge unit replacements, updating of all Mac and PC computers to the most updated OS version.)</i> ▪ Equipment: <u>3,000.00</u> <i>(toners for (1) Physical Education department printers/Xerox machine, and Xerox papers.)</i> • Objective 3a- Academic Affairs Program Manual Section A: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program curriculum. This manual should include <i>Section A Curriculum Review and Planning</i> that includes the following topics: ○ <i>Cycle, processes, and schedule of Program Outcome Qualities:</i> ▪ Review of Program outcome competencies curriculum matrices ▪ Review of alignment of course outcome competencies to program outcome qualities ▪ Review of alignment of program outcome qualities to the mission of the TED/ASBEP certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes, and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Cycle, Process, and Timeline Review of Course Outcome Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO)		
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▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. ▪ Review General Education competencies for the 3rd and 4th year. ▪ Review of program selected courses from the Co-Foundational requirements for the 2nd year to determine the appropriate content and necessary pre-requisites prior to taking Core Foundational courses. ▪ Review all common program rubrics utilized in majority of the courses and facilitate the processes of inter-rater reliability and calibration of results.		
Outcome 1b: <u>Program Assessment Review and Planning:</u> • Objective 1b- Assessment Review: The Physical Education department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Review of Course Learning Outcomes (CLO): (Formative and Summative): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. ▪ Review of Program Learning Outcomes (PLO): (Formative and Summative): % of PLO	Outcome 1b Criteria for Success: Assessment: Cyclical assessment of courses and necessary processes for data organization, dissemination, collection, analysis, and evaluation: ○ Objective 1b: ▪ <i>A complete review of Program data on outcome qualities and competencies is completed.</i> ○ Objective 2b: ▪ <i>An Academic Manual is compiled particularly Section B on Assessment Review and Planning that will outline the following sections that include the cycle, processes, and scheduling of: A) CLO B) PLO Assessment C) GEO Assessment D) ILO Assessment</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ Review of General Education Outcomes (GEO): <i>(Formative and Summative)</i>: % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ▪ Review of Institutional Learning Outcomes (ILO): <i>(Formative and Summative)</i>: % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes. • Objective 2b- Academic Program Manual Section B: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program assessment. This manual should include Section B Assessment Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Course Learning Outcomes (CLO): <i>(Formative and Summative)</i>: % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. ▪ Program Learning Outcomes (PLO): <i>(Formative and Summative)</i>: % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ General Education Outcomes (GEO): <i>(Formative and Summative)</i>: % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ▪ Institutional Learning Outcomes (ILO): <i>(Formative and Summative)</i>: % of ILO courses assessed, % of ILO per course, % of ILO assessed,		
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and assessment cycle of ILO outcomes.		
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Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. To allocate funding source for Department's field trip and outreach activities for program awareness. 2. Keep Adjunct position mainly for the PE courses.	Need for program awareness by conducting outreach out to the schools. Need for an adjunct in the Aerobics courses.	Cost: \$5,000.00 Requested Funding Source: Local Funds: (Please Specify) ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018:

Instructional and Methodology Planning and Assessment: The Physical Education department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 2a: <u>Program Review for Instructional Delivery and Methodology:</u> Objective 1a- Instructional Delivery: The Physical Education department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review to base the needs for traditional and nontraditional instructional delivery resources. <i>Review of Traditional Delivery Needs:</i> - Number of classrooms - Number of air conditioners per classroom - Number of classrooms with computers per program - Number of computers in each classroom per program - Number of classrooms	Outcome 2a Criteria for Success: Instructional Delivery and Methodology: Cyclical review of faculty and staff instructional needs, and review of instructional methods and pedagogy used in learning environments: Objective 1a: - An assessment of equipment, furniture, and resources is completed and a needs list is generated for Traditional instructional delivery needs. - An assessment of equipment, furniture, and resources is completed and a needs list is generated for Office needs. - An assessment of equipment, furniture, and resources is completed and a needs list is generated for Nontraditional instructional delivery needs. Objective 2a: - A complete review of teaching methods and pedagogy used by faculty has been documented.	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

with smart-boards per program ▪ Number of classrooms with printers per program ▪ Number of student desks in a classroom ▪ Number of student chairs in a classroom. ▪ Number of podiums in a classroom ▪ Number of White boards in a classroom ▪ Number of bulletin boards in a classroom ▪ Number of chalkboards in a classroom ○ <i>Review of Office and Advising Needs:</i> ▪ Number of computers in each office per program ▪ Number of offices with printers per program ▪ Number multimedia projectors per program ▪ Number of laptops per program ▪ Number of Teacher desk(s) in each office per program ▪ Number of shelves in each office per program ▪ Number of cabinets in each office per program ▪ Number of sofas/couches in each office per program ▪ Number of iPads per program ▪ Number of phone lines per program ○ <i>Review of Nontraditional Instructional Delivery Needs:</i> ▪ To revive Distance Education plan with the Dean of Academic Affairs and Student Services on avenues to accommodate the need student at remote sites as requested. ▪ Number of remote sites outside of ASCC. ▪ Number of distance learning resources (polycom, television, speakers, CMS system-Moodle, etc.). • Objective 2a- Instructional Methodology: The Physical Education department Chairperson will work collaboratively with faculty to account for the teaching	○ Objective 3a: ▪ <i>A Manual is compiled particularly Section C on types of learning environments and teaching methods and pedagogy that will outline the following sections that include: A) Definitions of Learning Environments B) Definitions of Teaching Methods utilized in all program courses.</i>	
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methods and pedagogy defined and utilized by faculty. ○ <i>Review of Teaching Methods/Pedagogy:</i> ▪ Review the types of teaching methods used versus the percentage per method used in all program courses. This also includes practical requirements for field experience. • Objective 3a- Academic Affairs Program Manual Section C: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program Teaching Methods and Pedagogy. This manual should include Section C: Teaching Methods and Pedagogy that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Teaching Methods and Pedagogy:</i> ▪ Types of Teaching Methods used (<i>Definition of Teaching Methods</i>) ▪ Common Teaching Methods used in all courses (<i>Definition of Signature and Capstone Methods</i>)		
Outcome 2b: Professional Development Planning: • Objective 1b- Professional Development A: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs and ASDOE personnel, and public/private school administrators to provide professional development. ○ <i>Internal Constituencies- Providing In-house Training:</i> ▪ Plan with the Dean of Academic Affairs to offer trainings/professional development during spring orientation or within the academic calendar as needed in the following areas: A) Assessing Student Learning B) Utilizing Course Management	Outcome 2b Criteria for Success: Professional Development A & B: An increase of program and staff based workshops for internal and external stakeholders centering on instructional methods and pedagogy based on expertise and assessment. Also, off-island and local professional development is provided for program faculty and staff for content and skill enhancements: ○ Objective 1b- Professional Development A: ▪ <i>Internal Constituencies In-house Trainings in the areas of: A) Assessing Student Learning, B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods/Pedagogy.</i> ▪ <i>External Constituencies Outreach Trainings in the areas of: A) Teaching Methods and</i>	Cost: \$10,000.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) : - Professional Development B: Off-island - Professional Training on Island. To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: ☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____ Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) ☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400

Systems to deliver instruction C) Teaching Methods, etc. ○ <i>External Constituencies- Providing Training:</i> ▪ Plan with Directors or assigned personnel, and public/private school administrators to offer trainings/professional development during school orientation or within the academic calendar as needed in the following areas: A) Teaching Methods and Pedagogy B) Assessing student learning, etc. <i>(Our goal is to sell our services with the hopes that we can establish a MOU with DOE and Private Schools for these particular services.)</i> • Objective 2b- Professional Development B: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs to identify and provide professional development for program faculty and staff. ○ <i>Areas for Professional Development for Faculty and Staff:</i> ▪ Trends/Updates in Closing the Loops in Assessment and Evaluating Program Curriculum- <i>Off-island ARC or ACCJC Annual Conference</i> in April 2018: <u>\$5000.00</u> <i>(1 instructor)</i> ▪ Accreditation- <i>Local Professional Development:</i> ALO and Assistant ALO ▪ Data Accountability- <i>Local Professional Development:</i> Off-campus Weekend Retreat: <u>\$5,000.00</u> <i>(Including costs for venue, food, and stipends for presenters and for faculty and staff participation as deemed necessary.)</i>	<i>Pedagogy B) Assessing Student Learning, etc.</i> ○ Objective 2b- Professional Development B: ▪ <i>Professional Development local trainings and Retreat for faculty and staff in the areas of: A) Accreditation B) Data Accountability</i>	☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
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Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Internal and External Partnerships: The PE Department provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 3a: Internal and External Partnerships: • Objective 1a- Internal Partnerships: The Physical Education department chairperson will plan collaboratively with the Dean of Academic Affairs to facilitate the articulation needs and awareness for Education majors to assure a smooth transition for students seeking transferability and/or gainful employment. ○ Increase outreach and awareness services in public and private schools. ▪ Solidify a calendar of set dates each year with the public and private schools for program awareness and presentations on program career path opportunities for interested students and in-service teachers. ○ To solidify professional training needs for the community, private or public schools. ▪ The Physical Education departments continue to provide outreach to the High School students, presentations to the public and private sectors, and	Outcome 3a Criteria for Success: Internal and External Partnerships: Physical Education department increases its services to meet the transferability, gainful employment, and profession needs (content and pedagogical) needs for its students and constituencies: ○ Objective 1a- Internal Partnerships: ▪ There is an increase in Physical Education Department outreach and awareness services in public and private schools. ▪ There is an increase in the offering of professional training (education based qualities and competencies) for the community, private or public schools. ▪ The Community Advisory Council evaluates the needs of the community for the improvement of certificate and degrees offered. ○ Objective 2a- External Partnerships: ▪ Processes are improved for education majors seeking transfer to other institutions of higher learning. ▪ Tracking processes are improved for education majors that enter the workforce.	Cost: \$500.00 Funding Source: ☐ Grant or MOU: (Please Specify) To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: - Preparation for outreach to schools and private sectors.(\$300.00) - Community Advisor Council: \$200.00 (To cover the costs of meals.) ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

the community at large. (\$300.00, mainly for transportation and pamphlets). ○ To utilize the Physical Education department's Community Advisory Council more frequently to evaluate the community needs necessary for the improvement of certificate and degrees offered. ▪ The Physical Education department Chairperson will organize two meetings particularly for the Community Advisory Council to discuss the educational needs of the territory as well as the future direction in the offering of educational certificates and degrees: <u>\$200.00</u> (To provide refreshments for the meetings.) • Objective 2a- External Partnerships: The Physical Education department chairperson will plan collaboratively with the Dean of Student Services to track the matriculation needs for Education majors to assure a smooth transition for students seeking transferability. ○ Solidify processes for Student Matriculation: ▪ The Physical Education department chairperson will work collaboratively with the Dean of Student Services to strengthen the matriculation counseling processes for Liberal Arts major that wish to pursue a higher education degree or transfer to other institutions of higher learning. ○ Solidify tracking processes for Education Majors: ▪ The Physical Education department chairperson will work collaboratively with the Dean of Student Services to strengthen the tracking of education majors that enter the workforce.	○ Objective 2b- External Partnerships (Accreditation): ▪ Physical Education department Faculty and staff are aware of the trends in Accreditation Standards, Eligibility Requirements, and Commission Policies pertaining to ACCJC requirement. ▪ Physical Education department chairperson works collaboratively with the ALO and Assistant ALO to standardize necessary data sets following a semester based/annual cycle that coincides with the ASCC requirements for accreditation reporting. ○ Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs (Recommendations for Accreditation Substantive Changes as deemed necessary.)	
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• Objective 2b- External Partnerships (Accreditation): The Physical Education department chairperson will schedule meetings to collaboratively plan with the ASCC Accreditation Liaison Officer and the Assistant Accreditation Liaison Officer to assure compliance with the WASC-ACCJC Eligibility Requirements, Standards, and Commission Policies. ○ <i>Awareness of Trends of the Accreditation Standards:</i> ▪ The Physical Education department chairperson will organize two meetings (<i>1 meeting each semester</i>) to discuss and present to faculty necessary updates in Accreditation Eligibility Requirements, Standards, and Commission Policies. ▪ The Physical Education department chairperson will participate in Accreditation Annual Trainings. ○ <i>Promote accreditation awareness and continued compliance:</i> ▪ The Physical Education department chairperson will provide necessary data regarding faculty, curriculum, assessment, resources, evaluation, and information required for the reporting of continued compliance with Accreditation Standards and policies. ○ <i>Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs:</i> ▪ The Department Chairperson will work collaboratively with the Accreditation Liaison officers to assess the needs of the public and private schools in primary and secondary education. ▪ The Department chairperson in consultation with the Dean		
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of Academic Affairs, ASDOE Director or assigned personnel, ALOs, vice presidents, and ASCC President will provide recommendations to the Board of Higher on accreditation substantive change proposals as deemed necessary.		
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Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Data Accountability: Physical Education Department Chairperson and Faculty are accountable for all student data that include: student, faculty, and program statistics.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 4a: Student Data Accountability: ○ Objective 1a- Student Enrollment Statistics: Physical Education Department Chairman, and faculty will collaborate with the Registrar to effectively track enrollment statistics for all students seeking <i>AA in Liberal Arts degree</i>. ○ <i>Physical Education Department supports courses offered under the AA in Liberal Arts degree Declared Majors:</i> ▪ Disaggregated number and percentage of students	Outcome 4a Criteria for Success: Student Data Accountability: The Physical Education Department will define, collect, monitor, analyze, and report student data statistics to internal and external stakeholders that include: ○ Objective 1a: ▪ <i>Student enrollment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 2a: ▪ <i>Course offering statistics are compiled and disseminated accordingly to internal and</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

enrolled in the <i>AA in Liberal Arts degree</i> (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students enrolled in the COP. (<i>Gender, ethnicity, age</i>) • Objective 2a- Course Offering Statistics: Physical Education Department Chairman and faculty will collaborate with the Registrar to effectively track course offering statistics for all courses offered. ○ <i>Math Courses Offered:</i> ▪ Past 3-5 years (<i>Number and Percentage of all courses offered.</i>) ▪ Past 3-5 years (<i>Number and Percentage of cancelled courses due to low enrollment / no enrollment.</i>) ▪ Past 3-5 years (<i>Number and Percentage of courses that were not offered.</i>) • Objective 3a- Student Graduation Statistics: Physical Education Department Chairman and faculty will collaborate with the Registrar to effectively track graduation statistics for certificates and degrees conferred. ○ <i>Physical Education Department offers courses to support Conferred Degrees:</i> ▪ Past 3-5 years (<i>Number and Percentage of AA in Liberal Arts degree conferred.</i>) • Objective 4a- Student Transfer Statistics: Physical Education Department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student transfer statistics. ○ <i>Physical Education Department Transferability:</i> ▪ Past 3-5 years (<i>Number and Percentage of AA in Liberal Arts degree students that transfer to off-island colleges or universities.</i>) ▪ Past 3-5 years (<i>Number and Percentage of AA in Liberal Arts degree students that transfer into</i>	<i>external stakeholders.</i> ○ Objective 3a: ▪ <i>Graduation statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 4a: ▪ <i>Transfer statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 5a: ▪ <i>Employment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 6a: ▪ <i>Time to Degree statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 7a: ▪ <i>An Academic Affairs Manual is compiled particularly Section E: Student Statistics that will outline the cycle and processes for the following sections: A) Enrollment Statistics B) Course Offering Statistics C) Graduation Statistics D) Transfer Statistics E) Employment Statistics F) Time to Degree Statistics.</i>	
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<i>the Bachelor. program.)</i> ▪ Past 3-5 years (<i>Number and Percentage of students that completed their Bachelor. and continue to pursue a Masters Degree.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their Masters Degree and continue to pursue a Doctorate Degree.</i>) • Objective 5a- Student Employment Statistics: Physical Education Department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student gainful employment statistics. ○ <i>Physical Education Department Employment:</i> ▪ Past 3-5 years (<i>Number and Percentage of students that completed their AA in Liberal Arts degree and are now employed by ASG.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their AA in Liberal Arts degree and are now employed outside of ASDOE (public agencies or private sectors.)</i>) • Objective 6a- Student Cohort Tracking Statistics (Time to Degree): Physical Education Department Chairman and faculty will collaborate with the Registrar and the Institutional Researcher to effectively track cohort Time to Degree statistics. ○ <i>Physical Education Department Cohort Tracking:</i> ▪ Past 3-5 years (<i>Number of students sorted by cohort that complete an AA in Liberal Arts within 150% normal time of completion.</i>) ▪ Past 3-5 years (<i>Number of student sorted by cohort that take more than 150% normal time of completion to complete an AA in Liberal Arts</i>		
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<i>requirements.)</i> • Objective 7a- Academic Program Manual Section E: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify Program Student Statistics. This manual should include Section E: Program Student Statistics that include the following topics: ○ <i>Cycle and processes for collecting student data statistics that include:</i> ▪ Student Enrollment Statistics ▪ Course Offering Statistics ▪ Graduations Statistics ▪ Transfer Statistics ▪ Employment Statistics ▪ Time to Degree Statistics		
Outcome 4b: Faculty Data Accountability: • Objective 1b- Faculty Statistics: Physical Education Department Chairperson and faculty will collaborate with the Human Resources Officer to effectively track faculty statistics based on degrees, expertise, and expectations. ○ <i>Physical Education Department Faculty Statistics:</i> ▪ Disaggregated number and percentage of faculty. (<i>Gender, ethnicity, age</i>) ○ <i>Physical Education Department Faculty Expertise:</i> ▪ Number and percentage of faculty teaching within their expertise. ▪ Number and percentage of faculty cross teaching according to expertise. ▪ Number and percentage of adjunct faculty teaching within their expertise. ▪ Number and percentage of adjunct faculty cross teaching according to their expertise. ○ <i>Physical Education Department Faculty Qualifications:</i> ▪ Number and percentage of faculty with doctorate	Outcome 4b Criteria for Success: Faculty Data Accountability: The Physical Education department monitors and archives faculty data statistics: ○ Objective 1b: ▪ <i>Disaggregated Faculty statistics</i> ▪ <i>Faculty Expertise statistics</i> ▪ <i>Faculty Qualification statistics</i> ▪ <i>Faculty Professional Development statistics</i> ▪ <i>Faculty Personal Development and Career Enhancements statistics</i> ▪ <i>Faculty Merit statistics</i> ▪ <i>Faculty Performance Evaluation Statistics</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

- degrees. ▪ Number and percentage of faculty with master degrees. ▪ Number and percentage of faculty that were hired that meet the minimum requirements. ▪ Number and percentage of faculty that were hired that meet the maximum requirements. ○ <i>Physical Education Department Professional Development:</i> ▪ Past 3-5 years (Number and percentage of faculty who received off-island professional development in the areas of: Assessment, Accreditation, Technology, Data Accountability, Content, Technology, etc.) ○ <i>Physical Education Department Personal Development and Career Enhancements:</i> ▪ Past 3-5 years (Number of faculty that completed 15-30 credits for skill/content enrichment or career opportunities.) ▪ Number and percentage of faculty that are pursuing a higher degree (ED.D. or PH.D.) in their field of expertise. ○ <i>Physical Education Department Faculty Merits:</i> ▪ Past 3-5 years (Number and percentage of faculty that completed a higher degree.) ▪ Past 3-5 years (Number and percentage of faculty that were promoted to higher positions in higher education or elsewhere.) ▪ Past 3-5 years (Number and percentage of faculty with personal accomplishments such publications, teacher of the year, etc.) ○ <i>Physical Education Department Faculty Performance Evaluation:</i> ▪ Past 3-5 years (Number and percentage of faculty that have been evaluated		
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<i>annually.)</i> ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Outstanding Criterion on their performance evaluation.)</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Satisfactory Criterion on their performance evaluation.)</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Needs Improvement Criterion on their performance evaluation.)</i>)		
Outcome 4c: Student Learning Outcome (SLO) Data Accountability: • Objective 1c- SLO Statistics: Physical Education Department Chairperson, faculty, and staff are fully accountable for the monitoring, collecting, analyzing, archiving, and reporting of all SLO Data that includes: Course Learning Outcomes, Program Learning Outcome, General Education Outcomes, and Institutional Learning Outcomes statistics. (<i>Referencing Physical Education Department Outcome 1b- Objectives 1b and 2b</i>): ○ <i>Course Learning Outcome (CLO) Statistics: Physical Education Department faculty are fully accountable for the assessing and reporting of CLO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per course. (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students assessed per achievement of course outcome. (<i>Gender, ethnicity, age</i>) ○ <i>Program Learning Outcome (PLO) Statistics: Physical Education Department faculty are fully accountable for the assessing and reporting of PLO statistics that include:</i> ▪ Disaggregated number	Outcome 4c Criteria for Success: SLO Data Accountability: The Physical Education Department Chairperson and faculty report accurate SLO data on student achievement of program qualities and course qualities each semester that include the following statistics: ○ Objective 1c: ▪ <i>Disaggregated CLO statistics</i> ▪ <i>Disaggregated PLO statistics</i> ▪ <i>Disaggregated GEO statistics</i> ▪ <i>Disaggregated ILO statistics</i> ○ Objective 2c: ▪ <i>A Manual is compiled particularly Section F: SLO Statistics that will outline the cycle, processes, and responsible constituencies for the reporting of: A) CLO Statistics B) PLO Statistics C) GEO Statistics D) ILO Statistics</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

and percentage of students assessed per PLO for AA in Liberal Arts . (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students assessed per achievement for each PLO for AA in Liberal Arts . (<i>Gender, ethnicity, age</i>) ○ <i>General Education Outcomes (GEO) Statistics: Physical Education Department faculty are fully accountable for the assessing and reporting of GEO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per GEO. (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students assessed per achievement for each GEO. (<i>Gender, ethnicity, age</i>) ○ <i>Institutional Learning Outcomes (ILO) Statistics: Physical Education Department faculty are fully accountable for the assessing and reporting of ILO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per ILO. (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students assessed per achievement of each ILO. (<i>Gender, ethnicity, age</i>) • Objective 2c- Academic Affairs Program Manual Section F: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify SLO Statistics. This manual should include Section F: SLO Statistics that include the following topics: ○ <i>Cycle, processes, and responsible constituencies in the collecting SLO data statistics that include:</i> ▪ CLO statistics ▪ PLO statistics ▪ GEO statistics ▪ ILO statistics		
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Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. None at this time.

Section VI: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. Physical Education Department Chairman	Holding monthly faculty meetings addressing assessment and faculty training, and needs of instructional improvements
2. Dean of Academic Affairs	Professional Development (Institutional Learning Outcomes & Student Achievement Training, Articulation, and Accreditation)
3. Director of Institutional Effectiveness	Professional Development (Data Accountability are Archiving Training & Accreditation)
4. Chief Information Officer	Upgrading of computers, software, peripherals
5. Dean of Student Services	Provide student services
6. Human Resources Officer	Solidifying processes for tracking faculty data for PE Department.
7. Institutional Researcher	Programs Statistical Data Reports and access.

Science Department

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Science Department
Contact Person:	Dr. Randel DeWees
Contact Information:	r.dewees@amsamoa.edu / 699-9155 ext.
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018 / Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
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. The department offers introductory and transferable courses in the areas of Biology, Chemistry, Oceanography, and Physics that fulfill the basic requirements for graduation. In addition, the department offers a two-semester biology sequence for the life sciences such as nursing, pre-medicine, pre-chiropractic, pre-dental, pre-veterinarian, and allied health majors as well as other science majors. 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. <i>To meet this mission, the department offers the following degree and certificate programs of studies:</i> • Associate of Science degree in Marine Science • Certificate of Proficiency in Marine Option Program (MOP)
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Section III: Program or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: Program or Division Outcomes and Actions (<i>Academic Year 2016-2017</i>)	
Outcome 1- Statement: Science Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the AS in Marine Science, and COP in Marine Option Program.	1) Science department Faculty were involved with the fall 2016, spring 2017, and summer 2017 registration and advising during priority registration and office hours. 2) Science department Faculty have reviewed and standardized its rubrics for all its courses. The department continued to meet with the Director of Assessment and Curriculum to share results of assessment data, identify strengths and weaknesses on achievement of outcomes. 3) Every faculty member does students' academic advisory not only during registration but also throughout the semester 4) Faculty Meetings are held regularly to address assessment and instructional needs and concerns. Dialogue on course outcomes are addressed as well as the alignment: CLO → PLO →ILO 5) To further assure best practices the faculty have had calibration sessions and will continue them in every semester so faculty have the same understanding of criteria of rubrics used to assess students' work. AS a result of calibration, several CLO have been revised for the Science Department. 6) The Science department offered its courses mainly in Rm20. The Science department lab houses several computers for its lab mainly for the taxation course and accounting.
Outcome 2- Statement: Science Department faculty and students will continue to build and strengthen its departmental relationships with all internal and external stakeholders to include: ASCC Divisions and Departments, ACNR, ASDOE, Marine and Wildlife, Private Sections, and the community at large.	1) The Science department established a positive working relationship with ASDOE high schools in promoting students interests in the Science World. The department provided outreach to the High Schools and private sectors. Marine Science faculty have also established partnerships with Marine and Wildlife Division for promoting Marine Science. 2) The department faculty and Chairperson have been proactive in providing professional development to schools when we are invited. 3) Science department faculty has presented to the high school seniors to encourage them to attend ASCC while promoting the Science Program and ASCC programs. 4) Science major students have returned and worked at various Branches of the Government such Marine Science and Wildlife. 5) The Science Department continued to promote Science

	majors through practical experiences through service learning, conducting surveys, conducting trainings, and outreach to the schools and private sectors.
Outcome 3- Statement: Science Department faculty and students will continue to maintain and uphold all criterion and standards set by the Accrediting agency; degree namely the ACCJC, for both the AS in Marine Science and COP in Marine Option Program.	1) Science Students' involved with service learning are presented with an Employer survey to be shared with faculty and Chairperson. This would allow faculty to strengthen problem areas and to improve on curricular issues and concerns from outside Agencies and community. Commendations are noted on the employer survey on the strengths of the program and the students' skills and knowledge. 2) Regular faculty meetings and scheduled departmental meetings are held to address pertinent issues and or to review assessment and curricular aims. Several faculty sessions were held to update and standardize rubrics, review matrices and to align our outcomes: ILO's, PLO's and CLO's. 3) Faculty will be ethical, respectful and be models for our students. Science faculty will uphold and live according to the standards and policies set forth by the institution and have good work ethics.

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Responding according to our actions:

- 1) There have been minimal complaints if any of our registration process and advising.
- 2) As faculty collaborated on standardizing rubrics and also submission and clarification of rubric summaries.
- 3) Advising has improved where each faculty are being more visual and are available by keeping their office hours and by having an open door policy to advise students. So far including Fall 2016 and Spring 2017 we have *2 students earning their AS Degree in Marine Science*.
- 4) As the result of regular faculty meetings, many issues have been addressed and resolved. Much work on assessments has been a continual dialog. Discussions of closing the loop have been ensued with reviews of each course matrix, rubrics, syllabi and alignment to outcomes have been a constant concern and faculty are more fully aware of the importance of assessment in aiding the department to improve and move forward. Faculty are providing their assessment for each course they have taught for dissemination in preparation for analyzing and moving onward closing the loop after Spring 2018.
- 5) Part of our assessment process was to engage in meetings with the Director of Curriculum and Assessment on sharing data and training on rubric summaries. Recommendations were provided by faculty on additional data to be shared with department. As a result, the faculty were able to identify some key concerns of criteria to address and come to a consensus and understanding of the importance of submission of data and assessment.

Outcome 2 Achievement(s): Responding according to our action

- 1) The outcomes of our department meetings were positive. We had discussions on some of the challenges within our department and we were able to come to a consensus of how we would work as partners to do more outreaching, provide incentives and to be more accommodating to the need of interested students in Science department.
- 2) Being pro-active and visual in the schools has helped us to build a positive rapport of the college and our program. Also, one of our goals in being visual is to support and advocate for our Science department program. As we attend these events, we also met and mingled with school administrators, teachers, parents, and representative(s) from the Department of Education while supporting our own Marine Science students.
- 3) As a result, we have been able to persuade some serious senior students to take interest in programs offered in the Science department and also reaching out to others to attend ASCC as the college has other programs that they could be interested in. At these presentations and Island wide Science Fair Day, and Island wide Science Symposium the Science Department Chairperson shared the program and benefits to interested students.
- 4) One of our best achievements is with our students who graduated from our AS in Marine Science are able to return home and work with our local government in the Marine Science field.

Outcome 3 Achievement(s): Responding according to our action

- 1) The success of having regular faculty and department meetings allowed us to resolve issues and or address challenges we have in our department. It has helped to shed more light on the assessment process whereas the faculty are aware how this process will help us not only meet our goals but to set higher goals for the department as we plan for growth.
- 2) The challenge has been to be personally ethical on the job. Be here daily, prepare and attend all courses and teach for

the duration of the course period. There has been some improvement, but there is room still for more.

D. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other (<i>Please Explain</i>): Semester based faculty course evaluations.
2. Program or Division services offered that link to:	☒ Board Policies ☐ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	- Chapter 5 Policies
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	- Policy 5102: Faculty Orientation, Internship, and Institutional Development: Issue- Mandatory attendance of faculty during Graduation and Orientation..
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	- A policy needs to be established or perhaps further clarification regarding Policy 5314, to include consequences for students in the that consecutively fail a course (more than 3 times).
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	.

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

The following sections will serve as the ‘Planning’ function for your Program or Division ***Fiscal Year 2018*** 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.

B. Planning FY 2018 Outcomes:

*Please list your Program's or Division's Outcome(s) for **Fiscal Year 2018**. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.*

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: <u>Curriculum Planning and Assessment:</u> The Science Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the AS in Marine Science and COP in Marine option program. <i>Outcome 1 Expectations:</i> - Curriculum: - Cyclical review of course qualities and competencies - Assessment: - Cyclical assessment of courses and necessary processes for data collection, analysis, and evaluation.	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension
	☒ New Outcome	

Outcome 2: <u>Instructional and Methodology Planning and Assessment:</u> The Science department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary. <i>Outcome 2 Expectations:</i> • Instructional Delivery: ○ Cyclical review of faculty and staff instructional needs for Traditional and Nontraditional learning environments. • Methodology: ○ Cyclical review of instructional methods and pedagogy used in learning environments • Professional Development: ○ Increase faculty and staff to conduct workshops to internal and external stakeholders centering on pedagogy or content expertise.	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension
☒ New Outcome		
Outcome 3: <u>Internal and External Partnerships:</u> The Science Department provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies. <i>Outcome 3 Expectations:</i> • Internal Partnerships: ○ Increase the articulation of courses and programs through local and off-island MOU ○ Solidify and procure funding for program expansion and services offered to the community and neighboring Islands ○ Increase outreach services in local schools for program awareness and career paths ○ Engage the Community Advisory Council to assess the needs of the public and private schools in American Samoa • External Partnerships: ○ Increase the articulation of program courses and degree(s) for student matriculation into other colleges/universities and/or gainful employment ○ Maintain accreditation with the ACCJC	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension
☒ New Outcome		
Outcome 4: <u>Data Accountability:</u> The Science Department Faculty are accountable for all student data that include: student, faculty, and program statistics. <i>Outcome 4 Expectations:</i> • Course Data: ○ Cyclical process review for the dissemination, collection, and analysis of course assessment data (Semester Based) • Program Data: ○ Cyclical process review for the dissemination, collection, and analysis of program outcome competencies and qualities (Annually) ○ Cyclical process review of program data that include student achievement, student learning outcomes, and program learning outcomes. (Semester Based) ○ Cyclical process to review program compliance with accreditation standards and policies. (Annually)	☐ Ongoing Outcome	☐ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension
☒ New Outcome		

○ Program student achievement data is made available to internal and external stakeholders periodically. (Annually) • Faculty Data: ○ Cyclical review of advisee(s) rosters and monitoring of student career paths for transferability and gainful employment. (Semester Based) • Student Data: ○ Cyclical review of student evaluation of instruction / course competencies (Semester Based)		
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Section IV.B: Program or Division Planning Context “How do we get there?”

C. Program or Division Plans, Activities, and Resources:

*Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)*

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018:

Curriculum Planning and Assessment: The Science Department provides a curriculum conducive to the teaching needs for all pre-service and in-service teachers.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 1a: Program Curriculum Review and Planning: • Objective 1a- Curriculum Review: The Science department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Mission, Certificate, and degrees:</i> ▪ Review of Program outcome qualities to the program mission ▪ Review of program certificate and degrees to meet the needs of external agencies (<i>Refer to Outcome 3a and 3b</i>) ▪ Review of all matrices that include the alignment of course outcome competencies to program outcome qualities	Outcome 1a Criteria for Success: Curriculum: Cyclical review of course qualities and competencies: ○ Objective 1a: ▪ <i>A full review of the Science department mission, certificate, and degrees has been completed.</i> ▪ <i>A full review of the Science Department’s outcome qualities and competencies is completed.</i> ○ Objective 2a: ▪ <i>Scheduling of Course offerings and faculty/adjunct faculty for the upcoming academic year (both regular and after hour sessions) and is approved by the Dean of Academic Affairs in a timely manner.</i> ○ Objective 3a: ▪ <i>An Academic Manual is compiled particularly Section A on Curriculum Review and Planning that will outline the</i>	Cost: \$228,000.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) To seek grant funding as applicable and to seek clarification by the Dean of Academic Affairs for the budgeting of the following items: - Cost of offering courses after hours and summer sessions: \$15,000.00 - Cost of scheduling adjunct faculty for regular session course offerings: \$10,000.00 - Cost of Textbooks for faculty: \$2000.00 - Supplementary Resources: \$3,000.00 - Equipment & Materials: \$3,000.00 - Technology, Multimedia, Peripherals: \$10,000.00 ☒ Local Funds: (<i>Please Specify</i>) ☒ Personnel 5100: - \$184,500.00 ☒ Materials & Supplies 5200 - Costs of Books, supplementary resources: Allocation: \$500.00 (Please refer to the notes above.) ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

▪ Alignment of program outcome qualities to the mission of the Science Department certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Review of Curriculum Qualities and Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. • Objective 2a- Course Offering and Scheduling for Academic Year 2017-2018: The Science Department Chairperson will work collaboratively with the Dean of Academic Affairs, faculty and Administrative technician to facilitate the scheduling and offering of both program and general education courses to fulfill the needs of students in the completion of their degree paths (AS in Marine Science and COP in Marine option program..). The projected offering of courses and costs is based on the numbers of courses offered in the Academic Year 2016-2017. ○ <i>Scheduling of Course Offerings:</i> ▪ Scheduling of After Hour or summer semesters/sessions costs for: <u>\$15,000.00</u> ○ <i>Scheduling of Adjunct Faculty based on student cohort career</i>	<i>following sections that include: A) Cycle, processes, and scheduling for the review of Program Outcome Qualities and B) Cycle, processes, and timeline review of course outcome competencies.</i>	
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<i>paths and costs:</i> ▪ Adjunct Faculty Cost: <u>\$10,000.00</u> (Including fall, spring and summer semesters/sessions: Calculation- total of 6 courses from co-foundational offered.) ○ <i>Timeline and processes for purchasing Course Textbooks:</i> ▪ Textbooks Costs for instructor: <u>\$1,000.00</u> (Including fall, spring and summer semesters/sessions: ○ <i>Timeline and processes for the Purchasing of Instructional Resources and Multimedia:</i> ▪ Supplementary Resources: Costs: <u>\$3,000.00</u> (Learning resources not limited to: workbooks, construction paper, scissors, glue, tape, notepads, pencils, pens, markers, etc.); (Calculation of fall, spring and summer semesters/sessions- 3 full-time faculty in the department ▪ Technology, Multimedia and peripheral maintenance update/upgrade: <u>\$10,000.00</u> (This includes external drives/USB flash-drives, power surge unit replacements, updating of all Mac and PC computers to the most updated OS version.) ▪ Equipment: <u>3,000.00</u> (toners for (3) Science department printers/Xerox machine, and Xerox papers.) • Objective 3a- Academic Affairs Program Manual Section A: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program curriculum. This manual should include Section A Curriculum Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule of Program Outcome Qualities:</i> ▪ Review of Program outcome competencies curriculum matrices ▪ Review of alignment of course outcome competencies to program outcome qualities ▪ Review of alignment of program outcome qualities to		
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the mission of the Science certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes, and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Cycle, Process, and Timeline Review of Course Outcome Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs.		
Outcome 1b: <u>Program Assessment Review and Planning:</u> • Objective 1b- Assessment Review: The Science department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Review of Course Learning Outcomes (CLO): (Formative and Summative): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs,	Outcome 1b Criteria for Success: Assessment: Cyclical assessment of courses and necessary processes for data organization, dissemination, collection, analysis, and evaluation: ○ Objective 1b: ▪ <i>A complete review of Program data on outcome qualities and competencies is completed.</i> ○ Objective 2b: ▪ <i>An Academic Manual is compiled particularly Section B on Assessment Review and Planning that will outline the following sections that include the cycle, processes, and scheduling of: A) CLO B) PLO Assessment C) GEO Assessment D) ILO Assessment</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

and assessment cycle for the assessment of Course Learning Outcomes. ▪ Review of Program Learning Outcomes (PLO): (<i>Formative and Summative</i>): % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ Review of General Education Outcomes (GEO): (<i>Formative and Summative</i>): % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ▪ Review of Institutional Learning Outcomes (ILO): (<i>Formative and Summative</i>): % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes. • Objective 2b- Academic Program Manual Section B: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program assessment. This manual should include Section B Assessment Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Course Learning Outcomes (CLO): (<i>Formative and Summative</i>): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. ▪ Program Learning Outcomes (PLO): (<i>Formative and Summative</i>): % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ General Education Outcomes (GEO): (<i>Formative and Summative</i>): % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle		
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of GEO outcomes. ▪ Institutional Learning Outcomes (ILO): (Formative and Summative): % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes.		
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Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. To allocate funding source for Department's outreach to the schools and neighboring Islands.	Students can be able to participate with outreach to the community and also neighboring Islands promoting Science Programs.	Cost: \$5,000.00 Requested Funding Source: Seek Grant funding source for marine science outreach and camps. Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018:

Instructional and Methodology Planning and Assessment: The Science department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 2a: Program Review for Instructional Delivery and Methodology: • Objective 1a- Instructional Delivery: The Science department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review to base the needs for traditional and nontraditional instructional delivery resources. ○ <i>Review of Traditional Delivery Needs:</i> - Number of classrooms - Number of air conditioners per	Outcome 2a Criteria for Success: Instructional Delivery and Methodology: Cyclical review of faculty and staff instructional needs, and review of instructional methods and pedagogy used in learning environments: ○ Objective 1a: - An assessment of equipment, furniture, and resources is completed and a needs list is generated for Traditional instructional delivery needs. - An assessment of equipment, furniture, and resources is completed and a needs list is generated for Office needs. - An assessment of equipment,	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

classroom ▪ Number of classrooms with computers per program ▪ Number of computers in each classroom per program ▪ Number of classrooms with smart-boards per program ▪ Number of classrooms with printers per program ▪ Number of student desks in a classroom ▪ Number of student chairs in a classroom. ▪ Number of podiums in a classroom ▪ Number of White boards in a classroom ▪ Number of bulletin boards in a classroom ▪ Number of chalkboards in a classroom ○ <i>Review of Office and Advising Needs:</i> ▪ Number of computers in each office per program ▪ Number of offices with printers per program ▪ Number multimedia projectors per program ▪ Number of laptops per program ▪ Number of Teacher desk(s) in each office per program ▪ Number of shelves in each office per program ▪ Number of cabinets in each office per program ▪ Number of sofas/couches in each office per program ▪ Number of iPads per program ▪ Number of phone lines per program ○ <i>Review of Nontraditional Instructional Delivery Needs:</i> ▪ To revive Distance Education plan with the Dean of Academic Affairs and Student Services on avenues to accommodate the need student at remote sites as requested. ▪ Number of remote sites outside of ASCC. ▪ Number of distance learning resources	<i>furniture, and resources is completed and a needs list is generated for Nontraditional instructional delivery needs.</i> ○ Objective 2a: ▪ <i>A complete review of teaching methods and pedagogy used by faculty has been documented.</i> ○ Objective 3a: ▪ <i>A Manual is compiled particularly Section C on types of learning environments and teaching methods and pedagogy that will outline the following sections that include: A) Definitions of Learning Environments B) Definitions of Teaching Methods utilized in all program courses.</i>	
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(polycom, television, speakers, CMS system-Moodle, etc.). • Objective 2a- Instructional Methodology: The Science department Chairperson will work collaboratively with faculty to account for the teaching methods and pedagogy defined and utilized by faculty. ○ <i>Review of Teaching Methods/Pedagogy:</i> ▪ Review the types of teaching methods used versus the percentage per method used in all program courses. This also includes practical requirements for field experience. • Objective 3a- Academic Affairs Program Manual Section C: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program Teaching Methods and Pedagogy. This manual should include Section C: Teaching Methods and Pedagogy that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Teaching Methods and Pedagogy:</i> ▪ Types of Teaching Methods used (<i>Definition of Teaching Methods</i>) ▪ Common Teaching Methods used in all courses (<i>Definition of Signature and Capstone Methods</i>)		
Outcome 2b: Professional Development Planning: • Objective 1b- Professional Development A: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs and ASDOE personnel, and public/private school administrators to provide professional development. ○ <i>Internal Constituencies- Providing In-house Training:</i> ▪ Plan with the Dean of Academic Affairs to offer	Outcome 2b Criteria for Success: Professional Development A & B: An increase of program and staff based workshops for internal and external stakeholders centering on instructional methods and pedagogy based on expertise and assessment. Also, off-island and local professional development is provided for program faculty and staff for content and skill enhancements: ○ Objective 1b- Professional Development A:	Cost: \$10,000.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) - Professional Development B: Off-island - Professional Training on Island. To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: ☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>)

trainings/professional development during spring orientation or within the academic calendar as needed in the following areas: A) Assessing Student Learning B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods, etc. ○ <i>External Constituencies- Providing Training:</i> ▪ Plan with Directors or assigned personnel, and public/private school administrators to offer trainings/professional development during school orientation or within the academic calendar as needed in the following areas: A) Teaching Methods and Pedagogy B) Assessing student learning, etc. <i>(Our goal is to sell our services with the hopes that we can establish a MOU with DOE and Private Schools for these particular services.)</i> • Objective 2b- Professional Development B: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs to identify and provide professional development for program faculty and staff. ○ <i>Areas for Professional Development for Faculty and Staff:</i> ▪ Trends/Updates in Closing the Loops in Assessment and Evaluating Program Curriculum- <i>Off-island ARC or ACCJC Annual Conference</i> in April 2018: <u>\$5000.00</u> <i>(1 instructor)</i> ▪ Accreditation- <i>Local Professional Development:</i> ALO and Assistant ALO ▪ Data Accountability- <i>Local Professional Development:</i> Off-campus Weekend Retreat: <u>\$5,000.00</u> <i>(Including costs</i>	▪ <i>Internal Constituencies In-house Trainings in the areas of: A) Assessing Student Learning, B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods/Pedagogy.</i> ▪ <i>External Constituencies Outreach Trainings in the areas of: A) Teaching Methods and Pedagogy B) Assessing Student Learning, etc.</i> ○ Objective 2b- Professional Development B: ▪ <i>Professional Development local trainings and Retreat for faculty and staff in the areas of: A) Accreditation B) Data Accountability</i>	Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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for venue, food, and stipends for presenters and for faculty and staff participation as deemed necessary.)		
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Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Internal and External Partnerships: The Teacher Education Department / ASBEP provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 3a: Internal and External Partnerships: • Objective 1a- Internal Partnerships: The Science department chairperson will plan collaboratively with the Dean of Academic Affairs to facilitate the articulation needs and awareness for Education majors to assure a smooth transition for students seeking transferability and/or gainful employment. ○ Increase outreach and awareness services in public and private schools. ▪ Solidify a calendar of set dates each year with the public and private schools for program awareness and presentations on program career path opportunities for interested students and in-service teachers.	Outcome 3a Criteria for Success: Internal and External Partnerships: Science department increases its services to meet the transferability, gainful employment, and profession needs (content and pedagogical) needs for its students and constituencies: ○ Objective 1a- Internal Partnerships: ▪ There is an increase in Science Department outreach and awareness services in public and private schools. ▪ There is an increase in the offering of professional training (education based qualities and competencies) for the community, private or public schools. ▪ The Community Advisory Council evaluates the needs of the community for the improvement of certificate and degrees offered.	Cost: \$500.00 Funding Source: ☐ Grant or MOU: (Please Specify) To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: - Preparation for outreach to schools and private sectors.(\$300.00) - Community Advisor Council: \$200.00 (To cover the costs of meals.) ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

○ <i>To solidify professional training needs for the community, private or public schools.</i> ▪ The Science departments continue to provide outreach to the High School students, presentations to the public and private sectors, and the community at large. (\$300.00, mainly for transportation and pamphlets). ○ <i>To utilize the Science department's Community Advisory Council more frequently to evaluate the community needs necessary for the improvement of certificate and degrees offered.</i> ▪ The Science department Chairperson will organize two meetings particularly for the Community Advisory Council to discuss the educational needs of the territory as well as the future direction in the offering of educational certificates and degrees: <u>\$200.00</u> (To provide refreshments for the meetings.) • Objective 2a- External Partnerships: The Science department chairperson will plan collaboratively with the Dean of Student Services to track the matriculation needs for Education majors to assure a smooth transition for students seeking transferability. ○ <i>Solidify processes for Student Matriculation:</i> ▪ The Science department chairperson will work collaboratively with the Dean of Student Services to strengthen the matriculation counseling processes for education majors that wish to pursue a higher education degree or transfer to other institutions of higher learning. ○ <i>Solidify tracking processes for Education Majors:</i> ▪ The Science department	○ Objective 2a- External Partnerships: ▪ Processes are improved for education majors seeking transfer to other institutions of higher learning. ▪ Tracking processes are improved for education majors that enter the workforce. ○ Objective 2b- External Partnerships (Accreditation): ▪ Science department Faculty and staff are aware of the trends in Accreditation Standards, Eligibility Requirements, and Commission Policies pertaining to ACCJC requirement. ▪ Science department chairperson works collaboratively with the ALO and Assistant ALO to standardize necessary data sets following a semester based/annual cycle that coincides with the ASCC requirements for accreditation reporting. ○ <i>Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs (Recommendations for Accreditation Substantive Changes as deemed necessary.)</i>	
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chairperson will work collaboratively with the Dean of Student Services to strengthen the tracking of education majors that enter the workforce. • Objective 2b- External Partnerships (Accreditation): The Science department chairperson will schedule meetings to collaboratively plan with the ASCC Accreditation Liaison Officer and the Assistant Accreditation Liaison Officer to assure compliance with the WASC-ACCJC Eligibility Requirements, Standards, and Commission Policies. ○ <i>Awareness of Trends of the Accreditation Standards:</i> ▪ The Science department chairperson will organize two meetings (<i>1 meeting each semester</i>) to discuss and present to faculty necessary updates in Accreditation Eligibility Requirements, Standards, and Commission Policies. ▪ The Science department chairperson will participate in Accreditation Annual Trainings. ○ <i>Promote accreditation awareness and continued compliance:</i> ▪ The Science department chairperson will provide necessary data regarding faculty, curriculum, assessment, resources, evaluation, and information required for the reporting of continued compliance with Accreditation Standards and policies. ○ <i>Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs:</i> ▪ The Department Chairperson will work collaboratively with the Accreditation Liaison officers to assess the needs		
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of the public and private schools in primary and secondary education. ▪ The Department chairperson in consultation with the Dean of Academic Affairs, ASDOE Director or assigned personnel, ALOs, vice presidents, and ASCC President will provide recommendations to the Board of Higher on accreditation substantive change proposals as deemed necessary.		
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Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Data Accountability: The Science Department Chairperson and Faculty are accountable for all student data that include: student, faculty, and program statistics.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 4a: Student Data Accountability: • Objective 1a- Student Enrollment Statistics: The Science Department Chairman, and faculty will collaborate with the Registrar to effectively track enrollment statistics for all students seeking a certificate, professional development, certification, and AS in Accounting and Science	Outcome 4a Criteria for Success: Student Data Accountability: The Science Department will define, collect, monitor, analyze, and report student data statistics to internal and external stakeholders that include: ○ Objective 1a: ▪ Student enrollment statistics are compiled and disseminated accordingly to internal and	Cost: \$0.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600

Management. ○ <i>Science Departments Certificate and Degree Declared Majors:</i> ▪ Disaggregated number and percentage of students enrolled in the AS in Science (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students enrolled in the COP in Marine Option Program (<i>Gender, ethnicity, age</i>) • Objective 2a- Course Offering Statistics: The Science department Chairman and faculty will collaborate with the Registrar to effectively track course offering statistics for all courses offered. ○ <i>Science Courses Offered:</i> ▪ Past 3-5 years (<i>Number and Percentage of all courses offered.</i>) ▪ Past 3-5 years (<i>Number and Percentage of cancelled courses due to low enrollment / no enrollment.</i>) ▪ Past 3-5 years (<i>Number and Percentage of courses that were not offered.</i>) • Objective 3a- Student Graduation Statistics: The Science Department Chairman and faculty will collaborate with the Registrar to effectively track graduation statistics for certificates and degrees conferred. ○ <i>Science Department Conferred Degrees:</i> ▪ Past 3-5 years (<i>Number and Percentage of COP in Marine Option Program certificates conferred.</i>) ▪ Past 3-5 years (<i>Number and Percentage of AS in Marine Science degrees conferred.</i>) • Objective 4a- Student Transfer Statistics: The Science department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student transfer statistics. ○ <i>Science department Transferability:</i>	<i>external stakeholders.</i> ○ Objective 2a: ▪ <i>Course offering statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 3a: ▪ <i>Graduation statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 4a: ▪ <i>Transfer statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 5a: ▪ <i>Employment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 6a: ▪ <i>Time to Degree statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 7a: ▪ <i>An Academic Affairs Manual is compiled particularly Section E: Student Statistics that will outline the cycle and processes for the following sections: A) Enrollment Statistics B) Course Offering Statistics C) Graduation Statistics D) Transfer Statistics E) Employment Statistics F) Time to Degree Statistics.</i>	☐ Other (Specify) _____
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▪ Past 3-5 years (<i>Number and Percentage of AS students that transfer to off-island colleges or universities.</i>) ▪ Past 3-5 years (<i>Number and Percentage of AS students that transfer into the Bachelor. program.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their Bachelor. and continue to pursue a Masters Degree.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their Masters Degree and continue to pursue a Doctorate Degree.</i>) • Objective 5a- Student Employment Statistics: The Science department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student gainful employment statistics. ○ <i>Science Department Employment:</i> ▪ Past 3-5 years (<i>Non-degree seeking number and percentage of students that completed the ASCC certification courses.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their AS in Marine Science are now employed by ASG.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their AS in Marine Science degree and are now employed outside of ASDOE (public agencies or private sectors.)</i>) • Objective 6a- Student Cohort Tracking Statistics (Time to Degree): The Science Department Chairman and faculty will collaborate with the Registrar and the Institutional Researcher to effectively track cohort Time to Degree statistics.		
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○ <i>Science Department Cohort Tracking:</i> ▪ Past 3-5 years (Number of students sorted by cohort that complete an AS in Marine Science within 150% normal time of completion.) ▪ Past 3-5 years (Number of student sorted by cohort that take more than 150% normal time of completion to complete an AS in Marine Science requirements.) • Objective 7a- Academic Program Manual Section E: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify Program Student Statistics. This manual should include Section E: Program Student Statistics that include the following topics: ○ <i>Cycle and processes for collecting student data statistics that include:</i> ▪ Student Enrollment Statistics ▪ Course Offering Statistics ▪ Graduations Statistics ▪ Transfer Statistics ▪ Employment Statistics ▪ Time to Degree Statistics		
Outcome 4b: Faculty Data Accountability: • Objective 1b- Faculty Statistics: The Science Department Chairperson and faculty will collaborate with the Human Resources Officer to effectively track faculty statistics based on degrees, expertise, and expectations. ○ <i>Science Department Faculty Statistics:</i> ▪ Disaggregated number and percentage of faculty. (Gender, ethnicity, age) ○ <i>Science Department Faculty Expertise:</i> ▪ Number and percentage of faculty teaching within their expertise.	Outcome 4b Criteria for Success: Faculty Data Accountability: The Science department monitors and archives faculty data statistics: ○ Objective 1b: ▪ <i>Disaggregated Faculty statistics</i> ▪ <i>Faculty Expertise statistics</i> ▪ <i>Faculty Qualification statistics</i> ▪ <i>Faculty Professional Development statistics</i> ▪ <i>Faculty Personal Development and Career Enhancements statistics</i> ▪ <i>Faculty Merit statistics</i> ▪ <i>Faculty Performance Evaluation Statistics</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

▪ Number and percentage of faculty cross teaching according to expertise. ▪ Number and percentage of adjunct faculty teaching within their expertise. ▪ Number and percentage of adjunct faculty cross teaching according to their expertise. ○ <i>Science Department Faculty Qualifications:</i> ▪ Number and percentage of faculty with doctorate degrees. ▪ Number and percentage of faculty with master degrees. ▪ Number and percentage of faculty that were hired that meet the minimum requirements. ▪ Number and percentage of faculty that were hired that meet the maximum requirements. ○ <i>Science Department Professional Development:</i> ▪ Past 3-5 years (Number and percentage of faculty who received off-island professional development in the areas of: Assessment, Accreditation, Technology, Data Accountability, Content, Technology, etc.) ○ <i>Science Department Personal Development and Career Enhancements:</i> ▪ Past 3-5 years (Number of faculty that completed 15-30 credits for skill/content enrichment or career opportunities.) ▪ Number and percentage of faculty that are pursuing a higher degree (ED.D. or PH.D.) in their field of expertise. ○ <i>Science Department Faculty Merits:</i> ▪ Past 3-5 years (Number and percentage of faculty that completed a higher degree.) ▪ Past 3-5 years (Number and percentage of faculty that were promoted to		
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higher positions in higher education or elsewhere.) ▪ Past 3-5 years (Number and percentage of faculty with personal accomplishments such as publications, teacher of the year, etc.) ○ Science Department Faculty Performance Evaluation: ▪ Past 3-5 years (Number and percentage of faculty that have been evaluated annually.) ▪ Past 3-5 years (Number and percentage of faculty that have scored high in the Outstanding Criterion on their performance evaluation.) ▪ Past 3-5 years (Number and percentage of faculty that have scored high in the Satisfactory Criterion on their performance evaluation.) ▪ Past 3-5 years (Number and percentage of faculty that have scored high in the Needs Improvement Criterion on their performance evaluation.)		
Outcome 4c: Student Learning Outcome (SLO) Data Accountability: • Objective 1c- SLO Statistics: The Science Department Chairperson, faculty, and staff are fully accountable for the monitoring, collecting, analyzing, archiving, and reporting of all SLO Data that includes: Course Learning Outcomes, Program Learning Outcomes, General Education Outcomes, and Institutional Learning Outcomes statistics. (Referencing Science department Outcome 1b- Objectives 1b and 2b): ○ Course Learning Outcome (CLO) Statistics: Science department faculty are fully accountable for the assessing and reporting of CLO statistics that include: ▪ Disaggregated number and percentage of students assessed per course.	Outcome 4c Criteria for Success: SLO Data Accountability: The Science Department Chairperson and faculty report accurate SLO data on student achievement of program qualities and course qualities each semester that include the following statistics: ○ Objective 1c: ▪ Disaggregated CLO statistics ▪ Disaggregated PLO statistics ▪ Disaggregated GEO statistics ▪ Disaggregated ILO statistics ○ Objective 2c: ▪ A Manual is compiled particularly Section F: SLO Statistics that will outline the cycle, processes, and responsible constituencies for the reporting of: A) CLO Statistics B) PLO Statistics C) GEO Statistics D) ILO Statistics	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

(Gender, ethnicity, age) ▪ Disaggregated number and percentage of students assessed per achievement of course outcome. (Gender, ethnicity, age) ○ <i>Program Learning Outcome (PLO) Statistics: Science department faculty are fully accountable for the assessing and reporting of PLO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per PLO. (Gender, ethnicity, age) ▪ Disaggregated number and percentage of students assessed per achievement for each PLO. (Gender, ethnicity, age) ○ <i>General Education Outcomes (GEO) Statistics: Science department faculty are fully accountable for the assessing and reporting of GEO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per GEO. (Gender, ethnicity, age) ▪ Disaggregated number and percentage of students assessed per achievement for each GEO. (Gender, ethnicity, age) ○ <i>Institutional Learning Outcomes (ILO) Statistics: Science department faculty are fully accountable for the assessing and reporting of ILO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per ILO. (Gender, ethnicity, age) ▪ Disaggregated number and percentage of students assessed per achievement of each ILO. (Gender, ethnicity, age) • Objective 2c- Academic Affairs Program Manual Section F: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify SLO Statistics. This manual should include Section F: SLO Statistics that include the following topics:		
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○ Cycle, processes, and responsible constituencies in the collecting SLO data statistics that include: ▪ CLO statistics ▪ PLO statistics ▪ GEO statistics ▪ ILO statistics		
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Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. None at this time.

Section VI: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. Science Department Chairman	Holding monthly faculty meetings addressing assessment and faculty training, and needs of instructional improvements
2. Dean of Academic Affairs	Professional Development (Institutional Learning Outcomes & Student Achievement Training, Articulation, and Accreditation)
3. Director of Institutional Effectiveness	Professional Development (Data Accountability and Archiving Training & Accreditation)
4. Chief Information Officer	Upgrading of computers, software, peripherals
5. Dean of Student Services	Provide student services
6. Human Resources Officer	Solidifying processes for tracking faculty data for Science
7. Institutional Researcher	Programs Statistical Data Reports and access.

Social Science Department

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Social Science Department
Contact Person:	Mrs. Lilian Temese
Contact Information:	l.temese@amsamoa.edu / 699-9155 ext.
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018 / Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
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. <i>To meet this mission, the department offers the following degree and certificate programs of studies:</i> • Associate of Arts degree with an emphasis in Political Science
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Section III: Program or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: Program or Division Outcomes and Actions (<i>Academic Year 2016-2017</i>)	
Outcome 1- Statement: Social Science Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the AA with an emphasis in Political Science.	1) Social Science Department Faculty were involved with the fall 2016, spring 2017, and summer 2017 registration and advising during priority registration and office hours. 2) Social Science Department Faculty have reviewed and standardized its rubrics for all its courses. The department continued to meet with the Director of Assessment and Curriculum to share results of assessment data, identify strengths and weaknesses on achievement of outcomes. 3) Every faculty member does students’ academic advisory not only during registration but also throughout the semester 4) Faculty Meetings are held regularly to address assessment and instructional needs and concerns. Dialogue on course outcomes as indicated in the Conceptual Framework are addressed as well as the alignment: CLO → PLO → ILO 5) To further assure best practices the faculty have had calibration sessions and will continue them in every semester so that faculty have the same understanding of criteria of rubrics used to assess students’ work. 6) The Social Science Department offered its courses mainly in rooms with Smartboards. 7) Social Science houses most of the General Education courses to fulfill Liberal Arts degree and all AA and AS degrees.
Outcome 2- Statement: Social Science Department faculty and students will continue to build and strengthen its departmental relationships with all internal and external stakeholders to include: ASCC Divisions and Departments, ASG, ASDOE, Private Schools, Private Sectors, the Accrediting agency (ACCJC), and the community at large.	1) The Social Science Department established a positive working relationship with various department of ASG in promoting Political Science program. 2) The department faculty and Chairperson have been proactive in providing professional training for the ASCC Student Body through the Political Science club. 3) The Social Science Department continued to promote Business majors through practical experiences through service learning, conducting surveys, preparing business plans, and a spring semester field trip to the local businesses in the neighboring Islands. The Department Chairperson and 2 Business Spring 2017 graduates were able to visit local businesses in Samoa. Positive feedback was provided on Students Business plans.
Outcome 3- Statement: Social Science Department faculty and students will continue to maintain and uphold all criterion and standards set by the Accrediting agency; degree namely the ACCJC, for AA with an emphasis in Political Science.	1) Regular faculty meetings and scheduled departmental meetings are held to address pertinent issues and or to review assessment and curricular aims. Several faculty sessions were held to update and standardize rubrics, review matrices and to align our outcomes: ILO’s, PLO’s and CLO’s. 2) Faculty will be ethical, respectful and be models for our

	students. Business faculty will uphold and live according to the standards and policies set forth by the institution and have good work ethics.
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B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Responding according to our actions:

- 1) There have been minimal complaints if any of our registration process and advising.
- 2) As faculty collaborated on standardizing rubrics and also submission and clarification of rubric summaries.
- 3) Advising has improved where each faculty are being more visual and are available by keeping their office hours and by having an open door policy to advise students. So far including Fall 2016 and Spring 2017 we have 2 students earning their AA with an emphasis in Political Science; although 93 graduated with a Liberal Art Degree. These students have taken General Education course and Core-foundation courses under the Social Science program.
- 4) As the result of regular faculty meetings, many issues have been addressed and resolved. Much work on assessments has been a continual dialog. Discussions of closing the loop have been ensued with reviews of each course matrix, rubrics, syllabi and alignment to outcomes have been a constant concern and faculty are more fully aware of the importance of assessment in aiding the department to improve and move forward. Faculty are providing their assessment for each course they have taught for dissemination in preparation for analyzing and moving onward closing the loop after Spring 2018.
- 5) Part of our assessment process was to engage in meetings with the Director of Curriculum and Assessment on sharing data and training on rubric summaries. Recommendations were provided by faculty on additional data to be shared with department. As a result, the faculty were able to identify some key concerns of criteria to address and come to a consensus and understanding of the importance of submission of data and assessment.

Outcome 2 Achievement(s): Responding according to our action

- 1) The outcomes of our department meetings were positive. We had discussions on some of the challenges within our department and we were able to come to a consensus of how we would work as partners to do more outreaching, provide incentives and to be more accommodating to the need of interested students in Social Science Department.
- 2) Being pro-active and visual in the schools has helped us to build a positive rapport of the college and our program. Also, one of our goals in being visual is to support and advocate for our Social Science Department program. This is evident with an establishment of Political Science Club responsible for hosting its first Political Status forum with the ASCC Student government and faculty.
- 3) Social Science department are also involved with the ASDOE History day as promoting Social Science programs.
- 4) One of our best achievements is witnessing returning students contributing to the workforce of the ASG.

Outcome 3 Achievement(s): Responding according to our action

- 1) The success of having regular faculty and department meetings allowed us to resolve issues and or address challenges we have in our department. It has helped to shed more light on the assessment process whereas the faculty are aware how this process will help us not only meet our goals but to set higher goals for the department as we plan for growth.
- 2) The challenge has been to be personally ethical on the job. Be here daily, prepare and attend all courses and teach for the duration of the course period. There has been some improvement, but there is room still for more.

D. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other (<i>Please Explain</i>): Semester based faculty course evaluations.
2. Program or Division services offered that link to:	☒ Board Policies ☐ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	- Chapter 5 Policies
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	- Policy 5102: Faculty Orientation, Internship, and Institutional Development: Issue- Mandatory attendance of faculty during Graduation and Orientation..

5. List any recommendations to improve Board policies and/or Administrative Governance policies.	- A policy needs to be established or perhaps further clarification regarding Policy 5314, to include consequences for students in the that consecutively fail a course (more than 3 times).
Additional Comments: <i>(Please list any additional comments in the space provided.):</i>	.

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

The following sections will serve as the ‘Planning’ function for your Program or Division ***Fiscal Year 2018*** 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.

B. Planning FY 2018 Outcomes:		
<i>Please list your Program’s or Division’s Outcome(s) for Fiscal Year 2018. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.</i>		
Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: <u>Curriculum Planning and Assessment:</u> The Social Science Department will provide exemplary instructional, academic advisory services and facility support services to all students, who are enrolled in the AA with an emphasis in Political Science. <u>Outcome 1 Expectations:</u> • Curriculum: ○ Cyclical review of course qualities and competencies • Assessment: ○ Cyclical assessment of courses and necessary processes for data collection, analysis, and evaluation.	☐ Ongoing Outcome ☒ New Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension
Outcome 2: <u>Instructional and Methodology Planning and Assessment:</u> The Social Science Department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary. <u>Outcome 2 Expectations:</u> • Instructional Delivery: ○ Cyclical review of faculty and staff instructional needs for Traditional and Nontraditional learning environments. • Methodology: ○ Cyclical review of instructional methods and pedagogy used in learning environments • Professional Development: ○ Increase faculty and staff to conduct workshops to internal and external stakeholders centering on pedagogy or content expertise.	☐ Ongoing Outcome ☒ New Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension

Outcome 3: <u>Internal and External Partnerships:</u> The Social Science Department provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies. <i>Outcome 3 Expectations:</i> - Internal Partnerships: ○ Increase the articulation of courses and programs through local and off-island MOU ○ Solidify and procure funding for program expansion and services offered to the community and neighboring Islands ○ Increase outreach services in local schools for program awareness and career paths ○ Engage the Community Advisory Council to assess the needs of the public and private schools in American Samoa - External Partnerships: ○ Increase the articulation of program courses and degree(s) for student matriculation into other colleges/universities and/or gainful employment ○ Maintain accreditation with the ACCJC	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension
☒ New Outcome		
Outcome 4: <u>Data Accountability:</u> The Social Science Department Faculty are accountable for all student data that include: student, faculty, and program statistics. <i>Outcome 4 Expectations:</i> - Course Data: ○ Cyclical process review for the dissemination, collection, and analysis of course assessment data (Semester Based) - Program Data: ○ Cyclical process review for the dissemination, collection, and analysis of program outcome competencies and qualities (Annually) ○ Cyclical process review of program data that include student achievement, student learning outcomes, and program learning outcomes. (Semester Based) ○ Cyclical process to review program compliance with accreditation standards and policies. (Annually) ○ Program student achievement data is made available to internal and external stakeholders periodically. (Annually) - Faculty Data: ○ Cyclical review of advisee(s) rosters and monitoring of student career paths for transferability and gainful employment. (Semester Based) - Student Data: ○ Cyclical review of student evaluation of instruction / course competencies (Semester Based)	☐ Ongoing Outcome	☐ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension
☒ New Outcome		

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

C. Program or Division Plans, Activities, and Resources:

Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018:

Curriculum Planning and Assessment: The Social Science Department provides a curriculum conducive to the teaching needs for all pre-service and in-service teachers.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 1a: Program Curriculum Review and Planning: • Objective 1a- Curriculum Review: The Social Science Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Mission, Certificate, and degrees:</i> ▪ Review of Program outcome qualities to the program mission ▪ Review of program certificate and degrees to meet the needs of external agencies (<i>Refer to Outcome 3a and 3b</i>) ▪ Review of all matrices that include the alignment of course outcome competencies to program outcome qualities ▪ Alignment of program outcome qualities to the mission of the Social Science Department certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee	Outcome 1a Criteria for Success: Curriculum: Cyclical review of course qualities and competencies: ○ Objective 1a: ▪ <i>A full review of the Social Science Department mission, certificate, and degrees has been completed.</i> ▪ <i>A full review of the Social Science Department's outcome qualities and competencies is completed.</i> ○ Objective 2a: ▪ <i>Scheduling of Course offerings and faculty/adjunct faculty for the upcoming academic year (both regular and after hour sessions) and is approved by the Dean of Academic Affairs in a timely manner.</i> ○ Objective 3a: ▪ <i>An Academic Manual is compiled particularly Section A on Curriculum Review and Planning that will outline the following sections that include: A) Cycle, processes, and scheduling for the review of Program Outcome Qualities and B) Cycle, processes, and timeline review of course outcome competencies.</i>	Cost: <u>\$258,500.00</u> Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) To seek grant funding as applicable and to seek clarification by the Dean of Academic Affairs for the budgeting of the following items: - Cost of scheduling after hour course and during summer sessions and regular sessions.\$15,000.00 - Cost of scheduling adjunct faculty for regular session course offerings: \$10,000.00 - Cost of Textbooks: \$1000.00 - Supplementary Resources: \$3,000.00 - Equipment & Materials: \$3,000.00 - Technology, Multimedia, Peripherals: \$10,000.00 ☒ Local Funds: (<i>Please Specify</i>) ☒ Personnel 5100: - \$216,500.00 ☒ Materials & Supplies 5200 - Costs of Books, supplementary resources: Allocation: \$500.00 (Please refer to the notes above.) ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

- *Review of Curriculum Qualities and Competencies*
 - Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO)
 - Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO
 - Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs.
 - Review of program selected courses from the Co-Foundational requirements for the 2nd year.

Objective 2a- Course Offering and Scheduling for Academic Year 2017-2018: The Social Science Department Chairperson will work collaboratively with the Dean of Academic Affairs, faculty and Administrative technician to facilitate the scheduling and offering of both program and general education courses to fulfill the needs of students in the completion of their degree paths (AA with an emphasis in Political Science..).

The projected offering of courses and costs is based on the numbers of courses offered in the Academic Year 2016-2017.

- *Scheduling of Course Offerings:*
 - Scheduling of After Hour or summer semesters/sessions costs for mostly General education courses: \$15,000.00
- *Scheduling of Adjunct Faculty based on student cohort career paths and costs:*
 - Adjunct Faculty Cost: \$10,000.00 (Including fall, spring and summer semesters/sessions: Calculation- total of 6 courses from co-foundational offered.)
- *Timeline and processes for purchasing Course Textbooks:*
 - Textbooks Costs for instructor: \$1,000.00 (Including fall, spring and summer semesters/sessions:
- *Timeline and processes for the Purchasing of Instructional Resources and Multimedia:*
 - Supplementary Resources:

Costs: \$3,000.00 (<i>Learning resources not limited to: workbooks, construction paper, scissors, glue, tape, notepads, pencils, pens, markers, etc.</i>); (<i>Calculation of fall, spring and summer semesters/sessions- 3 full-time faculty in the department</i>) ▪ Technology, Multimedia and peripheral maintenance update/upgrade: <u>\$10,000.00</u> (<i>This includes external drives/USB flash-drives, power surge unit replacements, updating of all Mac and PC computers to the most updated OS version.</i>) ▪ Equipment: <u>3,000.00</u> (<i>toners for (3) Social Science Department printers/Xerox machine, and Xerox papers.</i>) • Objective 3a- Academic Affairs Program Manual Section A: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program curriculum. This manual should include <i>Section A Curriculum Review and Planning</i> that includes the following topics: ○ <i>Cycle, processes, and schedule of Program Outcome Qualities:</i> ▪ Review of Program outcome competencies curriculum matrices ▪ Review of alignment of course outcome competencies to program outcome qualities ▪ Review of alignment of program outcome qualities to the mission of the SOCIAL SCIENCE certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes, and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Cycle, Process, and Timeline</i>		
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<i>Review of Course Outcome Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs.		
Outcome 1b: <u>Program Assessment Review and Planning:</u> • Objective 1b- Assessment Review: The Social Science Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Review of Course Learning Outcomes (CLO): (Formative and Summative): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. ▪ Review of Program Learning Outcomes (PLO): (Formative and Summative): % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ Review of General Education Outcomes (GEO): (Formative and Summative): % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle	Outcome 1b Criteria for Success: Assessment: Cyclical assessment of courses and necessary processes for data organization, dissemination, collection, analysis, and evaluation: ○ Objective 1b: ▪ <i>A complete review of Program data on outcome qualities and competencies is completed.</i> ○ Objective 2b: ▪ <i>An Academic Manual is compiled particularly Section B on Assessment Review and Planning that will outline the following sections that include the cycle, processes, and scheduling of: A) CLO B) PLO Assessment C) GEO Assessment D) ILO Assessment</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

of GEO outcomes. ▪ Review of <i>Institutional Learning Outcomes (ILO):</i> (Formative and Summative): % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes. • Objective 2b- Academic Program Manual Section B: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program assessment. This manual should include <i>Section B Assessment Review and Planning</i> that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Data on Outcome Qualities and Competencies:</i> ▪ <i>Course Learning Outcomes (CLO):</i> (Formative and Summative): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. ▪ <i>Program Learning Outcomes (PLO):</i> (Formative and Summative): % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ <i>General Education Outcomes (GEO):</i> (Formative and Summative): % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ▪ <i>Institutional Learning Outcomes (ILO):</i> (Formative and Summative): % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes.		
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Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. To allocate funding source for	Political science club conducts	Cost: <u>\$5,000.00</u>

outreach to the schools and trainings with Private sectors.	fundraisings on their own but need funds for outreach activities in promoting Social Science programs.	Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018:

Instructional and Methodology Planning and Assessment: The Social Science Department provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 2a: <u>Program Review for Instructional Delivery and Methodology:</u> • Objective 1a- Instructional Delivery: The Social Science Department Chairperson will work collaboratively with the Dean of Academic Affairs, the Director of Curriculum and Assessment, faculty, and staff to facilitate the review to base the needs for traditional and nontraditional instructional delivery resources. ○ <i>Review of Traditional Delivery Needs:</i> ▪ Number of classrooms ▪ Number of air conditioners per classroom ▪ Number of classrooms with computers per program ▪ Number of computers in each classroom per program ▪ Number of classrooms with smart-boards per program ▪ Number of classrooms with printers per program ▪ Number of student desks in a classroom ▪ Number of student chairs in a classroom. ▪ Number of podiums in a classroom ▪ Number of White boards	Outcome 2a Criteria for Success: Instructional Delivery and Methodology: Cyclical review of faculty and staff instructional needs, and review of instructional methods and pedagogy used in learning environments: ○ Objective 1a: ▪ <i>An assessment of equipment, furniture, and resources is completed and a needs list is generated for Traditional instructional delivery needs.</i> ▪ <i>An assessment of equipment, furniture, and resources is completed and a needs list is generated for Office needs.</i> ▪ <i>An assessment of equipment, furniture, and resources is completed and a needs list is generated for Nontraditional instructional delivery needs.</i> ○ Objective 2a: ▪ <i>A complete review of teaching methods and pedagogy used by faculty has been documented.</i> ○ Objective 3a: ▪ <i>A Manual is compiled particularly Section C on types of learning environments and teaching methods and pedagogy that will outline the following sections that include: A) Definitions of Learning Environments B) Definitions of</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

- in a classroom ▪ Number of bulletin boards in a classroom ▪ Number of chalkboards in a classroom ○ <i>Review of Office and Advising Needs:</i> ▪ Number of computers in each office per program ▪ Number of offices with printers per program ▪ Number multimedia projectors per program ▪ Number of laptops per program ▪ Number of Teacher desk(s) in each office per program ▪ Number of shelves in each office per program ▪ Number of cabinets in each office per program ▪ Number of sofas/couches in each office per program ▪ Number of iPads per program ▪ Number of phone lines per program ○ <i>Review of Nontraditional Instructional Delivery Needs:</i> ▪ To revive Distance Education plan with the Dean of Academic Affairs and Student Services on avenues to accommodate the need student at remote sites as requested. ▪ Number of remote sites outside of ASCC. ▪ Number of distance learning resources (polycom, television, speakers, CMS system-Moodle, etc.). • Objective 2a- Instructional Methodology: The Social Science Department Chairperson will work collaboratively with faculty to account for the teaching methods and pedagogy defined and utilized by faculty. ○ <i>Review of Teaching Methods/Pedagogy:</i> ▪ Review the types of teaching methods used versus the percentage per method used in all program courses. This also includes practical requirements for field	<i>Teaching Methods utilized in all program courses.</i>	
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experience. • Objective 3a- Academic Affairs Program Manual Section C: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program Teaching Methods and Pedagogy. This manual should include Section C: Teaching Methods and Pedagogy that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Teaching Methods and Pedagogy:</i> ▪ Types of Teaching Methods used (<i>Definition of Teaching Methods</i>) ▪ Common Teaching Methods used in all courses (<i>Definition of Signature and Capstone Methods</i>)		
Outcome 2b: Professional Development Planning: • Objective 1b- Professional Development A: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs and ASDOE personnel, and public/private school administrators to provide professional development. ○ <i>Internal Constituencies- Providing In-house Training:</i> ▪ Plan with the Dean of Academic Affairs to offer trainings/professional development during spring orientation or within the academic calendar as needed in the following areas: A) Assessing Student Learning B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods, etc. ○ <i>External Constituencies- Providing Training:</i> ▪ Plan with Directors or assigned personnel, and public/private school administrators to offer trainings/professional development during	Outcome 2b Criteria for Success: Professional Development A & B: An increase of program and staff based workshops for internal and external stakeholders centering on instructional methods and pedagogy based on expertise and assessment. Also, off-island and local professional development is provided for program faculty and staff for content and skill enhancements: ○ Objective 1b- Professional Development A: ▪ <i>Internal Constituencies In-house Trainings in the areas of: A) Assessing Student Learning, B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods/Pedagogy.</i> ▪ <i>External Constituencies Outreach Trainings in the areas of: A) Teaching Methods and Pedagogy B) Assessing Student Learning, etc.</i> ○ Objective 2b- Professional Development B: ▪ <i>Professional Development local trainings and Retreat for faculty and staff in the areas of: A) Accreditation B) Data Accountability</i>	Cost: \$10,000.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ : _____ - Professional Development B: Off-island - Professional Training on Island. To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: ☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____ Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

school orientation or within the academic calendar as needed in the following areas: A) Teaching Methods and Pedagogy B) Assessing student learning, etc. <i>(Our goal is to sell our services with the hopes that we can establish a MOU with DOE and Private Schools for these particular services.)</i> • Objective 2b- Professional Development B: The Department Chairperson will plan collaboratively with the Dean of Academic Affairs to identify and provide professional development for program faculty and staff. ○ <i>Areas for Professional Development for Faculty and Staff:</i> ▪ Trends/Updates in Closing the Loops in Assessment and Evaluating Program Curriculum- <i>Off-island ARC or ACCJC Annual Conference</i> in April 2018: <u>\$5000.00</u> <i>(1 instructor)</i> ▪ Accreditation- <i>Local Professional Development:</i> ALO and Assistant ALO ▪ Data Accountability- <i>Local Professional Development:</i> Off-campus Weekend Retreat: <u>\$5,000.00</u> <i>(Including costs for venue, food, and stipends for presenters and for faculty and staff participation as deemed necessary.)</i>		
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Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

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Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Internal and External Partnerships: The Teacher Education Department / ASBEP provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 3a: Internal and External Partnerships: • Objective 1a- Internal Partnerships: The Social Science Department chairperson will plan collaboratively with the Dean of Academic Affairs to facilitate the articulation needs and awareness for Education majors to assure a smooth transition for students seeking transferability and/or gainful employment. ○ <i>Increase outreach and awareness services in public and private schools.</i> ▪ Solidify a calendar of set dates each year with the public and private schools for program awareness and presentations on program career path opportunities for interested students and in-service teachers. ○ <i>To solidify professional training needs for the community, private or public schools.</i> ▪ The Social Science Departments continue to provide outreach to the High School students, presentations to the public and private sectors, and the community at large. (\$300.00, mainly for transportation and pamphlets). ○ <i>To utilize the Social Science Department's Community Advisory Council more frequently to evaluate the community needs necessary for</i>	Outcome 3a Criteria for Success: Internal and External Partnerships: Social Science Department increases its services to meet the transferability, gainful employment, and profession needs (content and pedagogical) needs for its students and constituencies: ○ Objective 1a- Internal Partnerships: ▪ <i>There is an increase in Social Science Department outreach and awareness services in public and private schools.</i> ▪ <i>There is an increase in the offering of professional training (education based qualities and competencies) for the community, private or public schools.</i> ▪ <i>The Community Advisory Council evaluates the needs of the community for the improvement of certificate and degrees offered.</i> ○ Objective 2a- External Partnerships: ▪ <i>Processes are improved for education majors seeking transfer to other institutions of higher learning.</i> ▪ <i>Tracking processes are improved for education majors that enter the workforce.</i> ○ Objective 2b- External Partnerships (Accreditation): ▪ <i>Social Science Department Faculty and staff are aware of the trends in Accreditation Standards, Eligibility Requirements, and Commission Policies pertaining to ACCJC</i>	Cost: \$500.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: - Preparation for outreach to schools and private sectors.(\$300.00) - Community Advisor Council: \$200.00 (To cover the costs of meals.) ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

<i>the improvement of certificate and degrees offered.</i> ▪ The Social Science Department Chairperson will organize two meetings particularly for the Community Advisory Council to discuss the educational needs of the territory as well as the future direction in the offering of educational certificates and degrees: <u>\$200.00</u> (To provide refreshments for the meetings.) • Objective 2a- External Partnerships: The Social Science Department chairperson will plan collaboratively with the Dean of Student Services to track the matriculation needs for Education majors to assure a smooth transition for students seeking transferability. ○ <i>Solidify processes for Student Matriculation:</i> ▪ The Social Science Department chairperson will work collaboratively with the Dean of Student Services to strengthen the matriculation counseling processes for education majors that wish to pursue a higher education degree or transfer to other institutions of higher learning. ○ <i>Solidify tracking processes for Education Majors:</i> ▪ The Social Science Department chairperson will work collaboratively with the Dean of Student Services to strengthen the tracking of education majors that enter the workforce. • Objective 2b- External Partnerships (Accreditation): The Social Science Department chairperson will schedule meetings to collaboratively plan with the ASCC Accreditation Liaison Officer and the Assistant Accreditation Liaison Officer to assure compliance with the	<i>requirement.</i> ▪ <i>Social Science Department chairperson works collaboratively with the ALO and Assistant ALO to standardize necessary data sets following a semester based/annual cycle that coincides with the ASCC requirements for accreditation reporting.</i> ○ <i>Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs (Recommendations for Accreditation Substantive Changes as deemed necessary.)</i>	
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WASC-ACCJC Eligibility Requirements, Standards, and Commission Policies.

- *Awareness of Trends of the Accreditation Standards:*
 - The Social Science Department chairperson will organize two meetings (*1 meeting each semester*) to discuss and present to faculty necessary updates in Accreditation Eligibility Requirements, Standards, and Commission Policies.
 - The Social Science Department chairperson will participate in Accreditation Annual Trainings.
- *Promote accreditation awareness and continued compliance:*
 - The Social Science Department chairperson will provide necessary data regarding faculty, curriculum, assessment, resources, evaluation, and information required for the reporting of continued compliance with Accreditation Standards and policies.
- *Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs:*
 - The Department Chairperson will work collaboratively with the Accreditation Liaison officers to assess the needs of the public and private schools in primary and secondary education.
 - The Department chairperson in consultation with the Dean of Academic Affairs, ASDOE Director or assigned personnel, ALOs, vice presidents, and ASCC President will provide recommendations to the Board of Higher on accreditation substantive change proposals as

deemed necessary.		
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Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Data Accountability: The Social Science Department Chairperson and Faculty are accountable for all student data that include: student, faculty, and program statistics.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Outcome 4a: Student Data Accountability: • Objective 1a- Student Enrollment Statistics: The Social Science Department Chairman, and faculty will collaborate with the Registrar to effectively track enrollment statistics for all students seeking a certificate, professional development, certification, and AA with and emphasis in Political Science. ○ <i>Social Science Departments Certificate and Degree Declared Majors:</i> ▪ Disaggregated number and percentage of students enrolled in the AA with an emphasis in political science (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students enrolled in the COP. (<i>Gender, ethnicity, age</i>)	Outcome 4a Criteria for Success: Student Data Accountability: The Social Science Department will define, collect, monitor, analyze, and report student data statistics to internal and external stakeholders that include: ○ Objective 1a: ▪ <i>Student enrollment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 2a: ▪ <i>Course offering statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 3a: ▪ <i>Graduation statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 4a:	Cost: \$0.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

• Objective 2a- Course Offering Statistics: The Social Science Department Chairman and faculty will collaborate with the Registrar to effectively track course offering statistics for all courses offered. ○ <i>Business Courses Offered:</i> ▪ Past 3-5 years (<i>Number and Percentage of all courses offered.</i>) ▪ Past 3-5 years (<i>Number and Percentage of cancelled courses due to low enrollment / no enrollment.</i>) ▪ Past 3-5 years (<i>Number and Percentage of courses that were not offered.</i>) • Objective 3a- Student Graduation Statistics: The Social Science Department Chairman and faculty will collaborate with the Registrar to effectively track graduation statistics for certificates and degrees conferred. ○ <i>Social Science Department Conferred Degrees:</i> ▪ Past 3-5 years (<i>Number and Percentage of certificates conferred.</i>) ▪ Past 3-5 years (<i>Number and Percentage of AA with an emphasis in Political Science degree conferred.</i>) • Objective 4a- Student Transfer Statistics: The Social Science Department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student transfer statistics. ○ <i>Social Science Department Transferability:</i> ▪ Past 3-5 years (<i>Number and Percentage of AA students that transfer to off-island colleges or universities.</i>) ▪ Past 3-5 years (<i>Number and Percentage of AA students that transfer into the Bachelor. program.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their Bachelor. and continue to pursue a Masters Degree.</i>)	▪ <i>Transfer statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 5a: ▪ <i>Employment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 6a: ▪ <i>Time to Degree statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 7a: ▪ <i>An Academic Affairs Manual is compiled particularly Section E: Student Statistics that will outline the cycle and processes for the following sections: A) Enrollment Statistics B) Course Offering Statistics C) Graduation Statistics D) Transfer Statistics E) Employment Statistics F) Time to Degree Statistics.</i>	
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▪ Past 3-5 years (<i>Number and Percentage of students that completed their Masters Degree and continue to pursue a Doctorate Degree.</i>) • Objective 5a- Student Employment Statistics: The Social Science Department Chairman and faculty will collaborate with the Transfer Counselor to effectively track student gainful employment statistics. ○ <i>Social Science Department Employment:</i> ▪ Past 3-5 years (<i>Non-degree seeking number and percentage of students that completed the ASCC certification courses.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their AA with an emphasis in Political Science and are now employed by ASG.</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their AS with an emphasis in Political Science degree and are now employed outside of ASDOE (public agencies or private sectors.)</i>) • Objective 6a- Student Cohort Tracking Statistics (Time to Degree): The Social Science Department Chairman and faculty will collaborate with the Registrar and the Institutional Researcher to effectively track cohort Time to Degree statistics. ○ <i>Social Science Department Cohort Tracking:</i> ▪ Past 3-5 years (<i>Number of students sorted by cohort that complete an AA with an emphasis in Political Science within 150% normal time of completion.</i>) ▪ Past 3-5 years (<i>Number of student sorted by cohort that take more than 150%</i>		
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<i>normal time of completion to complete an AA with an emphasis in Political Science requirements.)</i> • Objective 7a- Academic Program Manual Section E: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify Program Student Statistics. This manual should include Section E: Program Student Statistics that include the following topics: ○ <i>Cycle and processes for collecting student data statistics that include:</i> ▪ Student Enrollment Statistics ▪ Course Offering Statistics ▪ Graduations Statistics ▪ Transfer Statistics ▪ Employment Statistics ▪ Time to Degree Statistics		
Outcome 4b: <u>Faculty Data Accountability:</u> • Objective 1b- Faculty Statistics: The Social Science Department Chairperson and faculty will collaborate with the Human Resources Officer to effectively track faculty statistics based on degrees, expertise, and expectations. ○ <i>Social Science Department Faculty Statistics:</i> ▪ Disaggregated number and percentage of faculty. (<i>Gender, ethnicity, age</i>) ○ <i>Social Science Department Faculty Expertise:</i> ▪ Number and percentage of faculty teaching within their expertise. ▪ Number and percentage of faculty cross teaching according to expertise. ▪ Number and percentage of adjunct faculty teaching within their expertise. ▪ Number and percentage of adjunct faculty cross teaching according to their expertise. ○ <i>Social Science Department</i>	Outcome 4b Criteria for Success: Faculty Data Accountability: The Social Science Department monitors and archives faculty data statistics: ○ Objective 1b: ▪ <i>Disaggregated Faculty statistics</i> ▪ <i>Faculty Expertise statistics</i> ▪ <i>Faculty Qualification statistics</i> ▪ <i>Faculty Professional Development statistics</i> ▪ <i>Faculty Personal Development and Career Enhancements statistics</i> ▪ <i>Faculty Merit statistics</i> ▪ <i>Faculty Performance Evaluation Statistics</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

<i>Faculty Qualifications:</i> ▪ Number and percentage of faculty with doctorate degrees. ▪ Number and percentage of faculty with master degrees. ▪ Number and percentage of faculty that were hired that meet the minimum requirements. ▪ Number and percentage of faculty that were hired that meet the maximum requirements. ○ <i>Social Science Department Professional Development:</i> ▪ Past 3-5 years (Number and percentage of faculty who received off-island professional development in the areas of: Assessment, Accreditation, Technology, Data Accountability, Content, Technology, etc.) ○ <i>Social Science Department Personal Development and Career Enhancements:</i> ▪ Past 3-5 years (Number of faculty that completed 15-30 credits for skill/content enrichment or career opportunities.) ▪ Number and percentage of faculty that are pursuing a higher degree (ED.D. or PH.D.) in their field of expertise. ○ <i>Social Science Department Faculty Merits:</i> ▪ Past 3-5 years (Number and percentage of faculty that completed a higher degree.) ▪ Past 3-5 years (Number and percentage of faculty that were promoted to higher positions in higher education or elsewhere.) ▪ Past 3-5 years (Number and percentage of faculty with personal accomplishments such publications, teacher of the year, etc.) ○ <i>Social Science Department Faculty Performance Evaluation:</i>		
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▪ Past 3-5 years (<i>Number and percentage of faculty that have been evaluated annually.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Outstanding Criterion on their performance evaluation.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Satisfactory Criterion on their performance evaluation.</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Needs Improvement Criterion on their performance evaluation.</i>)		
Outcome 4c: Student Learning Outcome (SLO) Data Accountability: • Objective 1c- SLO Statistics: The Social Science Department Chairperson, faculty, and staff are fully accountable for the monitoring, collecting, analyzing, archiving, and reporting of all SLO Data that includes: Course Learning Outcomes, Program Learning Outcome, General Education Outcomes, and Institutional Learning Outcomes statistics. (<i>Referencing Social Science Department Outcome 1b- Objectives 1b and 2b</i>): ○ <i>Course Learning Outcome (CLO) Statistics: Social Science Department faculty are fully accountable for the assessing and reporting of CLO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per course. (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students assessed per achievement of course outcome. (<i>Gender, ethnicity, age</i>) ○ <i>Program Learning Outcome (PLO) Statistics: Social Science Department faculty are fully accountable for the assessing</i>	Outcome 4c Criteria for Success: SLO Data Accountability: The Social Science Department Chairperson and faculty report accurate SLO data on student achievement of program qualities and course qualities each semester that include the following statistics: ○ Objective 1c: ▪ Disaggregated CLO statistics ▪ Disaggregated PLO statistics ▪ Disaggregated GEO statistics ▪ Disaggregated ILO statistics ○ Objective 2c: ▪ A Manual is compiled particularly Section F: SLO Statistics that will outline the cycle, processes, and responsible constituencies for the reporting of: A) CLO Statistics B) PLO Statistics C) GEO Statistics D) ILO Statistics	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

<i>and reporting of PLO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per PLO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement for each PLO. <i>(Gender, ethnicity, age)</i> ○ <i>General Education Outcomes (GEO) Statistics: Social Science Department faculty are fully accountable for the assessing and reporting of GEO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per GEO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement for each GEO. <i>(Gender, ethnicity, age)</i> ○ <i>Institutional Learning Outcomes (ILO) Statistics: Social Science Department faculty are fully accountable for the assessing and reporting of ILO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per ILO. <i>(Gender, ethnicity, age)</i> ▪ Disaggregated number and percentage of students assessed per achievement of each ILO. <i>(Gender, ethnicity, age)</i> • Objective 2c- Academic Affairs Program Manual Section F: A Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify SLO Statistics. This manual should include Section F: SLO Statistics that include the following topics: ○ <i>Cycle, processes, and responsible constituencies in the collecting SLO data statistics that include:</i> ▪ CLO statistics ▪ PLO statistics ▪ GEO statistics ▪ ILO statistics		
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Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. None at this time.

Section VI: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. Social Science Department Chairman	Holding monthly faculty meetings addressing assessment and faculty training, and needs of instructional improvements
2. Dean of Academic Affairs	Professional Development (Institutional Learning Outcomes & Student Achievement Training, Articulation, and Accreditation)
3. Director of Institutional Effectiveness	Professional Development (Data Accountability are Archiving Training & Accreditation)
4. Chief Information Officer	Upgrading of computers, software, peripherals
5. Dean of Student Services	Provide student services
6. Human Resources Officer	Solidifying processes for tracking faculty data for Social Science
7. Institutional Researcher	Programs Statistical Data Reports and access.

Teacher Education Department / ASBEP

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Teacher Education Program (TED) / American Samoa Bachelors in Education Program (ASBEP)
Contact Person:	Ms. Shirley De La Rosa
Contact Information:	s.delarosa@amsamoa.edu / 699-9155 ext. 489
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018 / Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	The American Samoa Community College Teacher Education Department provides preparatory courses for pre- and in-service teachers in the areas of Early Childhood, Elementary Education, Special Education, Educational Technology, and Teaching Samoan Language and Culture. In addition, the Teacher Education Department emphasizes fundamental theories to pedagogical practices, methods and research that will improve the quality of standard-based teaching as an instrument that reflects best teaching and learning practices. To meet this mission, the department offers the following degree and certificate programs of studies:

	• Associate of Arts degree with an emphasis in Elementary Education • Certificate of Proficiency in Elementary Education B.Ed. Program Mission: 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. To meet this mission, the department offers the following degree program of study: • Bachelor in Elementary Education
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Section III: Program or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: Program or Division Outcomes and Actions (<i>Academic Year 2016-2017</i>)	
Outcome 1- Statement: TED will provide exemplary instructional, academic advisory services and facility support services to all students, both pre and in-service who are enrolled in either the AA Education degree program, the ASDOE Degree/Teacher Certification Program and or the ASCC B.Ed. Program.	1) TED Faculty were involved with ASBEP registration and advising where we decided to set up in TED 2 to assist with registration and in-service teachers had the convenience of registering as our regular ASCC students 2) TED Faculty have reviewed and standardized rubrics to be used across the board in courses that share similar outcomes, they have also created an APA Formatted document that have been uploaded on every MOODLE Course to standardize the scoring of APA Format writing. 3) Every faculty member does students’ academic advisory not only during registration but also throughout the semester 4) Faculty Meetings are held regularly to address assessment and instructional needs and concerns. Dialogue on course outcomes as indicated in the Conceptual Framework are addressed as well as the alignment: CLO → PLO → ILO 5) To further assure best practices the faculty have had calibration sessions and will continue them in every semester so that faculty have the same understanding of criteria of rubrics used to assess students’ work. 6) We have a Faculty Building that now houses 4 faculty, and it also includes 2 classrooms that are suitable for student learning. We also have two huge Classrooms in the quad area, TED 1 and 2 and also Room 10 that is our computer room used for presentations, ED 240 and ED 340 and is available for other TED courses when computer usage is applicable. TED also has a mini computer lab in M7C where our TED students may use when classes are not in session there. Apart from the Mac Desktops, TED through the DOE MOU purchased 4 computers that are housed in this mini lab for in-service teachers to use at their convenience.
Outcome 2- Statement: TED administration, faculty, staff and students will continue to build and strengthen its departmental relationships with all internal and external stakeholders to include: ASCC Divisions and Departments, ASG, ASDOE Administration and ASDOE schools, USDE Grants Programs, Public and Private Schools PTAs, Private Schools, the Accrediting agency (ACCJC), the Private sector and the community at large.	1) It has been imperative that we work closely with our partner ASDOE and establish a firm relationship to address the need of certification and provide the services for in-service teachers to obtain an AA and BED. A working relationship was established between the ASDOE Director of Teacher Quality and the newly appointed ASCC Director of TED. 2) TED administration and faculty have been pro-active in

	providing professional development to schools when we are invited. Also, when we attend our student teachers culminating events at the end of their BED Program. 3) TED has presented to the high school seniors to encourage them to attend ASCC while promoting the TED Program and of course, ASCC 4) TED BED graduates currently teaching in various schools throughout the island are making a positive impact as several of our graduates and others who are teaching and currently in our program have been chosen to spearhead the assessment for accreditation process in the elementary schools where they serve. 5) TED instigated a 10-week program (Saturdays) of Praxis I Tutorials where both pre and in-service teachers attended and were encouraged to sit the next upcoming Praxis I Exam (June 2017). An incentive of 100.00 was offered for PERFECT Attendance. The incentive will help pay part of the fees of the exam. 6) The TED/ASBEP through meeting with the ASCC President, Dean of Academic Affairs, and the Director of the Department of Education, will be receiving an increase of funding through the MOU with ASDOE. The UH Manoa Cohort program will be closing and all current enrolled cohorts will be funneling the ASCC's B.Ed. program.
Outcome 3- Statement: TED administration, faculty, staff and students will continue to maintain and uphold all criterion and standards set by the Accrediting agency; degree namely the ACCJC, for both the AA Elementary Education Degree and the B.Ed.	1) Students' are given an end of the semester evaluation form to fill out after taking TED courses. The results are disseminated and reviewed by the Director and the Chairperson. The results of these evaluations are addressed and it is used to help faculty improve on lesson delivery, grading and any other issues that may come to light based on students' evaluations. The chairperson considers the results of the student evaluations when he evaluates faculty 2) Regular faculty meetings and scheduled departmental meetings are held to address pertinent issues and or to review assessment and curricular aims. Several faculty sessions were held to update and standardize rubrics, review matrices and to align our outcomes: ILO's, PLO's and CLO's. 3) Faculty will be ethical, respectful and be models for our students. TED faculty and administration will uphold and live according to the standards and policies set forth by the institution and have good work ethics.

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Responding according to our actions:

- 1) There have been minimal complaints if any of our registration process and advising. It was viewed as student friendly and we will continue to cater to our students each semester by setting up shop close to the registrar's office for student convenience.
- 2) As faculty collaborated on standardizing rubrics and creating an APA document that faculty and students alike could refer to, it alleviated much of the concerns students have expressed about how they were scored and of the confusion of APA Format being taught differently by faculty. Now there is a consensus and calibration has also helped the faculty to come to an understanding of the rubrics' criteria
- 3) Advising has improved where each faculty are being more visual and are available by keeping their office hours and by having an open door policy to advise students. So far including Fall 2016 and Spring 2017 we have 21 students earning their AA Degree and 8 students earning their BED, due in part of advising and encouragement from faculty.
- 4) As the result of regular faculty meetings, many issues have been addressed and resolved. Much work on assessments

has been a continual dialog. Discussions of closing the loop have been ensued with reviews of each course matrix, rubrics, syllabi and alignment to outcomes have been a constant concern and faculty are more fully aware of the importance of assessment in aiding the department to improve and move forward. Faculty are providing their assessment for each course they have taught for dissemination in preparation for analyzing and moving onward closing the loop after Spring 2018.

- 5) Part of our assessment process was to engage in calibration. As a result, the faculty were able to identify some key concerns of criteria to address and come to a consensus and understanding. The first calibration resulted in faculty having to deliberate and come to some agreement, the second calibration session proved to be very beneficial, in knowing scores were in accordance to understanding that was established among themselves. The practice will continue.
- 6) Trust was a result of having the faculty in their own building. The two mini classrooms have been very useful in holding classes there. All faculty have been able to work out a schedule to share the classrooms among themselves while also utilizing the other TED 1, 2 and Room 10 in the quad area.

Outcome 2 Achievement(s): Responding according to our action

- 1) The outcomes of our meetings were positive. We had discussions on some of the challenges of meeting the in-service teachers needs, and we were able to come to a consensus of how we would work as partners to do more outreaching, provide incentives and to be more accommodating to meet teachers' needs at the college.
- 2) Being pro-active and visual in the schools has helped us to build a positive rapport of the college and our program at the schools. Also, one of our goals in being visual is to support our pre-service and in-service teachers during their culminating events. As we attend these events, we also met and mingled with school administrators, teachers, parents, and representative(s) from the Department of Education while supporting our own TED student teachers.
- 3) As a result, we have been able to persuade some serious senior students to take interest in teaching also reaching out to others to attend ASCC as the college has other programs that they could be interested in. At these presentations, interested student sign and give us their contact information on our form and we follow up with them.
- 4) One of our best achievements is with our students who graduated from our BED Program and that is in hearing the positive impact they are making out at the schools where they are teaching. Over 90% of our graduates from the TED BED program stays on island enter the teaching arena and one of the reoccurring news that we hear about them is how they are taking the lead in assisting their schools with the accreditation process because they understand assessment.
- 5) We instigated Praxis I Tutorials because results of the teachers taking the exams are very poor. Majority of the teachers who sit that exams do not pass them. We do not know how affective the tutorials are yet as it was just completed on May 13, 2017 and the pre and in-service teachers who attend are encourage to take the test this June 2017. Our hope is that the Praxis Tutorials will help pre and in-service teachers to pass the exams, or if they are taking it over, to at least have higher scores. The hope is that they will pass!

Outcome 3 Achievement(s): Responding according to our action

- 1) Student evaluations are taken very seriously and we are able to review data on how courses are taught by faculty and adjuncts, and findings are used to help us improve our teaching practices, and help us to determine whether or not, we will continue to employ adjuncts to teach our courses. Students' evaluations of our faculty have also allowed us to see areas where certain faculty concentrated too heavily in one area and needed to meet other outcomes of the course.
- 2) The success of having regular faculty and department meetings allowed us to resolve issues and or address challenges we have in our department. It has helped to shed more light on the assessment process whereas the faculty are aware how this process will help us not only meet our goals but to set higher goals for the department as we plan for growth.
- 3) The challenge has been to be personally ethical on the job. Be here daily, prepare and attend all courses and teach for the duration of the course period. There has been some improvement, but there is room still for more.

D. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other (<i>Please Explain</i>): Semester based faculty course evaluations.
2. Program or Division services offered that link to:	☒ Board Policies ☐ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	- Chapter 5 Policies
4. List any challenges encountered in the implementation of Board policies and/or	- Policy 5002: Academic Freedom: Issue- There is a need for clarification on this policy regarding faculty limitations in

Administrative Governance policies that impact your Program or Division SOPs or services.	changing course approved competencies that undergone faculty consensus.
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	- A policy needs to be established or perhaps further clarification regarding Policy 5314, to include consequences for students in the ASBEP (300-400 level courses) that consecutively fail a course (more than 3 times).
Additional Comments: <i>(Please list any additional comments in the space provided.):</i>	Policy 5402 is in regards to ASCC Commencement that states only students completing the clearance for graduating, met all academic requirements will be permitted to participate in the commencement exercises where degrees and certificates are publicly awarded. For alumni of ASCC who are receiving post-graduate degrees and desire to have their degrees bestowed them in an ASCC Commencement exercise should be given that privilege as long as they are able to provide documentations required by ASCC from a college or university from which the students had fulfilled all requirements. ASCC should accept e-transcripts, e-letters of confirmation that are provided directly from the institutions of higher learning as viable proof of completion of requirements. Most credible institutions of higher learning take protective measures when sending sensitive and important documents via internet. Hard copies are seldom available in time for graduation and are not sent until several weeks after. Time line for submission should also be flexible for our ASCC Alumni as the review of documentations does not require months in advance to review or verify. The list of ASCC graduates is only finalized after grades are submitted and are also reviewed right before graduation. ASCC need to be accommodating to our Alumni who have earned higher degrees as it is a reflection of ASCC student centeredness, these students are models for other ASCC graduates to follow, it helps ASCC recognize the achievements of our own students, ASCC can be proud and appreciative of their accomplishments as they participate in our commencement exercises. Perhaps a policy needs to be established for ASCC Alumni to engage in ASCC commencement exercises making the process more user friendly.

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

The following sections will serve as the ‘Planning’ function for your Program or Division ***Fiscal Year 2018*** 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.

B. Planning FY 2018 Outcomes:

*Please list your Program’s or Division’s Outcome(s) for ***Fiscal Year 2018***. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.*

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
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Outcome 1: <u>Curriculum Planning and Assessment:</u> The Teacher Education Department / ASBEP provides a curriculum conducive to the teaching needs for all pre-service and in-service teachers. <i>Outcome 1 Expectations:</i> - Curriculum: - Cyclical review of course qualities and competencies - Assessment: - Cyclical assessment of courses and necessary processes for data collection, analysis, and evaluation.	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension
	☒ New Outcome	
Outcome 2: <u>Instructional and Methodology Planning and Assessment:</u> The Teacher Education Department / ASBEP provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary. <i>Outcome 2 Expectations:</i> - Instructional Delivery: - Cyclical review of faculty and staff instructional needs for Traditional and Nontraditional learning environments. - Methodology: - Cyclical review of instructional methods and pedagogy used in learning environments - Professional Development: - Increase faculty and staff to conduct workshops to internal and external stakeholders centering on pedagogy or content expertise. - Content and Praxis Tutorials: - Solidify Praxis I tutoring in the specified content areas to increase passing rates for students that are tested.	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research and Extension
	☒ New Outcome	
Outcome 3: <u>Internal and External Partnerships:</u> The Teacher Education Department / ASBEP provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies. <i>Outcome 3 Expectations:</i> - Internal Partnerships: - Increase the articulation of courses and programs through local and off-island MOU - Solidify and procure funding for program expansion and services offered to the community - Increase outreach services in local schools for program awareness and career paths - Engage the Community Advisory Council to assess the needs of the public and private schools in American Samoa - External Partnerships: - Increase the articulation of program courses and degree(s) for student matriculation into other colleges/universities and/or gainful employment - Maintain accreditation with the ACCJC	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension
	☒ New Outcome	

Outcome 4: <u>Data Accountability:</u> The Teacher Education Department / ASBEP Director, Faculty and Staff are accountable for all student data that include: student, faculty, and program statistics. <i>Outcome 4 Expectations:</i> - Course Data: - Cyclical process review for the dissemination, collection, and analysis of course assessment data (Semester Based) - Program Data: - Cyclical process review for the dissemination, collection, and analysis of program outcome competencies and qualities (Annually) - Cyclical process review of program data that include student achievement, student learning outcomes, and program learning outcomes. (Semester Based) - Cyclical process to review program compliance with accreditation standards and policies. (Annually) - Program student achievement data is made available to internal and external stakeholders periodically. (Annually) - Faculty Data: - Cyclical review of advisee(s) rosters and monitoring of student career paths for transferability and gainful employment. (Semester Based) - Student Data: - Cyclical review of student evaluation of instruction / course competencies (Semester Based)	☐ Ongoing Outcome	☐ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Research, and Extension
	☒ New Outcome	

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

C. Program or Division Plans, Activities, and Resources:

*Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)*

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018:

Curriculum Planning and Assessment: The Teacher Education Department / ASBEP provides a curriculum conducive to the teaching needs for all pre-service and in-service teachers.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 1a: Program Curriculum Review and Planning: Objective 1a- Curriculum Review: TED/ASBEP Director will work collaboratively with representatives from the American Samoa Department of Education, Dean of Academic Affairs, the TED/ASBEP program Chairman, faculty, and staff to	Outcome 1a Criteria for Success: Curriculum: Cyclical review of course qualities and competencies: Objective 1a: - A full review of the TED/ASBEP mission, certificate, and degrees has been completed. - A full review of the	Cost: \$1,583,500.00 Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> ASDOE Memorandum of Understanding: - Cost of course offerings afterhours and summer sessions: \$650,000.00 - Cost for contracting faculty/adjunct faculty: \$300,000.00 - Mentor Teacher Contracts for ED 490: \$45,000.00

facilitate the review of program certificates and degrees appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Mission, Certificate, and degrees:</i> ▪ Review of Program outcome qualities to the program mission ▪ Review of program certificate and degrees to meet the needs of external agencies (<i>Refer to Outcome 3a and 3b</i>) ▪ Review of all matrices that include the alignment of course outcome competencies to program outcome qualities ▪ Alignment of program outcome qualities to the mission of the TED/ASBEP certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Review of Curriculum Qualities and Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. ▪ Review General Education competencies for the 3rd and 4th year. ▪ Review of program selected courses from the Co-	<i>TED/ASBEP outcome qualities and competencies is completed.</i> ○ Objective 2a: ▪ <i>Scheduling of Course offerings and faculty/adjunct faculty for the upcoming academic year (both regular and after hour sessions) and is approved by the Dean of Academic Affairs in a timely manner.</i> ▪ <i>Scheduling of Student Field Experiences, Student Teacher Observations, and Mentor Teacher Contracts for Student Teaching Final Practicums.</i> ○ Objective 3a: ▪ <i>A TED/ASBEP Manual is compiled particularly Section A on Curriculum Review and Planning that will outline the following sections that include: A) Cycle, processes, and scheduling for the review of Program Outcome Qualities and B) Cycle, processes, and timeline review of course outcome competencies.</i>	To seek grant funding as applicable and to seek clarification by the Dean of Academic Affairs for the budgeting of the following items: - Cost of scheduling adjunct faculty for regular session course offerings: \$18,000.00 - Cost of Textbooks: \$250,000.00 - Supplementary Resources: \$7,000.00 - Equipment & Materials: \$7,000.00 - Technology, Multimedia, Peripherals: \$10,000.00 - Vehicle Maintenance and Fuel for site coordination and school visitations: \$9,500.00 ☒ Local Funds: (<i>Please Specify</i>) ☒ Personnel 5100: - \$285,500.00 ☒ Materials & Supplies 5200 - Costs of Books, supplementary resources: Allocation: \$500.00 (<i>Please refer to the notes above.</i>) ☒ All Other Costs 5300 - Transportation/Fuel: \$500.00 (<i>Please refer to the notes above.</i>) ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____
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Foundational requirements for the 2nd year to determine the appropriate content and necessary pre-requisites prior to taking Core Foundational courses. ▪ Review all common program rubrics utilized in majority of the courses and facilitate the processes of inter-rater reliability and calibration of results. • Objective 2a- Course Offering and Scheduling for Academic Year 2017-2018: TED/ASBEP Director will work collaboratively with the program Chairman, faculty and staff to facilitate the scheduling and offering of both program and general education courses to fulfill the needs of students in the completion of their degree paths (AA with an emphasis in Elementary Education and B.Ed.). The projected offering of courses and costs is based on the numbers of courses offered in the Academic Year 2016-2017. ○ <i>Scheduling of Course Offerings:</i> ▪ Scheduling of Regular Semester/Session courses and Cost: <u>\$18,000.00</u> (<i>Courses are Salaried and contracts will be initiated as deemed necessary</i>) ▪ Scheduling of After Hour semesters/sessions costs for ASDOE MOU course offerings: <u>\$650,000.00</u> (<i>Including fall, spring and summer semesters/sessions: Calculation- 128 courses per year multiplied by 15 students per course, multiplied by the cost per credit for each student and not including tuition and fees.</i>) ○ <i>Scheduling of Adjunct Faculty based on student cohort career paths and costs:</i> ▪ Adjunct Faculty Cost: <u>\$300,000.00</u> (<i>Including fall, spring and summer semesters/sessions: Calculation- 128 courses multiplied by \$1,800.00- credit estimate of courses offered.</i>) ○ <i>Scheduling of Student Field Experiences, Student Teacher Observations, and Mentor Teacher Contracts for Student Teaching Final Practicums:</i>		
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▪ Transportation for Field Coordination of Mentor Teachers at different school sites: <u>\$10,000.00</u> (Including costs for vehicle maintenance and fuel costs.) ▪ Mentor Contracts: <u>\$45,000.00</u> (\$1,500.00 per Mentor Teacher for the monitoring of the Student Teaching Experiences for ED 490 and 491 in the fall and spring semesters. Calculation- \$1,500.00 per Mentor Teacher for 15 students per semester.) ○ Timeline and processes for purchasing Course Textbooks: ▪ Textbooks Costs: <u>\$250,000.00</u> (Including fall, spring and summer semesters/sessions: Calculation- 128 courses multiplied by 15 students per course, multiplied by the book cost at \$100.00 per book. This includes courses that are not TED/ASBEP but are offered during TED/ASBEP 10 week semesters and 5 week summer sessions.) ○ Timeline and processes for the Purchasing of Instructional Resources and Multimedia: ▪ Supplementary Resources: Costs: <u>\$7,000.00</u> (Learning resources not limited to: workbooks, construction paper, scissors, glue, tape, notepads, pencils, pens, markers, etc.); (Calculation of fall, spring and summer semesters/sessions- 128 courses ▪ Technology, Multimedia and peripheral maintenance update/upgrade: <u>\$10,000.00</u> (This includes external drives/USB flash-drives, power surge unit replacements, updating of all Mac and PC computers to the most updated OS version.) ▪ Equipment: <u>\$7,000.00</u> (toners for (5) TED/ASBEP printers/Xerox machine, and Xerox papers.) • Objective 3a- TED/ASBEP Program Manual Section A: A TED/ASBEP Planning Manual is compiled and approved by the Dean of Academic		
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Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program curriculum. This manual should include Section A Curriculum Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule of Program Outcome Qualities:</i> ▪ Review of Program outcome competencies curriculum matrices ▪ Review of alignment of course outcome competencies to program outcome qualities ▪ Review of alignment of program outcome qualities to the mission of the TED/ASBEP certificate and degree programs ▪ Review program curriculum alignment and data template requirements for reporting institution-set standards to Dean of Academic Affairs and the Office of Institutional Effectiveness ▪ Processes, and timeline for reviewing (making changes to current) or proposal for new courses, certificates, or degrees to the Curriculum Committee ○ <i>Cycle, Process, and Timeline Review of Course Outcome Competencies</i> ▪ Review the alignment of all course outcomes to program outcomes and Institutional Learning Outcomes (ILO) ▪ Review course outcome competencies identified in each course and instruments (rubrics) used to assess course competencies for both PLO and ILO ▪ Review appropriate signature/capstone competencies for specific program courses aligned to the College's ILOs. ▪ Review General Education competencies for the 3rd and 4th year. ▪ Review of program selected courses from the Co-Foundational requirements for the 2nd year to determine the appropriate content and necessary pre-requisites prior to taking Core Foundational		
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courses. ▪ Review all common program rubrics utilized in majority of the courses and facilitate the processes of inter-rater reliability and calibration of results.		
Outcome 1b: <u>Program Assessment Review and Planning:</u> • Objective 1b- Assessment Review: TED/ASBEP Director will work collaboratively with representatives from the American Samoa Department of Education, Dean of Academic Affairs, the TED/ASBEP program Chairman, faculty, and staff to facilitate the review of assessment data appropriate to the need of internal and external stakeholders and to facilitate a thorough review of all program outcomes qualities and course competencies. ○ <i>Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Review of Course Learning Outcomes (CLO): (<i>Formative and Summative</i>): % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. ▪ Review of Program Learning Outcomes (PLO): (<i>Formative and Summative</i>): % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ Review of General Education Outcomes (GEO): (<i>Formative and Summative</i>): % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ▪ Review of Institutional Learning Outcomes (ILO): (<i>Formative and Summative</i>): % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes. • Objective 2b- TED/ASBEP Program Manual Section B: A TED/ASBEP Planning Manual is compiled and	Outcome 1b Criteria for Success: Assessment: Cyclical assessment of courses and necessary processes for data organization, dissemination, collection, analysis, and evaluation: ○ Objective 1b: ▪ <i>A complete review of Program data on outcome qualities and competencies is completed.</i> ○ Objective 2b: ▪ <i>A TED/ASBEP Manual is compiled particularly Section B on Assessment Review and Planning that will outline the following sections that include the cycle, processes, and scheduling of: A) CLO B) PLO Assessment C) GEO Assessment D) ILO Assessment</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program assessment. This manual should include Section B Assessment Review and Planning that includes the following topics: ○ <i>Cycle, processes, and schedule for the Review of Program Data on Outcome Qualities and Competencies:</i> ▪ Course Learning Outcomes (CLO): <i>(Formative and Summative):</i> % of outcomes assessed, % of outcome per course, % of outcomes aligned to PLOs, and assessment cycle for the assessment of Course Learning Outcomes. ▪ Program Learning Outcomes (PLO): <i>(Formative and Summative):</i> % of PLO courses assessed, % of PLO per course, % of PLO assessed, and assessment cycle of PLO outcomes. ▪ General Education Outcomes (GEO): <i>(Formative and Summative):</i> % of GEO courses assessed, % of GEO per course, % of GEO assessed, and assessment cycle of GEO outcomes. ▪ Institutional Learning Outcomes (ILO): <i>(Formative and Summative):</i> % of ILO courses assessed, % of ILO per course, % of ILO assessed, and assessment cycle of ILO outcomes.		
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Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. To convert the ASDOE/TED/Administrative Assistant to Career Service.	Currently, the TED Administrative Assistant position is contracted under the TED MOU with the ASDOE. The contract allocates \$26,088.00 with fringe benefits for this position. In the review of TEDs past approved budgets, there was only the position Office Aid (locally funded - Position ID-TED3217) in the approved budget for FY 2016 and in FY 2017, the budget for this position was transferred to either Admissions or Procurement leaving TED with the Administrative Assistant position but fully funded under the MOU with	Cost: <u>\$26,088.00</u> Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

	ASDOE. Given the scope of work of an Administrative Assistant, it warrants much more than a contractual position as it requires a person who is well versed with the program, can multi-task, keep, retrieve and provide data of pre-service and in-service teachers progress and completion of certification, AA and BED degrees, maintains a demeanor to pleasantly assist the faculty and chair person with departmental needs and provide director with reminders and necessary assistance readily, including manning the office when the director is in meetings or out of town, communicate and provide needed information and data when required to our ASDOE partners and assist department in recruiting and outreach efforts. With the planning to move the department to another level it will only be fair and the right thing to do that we move the status of this position to career service given that the person who has served in this capacity has proven beyond measure her work ethics and dedication to the program and ASCC. Enrollment for TED in the coming 2017 fall semester will surely increase as well as funding as shared by the ASDOE Director and ASCC President. UH Manoa Cohorts will all be transferred to ASCC for the completion of the B.Ed. Program career paths. There is a vital need for this position that is beyond the terms as contracted by ASDOE but, to sustain the responsibilities and services needed in order for the TED Program to continue to offer and provide our internal and external constituencies with the needed services and to also allow for this position to reap the benefits of a career service long term opportunity.	
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Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018:

Instructional and Methodology Planning and Assessment: The Teacher Education Department / ASBEP provides necessary professional development for faculty and staff in the areas of teaching methodology, traditional and nontraditional instructional delivery as well as to provide professional development to the community and internal constituencies as deemed necessary.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
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Outcome 2a:**Program Review for Instructional Delivery and Methodology:**

- **Objective 1a- Instructional Delivery:** TED/ASBEP Director will work collaboratively with representatives from the American Samoa Department of Education, Dean of Academic Affairs, the TED/ASBEP program Chairman, faculty, and staff to facilitate the review to base the needs for traditional and nontraditional instructional delivery resources.
 - *Review of Traditional Delivery Needs:*
 - Number of classrooms
 - Number of air conditioners per classroom
 - Number of classrooms with computers per program
 - Number of computers in each classroom per program
 - Number of classrooms with smart-boards per program
 - Number of classrooms with printers per program
 - Number of student desks in a classroom
 - Number of student chairs in a classroom.
 - Number of podiums in a classroom
 - Number of White boards in a classroom
 - Number of bulletin boards in a classroom
 - Number of chalkboards in a classroom
 - *Review of Office and Advising Needs:*
 - Number of computers in each office per program
 - Number of offices with printers per program
 - Number multimedia projectors per program
 - Number of laptops per program
 - Number of Teacher desk(s) in each office per program
 - Number of shelves in each office per program
 - Number of cabinets in each office per program

Outcome 2a Criteria for Success:

Instructional Delivery and Methodology:
Cyclical review of faculty and staff instructional needs, and review of instructional methods and pedagogy used in learning environments:

- **Objective 1a:**
 - *An assessment of equipment, furniture, and resources is completed and a needs list is generated for Traditional instructional delivery needs.*
 - *An assessment of equipment, furniture, and resources is completed and a needs list is generated for Office needs.*
 - *An assessment of equipment, furniture, and resources is completed and a needs list is generated for Nontraditional instructional delivery needs.*
- **Objective 2a:**
 - *A complete review of teaching methods and pedagogy used by faculty has been documented.*
- **Objective 3a:**
 - *A TED/ASBEP Manual is compiled particularly Section C on types of learning environments and teaching methods and pedagogy that will outline the following sections that include: A) Definitions of Learning Environments B) Definitions of Teaching Methods utilized in all program courses.*

Cost: \$0.00**Funding Source:**☐ Grant or MOU: *(Please Specify)* _____☐ Local Funds: *(Please Specify)* _____

- ☐ Materials & Supplies 5200
- ☐ All Other Costs 5300
- ☐ Travel Expenses 5400
- ☐ Contractual Service 5500
- ☐ Equipment 5600
- ☐ Other *(Specify)* _____

▪ Number of sofas/couches in each office per program ▪ Number of iPads per program ▪ Number of phone lines per program ○ <i>Review of Nontraditional Instructional Delivery Needs:</i> ▪ To revive Distance Education plan with the Dean of Academic Affairs and Student Services on avenues to accommodate the need of Manu'a students per ASDOE MOU or to offer courses and student services at remote sites as requested. ▪ Number of remote sites outside of ASCC (<i>Revisit to accommodate the need of ASDOE</i>) ▪ Number of distance learning resources (polycom, television, speakers, CMS system-Moodle, etc.) (<i>Revisit to accommodate the need of ASDOE</i>) • Objective 2a- Instructional Methodology: TED/ASBEP Director will work collaboratively with the program Chairman and faculty to account for the teaching methods and pedagogy defined and utilized by faculty. ○ <i>Review of Teaching Methods/Pedagogy:</i> ▪ Review the types of teaching methods used versus the percentage per method used in all program courses. This also includes practical requirements for field experience. • Objective 3a- TED/ASBEP Program Manual Section C: A TED/ASBEP Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify faculty and adjunct faculty roles and responsibilities in the review of program Teaching Methods and Pedagogy. This manual should include Section C: Teaching Methods and Pedagogy that includes the following topics:		
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○ <i>Cycle, processes, and schedule for the Review of Program Teaching Methods and Pedagogy:</i> ▪ Types of Teaching Methods used (<i>Definition of Teaching Methods</i>) ▪ Common Teaching Methods used in all courses (<i>Definition of Signature and Capstone Methods</i>)		
Outcome 2b: Professional Development Planning: • Objective 1b- Professional Development A: TED/ASBEP Director will plan collaboratively with the Dean of Academic Affairs and ASDOE personnel, and public/private school administrators to provide professional training for in-service teachers in the areas needed. ○ <i>Internal Constituencies- Providing In-house Training:</i> ▪ Plan with the Dean of Academic Affairs to offer trainings/professional development during spring orientation or within the academic calendar as needed in the following areas: A) Assessing Student Learning B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods, etc. ○ <i>External Constituencies- Providing Training:</i> ▪ Plan with the Director of the DOE or assigned personnel, and public/private school administrators to offer trainings/professional development during school orientation or within the academic calendar as needed in the following areas: A) Training the neophyte teachers B) Teaching Methods and Pedagogy C) Assessing student learning, etc. (<i>Our goal is to sell our services with the hopes that we can establish a MOU with</i>	Outcome 2b Criteria for Success: Professional Development A & B: An increase of program and staff based workshops for internal and external stakeholders centering on instructional methods and pedagogy based on expertise and assessment. Also, off-island and local professional development is provided for program faculty and staff for content and skill enhancements: ○ Objective 1b- Professional Development A: ▪ <i>Internal Constituencies In-house Trainings in the areas of: A) Assessing Student Learning, B) Utilizing Course Management Systems to deliver instruction C) Teaching Methods/Pedagogy.</i> ▪ <i>External Constituencies Outreach Trainings in the areas of: A) Training the Neophyte Teachers B) Teaching Methods and Pedagogy C) Assessing Student Learning, etc.</i> ○ Objective 2b- Professional Development B: ▪ <i>Professional Development Off-island training for faculty in the areas of: A) Trends and Updates in Closing the Loop in Assessment B) Teaching in an Asynchronous Learning Environment.</i> ▪ <i>Professional Development local trainings and Retreat for faculty and staff in the areas of: A) Accreditation B) Data Accountability</i>	Cost: \$38,000.00 Funding Source: ☒ Grant or MOU: (<i>Please Specify</i>) ASDOE Memorandum of Understanding: - Professional Development B: Off-island Training- Trends in Closing the Loops in Assessment and Evaluation: \$13,500.00 To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: - Professional Development B: Off-island Training- Teaching in Asynchronous Learning Environments: \$4,500.00 - Professional Development B: Local Professional Development (Retreat) on Data Accountability and Accreditation: \$20,000.00 ☐ Local Funds: (<i>Please Specify</i>) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

<i>DOE and Private Schools for these particular services.)</i> • Objective 2b- Professional Development B: TED/ASBEP Director will plan collaboratively with the Dean of Academic Affairs to identify and provide professional development for program faculty and staff. ○ <i>Areas for Professional Development for Faculty and Staff:</i> ▪ Trends/Updates in Closing the Loops in Assessment and Evaluating Program Curriculum- Off-island ARC or ACCJC Annual Conference in April 2018: <u>\$13,500.00</u> (2 instructors, and Director) ▪ Teaching in an Asynchronous Learning Environment- Off-island Conference in the summer of 2018: <u>\$4,500.00</u> (1 instructor) ▪ Accreditation- Local Professional Development: ALO and Assistant ALO ▪ Data Accountability- Local Professional Development: Off-campus Weekend Retreat: <u>\$20,000.00</u> (Including costs for venue, food, and stipends for presenters and for faculty and staff participation as deemed necessary.)		
Outcome 2c: Student Content & Praxis Tutorials: • Objective 1c- Praxis Tutorials: TED/ASBEP Director will plan collaboratively with the Dean of Academic Affairs to offer Praxis I content tutorials for pre-service and in-service teachers to assure that all teacher candidates are certified prior to graduating with a B.Ed. in Elementary Education. ○ <i>Praxis I Tutorials:</i> ▪ TED/ASBEP will offer a total of four Praxis sessions during the fall and spring semesters in the areas of A) Reading B) Writing C) Math:	Outcome 2c Criteria for Success: Praxis I Tutorials: TED/ASBEP will solidify Praxis I Tutoring in the specified content areas to increase passing rates for students that are tested: ○ Objective 1c- Praxis I Tutoring: ▪ <i>At least 90% of the pre-service and in-service students tutored in Praxis I should pass the test.</i> ○ Objective 2c: ▪ <i>A TED/ASBEP Manual is compiled particularly Section D Praxis I Curriculum Tutorials that will outline the following sections that include: A) Math Curriculum Tutorials B) Writing</i>	Cost: <u>\$12,000.00</u> Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> <u>American Samoa Department of Education MOU and other grant opportunities as applicable.</u> - Praxis I Content Tutors (Instructors): \$6,000.00 (30 contact hours at \$1,500.00) - Praxis Test Costs: \$6,000.00 (Cost of Praxis I fees for 40 students at \$150.00) ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

\$12,000.00 (30 hours per tutorial session; two sessions per semester in Math and Reading/Writing; 20 students per tutoring session; TED/ASBEP will pay for the costs of the Praxis exam for each student that completes the full thirty hours of training. <u>Calculation of costs:</u> Instructor Contracts: \$1,500.00 multiplied by 4 sessions offered, and costs for Praxis Exam at \$150.00 per student) • Objective 2c- TED/ASBEP Program Manual Section D: A TED/ASBEP Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify Praxis Tutorials. This manual should include Section D: Praxis I Tutorials that include the following topics: ○ Cycle, processes, and schedule for the offering of Praxis I Tutorials: ▪ Math Curriculum Tutorials ▪ Writing Curriculum and Tutorials ▪ Reading Curriculum Tutorials	Curriculum Tutorials C) Reading Curriculum Tutorials.	
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Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$_____ Requested Funding Source: Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Internal and External Partnerships: The Teacher Education Department / ASBEP provides quality services to meet the transferability, gainful employment, and professional (content & pedagogical) needs for all students and constituencies.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Outcome 3a: Internal and External Partnerships: • Objective 1a- Internal Partnerships: TED/ASBEP Director will plan collaboratively with the Dean of Academic Affairs to facilitate the articulation needs and awareness for Education majors to assure a smooth transition for students seeking transferability and/or gainful employment. ○ <i>Articulation of Program 300-400 level courses:</i> ▪ The TED/ASBEP Director will work collaboratively with the Dean of Academic Affairs to negotiate articulation agreements for the 300-400 level ASBEP courses to meet the needs of transfer students. The articulation of these courses will also serve as a basis to determine the needs of students that matriculate to off-island universities for graduate based career paths: <u>\$12,000.00</u> (This will include travel for two to the UH colleges and other colleges as deemed necessary.) ○ To define new terms (services) in the renewing of the ASDOE-MOU regarding the offering of Summer Lab School at a designated Public School Site. ▪ To establish a 7-10 week Summer Lab School to provide a lab school site environment experience including elementary students & mentor-trained teachers for TED/ASBEP students to demonstrate competencies as required in the Field Practicum program requirements. This experience is based on cohorts enrolled in	Outcome 3a Criteria for Success: Internal and External Partnerships: TED/ASBEP increases its services to meet the transferability, gainful employment, and profession needs (content and pedagogical) needs for its students and constituencies: ○ Objective 1a- Internal Partnerships: ▪ There is at least a 5% increase in the articulation of 300-400 level program courses for transferability ▪ There is an increase in the ASDOE-MOU funding to expand Field Experience services (Offering of Practicum and Field Practicum courses) during the summer session off-campus. ▪ There is an increase in TED/ASBEP outreach and awareness services in public and private schools. ▪ There is an increase in the offering of professional training (education based qualities and competencies) for the community, private or public schools. ▪ The Community Advisory Council evaluates the needs of the community for the improvement of certificate and degrees offered. ○ Objective 2a- External Partnerships: ▪ Processes are improved for education majors seeking transfer to other institutions of higher learning. ▪ Tracking processes are improved for education majors that enter the workforce. ○ Objective 2b- External Partnerships (Accreditation): ▪ TED/ASBEP Faculty and staff are aware of the trends in Accreditation Standards, Eligibility Requirements, and	Cost: <u>\$30,700.00</u> Funding Source: ☒ Grant or MOU: (Please Specify) <u>American Samoa Department of Education MOU and other grant opportunities as applicable.</u> - Summer Lab School: \$18,500.00 (Cost of running a Summer Lab School to include the costs of the site Principal, mentor teacher contracts, materials and supplies, student incentives, and lunch for students.) To work closely with the Dean of Academic Affairs on funding as applicable through grants to fund the following: - Travel for Articulation: \$12,000.00 (Travel for 2- TED Director & Dean of Academic Affairs) - Community Advisor Council: \$200.00 (To cover the costs of meals.) ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

200-300 level courses offered in the summer that require a practicum or field experience component. Costs include: Mentor Contracts: <u>\$8,000.00</u> (4 Mentors at \$2,000.00 per mentor), Site Principal: <u>\$1,000.00</u> (1 Site Principal at \$1,000.00), Instructional Materials and Supplies: <u>\$2,500.00</u> (learning supplies and cleaning products), Incentives for elementary student participants: <u>\$2,000.00</u> (certificates, notebooks, pens, stickers, etc.) Food: <u>\$5,000.00</u> (Or to seek possibilities for sponsorship from the School Lunch Program.) ○ Increase outreach and awareness services in public and private schools. ▪ Solidify a calendar of set dates each year with the public and private schools for program awareness and presentations on program career path opportunities for interested students and in-service teachers. ○ To solidify professional training needs for the community, private or public schools. ▪ Refer to TED/ASBEP Outcome 2; Objective 1 that reads: <i>Plan with the Director of the DOE or assigned personnel, and public/private school administrators to offer trainings/professional development during school orientation or within the academic calendar as needed in the following areas: A) Training the neophyte teachers B) Teaching Methods and Pedagogy C) Assessing student learning, etc. (Our goal is to sell our services with the hopes that we can establish a MOU with DOE and Private Schools</i>	<i>Commission Policies pertaining to B.Ed. requirements.</i> ▪ <i>TED/ASBEP Director works collaboratively with the ALO and Assistant ALO to standardize necessary data sets following a semester based/annual cycle that coincides with the ASCC requirements for accreditation reporting. (Referencing TED/ASBEP Outcome 4)</i> ○ <i>Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs (Recommendations for Accreditation Substantive Changes as deemed necessary.)</i>	
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<i>for these particular services.)</i> ○ <i>To utilize the TED/ASBEP Community Advisory Council more frequently to evaluate the community needs necessary for the improvement of certificate and degrees offered.</i> ▪ The TED/ASBEP Director and Chairperson will organize two meetings particularly for the Community Advisory Council to discuss the educational needs of the territory as well as the future direction in the offering of educational certificates and degrees: <u>\$200.00</u> <i>(To provide refreshments for the meetings.)</i> • Objective 2a- External Partnerships: The TED/ASBEP Director will plan collaboratively with the Dean of Student Services to track the matriculation needs for Education majors to assure a smooth transition for students seeking transferability. ○ <i>Solidify processes for Student Matriculation:</i> ▪ The TED/ASBEP Director will work collaboratively with the Dean of Student Services to strengthen the matriculation counseling processes for education majors that wish to pursue a higher education degree or transfer to other institutions of higher learning. ○ <i>Solidify tracking processes for Education Majors:</i> ▪ The TED/ASBEP Director will work collaboratively with the Dean of Student Services to strengthen the tracking of education majors that enter the workforce. • Objective 2b- External Partnerships (Accreditation): The TED/ASBEP Director will schedule meetings to collaboratively plan with the ASCC Accreditation Liaison		
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Officer and the Assistant Accreditation Liaison Officer to assure that the ASBEP remains in compliance with the WASC-ACCJC Eligibility Requirements, Standards, and Commission Policies.

- *Awareness of Trends of the Accreditation Standards:*
 - The TED/ASBEP Director will organize two meetings (*1 meeting each semester*) to discuss and present to faculty necessary updates in Accreditation Eligibility Requirements, Standards, and Commission Policies.
 - The TED/ASBEP Director will participate in Accreditation Annual Trainings. *Referencing TED/ASBEP Outcome 2b - Objective 2 that reads: Trends/Updates in Closing the Loops in Assessment and Evaluating Program Curriculum- Off-island ARC or ACCJC Annual Conference in April 2018. (Costs are included in Outcome 2b – Objective 2b: Professional Development B.)*
- *Promote accreditation awareness and continued compliance:*
 - The TED/ASBEP Director will provide necessary data regarding faculty, curriculum, assessment, resources, evaluation, and information required for the reporting of the B.Ed. continued compliance with Accreditation Standards and policies.
 - The TED/ASBEP Director will continue to serve as a member of the Accreditation Steering Committee and submits standardized semester based data to the Office of Institutional Effectiveness as well as, the ALOs. *(Refer to TED/ASBEP Outcome 4a-Objectives 1a – 6a; Outcome 4b-*

<i>Objective 1b; Outcome 4c- Objective 1c)</i> ○ <i>Provide necessary recommendations concerning the needs of external constituencies in the offering of degree emphasis or certificate programs:</i> ▪ The TED/ASBEP Director will work collaboratively with the Accreditation Liaison officers to assess the needs of the public and private schools in primary and secondary education. ▪ The TED/ASBEP Director in consultation with the Dean of Academic Affairs, ASDOE Director or assigned personnel, ALOs, vice presidents, and ASCC President will provide recommendations to the Board of Higher on accreditation substantive change proposals as deemed necessary.		
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Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Data Accountability: The Teacher Education Department / ASBEP Director, Faculty and Staff are accountable for all student data that include: student, faculty, and program statistics.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:

Outcome 4a: Student Data Accountability: • Objective 1a- Student Enrollment Statistics: TED/ASBEP Director, Chairman, faculty and staff will collaborate with the Registrar to effectively track enrollment statistics for all students seeking a certificate, professional development, certification, AA, and B.Ed. degrees. ○ <i>TED/ASBEP Certificate and Degree Declared Majors:</i> ▪ Disaggregated number and percentage of students enrolled in the AA with an emphasis in Elementary Education degree program. (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students enrolled in the B.Ed. program. (<i>Gender, ethnicity, age</i>) • Objective 2a- Course Offering Statistics: The TED/ASBEP Director, Chairman, faculty and staff will collaborate with the Registrar to effectively track course offering statistics for all courses offered. ○ <i>TED/ASBEP Courses Offered:</i> ▪ Past 3-5 years (<i>Number and Percentage of all courses offered.</i>) ▪ Past 3-5 years (<i>Number and Percentage of cancelled courses due to low enrollment / no enrollment.</i>) ▪ Past 3-5 years (<i>Number and Percentage of courses that were not offered.</i>) • Objective 3a- Student Graduation Statistics: The TED/ASBEP Director, Chairman, faculty and staff will collaborate with the Registrar to effectively track graduation statistics for certificates and degrees conferred. ○ <i>TED/ASBEP Conferred Degrees:</i> ▪ Past 3-5 years (<i>Number and Percentage of certificates conferred.</i>) ▪ Past 3-5 years (<i>Number</i>	Outcome 4a Criteria for Success: Student Data Accountability: The TED/ASBEP define, collect, monitor, analyze, and report student data statistics to internal and external stakeholders that include: ○ Objective 1a: ▪ <i>Student enrollment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 2a: ▪ <i>Course offering statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 3a: ▪ <i>Graduation statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 4a: ▪ <i>Transfer statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 5a: ▪ <i>Employment statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 6a: ▪ <i>Time to Degree statistics are compiled and disseminated accordingly to internal and external stakeholders.</i> ○ Objective 7a: ▪ <i>A TED/ASBEP Manual is compiled particularly Section E: Student Statistics that will outline the cycle and processes for the following sections: A) Enrollment Statistics B) Course Offering Statistics C) Graduation Statistics D) Transfer Statistics E) Employment Statistics F) Time to Degree Statistics.</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____
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and Percentage of AA with an emphasis in Elementary Education degrees conferred.)

- *Past 3-5 years (Number and Percentage of B.Ed. degrees conferred.)*

- **Objective 4a- Student Transfer Statistics:**

The TED/ASBEP Director, Chairman, faculty and staff will collaborate with the Transfer Counselor to effectively track student transfer statistics.

- *TED/ASBEP Transferability:*

- *Past 3-5 years (Number and Percentage of AA students that transfer to off-island colleges or universities.)*
 - *Past 3-5 years (Number and Percentage of AA students that transfer into the ASBEP B.Ed. program.)*
 - *Past 3-5 years (Number and Percentage of students that completed their B.Ed. and continue to pursue a Masters Degree.)*
 - *Past 3-5 years (Number and Percentage of students that completed their Masters Degree and continue to pursue a Doctorate Degree.)*

- **Objective 5a- Student**

Employment Statistics: The TED/ASBEP Director, Chairman, faculty and staff will collaborate with the Transfer Counselor to effectively track student gainful employment statistics.

- *TED/ASBEP Employment:*

- *Past 3-5 years (Non-degree seeking number and percentage of students that completed the ASCC (ASDOE-MOU) certification courses to teach in American Samoa.)*
 - *Past 3-5 years (Number and Percentage of students that completed their AA with an emphasis in Elementary Education degree and are now*

<i>employed by ASDOE.)</i> ▪ Past 3-5 years (<i>Number and Percentage of students that completed their AA with an emphasis in Elementary Education degree and are now employed outside of ASDOE (public agencies or private sectors.)</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their B.Ed. degree and are now employed by ASDOE.)</i>) ▪ Past 3-5 years (<i>Number and Percentage of students that completed their B.Ed. degree and are now employed outside of ASDOE (public agencies or private sectors.)</i>) • Objective 6a- Student Cohort Tracking Statistics (Time to Degree): The TED/ASBEP Director, Chairman, faculty and staff will collaborate with the Registrar and the Institutional Researcher to effectively track cohort Time to Degree statistics. ○ <i>TED/ASBEP Cohort Tracking:</i> ▪ Past 3-5 years (<i>Number of students sorted by cohort that complete an AA degree with an emphasis in Elementary Education requirements within 150% normal time of completion.)</i>) ▪ Past 3-5 years (<i>Number of student sorted by cohort that take more than 150% normal time of completion to complete an AA degree with an emphasis in Elementary Education requirements.)</i>) ▪ Past 3-5 years (<i>Number of students sorted by cohort that complete a B.Ed. degree requirements within 150% normal time of completion.)</i>) ▪ Past 3-5 years (<i>Number of student sorted by cohort that take more than 150% normal time of completion to complete a B.Ed.</i>)		
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<i>degree requirements.)</i> • Objective 7a- TED/ASBEP Program Manual Section E: A TED/ASBEP Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify Program Student Statistics. This manual should include Section E: Program Student Statistics that include the following topics: ○ <i>Cycle and processes for collecting student data statistics that include:</i> ▪ Student Enrollment Statistics ▪ Course Offering Statistics ▪ Graduations Statistics ▪ Transfer Statistics ▪ Employment Statistics ▪ Time to Degree Statistics		
Outcome 4b: Faculty Data Accountability: • Objective 1b- Faculty Statistics: TED/ASBEP Director and Chairman will collaborate with the Human Resources Officer to effectively track faculty statistics based on degrees, expertise, and expectations. ○ <i>TED/ASBEP Faculty Statistics:</i> ▪ Disaggregated number and percentage of faculty. (<i>Gender, ethnicity, age</i>) ○ <i>TED/ASBEP Faculty Expertise:</i> ▪ Number and percentage of faculty teaching within their expertise. ▪ Number and percentage of faculty cross teaching according to expertise. ▪ Number and percentage of adjunct faculty teaching within their expertise. ▪ Number and percentage of adjunct faculty cross teaching according to their expertise. ○ <i>TED/ASBEP Faculty Qualifications:</i> ▪ Number and percentage of faculty with doctorate degrees. ▪ Number and percentage of	Outcome 4b Criteria for Success: Faculty Data Accountability: The TED/ASBEP monitors and archives faculty data statistics: ○ Objective 1b: ▪ <i>Disaggregated Faculty statistics</i> ▪ <i>Faculty Expertise statistics</i> ▪ <i>Faculty Qualification statistics</i> ▪ <i>Faculty Professional Development statistics</i> ▪ <i>Faculty Personal Development and Career Enhancements statistics</i> ▪ <i>Faculty Merit statistics</i> ▪ <i>Faculty Performance Evaluation Statistics</i>	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

faculty with master degrees. ▪ Number and percentage of faculty that were hired that meet the minimum requirements. ▪ Number and percentage of faculty that were hired that meet the maximum requirements. ○ <i>TED/ASBEP Professional Development:</i> ▪ Past 3-5 years (Number and percentage of faculty who received off-island professional development in the areas of: Assessment, Accreditation, Technology, Data Accountability, Content, Technology, etc.) ○ <i>TED/ASBEP Personal Development and Career Enhancements:</i> ▪ Past 3-5 years (Number of faculty that completed 15-30 credits for skill/content enrichment or career opportunities.) ▪ Number and percentage of faculty that are pursuing a higher degree (ED.D. or PH.D.) in their field of expertise. ○ <i>TED/ASBEP Faculty Merits:</i> ▪ Past 3-5 years (Number and percentage of faculty that completed a higher degree.) ▪ Past 3-5 years (Number and percentage of faculty that were promoted to higher positions in higher education or elsewhere.) ▪ Past 3-5 years (Number and percentage of faculty with personal accomplishments such publications, teacher of the year, etc.) ○ <i>TED/ASBEP Faculty Performance Evaluation:</i> ▪ Past 3-5 years (Number and percentage of faculty that have been evaluated annually.) ▪ Past 3-5 years (Number and percentage of faculty that have scored high in		
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<i>the Outstanding Criterion on their performance evaluation.)</i> ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Satisfactory Criterion on their performance evaluation.)</i>) ▪ Past 3-5 years (<i>Number and percentage of faculty that have scored high in the Needs Improvement Criterion on their performance evaluation.)</i>)		
Outcome 4c: <u>Student Learning Outcome (SLO)</u> <u>Data Accountability:</u> • Objective 1c- SLO Statistics: TED/ASBEP Director, Chairman, faculty, and staff are fully accountable for the monitoring, collecting, analyzing, archiving, and reporting of all SLO Data that includes: Course Learning Outcomes, Program Learning Outcome, General Education Outcomes, and Institutional Learning Outcomes statistics. (<i>Referencing TED/ASBEP Outcome 1b- Objectives 1b and 2b</i>): ○ <i>Course Learning Outcome (CLO) Statistics: TED/ASBEP faculty are fully accountable for the assessing and reporting of CLO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per course. (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students assessed per achievement of course outcome. (<i>Gender, ethnicity, age</i>) ○ <i>Program Learning Outcome (PLO) Statistics: TED/ASBEP faculty are fully accountable for the assessing and reporting of PLO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per PLO. (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students assessed per achievement	Outcome 4c Criteria for Success: SLO Data Accountability: The TED/ASBEP administrator, faculty, and staff report accurate SLO data on student achievement of program qualities and course qualities each semester that include the following statistics: ○ Objective 1c: ▪ <i>Disaggregated CLO statistics</i> ▪ <i>Disaggregated PLO statistics</i> ▪ <i>Disaggregated GEO statistics</i> ▪ <i>Disaggregated ILO statistics</i> ○ Objective 2c: ▪ <i>A TED/ASBEP Manual is compiled particularly Section F: SLO Statistics that will outline the cycle, processes, and responsible constituencies for the reporting of: A) CLO Statistics B) PLO Statistics C) GEO Statistics D) ILO Statistics</i>	Cost: <u>\$0.00</u> Funding Source: ☐ Grant or MOU: (<i>Please Specify</i>) _____ ☐ Local Funds: (<i>Please Specify</i>) _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (<i>Specify</i>) _____

for each PLO. (<i>Gender, ethnicity, age</i>) ○ <i>General Education Outcomes (GEO) Statistics: TED/ASBEP faculty are fully accountable for the assessing and reporting of GEO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per GEO. (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students assessed per achievement for each GEO. (<i>Gender, ethnicity, age</i>) ○ <i>Institutional Learning Outcomes (ILO) Statistics: TED/ASBEP faculty are fully accountable for the assessing and reporting of ILO statistics that include:</i> ▪ Disaggregated number and percentage of students assessed per ILO. (<i>Gender, ethnicity, age</i>) ▪ Disaggregated number and percentage of students assessed per achievement of each ILO. (<i>Gender, ethnicity, age</i>) • Objective 2c- TED/ASBEP Program Manual Section F: A TED/ASBEP Planning Manual is compiled and approved by the Dean of Academic Affairs to clarify SLO Statistics. This manual should include <i>Section F: SLO Statistics</i> that include the following topics: ○ <i>Cycle, processes, and responsible constituencies in the collecting SLO data statistics that include:</i> ▪ CLO statistics ▪ PLO statistics ▪ GEO statistics ▪ ILO statistics		
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Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: Local Funds: (<i>Please Specify</i>) ☐ Personnel 5100 ☐ Materials & Supplies 5200

		☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
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Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. None at this time.

Section VI: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. TED/ASBEP Chairman	Holding monthly faculty meetings addressing assessment and faculty training, and needs of instructional improvements
2. Dean of Academic Affairs	Professional Development (Institutional Learning Outcomes & Student Achievement Training, Articulation, and Accreditation)
3. Director of Institutional Effectiveness	Professional Development (Data Accountability are Archiving Training & Accreditation)
4. Chief Information Officer	Upgrading of computers, software, peripherals
5. Dean of Student Services	Provide student services
6. Human Resources Officer	Solidifying processes for tracking faculty data for TED/ASBEP
7. Institutional Researcher	Programs Statistical Data Reports and access.

Trades and Technology Department

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Trades & Technology Division
Contact Person:	Mr. Frederick Suisala
Contact Information:	699-9155 ext. 414 l.moananu@amsamoa.edu
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	The mission of the Trades and Technology Division (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 Trades and Technology Division provides preparatory training for students to further their education and training beyond ASCC.

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

A. Summary Context: Program or Division Outcomes and Actions (Academic Year 2016-2017)	
Outcome 1- Statement: <i>Curriculum, Instruction, and Planning</i>	Description of actions done to meet Outcome 1: <i>ICT 270 - Advanced Office Applications: was introduced and approved to assess ILO 2: Quantitative Competent Individuals.</i> <i>TTD Proposed Revision for ASCC General Catalog 2016-2018 to address student achievement set standards in “persistence”</i>
Outcome 2- Statement: <i>Highest level of academic services</i>	Description of actions done to meet Outcome 2: <i>TTD Proposed Revision for ASCC General Catalog 2016-2018 d to address student achievement set standards in “persistence”</i> <i>Development of the Certificates of Completion (COC) in ABR, AUTO, CARP and WLD programs</i> <i>Revival of the Civil Engineering (CET) program. Other programs to follow suit</i>
Outcome 3- Statement: <i>Internal and External Partnerships and Entity</i>	Description of actions done to meet Outcome 3: <i>A meeting was held at the Talofa Systems Company at Satala on a partnership to develop a program specifically for their employees (non-traditional) to include ADT, ETP and WLD courses. A presentation on the opportunities TTD Apprenticeship & Workforce Development (AWD) program provided. Talofa Systems has pledged to sponsor its employees in the AWD program.</i> <i>A meeting was also held at Starkist Samoa to recruit participants for the AWD program. Starkist Samoa also pledged to sponsor employees (non-traditional) in the AUTO, ETP and WLD courses to the AWD program.</i> <i>DOE Vocational Program Coordinator Mr. Tavita Elisara requested in a meeting held at the TTD’s ATL facility office for TTD to proctor the NOCTI (National Occupation Competency Testing Institute) Performance tests for Nuuli Vocational & Technical High School students. Areas to be assessed include the Automotive, Electrical and Electronics.</i>
Outcome 4- Statement: <i>Manage and allocate institution resources effectively</i>	Description of actions done to meet Outcome 4: <i>TTD continues to allocate its resources effectively on a need only basis while achieving its objectives</i> <i>TTD has advised its instructors to seek and enroll with certification programs online to become certify in their specific area of expertise</i>
Outcome 5- Statement: <i>Recruit, retain, and support faculty and staff in a cultural of excellence and innovation</i>	Description of actions done to meet Outcome 4: <i>Assessment training on Assessment Data Sheets and Rubrics Summary for the TTD faculty by the Curriculum & Assessment Director Ms. Fruean</i>

B. Program or Division Outcome Achievements (Academic Year 2016-2017)
Describe the outcome achievements of your Program or Division during this Academic Year.
Outcome 1 Achievement(s): • <i>ICT 270 to assess ILO 2</i>

Revisions were included in the General ACSS Catalog 2016 – 2018
Outcome 2 Achievement(s): - Revisions were included in the General ASCC Catalog 2016 – 2018 - Certificate of Completion are now available for the ABR, AUTO, CARP and WLD programs - Successful revival of the Civil Engineering Technology (CET) program with a student population - Conferring of 21 AS degrees and COP's in the Automotive, Architectural Drafting, Electrical and the Electronics fields
Outcome 3 Achievement(s): - Continuation of the Apprenticeship & Workforce Development evening training with 74 Certificates of Completion awarded to participants in the Automotive, AutoCAD, Electrical and Welding fields, - Starkist continues to enroll employers in AWD evening program - The NOCTI Performance Based testing for NVTHS senior students were held at TTD
Outcome 4 Achievement(s): TTD operates within its budget allocation
Outcome 5 Achievement(s): TTD faculty are now able to complete and submit data sheets as required

C. Closing the Loop: Program Review and Assessment (<i>Academic Year 2016-2017</i>)	
Checkmark the appropriate boxes as it applies and provide additional information as appropriate:	
1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☐ Other (<i>Please Explain</i>): _____
2. Program or Division services offered that link to:	☐ Board Policies ☒ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	Governance Manual: <i>Policy 5000: Statement of Instructional Philosophy</i> <i>Policy 5001: Academic Integrity</i> <i>Policy 5003: Family Educational Rights Privacy Act</i> <i>Policy 5004: Access to Instructional Services</i> <i>Policy 5102: Faculty Orientation, Internship and Institutional Development</i> <i>Policy 5103: Faculty Competencies for Instructional Effectiveness</i> <i>Policy 5104: Syllabus</i> <i>Policy 5105: Faculty Use of Copyrighted Materials</i> <i>Policy 5106: Faculty Accessibility</i> <i>Policy 5107: Faculty Time Allocation on Campus</i> <i>Policy 5108: Faculty Teaching Load</i> <i>Policy 5109: Instructor Class Size</i> <i>Policy 5110: Faculty Evaluation and Grading of Students</i> <i>Policy 5111: Timeliness of Documents Submission</i> <i>Policy 5112: Faculty Instructional Evaluation</i> <i>Policy 5113: Faculty Performance Evaluation</i> <i>Policy 5114: Removal of Faculty From Teaching</i> <i>Policy 5115: Faculty Absence From Course</i> <i>Policy 5117: Faculty Communications</i> <i>Policy 5118: Faculty Committees</i> <i>Policy 5119: Faculty Leave</i> <i>Policy 5211: Student Development Coursework</i> <i>Policy 5313: Course Substitution</i> <i>Policy 5315: Independent Study</i>
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	<i>The absence of a policy(s) to address the dissimilar of academic programs from vocational programs and requirements. This has impacted the trades program as vocational students are treated as academic bound and not skilled bound in terms of entry requirements</i>
5. List any recommendations to improve Board policies and/or Administrative Governance	<i>To revise an existing policy or create a new policy to address vocational program unique requirements</i>

policies.	<i>Revising and/or creating a new policy with respect to the vocational pathway, would allow trades to initiate and implement unique entry requirements for their programs (similar to other institutions of higher learning) as well as a window to a new degree (Associate of Applied Science). This would create more options and opportunities for students who are interested in vocational studies to enter their respective programs (practical/skilled setting) with observance to complete the necessary exit program requirements to graduate, to enter the workforce immediately after commencement if desire</i>
Additional Comments: (Please list any additional comments in the space provided.):	

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

The following sections will serve as the ‘Planning’ function for your Program or Division **Fiscal Year 2018** 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 2018 Outcomes:		
Please list your Program’s or Division’s Outcome(s) for Fiscal Year 2018 . Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.		
Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: Curriculum, Instruction, and Planning	☒ Ongoing Outcome	☒ Maintenance ☒ Reclassification ☐ Professional Development
	☐ New Outcome	☐ Community Outreach, Extension, and Research
Outcome 2: Highest level of academic services	☒ Ongoing Outcome	☐ Maintenance ☒ Reclassification ☐ Professional Development
	☐ New Outcome	☐ Community Outreach, Extension, and Research
Outcome 3: Internal and External Partnerships and Entity	☒ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☐ Professional Development
	☐ New Outcome	☒ Community Outreach, Extension, and Research
Outcome 4: Manage and allocate institution resources effectively	☒ Ongoing Outcome	☒ Maintenance ☐ Reclassification ☒ Professional Development
	☐ New Outcome	☐ Community Outreach, Extension, and Research
Outcome 5: Recruit, retain, and support faculty and staff in a cultural of excellence and innovation	☒ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development
	☐ New Outcome	☐ Community Outreach, Extension, and Research

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

B. Program or Division Plans, Activities, and Resources:

Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the 'Request for Additional Resources' table that is separate from each Outcome # - Plans and Activities.)

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018		
Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. To continue to provide services to support and delivering the highest quality programs that are offered within the division	To meet TTD Mission Statement To meet Outcomes 1 & 2 To meet Student Achievement Set Standards	Cost: \$15,000.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome #1- Request for Additional Resources:		
Request:	Description of Purpose & Justification:	Funding:
		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018		
Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. An extensive promotion and awareness drive to promote various trade programs through a strong advertisement and recruitment	Increase in enrolment to move TTD forward	Cost: \$3,000.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify)

		☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☒ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
2. Trade Fair to promote and showcase the availability of programs at TTD	Increase in enrolment to move TTD forward	Cost: \$3,000.00 _____ Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☒ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
3. To convert the current administrative assistant from staff to faculty	To absorb and continue to provide teaching 2 CAPP ICT 150 classes due to the depletion of Title 3 at the end of July, 2017: with Course Release to perform admin assist duties to make-up for the 3rd course as required This would allow TTD to sustain the 2 CAPP ICT 150 courses while maintaining an administrative assistant until TTD functions at full capacity	Cost: \$29,577.00 _____ Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other (Specify) Personnel 5100 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
4. To increase the number of the revived Civil Engineering Technology (CET) courses to 2 with a total of 8 credits for each of the next 2 upcoming semesters	To meet Student Achievement Standards	Cost: \$8,000.00 _____ Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other (Specify) Personnel 5100

Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. To increase from \$2,500.00 to	To provide a more comprehensive	Cost: \$6,000.00 _____

\$6,000.00 for Awareness, Promotion, Advertisement and Recruitment as well as a Trade Fair	awareness, promotion, advertisement and recruitment drive to address low enrolment and to move TTD forward	Requested Funding Source: ☐ Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☒ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
		Requested Funding Source: ☒ Local Funds: (Please Specify) ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
2. To increase Civil Engineering Technology (CET) adjunct contract from \$5,600 to \$8,000	CET is a program that was recently revived which is now populated. There are two courses scheduled for each of the two upcoming semester for a total of 8 credits per semester to meet Student Achievement Standards	Cost: \$8,000.00 Requested Funding Source: ☒ Local Funds: (Please Specify) ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. To coordinate, promote, schedule, register participants, recruit adjuncts and manage the Apprenticeship & Workforce Development (AWD) evening program to provide opportunities for the non-traditional population as well as the incumbent workers	To meet TTD Mission Statement To increase a highly skilled local workforce	Cost: \$11,000.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☒ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
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1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. Professional development through in-house training and/or on-line certifications for TTD instructors	To equip faculty with up-to-date knowledge, abilities and skills with certification where necessary	Cost: \$2,500.00 _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☒ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1.

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
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1. Michael Leau (discussions in meetings: retired)	Director, TTD
2. Frederick Suisala (discussions in meetings)	Automotive Technology
3. Robert Moore (discussion in meetings: deceased RIP)	Information and Communication Technology
4. Adullum Esera (discussion in meetings: resigned)	Architectural Drafting Technology
5. Ernie Seiuli (discussions in meetings)	Information and Communication Technology
6. Jeriecho Martinez (discussions in meetings)	Electrical Technology Program and Electronics
7. Valentine Talamoni (discussions in meetings)	Architectural Drafting Technology
8. Juliet F. C. Pen (discussions in meetings and assisting in preparing the budget)	Administrative Assistant



Section III: Student Support Services

○ Division of Student Services

- Admissions Office
- Counseling Office
- Financial Aid Office
- Library Services
- Records Office
- Student Support and Learning Services

Student Services Division

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Division of Student Services
Contact Person:	Dr. Emilia Le'i
Contact Information:	684-699-9155, ext. 430
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	

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

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement: Student will receive academic and administrative services to support the DOSS/ASCC mission.	Description of actions done to meet Outcome 1: Provide leadership, support, assistance, and guidance to the Division of Student Services in ensuring that high quality services, student access, learning, progress, and success were provided for the student body. Please refer from the following Program Directors and Officers for their respective a) Budget Reports b) Planned Purchases & Travel c) Planning and Resource Allocation Template: • Program Director of Counseling • Program Director of Library Services • Student Support and Learning Services • Registrar (Records Officer) • Admissions Officer • Financial Aid Officer • Student Government Association
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.	Description of actions done to meet Outcome 2: Provide leadership, support, assistance, and guidance to the Division of Student Services in ensuring that high quality services, student access, learning, progress, and success were provided for the student body. Please refer from the following Program Directors and Officers for their respective a) Budget Reports b) Planned Purchases & Travel c) Planning and Resource Allocation Template: • Program Director of Counseling • Program Director of Library Services • Student Support and Learning Services • Registrar (Records Officer) • Admissions Officer • Financial Aid Officer • Student Government Association
Outcome 3- Statement: Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathway to success.	Description of actions done to meet Outcome 3: Provide leadership, support, assistance, and guidance to the Division of Student Services in ensuring that high quality services, student access, learning, progress, and success were provided for the student body. Please refer from the following Program Directors and Officers for their respective a) Budget Reports b) Planned Purchases & Travel c) Planning and Resource Allocation Template: • Program Director of Counseling • Program Director of Library Services • Student Support and Learning Services • Registrar (Records Officer) • Admissions Officer • Financial Aid Officer • Student Government Association

Outcome 4- Statement: Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	Description of actions done to meet Outcome 4: Provide leadership, support, assistance, and guidance to the Division of Student Services in ensuring that high quality services, student access, learning, progress, and success were provided for the student body. Please refer from the following Program Directors and Officers for their respective a) Budget Reports b) Planned Purchases & Travel c) Planning and Resource Allocation Template: • Program Director of Counseling • Program Director of Library Services • Student Support and Learning Services • Registrar (Records Officer) • Admissions Officer • Financial Aid Officer • Student Government Association
Outcome 5- Statement:	Description of actions done to meet Outcome 5:

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Please refer to the Division of Student Services respective programs and services.

Outcome 2 Achievement(s): Please refer to the Division of Student Services respective programs and services.

Outcome 3 Achievement(s): Comprehensive Student Services SOP - Complete

Outcome 4 Achievement(s): Please refer to the Division of Student Services respective programs and services.

Outcome 5 Achievement(s): Please refer to the Division of Student Services respective programs and services.

C. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☐ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☐ Other (<i>Please Explain</i>): _____
2. Program or Division services offered that link to:	☐ Board Policies ☒ Administrative Governance Policies ☒ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	Please refer to Governance Policy Manual, Chapter V - INSTRUCTIONAL AND STUDENT SERVICES GOVERNANCE POLICY STATEMENTS Records Office: 5201, 5213, 5301, 5304, 5305, 5307-5313, 5401, 5202;
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	NONE
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	See Below

Additional Comments: *(Please list any additional comments in the space provided.):*

Requesting when will the Administrative Governance Policy Manual updated to reflect current changes... Student Services, Academic, Human Resources, etc.?

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

The following sections will serve as the ‘Planning’ function for your Program or Division **Fiscal Year 2018** 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 2018 Outcomes:

Please list your Program’s or Division’s Outcome(s) for Fiscal Year 2018. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: Students will receive academic and administrative services to support the DOSS/ASCC mission.	☒ Ongoing Outcome ☐ New Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
Outcome 2: DOSS possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.	☒ Ongoing Outcome ☐ New Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
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	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
Outcome 4: Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	☒ Ongoing Outcome ☐ New Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
Outcome 5: N/A	☐ Ongoing Outcome ☐ New Outcome	☐ Maintenance ☐ Reclassification ☐ Professional Development ☐ Community Outreach, Extension, and Research

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

B. Program or Division Plans, Activities, and Resources:

Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for Fiscal Year 2018. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment	Funding:
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	<i>criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	
1. Provide assistance to the students by providing high quality student support and learning services. NOTE: 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 ensure ease in the 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. DOSS will strive to provide quality service to students, faculty, staff, alumni, and other constituents of the college community. DOSS commits to providing support students' academic pathways to success by providing educational information resources and other facets of learning resources available. We are also dedicated to ensuring the progression and success of students through the academic arena in the areas of testing, admission, registration, academic/degree planning and graduation. Please refer from the following Program Directors and Officers for their respective a) Budget Reports b) Planned Purchases & Travel c) Planning and Resource Allocation Template: • Program Director of Counseling • Program Director of Library Services • Student Support and Learning Services • Registrar (Records Officer) • Admissions Officer • Financial Aid Officer	Outcome 1: Students will receive academic and administrative services to support the DOSS/ASCC mission.	Cost: \$4000/#5200; \$2000/#5300; \$9000/#5400; \$26000/Graduation; \$30000/NPWS; + SGA Budget. Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> ☒ Local Funds: <i>(Please Specify)</i> - X Materials & Supplies 5200 - X All Other Costs 5300 - X Travel Expenses 5400 - X Contractual Service 5500 - X Equipment 5600 - X Other <i>(Specify)</i> In House Scholarships- Presidential Merit Scholarship, Saili le Atamai (SGA) Scholarship; Non-Pell Work Study; SGA Clubs scholarships – VA Club, International Club; Graduation

Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. Increase Non-Pell Work Study (NPWS) Program to support students whom are not eligible for the FAFSA. 2. Continue the NPWS to assist students with their financial needs in order to continue and be successful in their educational endeavors at ASCC.	Outcome 2: DOSS possesses a combined Standard Operations Procedures (SOP) Manual, which is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.	Cost: \$ 4000/#5200; \$2000/#5300; \$9000/#5400; \$26000/Graduation; \$30000/NPWS; + SGA Budget. Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ X Local Funds: <i>(Please Specify)</i> X Materials & Supplies 5200 X All Other Costs 5300 ☐ Travel Expenses 5400 X Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
- Continue with the Tutoring Program for English, Math, and All Other Subjects offered at ASCC. - Continue to provide technical support for the student body with their research papers, etc., by providing access to the Student Labs, Rm#15 & 16 during the regular office hours. - Continue to support the Student Government Association with the election of Executive Officers, Representatives for the Freshmen, Sophomores, Juniors/Seniors (Bachelor's Degree in Elementary Education). Continue to support SGA extra-curricular activities.	Outcome 3: Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	Cost: \$4000/#5200; \$2000/#5300; \$9000/#5400; \$26000/Graduation; \$30000/NPWS; + SGA Budget. Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☒ Travel Expenses 5400 ☒ Contractual Service 5500 ☒ Equipment 5600 ☒ Other <i>(Specify)</i> Students registration fee-50%.

Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
	Outcome 4:	Cost: \$4000/#5200; \$2000/#5300; \$9000/#5400; \$26000/Graduation; \$30000/NPWS; + SGA Budget.

	Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☒ Travel Expenses 5400 ☒ Contractual Service 5500 ☒ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1.

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1.	

Admissions Office

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Admission Office
Contact Person:	Mrs. Elizabeth S. Leuma
Contact Information:	Ext. 334
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	

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

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement: Students will receive academic support and administrative services to support the DOSS/ASCC mission.	Description of actions done to meet Outcome 1: Admittance and review of New Students applications, Evaluating Transfer Credits, Complete Transmission of New Student files to Records Office;
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.	Description of actions done to meet Outcome 2: Admission Office Program Review resulted in the following revisions and creation of additional form (s): 1) Admission Application; 2) ASCC American Samoa Residency Tuition Status Application; 3) Admission Customer Satisfaction Survey;
Outcome 3- Statement: Students are aware of and participate in the various support services offered by DOSS contributing to their educational pathways to success.	Description of actions done to meet Outcome 3: Recruitment/Outreach, New Student Admission Application Process (Registration), Placement Test, New Student Orientation, Open House and assist with ASCC Financial Aid and Community events. All activities are listed and reported in Bi-Weekly & Quarterly Reports.
Outcome 4- Statement: Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	Description of actions done to meet Outcome 4: Recruitment/Outreach, New Student Admission Application Process (Registration), Placement Test, New Student Orientation, Open House and assist with ASCC Financial Aid and Community events. All activities are listed and reported in Bi-Weekly & Quarterly Reports.
Outcome 5- Statement: (N/A – Outcome is repeated – Outcome #4)	Description of actions done to meet Outcome 5: (N/A – Outcome is repeated – Outcome #4)

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Fall 2016-2017: Admission applications, process (data entry) Registration (PERC) and move files to Records Office. Spring 2017: Admission applications, process (data entry) and move files to Records Office; Recruitment/Outreach at High Schools; Placement Test; New Student Orientation; Summer 2017 Admission applications, process (data entry); Registration (PERC);
Outcome 2 Achievement(s): New and Revised Admission Office forms pending for approval - (1) Admission Application; 2) ASCC American Samoa Residency Tuition Status Application; 3) Admission Customer Satisfaction Survey;
Outcome 3 Achievement(s): Recruitment/Outreach, New Student Admission Application Process (Registration), Placement Test, New Student Orientation, Open House and assist with ASCC Financial Aid and Community events. All activities are listed and reported in Bi-Weekly & Quarterly Reports.
Outcome 4 Achievement(s): Recruitment/Outreach, New Student Admission Application Process (Registration), Placement Test, New Student Orientation, Open House and assist with ASCC Financial Aid and Community events. All activities are listed and reported in Bi-Weekly & Quarterly Reports.
Outcome 5 Achievement(s): (N/A – Outcome is repeated – Outcome #4)

C. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

6. Conducted and Completed Program Review:	☐ Institutional Program Review 2016 ☐ Divisional Program Review 2016 ☒ Program/Division developed Program Review Instrument 2016 or 2017 ☐ Other (<i>Please Explain</i>):
7. Program or Division services offered that link to:	☐ Board Policies ☐ Administrative Governance Policies ☒ Division Standard Operating Procedures
8. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	N/A
9. List any challenges encountered in the	N/A

implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	
10. List any recommendations to improve Board policies and/or Administrative Governance policies.	N/A
Additional Comments: <i>(Please list any additional comments in the space provided.):</i>	

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

The following sections will serve as the ‘Planning’ function for your Program or Division ***Fiscal Year 2018*** 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 2018 Outcomes:		
<i>Please list your Program’s or Division’s Outcome(s) for Fiscal Year 2018. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.</i>		
Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: Students will receive academic support and administrative services to support the DOSS/ASCC mission.	☒ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☐ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
Outcome 2: DOSS possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.	☒ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☐ Community Outreach, Extension, and Research
	☐ New Outcome	
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	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
Outcome 4: Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	☒ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☐ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
Outcome 5: Improve communications between Admission staff and students, other enrollment services, faculty, including all ASCC program and services to ensure a student-centered setting that is effective and resourceful in supporting students in their academic goals.	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☒ New Outcome	

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

B. Program or Division Plans, Activities, and Resources:

Use the following tables below to describe your Program or Division Plans & Activities, and Resources

needed for **Fiscal Year 2018**. (For additional resource requests, please complete the 'Request for Additional Resources' table that is separate from each Outcome # - Plans and Activities.)

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018		
Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
2. Purchase Xerox Papers & Office Supplies	Outcome 1, 2, 3 & 4: Academic and Administrative support.	Cost: \$ 500.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
3. Office Equipment Maintenance and Service	Outcome 1, 2, 3 & 4: Academic and Administrative support.	Cost: \$ 500.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
4. Contractual Services: Proctors for Placement Testing Spring 2018	Outcome 1,2,3, & 4: Academic and Administrative support.	Cost: \$ 1,200.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☒ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
4. Purchase Photocopy Supplies: Cartridge and Toners	Outcome 1, 2, 3, & 4: Academic and Administrative support.	Cost: \$ 700.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600

		☒ Other (Specify) _____
5. Manu'a High School – Recruitment and Placement Testing.	Outcome 1, 2, 3, & 4: Academic and Administrative support.	Cost: \$ 2000.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☒ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. AACRAO Conference (American Association of Collegiate Registrars and Admissions Officers)	Outcome 1, 2, 3, & 4: Academic and Administrative support.	Cost: \$ 6,000 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☒ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
2. Contractual Services: Proctors for Placement Testing Summer 2018	Outcome 1, 2, 3, & 4: Academic and Administrative support.	Cost: \$ 1,200.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____

		☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☒ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. PACRAO Conference: (Pacific Association of Collegiate Registrars and Admission Officers)	Outcome 1, 2, 3, & 4: Academic and Administrative support.	Cost: \$ 5,000.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☒ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
2. Contractual Services: Proctors for Placement Testing Fall 2018	Outcome 1, 2, 3, & 4: Academic and Administrative support.	Cost: \$ 1,200.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:**Outcome #4- Plans and Activities: Fiscal Year 2018**

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. Purchase Photocopy Supplies: Cartridge and Toners	Outcome 1, 2, 3, & 4: Academic and Administrative support.	Cost: \$ <u>500.00</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
2. Purchase Xerox Papers & Office Supplies	Outcome 1, 2, 3, & 4: Academic and Administrative support.	Cost: \$ <u>500.00</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____

		Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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Outcome 5- PLANS AND ACTIVITIES:

Outcome #5- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. Purchase Computers (2)	Outcome 1, 2, 3, & 4: Academic and Administrative support.	Cost: \$ _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☒ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #5- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. Request for Budget Training a month earlier (April) so we can work on our budget in a timely manner, and not to conflict with activities (registration).

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if
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	applicable):
1. CAPP/Academic Affairs	Cost Sharing Recommendation 1: Spring and Summer Placement Testing, utilize Admission Office to proctor and correction of Writing test only done by CAPP department.
2. CAPP/Academic Affairs	Recommendation 2: Spring and Summer Testing utilize 1 CAPP instructor to proctor and assisted by 1 Admission staff.
3. ASG-Department of Education	Recommendation 3: Work with DOE officials to test all HS incoming Seniors (12) in September and paid by DOE. This is a win-win situation with regards to data. Students can also re-take the Placement on their own should they desire to do so.
4. ASG-Department of Education	Recommendation 4: Work with DOE officials to test all HS incoming Juniors (11) in March also paid DOE. This is a win-win situation with regards to data. Students can also re-take the Placement on their own should they desire to do so. This action will also benefit Early Admission students that are interested in taking ASCC courses ahead of time.

Counseling Services

Section I: Program or Division Information

Introduction:	
Name of Program or Division:	DOSS Student Support and Learning Services
Contact Person:	Ms. Annie M. Panama
Contact Information:	a.panama@amsamoa.edu or anelemasele@gmail.com
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/ Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. - Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. -Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. -ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective

	education and support programs to facilitate student academic success. -Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	Division of Student Services' Mission: Division of Student Services (DOSS) mission is to support the educational pursuit of all students attending ASCC through the provision of high quality services, student access, and learning support. The DOSS provides information and services in financial -aid resources, library, counseling, tutorial, admission, and records that are available to all ASCC students. The DOSS works collaboratively with the Division of Academic Affairs to provide guidance to students for career planning/transferability and successful entry into the workforce. Counseling Services: Counseling Services provides academic, career, personal, transfer, veterans and diversity counseling. Counseling services assists with orientation of new students, implementation of outreach activities, and offers crisis interventions with follow-up and referrals. These services are provided to prospective and enrolled students of ASCC. <i>Academic Counseling:</i> • Provide scheduling assistance for students during registration; • Provide student orientation on college information on policies pertaining to students and student access and services offered; • Provide guidance for students in academic planning for career pathways to transfer to a four-year institution or gainful employment; • Provide service referrals for students with low grades and/or students on academic probation. <i>Career Counseling:</i> • Provide services for career opportunities; • Provide assistance for students seeking career/employment opportunities; • Provide opportunities for students to participate in career related activities; • Provide communication services for student success and advancement in their careers. <i>Personal Counseling:</i> • Provide personal counseling for students <i>Transfer /Alumni Counseling:</i> • Provide services for transfer opportunities; • Provide assistance for students seeking transfer opportunities; • Provide opportunities for students to participate in transfer opportunities; • Provide communication services for student success and achievement of career paths. <i>Diversity and Tutorial Counseling:</i> • Provide services for students transitioning (access and admittance) into the College; • Provide tutorial services for students; • Provide assistance for students with diverse needs upon request. <i>Veterans Affairs (VA) Counseling:</i> • Provide services for VA students' access and certification. Peer Mentoring: <i>You Are Not Alone (YANA) is a support program that reaches out to students</i>

	<i>and other community members who are experiencing personal problems. Counselors are available to assist anyone who is in need of help. Peer Mentors are also available to help students who are not comfortable talking to counselors.</i>
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Section III: Program or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1 –Statement: Students will receive academic support and administrative services to support the DOSS/ASCC mission.	Description of actions done to meet Outcome 1: 1. Academic advising and guidance for all students during semester registration process. 2. Students on academic probation are referred to counseling for academic consultation and guidance 3. Work with faculty during Low-grade period counseling sessions with students for every semester 4. Counseling has open-door policy allowing students to walk-in with issues related to their need or questions. (Academic, Career, Personal, Transfer or Veterans...) 5. Offer one-on-one or group counseling sessions to students at their convenience. 6. Students receive counseling as referred by Financial Aid SAP appeal cases. 7. Support students during and after disciplinary hearing processes or outcomes. 8. Counseling provides prospective graduates with ‘Satisfaction Survey and Exit surveys every semester.
Outcome 2 – Statement: Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success	Description of actions done to meet Outcome 2: 1. All counseling services brochures are made available to students for more information. 2. Student orientation provides more awareness presentation for students 3. College and Life Planning Course offering (CLP 150) with inclusion of one to one counseling sessions for enrolled students as an academic /career planning activity. 4. “Meet the Counselor” table set up on campus for visibility and transparency of services 5. CLP 150 course utilized for career and transfer workshops and presentation for students. 6. VA counselor provides orientation to eligible students enrolled for the semester on educational benefits and processes 7. Student Veteran’s Organization (SVO) and International Club sponsored by the counseling services program every semester.

	8. Peer mentoring internship for students to participate to help peers as mentors with regards to academic, college experience, questions, directions or someone to talk to...
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B. Program or Division Outcome Achievements (Academic Year 2016 – 2017)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Counseling with the assistance of the Registrar compiled a list of students on probation to make efforts in contacting and meeting some of these students to track their progress, Counseling have become part of the process to advise students on SAP appeal as referred by Financial Aid office, Registration for SU17 involved counseling as the forefront for all new students and students on probation before enrolling in their summer classes, we hope to continue the same process for Fall 2017 student registration..

Outcome 2 Achievement(s): CLP 150 course is approved in the pool of courses required for Liberal Arts major, course offering for CLP 150 during regular and CAPP session is ongoing, interested students have participated as peer mentors during the past two semesters working with SGA and involved in community training, counseling table set-up on campus to promote services is ongoing, SVO club implemented several activities in support of veterans on campus and the community.

C. Closing the Loop: Program Review and Assessment (Academic Year 2016-2017)

Check mark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review	X - Institutional Program Review 2016 X - Divisional Program Review 2016 Program /Division developed Program Review Instrument 2016 &2017 Other (<i>Please Explain</i>)
2. Program or Division services offered that link to:	Board Policies X - Administrative Governance Policies X - Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division.	Counseling is affiliated to almost all Administrative Governance Policies in the place, such as CH I section 1000-1002 (colleges mission to organization charts), CH III section3013-3013.1 (college record), with 3019 (college services), CH V (Instructional and student service s governance) all sections relating to faculty work, section 5200 on sexual harassment (student)
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	SOPs are not as transparent and processes linking to services throughout the institution are lost in translation, ...we are visual learners, it's how we best process information
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	All SOPs for the institution as a whole should have a separate link on the college website and is accessible to all employees, students and community stakeholders and information should be basic and friendly reader.

Additional Comments: <i>(Please list any additional comments in the space provided.)</i>	Finance office as an example could post an information board for students and community to understand processes for fees and payments of the different college services that have processes requiring payment of sorts. (In front of the windows)
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Section IV.A: Program or Division Planning Context “Where are we Going?”

The following sections will serve as the ‘Planning’ function for your Program or Division Fiscal Year 2018 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 2018 Outcomes:		
<i>Please list your Program’s or Division’s Outcome(s) for Fiscal Year 2018. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.</i>		
Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: Students will receive academic support and administrative services to support the DOSS/ASCC mission.	X - Ongoing Outcome	X - Maintenance
	New Outcome	X - Reclassification X - Professional Development X - Community Outreach, Extension and Research
Outcome 2: Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success	X - Ongoing Outcome	x- Maintenance
	New Outcome	x - Reclassification x - Professional Development x - Community Outreach, Extension and Research
	New Outcome	

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

B. Program or Division Plans, Activities and Resources:
<i>Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for Fiscal Year 2018. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)</i>

Outcome 1 – PLANS AND ACTIVITIES:

Outcome # 1 – Plans and Activities: Fiscal Year 2018		
Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standard.</i>	Funding:
To work collaboratively and effortlessly with Academics and all student services to assist	Increase teamwork and collaboration for all support services to provide quality	Cost:
		Funding Source: Grant or MOU: (Please Specify)

with efforts to make contact with students on probation, academic problems and issues in support of their academic progress ...	services in support of student learning and achievements.	X -Local Funds: (Please Specify) ○ Materials and Supplies ○ All Other Costs 5300 ○ Travel Expenses 5400 ○ Contractual Services ○ Equipment 5600 ○ Other (Specify)
• Rely on counselors to connect with students during registration and other alternative means for academic intervention to help guide students	• Increase student retention and continue to academically progress to completion of studies at ASCC with plans to transfer to the workforce or to another college/university.	Cost: Funding Source: Grant or MOU: (Please Specify) X - -Local Funds: (Please Specify) ○ X - Materials and Supplies ○ All Other Costs 5300 ○ Travel Expenses 5400 ○ Contractual Services ○ Equipment 5600 ○ X - Other (Specify)

Outcome # 1- Request for Additional Resources:

Request:	Description of Purpose & Justification	Funding:
Allocating funds for assistive technology for student's with disability and funding to hire a sign language interpreter when the need arises.	The one area of our student services that is lacking to support students' with disabilities and special needs. ASCC may not be in compliance in serving the academic needs of these students.	Cost: \$2,000.00 + Requested Funding Source: X - Local Funds: <i>(Please Specify)</i> ○ Personnel 5100 ○ Materials and Supplies 5200 ○ All Other Costs 5300 ○ Travel Expenses 5400 ○ Contractual Service 5500 ○ Equipment 5600 ○ Other <i>(Specify)</i> _____

Outcome 2 – PLANS AND ACTIVITIES:

Outcome #2 – Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
• Recruiting more students for	• Best practices to get students	Cost:

peer mentoring program to increase student interaction in connecting with peers on campus as mentors	involved by communicating with other students, helping peers to be comfortable and at ease to meet with faculty, counselors, etc.. (Intervention and sustainability)	Funding Source: Grant or MOU: (Please Specify) _____ X - Local Funds: (Please Specify) ○ X - Materials and Supplies ○ All Other Costs 5300 ○ Travel Expenses 5400 ○ Contractual Services ○ Equipment 5600 ○ Other (Specify)
• Career and college fairs	• In support of the college's mission	Cost: \$1,500.00 x - Local Funds: (Please Specify) ○ Materials and Supplies ○ All Other Costs 5300 ○ Travel Expenses 5400 ○ Contractual Services ○ Equipment 5600 X - Other (Specify) Cost sharing
• Schedule of Calendar Outreach on campus and off campus by the DOSS Counselors (or with other support services)	• Awareness of support services for ASCC for students and the community	Cost: X - Local Funds: (Please Specify) ○ X - Materials and Supplies ○ All Other Costs 5300 ○ Travel Expenses 5400 ○ Contractual Services ○ Equipment 5600 Other (Specify)

Outcome #2 - Request for Additional Resources:

Request:	Description of Purpose & Justification	Funding:
Laptop, projector, new Desktop unit	Outreach, workshops, orientation and/or college/career fairs and services	Cost: Requested Funding Source: Local Funds: (Please Specify) ○ Personnel 5100 ○ Materials and Supplies 5200 ○ All Other Costs 5300 ○ Travel Expenses 5400 ○ Contractual Service 5500 ○ Equipment 5600 ○ Other (Specify) _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.
1. Planning interesting, interactive activities and events for students with the help of academics and support services to participate and vise a versa. 'Teamwork and network'
2. Strengthen wifi connections for ease of access and speed of information for everyone on campus.
3. Increase MOAs with local agencies for support in services and students.

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing –
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	if applicable):
1. All Student Support Services, Academics and Administrators especially the students	For fiscal, physical, intellectual support and professional development (cost sharing)
2. ASCC Stakeholders (Community-public and private)	Sources and Resources

Financial Aid Office

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Financial Aid Office
Contact Person:	Mr. Peteru K. Lam Yuen
Contact Information:	(684) 699-9155 ext. 313
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College (ASCC) is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	The mission of the Financial Aid Office (FAO) is to ensure student access to, and success in, higher education by helping students and their families apply, obtain, and make the best use of all financial resources they are eligible to receive. Through outreach initiatives, we support incoming students in making a successful transition to ASCC. Furthermore, we contribute to the College’s transfer and retention efforts by providing financial literacy workshops and guidance to our continuing students to help make their academic endeavors attainable, and to help make better life and financial decisions beyond ASCC.

	While complying with Federal, State, and Institutional regulations and guidelines, we ensure equity and consistency in the delivery of funds to students.
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Section III: Program or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement: The FAO maintains federal & local compliance of the institution in the Administration of all its Title IV programs approved by USDOE.	Description of actions done to meet Outcome 1: Conduct Annual FAO Audit as required by law for ASCC to follow; Completed and submitted all federal reports: IPEDS, FISAP, NSLDS Enrollment Report and other institutionally mandated surveys such as the Peterson’s and College Board surveys. Title IV requirements of monthly reconciliation between FAO and Business Office was adhered to year-round.
Outcome 2- Statement: FAO promotes and assures higher education access and opportunity to all FA-eligible individuals by providing speedy, accurate services to all student inquiries and the daily operations of the office.	Description of actions done to meet Outcome 2: provided assistance to over 1,000 Pell eligible students, as well as over 500 students and parents’ inquiries from the community. - secure future allocations of funds for upcoming school year 2017—2018.
Outcome 3- Statement: FAO staff is effective in delivering identified services due to constant training and professional development opportunities that it engages its staff with, per federal regulations.	Description of actions done to meet Outcome 3: ASCC maintains its memberships with Federal Student Aid (FSA) organizations, such as PACFAA, NASFAA, and WASFAA, which are tasked with providing mandatory federal updates and training to Colleges and Universities across the U.S. - attended PACFAA and Sister Dale Brown Summer Institute and received federal updates.
Outcome 4- Statement:	Description of actions done to meet Outcome 4:
Outcome 5- Statement:	Description of actions done to meet Outcome 5:

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): - FISAP Submission on 9/26/16; - IPEDS submission on 2/14/17; - College Board survey submission on 4/19/17; - Peterson’s Survey submission on 4/11/17; - creation of new COA for ASCC completed 4/4/17; - FAO Annual Audit from 12/3 to 12/16 yielded only one material weakness for resolution.
Outcome 2 Achievement(s): - significantly reduced turn-around time for students to receive financial aid and disbursement in a semester; - reduced the number of batches in a typical award year from 26 to 13 batches; speedy processing of aid efficiently while maintaining compliance with federal and local regulations. - Processed a total of \$ 4,145,323.64 federal grants and self-help aid to date.
Outcome 3 Achievement(s): - 2 staff attended PaCFAA Training in March 2017 and received Federal Updates and changes to the administration of Title IV in ASCC. Determined the new Cost of Attendance for ASCC for 2017—2018: \$ 10,800.00 - 1 staff attended the Sister Dale Brown Summer Institute in Reno, NV from June 5—9 and received notification of ASCC requiring additional reporting information on NSLDS Enrollment reporting. As a result, changes were implemented to FAO processing to ensure compliance with federal reporting of NSLDS and transfer monitoring information.
Outcome 4 Achievement(s):

Outcome 5 Achievement(s):**C. Closing the Loop: Program Review and Assessment (Academic Year 2016-2017)**

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☐ Institutional Program Review 2016 ☐ Divisional Program Review 2016 ☒ Program/Division developed Program Review Instrument 2016 or 2017 ☐ Other (Please Explain): _____
2. Program or Division services offered that link to:	☐ Board Policies ☐ Administrative Governance Policies ☒ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	
Additional Comments: (Please list any additional comments in the space provided.):	The complexity of some of our ASCC issues and concerns that are continuously raised by our auditor makes it difficult for Region IX to respond to our inquiries in a timely manner due to extensive research required to address issues raised. These issues include, but are not limited to: Asset Reporting, communal living and zero income households, etc. Budget constraints and funding sources remain a constant issue for ASCC and FAO is constantly searching through the USDOE's support services website to locate free training opportunities for staff to receive and be kept abreast of federal updates and new information. Senior staff retired and therefore adequate staffing is needed for FAO before the surge of new students come in for fall 2017 semester.

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

The following sections will serve as the 'Planning' function for your Program or Division **Fiscal Year 2018** 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 2018 Outcomes:

Please list your Program's or Division's Outcome(s) for **Fiscal Year 2018**. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: FAO promotes public awareness of available federal financial resources, and assures higher education access and opportunity to all FA-eligible individuals by providing speedy, accurate services to all student inquiries and the daily operations of the office.	☒ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☐ Professional Development
	☐ New Outcome	☒ Community Outreach, Extension, and Research

Outcome 2: FAO maintains federal & local compliance of the institution in the Administration of all its Title IV programs approved by USDOE.	☒ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☐ Community Outreach, Extension, and Research
	☐ New Outcome	
Outcome 3: FAO staff is effective in delivering identified services due to constant training and professional development opportunities that it engages its staff with, per federal regulations.	☒ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
Outcome 4: FAO establishes essential manual and automated processes to support awarding financial aid to qualified students in accordance with federal and institutional requirements, and in a timely and efficient manner, while maximizing efforts in the campaign to "Go Green."	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☐ Professional Development ☒ Community Outreach, Extension, and Research
	☒ New Outcome	
Outcome 5:	☐ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☐ Professional Development ☐ Community Outreach, Extension, and Research
	☐ New Outcome	

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

B. Program or Division Plans, Activities, and Resources:

*Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the 'Request for Additional Resources' table that is separate from each Outcome # - Plans and Activities.)*

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. - Counselor Workshops Will partner with ASDOE to bring together all high school senior counselors for a workshop on higher education access through financial aid. Workshop will cover common errors on applications and what financial resources are out there for high school senior students -	ASDOE High School Senior Class Counselors will conduct internal financial aid processing with ease and address students' and parents' questions on higher education. - Collaboration with ASDOE counselors will be easily welcomed and supported by high school administrators.	Cost: \$ 1,100.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
2. - Community FA Literacy Awareness Campaign Radio campaign to raise awareness of FAFSA filing will be conducted four times throughout the year.	Parents and students in AS will be aware of the resources available to them to assist them in filling out the FAFSA. There will be a significant increase in FAFSA applications filed for the new school year.	Cost: \$ 500.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200

		☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
3. - ASDOE High School Outreach Initiative Coordinate with each ASDOE high school senior counselor and setup a date for FAO to conduct hands-on FAFSA filing on their campus, and/or conduct a FAFSA workshop for both students and parents.	Having access to computers to fill out FAFSA applications online is a barrier for many parents and students. By taking this initiative out to the high schools, we will eliminate this barrier and there will be an increase in FAFSA completion for the new school year.	Cost: \$ <u>500.00</u> Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. FA Counselor I position need to be filled.	There is a FA Counselor I vacancy upon completing reorganizing office and tasks and responsibilities. Need to fill this vacancy in order to fulfill Division Goals and Objectives and Inst. Priority of Community Outreach and Services.	Cost: \$ <u>7,500.00</u> Requested Funding Source: ☐ Local Funds: (Please Specify) ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. - Update Handbooks and Manuals Publish Annual FA Handbook for public dissemination. Update Net Price Calculator (NPC) template.	ASCC will comply with federal requirements on Title IV Disclosures under provision of "Consumer Information and School Reports" to publish its manuals and NPC on its website for public access.	Cost: \$ <u>800.00</u> Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
2.	ASCC will remain in compliance under	Cost: \$ <u>4,000.00</u>

- Attend Required USDOE Training Conference (FSA Training), as well as regional organizational trainings offered through PACFAA and WASFAA Stay up-to-date with changes in rules and regulations on administering Title IV by participating in mandatory trainings and webinars offered via USDOE.	provisions of “Administrative Capability” to providing education it promises to students and properly managing the FSA programs.	Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☒ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
3. Federal Reports Complete and send off FISAP, IPEDS, NSLDS Enrollment Reports, and other Institutional required surveys and reports	ASCC will remain in compliance with its mandatory federal reporting.	Cost: \$ 4,00.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. FSA and Regional PACFAA Training Conference funding	USDOE will be hosting a very critical FSA training conference in Nov. to disseminate information and changes brought on by the new Administration and President Trump. Funding is always a problem and therefore need allocations for this required annual travel.	Cost: \$ 8,000.00 Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☒ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. Online Trainings & Classroom Trainings Have each staff (new and old) complete the Federal Student Aid COACH online course to certify administering Title IV.	Staff will receive credentials as proof of ability to administer Title IV funds as required by USDOE.	Cost: \$ 200.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☒ All Other Costs 5300

		☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
Cross Training Partner counselors to work in teams to learn from each other and depend upon each other to maximize knowledge in FA. Will also help when taking leave.	Institutional Priority 3: Professional Development Goal 2: ASCC will support faculty and staff performance commitment. - ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities.	Cost: \$ 300.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
FA Annual Professional Development Retreat Host a 3-days seminar for staff during spring break period in order to build rapport and teamwork amongst FAO. This retreat will be held at an off-campus setting.	Institutional Priority 3: Professional Development Goal 2: ASCC will support faculty and staff performance commitment. - ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities.	Cost: \$ 500.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1.	Outcome: there will be a significant cut	Cost: \$ 3000.00

Backup Server Work with MIS to purchase and setup a backup server that can guarantee retention and protection of all FAO student data without the need to print and photocopy every piece of information received by FAO, unless required by Auditor or another third-party.	in required budget for toners and copy machine maintenance, as well as Xerox papers. There will be a cost saving on budget for the department for a 5-year period.	Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
2. Datatel Student Portal Work with MIS to setup student portal that will provide students with their own campus emails and accounts.	Students will receive All FAO and ASCC correspondence via student portal emails and will have ability to receive and submit required documents directly once this feature is setup for ASCC. There will NOT be a need to print award letters, student documents, verification forms, or most of the paperwork required of students if portal submission is setup. This feature is long overdue since 2009 and there will be a savings on department and ASCC budget for years to come.	Cost: \$ <u>1000.00</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. Requesting Additional Funding	Datatel system capability is not maximized to ASCC's benefit for years now. In order to have the system do the work that is required of departments and institution, these features need to be implemented and will require money for consulting and installation. FAO is willing to share-cost with MIS and other departments where necessary to make this possible.	Cost: \$ <u>4,000.00</u> Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☒ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1.

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. Division of Student Services (DOSS)	Cost-sharing with DOSS is necessary to meet set Division goals when FAO budget falls short.

Library Services

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Library Services (Academic Division-DOSS)
Contact Person:	Mr. Elvis Zodiacal, Program Director of Library Services
Contact Information:	ASCC Library 684.699.9155 ext.420; Office 684.699.5728
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, is an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	

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

A. Summary Context: Program or Division Outcomes and Actions (Academic Year 2016-2017)

Outcome 1- Statement:	Description of actions done to meet Outcome 1:
Complete and continue daily library work operations	Maintaining library mission ready status in each work area to

through Management, Services, and Technologies.

best serve students and faculty

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s):

Daily completion of outcome 1 during work days in serving students. This is captured in daily work area statistics and highlighted in every Library Bi-Weekly, Quarterly, and End of Year Reports.

C. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☒ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other (<i>Please Explain</i>): <i>Completed Library User Surveys for both Faculty and Students(2016 & 2017)</i>
2. Program or Division services offered that link to:	☒ Board Policies ☒ Administrative Governance Policies ☒ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	ASCC 2008 Governance Manual: Chapter III. Administrative Governance, Title XII College Services, Section 3019 Support Services, p, 23. Chapter III. Administrative Governance, Title XII College Services, Section 3020 Administrative Responsibilities, p.24. Chapter III. Administrative Governance, Title XIII Protocol, Section 3022 Communication Protocols, p. 24. Chapter III. Administrative Governance, Title XII Protocol, Section 3022.2 Freedom Of Expression, p. 25
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	1. Annually reduced library budget 2. Actual Approved Final Library Annual Budget for Textbooks is always less despite the actual appropriated funds BECAUSE Procurement and Business Office designated Library Account contact person (s) cannot coordinate effective corrective action to reconcile library received and outstanding textbook orders despite talking and meeting with them about the same chronic issues every semester –year-round. 3. Placement of Library under Dean of Student Services adds an unnecessary step in routing library PRs to POs and reporting. A more efficient process was library's previous direct placement under V.P. of Academic and Student Affairs.
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	1. APPROVAL OF LIBRARY BUDGET SUBMISSION DURING ANNUAL BUDGET CALL 2. PROPER PLACEMENT OF LIBRARY DIRECTLY UNDER V.P. OF ACADEMIC AND STUDENT AFFAIRS 3. PROPER AUTHORITY HELP IN APPROVING #S 1 & #2 ABOVE;-)
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	REQUEST BANK ATM ON CAMPUS BY SECURITY OFFICE©

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

The following sections will serve as the ‘Planning’ function for your Program or Division **Fiscal Year 2018** 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 2018 Outcomes:

Please list your Program's or Division's Outcome(s) for **Fiscal Year 2018**. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: Complete and continue daily library work operations through Management, Services, and Technologies. Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies.	☒ Ongoing Outcome ☐ New Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services.	☐ New Outcome	
Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities.		
Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.		

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

B. Program or Division Plans, Activities, and Resources:

Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the 'Request for Additional Resources' table that is separate from each Outcome # - Plans and Activities.)

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1.	Successful completion of plans and	Cost: \$ <u>300,654.02</u>

Complete and continue daily library work operations through Management, Services, and Technologies. Management in terms of Program Director's continued attendance and sharing (library work/operation highlights) in Leadership Team (formerly Deans & Directors) meetings then subsequently sharing "Leadership" meeting results/agenda with library staff for inclusion and continuous library improvement results. Management also means Program Director of Library Services overall management of directing library services as well as each work area staff's management of their respective student services. Services means all library services provided by staff, especially student-centered services, to include Cataloging because students cannot access or find collection materials or books if they are not cataloged into the library's Follet/Destiny Computer System and placed on the shelves. And Technology means maintenance of available technology used by both staff and students to complete library mission of helping students meet their informational needs during regular hours of operation, to include facilities, air conditioning units, and all library inventory equipment.	activities to maintain library mission readiness each work day to best serve both the college and students.	Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☒ Travel Expenses 5400 ☒ Contractual Service 5500 ☒ Equipment 5600 ☒ Other <i>(Specify)</i> Personnel (5100)
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Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. Total 6 Cassette Samsung S36K, Split Unit, 36000 BTU AC Units With complete package and services (Safety Fuse Box, Mounting Bracket, Electrical, and Mechanical Tech Services- installation for each unit) at \$6700per unit X 6=\$40,200 (buy from local H&H Inc.) 2. 1 Samsung Split Unit 9000 BTU AC Unit with complete installation services and parts (replacement for library 2nd floor small staff break/kitchen room) at \$1700 per unit.	The library has a total of 12 AC units for both floors that were installed in 2003 when the library was newly opened back then at current location (Eleven 36000 BTU AC units and one 9000 BTU AC unit). The library in the last two years has replaced 5 of the 12 ACs installed from 2003. Therefore the request for additional resources, here, is to fund 7 new ACs to replace the remaining 7 ACs that are 15years old on the verge of breaking down completely where they cannot be fixed again. The temporary solution for the old ACs	Cost: \$41,900.00 _____ Requested Funding Source: ☒ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☒ Equipment 5600 ☐ Other <i>(Specify)</i> _____

	for some time now has been to call-in the service vendor to repair or troubleshoot but that is showing to be more costly in the long run because the old ACs breakdowns are now frequent and chronic. A more ideal and practical solution is to simply buy new AC units to replace all the 2003 (15 year old) ACs. Hence, replacing the remaining 7 - 2003 old ACs with 7 new ones.	
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Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1.

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1.	

Office of the Registrar

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Student Services (Records Office)
Contact Person:	Mrs. Sifagatogo Tuitasi
Contact Information:	684-699-9155, ext. 317
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	

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

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement: Students will receive academic and administrative services to support the DOSS/ASCC mission.	Description of actions done to meet Outcome 1: • Worked collaboratively with the faculty, academic departments and campus programs/divisions, to effectively build, manage and maintain the set curriculum and related records including semester course schedules, course numbering, and other curricular matters. • Distributed the registration procedures to college stakeholders every semester in a comprehensive and timely manner. • Communicated reliable information about the College's approved academic policies and regulations, and implemented them consistently and fairly. • Processed all student registrations and monitored enrollment activity, including all registration changes such as add/drops, and withdrawals. • Maintained each student's official/unofficial educational records, with appropriate sensitivity to privacy and confidentiality concerns and laws governing student's academic records. • Provided guidance and training to faculty, staff, students, and families about the process for accessing and releasing of educational records. This includes academic transcripts, enrollment verifications, and other information. • Assisted the Academic division in using the Colleague student information system for enrollment management, grading, and tracking degree completion information. This also includes compiling departmental statistics as requested throughout the academic year and for annual reports. • Collaborated with the Office of Institutional Effectiveness on a regular basis to provide essential enrollment, graduates' transcripts, degree completion/awarded information, and to complete the required federal reports (i.e. IPEDS, College Board, Petersons, etc.).
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.	Description of actions done to meet Outcome 2: • 2015-16 Student Services Standard Operating Procedures Manual – Institutionally archived
Outcome 3- Statement: Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	Description of actions done to meet Outcome 3: • Provided 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. • Assisted the Academic and the Counseling divisions by gathering data about students failing to meet academic standards or satisfactory academic standards. • Supported Academic and Student Services to program the college's commencement exercises every semester by organizing and processing graduation applications. This includes and are not limited to tracking final requirement statuses for students nearing completion of

	their degree program.
Outcome 4- Statement: Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	Description of actions done to meet Outcome 4: Maintained a high level of customer service by guiding all patrons of the college to other student services offices (i.e. the Finance Office, Financial Aid, Counseling, Library, the Office of Academic Affairs) when issues arise that the Records Office cannot solve, and providing support or follow up as necessary.

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s):

Assisted the Office of Academic Affairs with system management and curricular matters.	Complete
Registration activities	Complete
Enrollment/Record verifications – Official/Unofficial Transcript processing	Complete
General Colleague maintenance for the Records Office includes entries of the 2016-2018 Academic Catalog for degree Program Evaluations.	Complete
Guide students by providing accurate degree audits and effective tracking of students' progress toward graduation.	Complete
Gather data about students failing to meet academic standards or satisfactory academic progress for both the Academic and the Counseling departments.	Complete
Provide support to both the academic and student services divisions' end of term degree evaluations of prospective graduates including finalizing and certifying program completion.	Complete
Records management and retention policy	In-Progress
Transfer credit data entries/processing	Complete
Enrollment management, grading, and tracking degree completion information.	Complete
Enrollment/departmental statistics as requested.	Complete
Required Federal reports (IPEDS, College Board, Petersons, etc.)	Complete

Outcome 2 Achievement(s): Comprehensive Student Services SOP - Complete

Outcome 3 Achievement(s):

New Student Orientation participation	Complete
Provide accurate program evaluation; Availability of the Program Evaluation online for student access.	Complete
Provide academic status list mid-semester for counseling invention.	Complete
Compile and provide enrollment reports to Financial Aid, IE, programs/departments/divisions for required reports throughout the semester.	Complete

C. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☐ Divisional Program Review 2016
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	☐ Program/Division developed Program Review Instrument 2016 or 2017 ☐ Other (Please Explain): _____
2. Program or Division services offered that link to:	☐ Board Policies ☒ Administrative Governance Policies ☒ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	5201,5213,5301,5304,5305,5307-5319, 5401,5202
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	NONE
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	See Below
Additional Comments: (Please list any additional comments in the space provided.):	When is the Administrative Governance Policy Manual updated to reflect current changes (Academic, HR, Student Services, etc.)

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

The following sections will serve as the ‘Planning’ function for your Program or Division **Fiscal Year 2018** 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 2018 Outcomes:		
Please list your Program’s or Division’s Outcome(s) for Fiscal Year 2018 . Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.		
Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: Students will receive academic and administrative services to support the DOSS/ASCC mission.	☒ Ongoing Outcome ☐ New Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
Outcome 2: ASCC will maintain accurate personal, academic, and enrollment records for all students, past and present, and provide access to data originated from these records only when appropriate.	☐ Ongoing Outcome ☒ New Outcome	☒ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
Outcome 3: ASCC will manage an efficient registration and scheduling process to deliver the college’s academic curriculum in accordance with its policies and regulations.	☐ Ongoing Outcome ☒ New Outcome	☒ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
Outcome 4: The Records Office will demonstrate a proactive leadership that improves outcomes within the office and throughout ASCC.	☐ Ongoing Outcome ☒ New Outcome ☐ New Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research

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

B. Program or Division Plans, Activities, and Resources:

*Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)*

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
• Work collaboratively with the faculty, academic departments and campus programs/divisions, to effectively build, manage and maintain the set curriculum and related records including semester course schedules, course numbering, and other curricular matters. • Distribute the registration procedures to college stakeholders every semester in a comprehensive and timely manner. • Communicate reliable information about the College’s approved academic policies and regulations, and implemented them consistently and fairly. • Processed all student registrations and monitored enrollment activity, including all registration changes such as add/drops, and withdrawals. • Maintained each student’s official/unofficial educational records, with appropriate sensitivity to privacy and confidentiality concerns and laws governing student’s academic records. • Provided guidance and training to faculty, staff, students, and families about the process for accessing and releasing of educational records. This includes academic transcripts, enrollment verifications, and other information. • Assisted the Academic division in	Students will receive academic and administrative services to support the DOSS/ASCC mission.	Cost: \$ <u>3,700</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ✓ Local Funds: <i>(Please Specify)</i> ✓ Materials & Supplies 5200 ✓ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

using the Colleague student information system for enrollment management, grading, and tracking degree completion information. This also includes compiling departmental statistics as requested throughout the academic year and for annual reports. • Collaborated with the Office of Institutional Effectiveness on a regular basis to provide essential enrollment, graduates' transcripts, degree completion/awarded information, and to complete the required federal reports (i.e. IPEDS, College Board, Petersons, etc.). • Produce census, end-of-semester, and ad-hoc reports as requested.		
Maintain student academic records and data from 1973 to present • Produce academic transcripts for current and former students • Manage end-of-term processes to include recording grades, calculating GPA, and processing academic status decisions • Monitor students' progress toward degree requirements, certify students' completion of requirements, and issue diplomas and certificates • Manage enrollment and degree verifications • Manage general person functions such as address changes, ethnicity reporting, gender changes, name changes, and tracking majors • Compliance with the federal laws and regulations regarding student records (FERPA, CAMPUS SECURITY, etc.) • Update and maintain academic programs in Degree Audit.	Outcome 2: ASCC will maintain accurate personal, academic, and enrollment records for all students, past and present, and provide access to data originated from these records only when appropriate.	Cost: \$ <u>3,150</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ✓ Local Funds: <i>(Please Specify)</i> ✓ Materials & Supplies 5200 ✓ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Oversee all facets of enrollment-related processes. • Provide valuable feedback and advises on the registration process to the Registration Committee each semester. • Examine student class scheduling data to ensure alignment with grading, reporting, and academic policies and procedures. New Student/Faculty Orientation Program	Outcome 3: ASCC will manage an efficient registration and scheduling process to deliver the college's academic curriculum in accordance with its policies and regulations.	Cost: \$ <u>2,950</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ✓ Local Funds: <i>(Please Specify)</i> ✓ Materials & Supplies 5200 ✓ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

• Provide enrollment-related support during New Student Orientation • Provide support during New Faculty Orientation when necessary • Assist with course demand analysis, providing academic and administrative offices with data		
• Comply with and educate all college stakeholders about federal legislations regarding educational records. • Provide enrollment services related support to the Bachelor's program. • Provide support to commencement ceremonies • Attend AACRAO, PACRAO, and related conferences. • Manage access to the Colleague Student module for system data integrity and operations.	Outcome 4: The Records Office will demonstrate a proactive leadership that improves outcomes within the office and throughout ASCC.	Cost: \$ <u>4,550</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☒ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. More time to complete the Budget, especially with the new forms and all.

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1.	

Student Support and Learning Services

Section I: Program or Division Information

Introduction:	
Name of Program or Division:	DOSS Student Support and Learning Services
Contact Person:	Ms. Annie M. Panama
Contact Information:	a.panama@amsamoa.edu or anemasele@gmail.com
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/ Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. - Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. -Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. -ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success.

	-Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	Division of Student Services' Mission: Division of Student Services (DOSS) mission is to support the educational pursuit of all students attending ASCC through the provision of high quality services, student access, and learning support. The DOSS provides information and services in financial-aid resources, library, counseling, tutorial, admission, and records that are available to all ASCC students. The DOSS works collaboratively with the Division of Academic Affairs to provide guidance to students for career planning/transferability and successful entry into the workforce. Student Support and Learning Services (SSLS) provides consultation, scheduling, and tutorial services for the diverse populations of underserved, challenged, traditional or non-traditional students to achieve their educational goals. • Student Learning Assistance (SLA) center/annex – offers free tutorial help for students to succeed in their courses. The tutoring program provides quality academic support to all enrolled students who have identified a need for assistance. Computers are available to students for writing and research purposes. The center also serves as a quiet study area for students. Goals: -To assist students in becoming independent learners -To identify students' areas of academic concern -To provide access to study skill resources, such as workshop 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 and encouraging environment where learning takes place at the student's pace. • Student computer labs (15 & 16), a new addition to SSLS, formerly with MIS unit (TECHNOLOGY). The purpose of the computer labs like the SLA center is to give students more support resources to enhance the quality of their studies through the integration of technology. Goal: -To provide timely computer services for the college campus, example such as students, faculty, support services, and community.

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

D. Summary Context: Program or Division Outcomes and Actions (<i>Academic Year 2016-2017</i>)	
Outcome 1 –Statement: Students will receive academic support and administrative services to support the DOSS/ASCC mission	Description of actions done to meet Outcome 1: 1. Tutoring Directory is produced and made available to all areas of the college 2. SSLS services are available as scheduled and free for all enrolled students of ASCC 3. Tutoring program assists students through referrals, walk-ins and appointments 4. One-on-one and group sessions are options for students seeking tutoring assistance 5. Tutoring helps guide students with learning challenges from their coursework

	6. Computer labs (15 & 16) are utilized by students, faculty throughout the semester and during online registration and financial aid application processes 7. Computer labs are accessible to all students of ASCC from 8:00am to 4:00pm closing time 8. Computer lab staff are available to serve students with technological needs such as computer access and printing services
Outcome 2 – Statement: Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success	Description of actions done to meet Outcome 2: 1. A Tutoring Directory is produced and made available to students to direct them to other tutoring options 2. Announcements and reminders are posted on the student 411 newsletter 3. SSLS participates during student orientation 4. Informational brochures are available for student perusal outlining services available and staff 5. A tutoring service handbook is forthcoming that will outline tutoring processes for awareness and better understanding of services especially for students 6. ASCC student registration process utilizes the computer labs to help students during online registration and financial aid application online 7. Computer labs are open for financial aid workshops to the community and to students of ASCC

E. Program or Division Outcome Achievements (Academic Year 2016 – 2017)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Computer labs (15 & 16) have become part of the SSLS team to support student learning working with their tutorial counterpart to serve the academic needs of the students

Outcome 2 Achievement(s): Continue to network and collaborate with other support services on campus to promote awareness of SSLS services for students of ASCC and the community

F. Closing the Loop: Program Review and Assessment (Academic Year 2016-2017)

Check mark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review	X - Institutional Program Review 2016 X - Divisional Program Review 2016 Program /Division developed Program Review Instrument 2016 & 2017 Other <i>(Please Explain)</i>
2. Program or Division services offered that link to:	Board Policies X - Administrative Governance Policies X - Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division.	Student Support Learning Services is affiliated with ASCC Administrative Governance Policies – Policy 1000 on College Mission, 1001 Governance and Organization structure, 1002 Organization Charts that approved the inclusion of the SSLS office. Applicable to student Support Services Policy 3019, Intellectual property 3026 in lieu of services to support student learning.

4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	- The confusing process of archiving obsolete physical assets such as computers, printers, batteries etc. - The recent ASCC approved organization chart reflecting SSLS Office continued with a vacant Officer position in place although duties were performed through an unofficial acting personnel without compensation
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	A thorough analysis of what the college's needs are and how it can be met with fiscal support.
Additional Comments: <i>(Please list any additional comments in the space provided.)</i>	SSLS should be removed as a separate program/office but should be an integral part of student support services resource for student learning.

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

The following sections will serve as the ‘Planning’ function for your Program or Division Fiscal Year 2018 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.

C. Planning FY 2018 Outcomes:		
Please list your Program’s or Division’s Outcome(s) for Fiscal Year 2018. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.		
Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: Students will receive academic support and administrative services to support the DOSS/ASCC mission.	X - Ongoing Outcome	X Maintenance X Reclassification X Professional Development X Community Outreach, Extension and Research
	New Outcome	
Outcome 2: Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success	X - Ongoing Outcome	X Maintenance X Reclassification X Professional Development X Community Outreach, Extension and Research
	New Outcome	
	New Outcome	

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

D. Program or Division Plans, Activities and Resources:
<i>Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for Fiscal Year 2018. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)</i>

Outcome 1 – PLANS AND ACTIVITIES:

Outcome # 1 – Plans and Activities: Fiscal Year 2018		
Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standard.</i>	Funding:
- Engage in promoting work efforts with academics to refer their students for tutoring to support their learning activities - Foster effective team-work, communication and self-advocacy skills to ASCC students	- Increase percentage of students utilizing tutoring and computer labs as resources to support their learning efforts - Increase student walk-ins and appointments and improve students' comprehensive skills of content areas that can help increase passing rate	Cost:
		Funding Source: Grant or MOU: (Please Specify) _____ Local Funds: (Please Specify) - Materials and Supplies - All Other Costs 5300 - Travel Expenses 5400 - Contractual Services - Equipment 5600 - Other (Specify)

Outcome # 1- Request for Additional Resources:		
Request:	Description of Purpose & Justification	Funding:
- Update and upgrade computer system and software and backup systems - Additional staff - Location of student support learning services all in one area and easily accessible to all students	- Increase students interest in learning with current technology in place - Pave the way toward student academic independence	Cost:
		Requested Funding Source: Local Funds: (Please Specify) - X - Personnel 5100 - Materials and Supplies 5200 - All Other Costs 5300 - Travel Expenses 5400 - Contractual Service 5500 - X - Equipment 5600 - Other (Specify) _____

Outcome 2 – PLANS AND ACTIVITIES:

Outcome #2 – Plans and Activities: Fiscal Year 2018		
Description of Plans and	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan</i>	Funding:

Activities:	<i>and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	
- Awareness of services through classroom presentations to students and teachers - Print out of interesting Flyers and brochures to attract students about these services - Employment of students in the labs for tutoring and computer know-how	Increase student awareness and faculty understanding of the services in place to support student learning	Cost: Funding Source: Grant or MOU: (Please Specify) _____ Local Funds: (Please Specify) ☒ X - Materials and Supplies ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Services ☐ Equipment 5600 ☐ Other (Specify)

Outcome #2 - Request for Additional Resources:		
Request:	Description of Purpose & Justification	Funding:
- Upgrade computers and systems with printers to support and materials - Projector and screen	- Too many obsolete technology and support resources that is not working or is outdated - Presentation purposes	Cost: Requested Funding Source: Local Funds: (Please Specify) ☒ Personnel 5100 ☒ X- Materials and Supplies 5200 ☒ All Other Costs 5300 ☒ Travel Expenses 5400 ☒ Contractual Service 5500 ☒ Equipment 5600 ☒ Other (Specify) __ Resources __ X -

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.
1. Online link for tutoring program and student labs available to showcase their services on campus and the community/stakeholders

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing – if applicable):
1. Academics/ Faculty	Cost share with the Library
2. All of Student Services	



Section IV: Administrative Services

- Division of Finance
- Division of Human Resources
- Division of Management Information Systems
- Division of Physical Facilities & Maintenance
- Division of Procurement

Finance Division

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Finance Division
Contact Person:	Mrs. Emey Silafau-Toa
Contact Information:	684-699-9155 ext 308
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission: the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	The mission of the Finance Department is to develop a high performance organization that will file required reports, manage monthly financial reports, safeguard assets of ASCC, and disburse students' PELL grants in a timely fashion. The Finance division puts people first and provides professional services so the overall vision and the mission of the College will be fully accomplished.

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

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement: Continue to review and improve its SOP on an annual basis.	Description of actions done to meet Outcome 1: • The Finance Division conducted its annual training on its SOP and also with other Institutional Divisions during the month of March 2017. This annual training assisted our Finance Team in identify a few SOPs that needed to be revised and improved such as the payroll, AR, and General Accounting. • The month of May 2017 was designated to all of the Finance Division Team units to review and update all of their SOPs. All updates were sent to the Administrative Assistant to be compiled for the review of the entire Division. • During the month of June 2017, the Finance Division reviewed all of its SOPs for continuous improvement.
Outcome 2- Statement: To Reconcile Aging Report monthly in order to clear very old accounts still with outstanding payments.	Description of actions done to meet Outcome 2: • Conducted daily follow up with Procurement Office for Receiving Reports and vendors for original invoices for outstanding payments. ✓ Actions: Every Friday are now assigned as the day for AP to find back- ups at the archives for old items. • Maintained a file for outstanding vendors to be reconciled regularly. ✓ Actions: A cabinet is now designated near AP for all outstanding vendor files.
Outcome 3- Statement: Retrieve correct ACH Information from employees to ensure Direct Deposit requests are processed accurately and on time.	Description of actions done to meet Outcome 3: • Any new ACH information being inserted into the Payroll Batch File will only be done when the employee presents the actual bank statement. This will eliminate inserting the incorrect information causing the direct deposits to be returned. • Review the ANZ ACH report for any error report. The errors are updated and corrected on the Payroll Specialist's ACH spreadsheet. This reconciling process also assists in ensure that all Direct Deposit information are correct and updated to eliminate the ACH Payroll from being returned.
Outcome 4- Statement: To meet monthly closing deadline	Description of actions done to meet Outcome 4: • The Finance Division worked on a monthly basis to reconcile all of the Trial Balance Accounts. There were months when the team only closed on an average of 90% but for the months of March and April, they were able to meet the 100% target. • Continued to follow up with travelers on their travel expense report on a weekly basis and updated the General Accounting 1402 AR Travels accounts. • Continued to follow up on outstanding invoices in 1601-AR billing Grant Drawdown accounts with the grantors • Invoices for Grant drawdown and reimbursements are currently up-to-date • Monthly reminders are being sent out to the Leadership Team to review their financial budget reports that are available on the Web Advisor.

	Monthly Reports are being emailed out to all Grant Director and Program Coordinators that are not able to have access to the Web Advisor.
Outcome 5- Statement: Reduce Student AR Aging by 30 percent.	Description of actions done to meet Outcome 5: - Send out statements (for current and recent semesters) on a semester base for students with outstanding balances. During the Spring 2017 semester, a total of 361 letters were sent tout to students with outstanding balances. - In addition, during the months of January 2017 to March 2017, a total of 819 phone calls were completed to follow up on all payment plan agreements. - A total of 264 students visited our office AR Team to discuss their outstanding balances. - Contacted ASPA and ASTCA in regards to the Online Pay Pal system and also to discuss setting up a payroll deduction program for ASCC.
Outcome 6- Statement: ACCOUNTS RECEIVABLE DISBURSING: Disburse Check (General Fund, Bookstore, and Financial Aid) in a timely manner.	Description of actions done to meet Outcome 6: - Prepared and updated the check status report on a daily basis. Weekly reports were sent to the CFO, GAM, and the General Accounting. - All outstanding financial aid refund checks were return to Title IV on time. This was process as achieved by updating the check disbursement report daily and weekly. - Another action that was done was that our Finance Team contacted vendors/staff/students to pick up outstanding check(s).

B. Program or Division Outcome Achievements (<i>Academic Year 2016-2017</i>)	
Describe the outcome achievements of your Program or Division during this Academic Year.	
Outcome 1 Achievement(s):	Year End Audit FY 2016 no findings.
Outcome 2 Achievement(s):	Reduced AP aging by 70% and most vendor payments are up to date.
Outcome 3 Achievement(s):	ACH returns were reduced by 90%
Outcome 4 Achievement(s):	The Finance improved their closing target on average to 95%,
Outcome 5 Achievement(s):	
Outcome 6 Achievement(s):	Checks are being disbursed in a timely manner.

C. Closing the Loop: Program Review and Assessment (<i>Academic Year 2016-2017</i>)	
Checkmark the appropriate boxes as it applies and provide additional information as appropriate:	
1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☒ Program/Division developed Program Review Instrument 2016 or 2017 ☐ Other (<i>Please Explain</i>): _____
2. Program or Division services offered that link to:	☒ Board Policies ☒ Administrative Governance Policies ☒ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	ASCC Governance Policy Manual: Chapter III Administrative Governance Policy Statements: Pg.18 3007 BUDGETING AND FORECASTING 3008 FINANCIAL CONDITION

**Chapter VII Financial & Procurement Governance Policy Statements:
Pg. 101-118**

7000	GENERAL ACCOUNTING
7000.1	ACCOUNTING SYSTEMS
7000.1A	ACCOUNT RECONCILIATION
7000.1B	FINANCIAL STATEMENTS
7000.2	AUDIT AUTHORIZATIONS
7000.2A	ANNUAL AUDIT
7000.2B	AUDIT REPORTS
7000.3	FISCAL YEAR
7000.4	INVESTMENTS
7000.5	INTERNAL CONTROLS
7000.5A	DESIGN OF INTERNAL CONTROL SYSTEMS
7000.5B	DOCUMENTATION OF INTERNAL CONTROLS
7000.5C	ADMINISTRATION OF INTERNAL CONTROLS
7000.5D	REVIEW AND EVALUATION OF INTERNAL CONTROLS
7000.6	INVENTORIES OF MATERIALS & EQUIPMENT
7000.6A	ASCC ASSETS DEFINED
7000.6B	PROPERTY MANAGEMENT
7001	BUDGET
7001.1	BUDGET TRANSFERS
7001.2	BUDGET TRANSFER RESTRICTIONS
7002	PAYROLL-GENERAL
7003	SALARY AND WAGE PAYMENTS
7003.1	PAYROLL DEDUCTIONS AND REDUCTIONS
7003.2	WAGE ATTACHMENTS AND LEVIES
7003.3	PAYROLL CYCLES
7003.4	RETROACTIVE PAY
7003.5	OVERPAYMENTS
7003.6	TIME REPORTING
7003.7	DEPARTMENTAL CHECK AND DIRECT DEPOSIT EARNINGS STATEMENT DISTRIBUTION
7003.7A	REVIEW OF DISTRIBUTION OF PAYROLL EXPENSE REPORTS
7004	NOTIFICATION OF EMPLOYEE TERMINATION
7004.1	PAID ANNUAL LEAVE AT SEPARATION
7005	TRAVEL
7005.1	TRAVEL AUTHORIZATION
7005.2	EXPENSE REIMBURSEMENT LIMITATIONS AND RECEIPT REQUIREMENTS
7006	PETTY CASH FUND
7006.1	FUND REPLENISHMENT
7006.2	USE OF PETTY CASH
7007	RECEIPT OF CASH
7007.1	DEPOSIT OF CASH RECEIPTS
7007.2	FACSIMILE SIGNATURES
7008	RETURNED CHECKS
7009	CHECK CASHING
7010	BLANK CHECK CONTROL RECORD
7011	ISSUANCE AND RETURN OF BLANK CHECKS
7012	VOIDED OR CANCELLED CHECKS
7013	STOP PAYMENT OR CHECK CANCELLATIONS
7014	STORAGE OF PAID, VOIDED AND CANCELLED CHECKS
7015	PAYCHECKS NOT CLAIMED BY PAYEE
7100	ADMINISTRATION OF GRANT OR SPONSORED PROJECTS
7100.1	FINANCIAL RESPONSIBILITY FOR GRANT/SPONSORED PROJECTS FUNDS
7100.2	ACCOUNTING AUTHORITY & RESPONSIBILITY

	7100.3 GRANTS & SPONSORED PROJECT BUDGET 7100.4 FEDERAL DIRECT COST EXPENDITURES 7100.5 UNALLOWABLE COSTS 7100.6 TIME & EFFORT REPORTING 7100.7 COST CENTERS 7100.8 FACILITIES & ADMINISTRATIVE (F&A) COSTS 7100.9 COST TRANSFERS & PAYROLL REALLOCATIONS 7100.10 COST SHARING/MATCHING
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	There is a great need to have all divisions that affect one another to sit down to discuss and collaborate all SOPs so that they are integrated properly.
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	Please kindly refer to the Finance Division review report that was done and forward May 2016.
Additional Comments: <i>(Please list any additional comments in the space provided.):</i>	

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

The following sections will serve as the ‘Planning’ function for your Program or Division **Fiscal Year 2018** 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 2018 Outcomes:		
Please list your Program’s or Division’s Outcome(s) for Fiscal Year 2018 . Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.		
Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: Continue to review and improve its SOP and internal control.	☒ Ongoing Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
Outcome 2: To clear out all outstanding payments.	☒ Ongoing Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
Outcome 3: To meet monthly closing deadline.	☒ Ongoing Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
Outcome 4: Reduce Student AR Aging by 30 percent.	☒ Ongoing Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	

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

B. Program or Division Plans, Activities, and Resources:

*Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the 'Request for Additional Resources' table that is separate from each Outcome # - Plans and Activities.)*

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. Divisional Finance Trainings (Tentative Scheduled for 2 nd & 4 th Quarter)	- Cross Training for the Finance Division Staff is completed - SOP weaknesses are identified for improvement. - SOP are revised and improved for stronger controls. - Team Building Skills is enhanced	Cost: \$600.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other (Specify) Professional Development
2. Webinars – Federal Government Regulation Updates	Finance Team is updated on Federal Government Regulations.	Cost: \$250.00 Funding Source: ☒ Grant or MOU: (Please Specify) _____ ACNR (Cost Sharing) ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
3. Quarterly Review: Divisional Reviews of all SOP's	- SOPs are reviewed - SOP's are improved for stronger internal controls.	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
4. Annual External AUDIT for FY2017 is conducted	Outcome of the Annual Audit will identify areas where the Finance Division needs to improve or maintain.	Cost: \$61,208 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200

		☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
5. Environmental, Safety & Health Clean-up Program is implemented for the Finance Division. This affects the day-to-day operation.	All areas are cleaned on a daily basis for a healthy and safe working environment.	Cost: \$590.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. Off-Island Professional Development	- NERAOC (Annual Meeting) NIFA updates - very important for support of ACNR grants. (\$15,000) - NACUBO (Annual Meeting) (\$10,000) - NASFAA (Annual Meeting) (\$10,000)	Cost: \$35,000.00 Requested Funding Source: ☐ Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☒ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. Reconcile Aging Report by Vendors Weekly	- Close Outstanding Vouchers - Identify Voucher Discrepancy - Eliminate duplicate vendor payments.	Cost: \$0.00 Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
2. Work closely with	To ensure compliance and	Cost: \$3,233.00

Procurement Team in verifying Receiving Reports.	payments are issued accurately for items received.	Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
3. Work closely with Vendors in receiving and verifying invoices.	To ensure compliance and payments are issued accurately.	Cost: \$0.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. External Drives	To save an e-copy of all payments as backup.	Cost: \$200.00 Requested Funding Source: ☒ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. Work closely with divisions in receiving daily & monthly reports: - AP: Vouching all expenditures. - BOOKSTORE: Daily Bookstore reports, Monthly Sale TCS report, Charges Report, Inventory Report. - AR: Posting VA charges adjustments, Weekly Check	Reports are received on a timely manner to execute monthly closing.	Cost: \$0.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Reports. - PAYROLL: Copies of Timesheets & Contracts. - HR: Accuracy of Cost Centers. - PROCUREMENT: All Inventory Reports - FINANCIAL AID: PELL & FSEOG reports.		
2. Reconcile all accounts in the Trial Balance	All accounts are analyzed and adjusted to produce accurate reports.	Cost: \$964.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Prepare and disburse monthly closing reports.	The Leadership Team is able to make sound decisions based on these monthly reports.	Cost: \$0.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. New Laptops (4)	To replace obsolete computers and to assist with preparing reports.	Cost: \$3,600.00 Requested Funding Source: ☒ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other <i>(Specify)</i> <u>2 Laptops ACNR Grants</u>

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected</i>	Funding:
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	<i>outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	
1. Send out statements on a quarterly basis. - Full and completed Aging Report of All Semesters. (Quarterly) - Current students with outstanding balances have payment plans in place. - Monthly statements sent out to keep them informed of their payments and tuition balances	Students with outstanding balances will be informed.	Cost: <u>\$2,452.00</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
2. Start a payroll deduction with other establishments such as ASG and ASPA, ASTCA and so forth.	- To improve collections by centralizing in groups. - Easy and effective method to make payments	Cost: <u>\$0.00</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
3. Establish Pay-Pal with MIS team.	Additional convenient avenue of payment.	Cost: <u>\$1,000.00</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☒ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
4. Look into other means of collections: - Collection Bureau - Small Claims	To report bad debts for future collection.	Cost: <u>\$2,000.00</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
		Requested Funding Source: ☒ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other <i>(Specify)</i> 2 Laptops ACNR Grants

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. Timing – Our division is involved in all other divisions' budget preparations, therefore more time is required for planning.
2. Professional Development
3. Health Hazards

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. ACNR	Cost Sharing (Personnel & Supplies)
2. Elsie Lesa	Staff
3. Bettyann Schroeder	Staff
4. Eleasalo Sialoi	Staff
5. Rennelle Toeaina-Loa	Staff
6. Claire Sagapolutele-Toeava	Staff
7. Emey Silafau	Staff
8. Josephine A. Liliva Anae	Staff
9. Soy Ah Siu	Staff
10. Talaimanu Tue	Staff
11. Eugene Kim	Staff
12. Diana Pelini	Staff
13. Ashley Felise	Staff
14. HR Division	Provided Personnel Information

Human Resources Division

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Human Resources Office
Contact Person:	Mrs. Sereima S. Asifoa
Contact Information:	Ext 397, s.asifoa@amsamoa.edu , Rm 21
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	To support American Samoa Community College’s goals by providing comprehensive and timely human resources services with respect to recruitment and employment benefits administrations, classification and salary administration, staff development and training and employee relations for all staff employees subject to ASCA and ASCC Personnel Governance.

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

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement: Human Resources Office (HRO) has in place Standard of Operating Procedures that clearly defines human resources roles and procedures that foster human resources to commitment and service excellence.	Description of actions done to meet Outcome 1: • Revised and updated existing standard operating procedures in September 2016. • Division completed review of Chapter 4 of Governance Policy Manual – February 2017. • Conducted internal training for ACNR, Student Services, Physical Facilities Management on Equal Employment Opportunity/Affirmative Action, Employment Conditions, Employee Conduct and Benefits and Services: August 2016, October 2016, November 2016, March 2017 and May 2017; Timesheet and Payroll process, • Institutional Training on FLSA by USDOL in July 2016 • Update of Employee Handbook – March 2017 • Divisional training and update on Personnel Manual 1997 on content and procedures • Compilation and release of all personnel emphasis area (subject area of expertise) of higher education credential in official college catalog; • Update of Personnel Database for daily maintenance and provision of current comprehensive classification of personnel for Reclassification priority. • Establishment of Daily Office Visit Log • Planning and requesting for HR Division Suggestion Box for divisional feedback of service and identification of improvement areas for servicing excellence; • Initiation of proposed client satisfactory survey for divisional service feedback to determine commitment and excellence of service; • Conducting divisional meeting with Division Dean/Director/Officer, supervisors and staff with respect to personnel governance on a need basis – open door policy.
Outcome 2- Statement: Administration will have the ability to recruit and hire highly qualified applicants.	Description of actions done to meet Outcome 2: • Review, recommending and overseeing the incoming Personnel Action Requests with respect to recruitment of faculty and staff, and converting, transferring or reclassifying of existing employees under career progression and professional development; • Reviewing and updating Position Review Part I from division request(s) and initiating Position Review Part II Form for the establishing of classification / compensation of each budgeted/unbudgeted position description depending on the prevailing needs of the division. • Announcing publicly and internally of all recruitment efforts through various local media, institutional website, local television KVZK TV, and local agencies bulletin boards; • Collecting applications, conducting screening process, conducting background checks before and after interviewing processing, conducting interviewing process, notifying and advising prospective applicants and disqualified applicants, filing and tracking applications of successful and unsuccessful applicants as per college policies and regulations; • Processing and implementing procedures for hiring and

	placement of new and existing employees: notification/advise of successful selection, job offer and conditions, pre-employment clearances including Department of Homeland Security (DHS) criminal background check, new employee orientation and placement with hiring division.
Outcome 3- Statement: HRO supports a healthy and safe working environment at the College	Description of actions done to meet Outcome 3: • Provided training on Benefits and Services which include Workman's Compensation claim procedure and process; • Attending Workman's Compensation Hearing behalf of the College; • Conduct informal meeting with Leadership Triangle in planning and informing of current status of Wellness Program; • Collaborated efforts with Nutritionist for the re-initiation of Wellness Program within College and community members; • Receiving, directing, coordinating and processing incident or injury reports internally for administration information and claim processing; • Disseminating information and tracking employees on the Wellness Program offered by the College which includes 3 wellness hours within a week. Monitored by application form.
Outcome 4- Statement: College employees clearly understand the role of Equal Employment Opportunity/Affirmative Action (EEO/AA), which is to promote effective employee relations, and develop employee's capacities in the workforce.	Description of actions done to meet Outcome 4: • Providing and promoting information and awareness of EEO/AA in employment procedures and within working environment by providing training and being accessible for resource purposes, guidance and hearing complaints informally and formally - ACNR, PFM, Student Services, Leadership Team through Leadership Meeting; • Involvement of Human Resources Office personnel in institutional committees: Accreditation, Budget Planning, Maintenance; Taskforces: MPC, Reclassification, Professional Development and advisory committees. • Actively engaged in providing recommendation to Administration for resolution in employee issues/incidents.
Outcome 5- Statement: ASCC employees enjoy timely and accurate processing of personnel transactions, documentation, and internal controls.	Description of actions done to meet Outcome 5: • Maintaining and updating and overseeing management of personnel records including official personnel files 303, contracts, IDs, leave management, payroll, bi-weekly/monthly/quarterly/annually reports, next of kin form, service awards, semester/exit clearances, employment confirmation/verification letters, garnishment letters, retirement documents, workman's compensation claims, office visit sign in log, routing official documents internally and externally.

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Update of Employee Handbook, Completed divisional review of Governance Personnel Manual Chapter 4 Policies, Updated Existing Standard of Operating Procedures, Completion of Training as mandated from Policy 4306 EEO/AA, Employment Conditions, Benefits and Services, Timesheets and Payroll Process and FLSA; Annual Divisional Personnel Action Report; Personnel Performance Evaluation Rating Report – 2014, 2015, 2016. Implementation of new

Performance Evaluation Instrument Form for Administration and Support Staff, Translation of the Support Staff Performance Evaluation Form in Samoan. Establishment of Federal Training as mandated by Policy 4306 Training Programs – Staff Professional Development; and General Information Training.

Outcome 2 Achievement(s): Publication of Personnel Listing with Educational Credentials including emphasis subject content area in Catalog, specifically faculty; Class Contracts (OTR/ATR) Summary with Academic Divisions; Update of ASCC Personnel Database; Personnel Summary dissemination for Budget Planning process

Outcome 3 Achievement(s): Submission of Workman's Compensation Claims within 5 working days with full reporting requirements – All cases submitted have been resolved. No pending claims.

Outcome 4 Achievement(s): Conducted Trainings EEO/Employee Conduct/Employee Benefits and Services in August 2016, October 2016, November 2016, March 2017 and May 2017.

Outcome 5 Achievement(s): IPEDs, DOC Quarterly Reports, Bi-Weekly Reports, Quarterly Reports, Office Visits Log, Personnel Database, Update of Datatel Sytem, Update of ASCC official Catalog with Personnel Listing, Bi-Weekly Payroll Pay Out, Monthly – Quarterly Leave Reports and Statements, Annual Faculty-Staff Performance Rating Reports, Divisional Performance Evaluation 90 day Notices, Position Review, Classification and Compensation Part I and Part II Completion, Personnel Action Request for Recruitment and Hiring, Transfer, Promotion and Reclassification Records, Establishment of Position Description. No. Of Position Announced via local medium, ASCC website, bulletin boards. No. Of garnishments processing through payroll. No. Of Service Awards processed. No. Of 303 processed for various employment statuses: career service, contracts and project based projects. No. of Official Personnel Records updated and reviewed; No. of faculty and staff educational/certification received and attained; Next of Kin Forms established and updated. No. of career service ASCC employees registered for professional development through one course taking per semester. No. of Workman's Compensation Claims received and processed; Involvement in institutional committees and taskforces and participation in various college activities, namely, graduation, island wide clean up etc.

C. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☒ Program/Division developed Program Review Instrument 2016 or 2017 ☐ Other (<i>Please Explain</i>): _____
2. Program or Division services offered that link to:	☒ Board Policies ☒ Administrative Governance Policies ☒ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	Chapter 4 Personnel Governance Policies Personnel Manual, 1997
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	BHE Policies and Administrative policies in its current format needs revision, standardization for presentation in Governance Policy Manual. Need to adopt a standard format, comprehensive reflection of coverage for old and emerging trends/needs of higher education. Promulgate all established manuals.
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	Governance Policy Manual need to be passed as per legal requirement
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	

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

The following sections will serve as the ‘Planning’ function for your Program or Division **Fiscal Year 2018** 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 2018 Outcomes:

*Please list your Program's or Division's Outcome(s) for **Fiscal Year 2018**. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.*

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: Human Resources Office (HRO) has in place Standard of Operating Procedures that clearly defines human resources roles and procedures which foster Human Resources commitment to service excellence and employees enjoy timely and accurate processing of personnel transactions, documentation, and internal controls.	☒ Ongoing Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☒ New Outcome	
Outcome 2: Administration will have the ability to recruit and hire highly qualified applicants.	☒ Ongoing Outcome	☐ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
Outcome 3: Human Resources Office (HRO) supports a healthy and safe working environment at the College.	☒ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
Outcome 4: College employees clearly understand the role of Equal Employment Opportunity/Affirmative Action (EEO/AA) which is to promote effective employee relations, and develop employee's capacities in the workforce.	☒ Ongoing Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
	☐ New Outcome	

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

B. Program or Division Plans, Activities, and Resources:

*Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the 'Request for Additional Resources' table that is separate from each Outcome # - Plans and Activities.)*

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Review and update administrative and personnel governance policies and procedural manual;	Promulgate the Governance Policy Manual. Publish update of 2017 Employee Handbook - August Review and Update Personnel Manual.	Cost: \$ _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Review and update annually recruitment and hiring standard of operating procedures with processing	Review and update annually SOP for recruitment and hiring (June) Criteria for Review:	Cost: \$ _____ Funding Source:

time period to meet programs and services needs of ASCC;	☐ Position Review, Classification & Compensation Part I and Part IIA ☐ Personnel Action Request Form ☐ Job Announcement ☐ Public Information Request ☐ Background Check ☐ Screening of Applications ☐ Interviewing ☐ Hiring ☐ New Employee Orientation ☐ Probationary Status Term ☐ Performance Management	☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☒ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Process timely employee performance evaluations with dissemination of divisional personnel action report on a quarterly basis;	☐ 90 Day Notice of Due Performance Evaluation ☐ Quarterly Personnel Action Report – Due within 1 st week of month following end of quarter. ☐ Quarterly Performance Rating Report ☐ Monthly Leave Report ☐ Quarterly Leave Summary Report ☐ Division Annual Report	Cost: \$ _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Develop, establish and update standard operating procedures for HR roles in providing services in complaints, grievance and appeal processes, employee conduct, employee safety, termination, and layoff and adverse actions etc to ensure timeliness in all personnel actions	☐ Confirmation of Employment – 303 ☐ Leave Authorization Application ☐ Personnel Action Request Forms ☐ Next of Kin Form ☐ Workman's Compensation Form ☐ Check Request for Service Awards ☐ Complaints and Grievance Procedures ☐ Reasonable Accommodations – ADA ☐ Employee Satisfaction Survey and Suggestion Form ☐ Performance Management ☐ ASCC Service Awards Certification ☐ MIS Email Domain Form ☐ W4 Form ☐ W2 Form ☐ Payroll Authorization ☐ Retirement Beneficiary Form ☐ Employee Handbook	☐ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _
Perform annual review of official files for update and provide findings in divisional personnel action report issued on a quarterly basis.	☐ Annual Review of Official Record by Annual Performance Evaluation Due Date ☐ 60 Notification of Employee with Due ID or missing required documentation.	Cost: \$ _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
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1. New Network Printer to replace existing network printer, which is requiring frequent servicing. 2 new computers to replace outdated/slow and much needed update on existing computers	Review of number requests for general maintenance and performance of existing computers poses the risk of losing sensitive and critical work and information stored within memory.	Cost: \$ <u>14,000</u> Requested Funding Source: ☒ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☒ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Develop, establish and review standard operating procedures pertaining to benefits administration including confirmation of employment status, retirement, leave entitlements, wellness and professional development opportunities and creditable service.	Division Standard of Operating Procedures. Employee Handbook Development, revision and update of policies.	Cost: \$ _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Process payroll on a bi-weekly basis providing number of paid/unpaid employees, advanced payment employees and employee with retroactive payments;	Bi-weekly Payroll Process. ☐ Timesheet Format and Authorizing Signatures ☐ Time Sheet Due Date ☐ Collection of Time Sheets from all Divisions by due deadline. ☐ Compilation of working hours and eligible leave and Reconciliation or payroll register.	Cost: \$ _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Provide monthly, quarterly, annual update reports to Divisions and Leadership Triangle.	Monthly, Quarterly and Annual Divisional Personnel Action Reports	Cost: \$ _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Record, update and monitor log of eligible applicants for reduction in	Personnel Database and Annual Divisional Report	Cost: \$ _____ Funding Source:

force register, promotional register, open competitive register.		☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Update position on Position Review Part I and Part II;	☐ Position Descriptions ☐ Update Divisional Organizational Charts	Cost: \$ _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Identify the high need areas and hard to fill positions and provide feedback in divisional personnel action report;	☐ Academic Personnel Turnover Rate ☐ Personnel Action Request Forms	Cost: \$ _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Participate and disseminate information on current classification for budget planning;	☐ Personnel Database and Family Series Matrix	Cost: \$ _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Develop, establish and administer classification and salary administration pertaining to full time faculty and staff, part time faculty and staff, adjunct faculty and personal services contractors;	☐ Reclassification Committee Proposal and Process ☐ Development and update of policies	Cost: \$ _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Review and track active employees and placement on pay scale against years of service;	☐ Personnel Database ☐ Annual Report	Cost: \$ _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Track and monitor program and services classification on contractual hiring status.		

Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Officiate and maintain personnel performance rating data with performance recommendation and disseminate to division on quarterly basis.	☐ Performance Rating Report ☐ Division Annual Report	Cost: \$ _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Compile list of employee's attain educational credential, trainings, courses, certification and participation of professional development and include in HR Quarterly Report and Divisional Annual Report specifying the following data: No. of in-service training/workshop, locally, by webinar, online trainings, off-island professional development. No. of Employees with terminal degrees in content area. No. of Employee by Education level - Doctorate, Master's Degree, Bachelor Degree, Associate Degrees and High School Level. No. of Employees by Age, Gender, and Ethnicity to determine Diversity	☐ Quarterly Report ☐ Division Annual Report	Cost: \$ _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Develop and update occupational family series matrix of positions, primary responsibilities, minimum qualifications and required training and staff development for career progression.	☐ Division Annual Report	Cost: \$ _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Schedule and conduct federal regulatory training: EEO, Safety, FLMA, Sexual Harassment,	☐ Professional Development Plan ☐ College approved trainings per quarter ☐ HR staff and other institutional staff to become certified trainers in EEO, Policy Development and	Cost: \$ <u>8,000</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____

Discrimination, Employee Rights, Computer basic, Basic Leadership as per policy 4306.	Leadership for continuous institutional support for all staff	☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☒ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Review and track-college courses taken by employees and refer to official record.	☐ Professional Development Form ☐ Performance Evaluation Forms ☐ Institutional Program and Services Plans for Professional Development	Cost: \$ _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. Laptop, Projector and Training Room	Laptop to conduct training	Cost: \$ _____ 3000 _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☒ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. Process must be in place and prepared by March of each year.
2. More time provided to division heads to prepare budget
3. College need to identify and provide financial support before all plans are planned and implemented

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. Vice President of Administration and Finance	
2. Chief Financial Officer	
3. ACNR Director	Required ACNR to absorb the HR Technician I 15% - 30% for direct cost of service Increase cost sharing for HR Officer and HR Manager from 15% to 30% for substantial level of work for Division
4. HR Staff	

Division of Management Information System

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Management Information System
Contact Person:	Mr. Donald Nelson
Contact Information:	d.nelson@amsamoa.edu
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	The primary mission of the Management Information System (MIS) Division is to provide the American Samoa Community College (ASCC) Stake Holders access to a modern and secure computing infrastructure that enables them to make efficient use of technology in their respective roles. MIS is concerned with maintaining existing infrastructure with turnover for new technology to better fulfill ASCC’s mission and goals.

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

A. Summary Context: Program or Division Outcomes and Actions (<i>Academic Year 2016-2017</i>)	
Outcome 1- Statement: Students, Faculty, & Staff will receive improved access to technology.	Description of actions done to meet Outcome 1: Completed entire evaluation of current server infrastructure. Identified key components for migration and upgrade of infrastructure into new infrastructure that will check more boxes.
Outcome 2- Statement: Students, Faculty, & Staff will receive improved network accessibility.	Description of actions done to meet Outcome 2: Implemented Campus wide network and service monitoring with Nagios. Inventoried physical switch details with location in living documentation format. Inventoried switch configuration in living documentation format. Standardized switch deployment. Built demands from current switch technology for next generation deployment.
Outcome 3- Statement: MIS will provide satisfactory technology services to students in ASCC Computer Labs.	Description of actions done to meet Outcome 3: Defined Lab Maintenance in living documentation format. Documented Lab Physical status and check-up dates for all labs on campus. Documented Digital Status of software for all labs on campus. Acquired / Built Sophos into ASCC infrastructure.
Outcome 4- Statement: Students, Faculty, & Staff will receive appropriate technology support from MIS in a timely manner.	Description of actions done to meet Outcome 4: Created live network topography. Channel requests through support@amsamoa.edu Organize requests based on student centeredness prioritization.
Outcome 5- Statement: Students, Faculty, & Staff will receive improved access to online resources.	Description of actions done to meet Outcome 5: Started tracking campus wide internet usage.

B. Program or Division Outcome Achievements (<i>Academic Year 2016-2017</i>)
Describe the outcome achievements of your Program or Division during this Academic Year.
Outcome 1 Achievement(s): COMPLETE Obj.1.2 Install monitoring system to continuously monitor server, NAS, Network, and UPS status. COMPLETE Obj.1.7 Update antivirus management software to include all servers and fix current antivirus software issues. COMPLETE Obj.1.9 Complete software renewals for Moodle and Spam updates and support COMPLETE Obj.1.10 Create VPN connection for off-site access to ASCC network and servers COMPLETE Obj.1.12 Complete installation of a Wiki server to document all MIS standard operating procedures and instructions
Outcome 2 Achievement(s): COMPLETE Obj.2.2 Create plan for firewall management, maintenance, backup and recovery.
Outcome 3 Achievement(s): NONE
Outcome 4 Achievement(s): COMPLETED SEMESTERLY Obj.4.5 Complete moving and setting up laptops and printers each semester for registration
Outcome 5 Achievement(s): Complete for Fall 2017 Obj.5.1 Complete updates for Colleague system Complete for Fall 2017 Obj.5.3 Complete update to ASCC website

C. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☐ Institutional Program Review 2016 ☐ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other (<i>Please Explain</i>): <u>New to the post.</u>
2. Program or Division services offered that link to:	☒ Board Policies ☒ Administrative Governance Policies ☒ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	NONE
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	N/A
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	See below.
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	There is a dire need to define Technology Policies that guide the institution.

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

The following sections will serve as the ‘Planning’ function for your Program or Division *Fiscal Year 2018* 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 2018 Outcomes:

Please list your Program’s or Division’s Outcome(s) for Fiscal Year 2018. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Server Infrastructure Outcome 1: MIS will provide ASCC with appropriate, reliable and secure access to the server technology.	☒ Ongoing Outcome ☐ New Outcome	☐ Maintenance ☐ Reclassification ☐ Professional Development ☐ Community Outreach, Extension, and Research
Network Infrastructure Outcome 2: MIS will provide ASCC with appropriate, reliable and secure access to the network.	☒ Ongoing Outcome ☐ New Outcome	☐ Maintenance ☐ Reclassification ☐ Professional Development ☐ Community Outreach, Extension, and Research
Student Centered Support Outcome 3: MIS will provide students with adequate access	☒ Ongoing Outcome ☐ New Outcome	☐ Maintenance ☐ Reclassification ☐ Professional Development

<i>to and support for technology.</i>		☐ Community Outreach, Extension, and Research
Faculty and Staff General Technology Support	☒ Ongoing Outcome	☐ Maintenance
Outcome 4: MIS will provide Faculty & Staff with appropriate access to and support for technology.	☐ New Outcome	☐ Reclassification
Internet Access & Communications	☒ Ongoing Outcome	☐ Professional Development
Outcome 5: MIS will provide ASCC with appropriate, reliable and secure access to the online services.	☐ New Outcome	☐ Community Outreach, Extension, and Research
		☐ Maintenance
		☐ Reclassification
		☐ Professional Development
		☐ Community Outreach, Extension, and Research

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

B. Program or Division Plans, Activities, and Resources:

Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for Fiscal Year 2018. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

MIS will provide ASCC with appropriate, reliable and secure access to the server technology.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding
Server Upgrades: To include minor modifications in the form of maintenance to existing server infrastructure as Objectives 14 & 15 become complete • RAM • Network Cards NIST Alignment (PR.IP-4), (ID.RA-1, PR.IP-12, DE.CM-8, RS.MI-3, ID.RA-2)	1. Complete backup, maintenance, and management for all servers; create associated documentation.	COST: \$2,000 All Other Costs (5300)
	2. Maintain / Audit monitoring system to continuously monitor server, NAS, Network, and UPS status; create associated documentation.	Need Personnel not money.
	3. Complete plan for management, maintenance and backup and recovery of NAS units; create associated documentation.	Need Personnel not money.
	4. Maintain Server Resource Requirements; create associated documentation.	
	5. Create Physical Inventory for Server	

	Technology.	
	6. Create Software Inventory for Server Technology.	
ALL Campus owned computers should be covered by Sophos - Licensing for our 600 computers is due again in FY2019 - New Computers require licensing purchase increase - Domain expansion require licensing increase. - Computer replacement does not. NIST Alignment (PR.IP-1), (ID.RA-1, PR.IP-12, DE.CM-8, RS.MI-3, ID.RA-2)	7. Maintain anti-virus server updates, upgrades, and licensing	
Rebuild WSUS server.	8. Troubleshoot WSUS update issues to make sure all ASCC computers are receiving updates correctly.	Need Personnel not money.
Barracuda Spam Filter - Prevents Spam from coming in - Prevents Spam from going out NIST Alignment (PR.IP-1)	9. Complete software renewals for and Spam Updates, and Compliance Assist.	COST: \$4,500 All Other Costs (5300)
Rebuild Moodle Server	10. Migrate / Upgrade Moodle.	Need Personnel not money.
Get copy of the manual from PFM Review and build maintainance plan	11. Complete plan and maintenance points for annual generator testing.	Need Personnel not money.
	12. Build Jira / Confluence Ticket, documentation server.	Need Personnel not money.
	13. Evaluate building a local Mac update server.	Need Personnel not money.
	14. Finish Testing Phase of Infrastructure Revival Plan.	Need Personnel not money.
	15. Start Migration Phase of Infrastructure Revival Plan.	Need Personnel not money.

Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. Contractual Service	The Infrastructure Revival Plan is a multi-tiered plan to revive core infrastructure and is made up primarily of OUTCOMES 1 & 2. The success of these determine the success of OUTCOMES 3, 4 & 5 almost directly. The biggest issue for MIS is transitioning from reactive to proactive with such little manpower	Cost: \$ <u>20,000</u> Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☒ Contractual Service 5500 ☐ Equipment 5600

		☐ Other (Specify) _____
2.Purchase and Install Licensing: (x4) Server Licenses Windows 2012 R2 Standard Ed. - \$600/unit (x40) 5 user per unit - CAL Licenses - \$200/unit	Once servers are migrated and backed up (Obj. 15 & Obj. 1) maintainance is required to full fill domain requirements of up to date, supportable platforms. Current platforms are End of Life (EOL) in 2015 and require immediate attention.	COST: 10,400 Requested Funding Source:
Sophos Licensing Increase from 600 - MPC Building w/ new lab (+50) - ACNR Domain Merge (+150?) - SBDC Domain Merge (+7) - Title III (+150) (less if we utilize computers to replace equipment that is old and broken)	OUTCOME 1 Obj. 7: Maintain anti-virus server updates, upgrades, and licensing This ensures that computers are protected from virus outbreaks and other malicious activities. This is a requirement in attempt to align with best practices frame work NIST. A requirement for most Government Entities. NIST (PR.IP-1), NIST (ID.RA-1, PR.IP-12, DE.CM-8, RS.MI-3, ID.RA-2)	COST:\$3000 (prices are pro rated for the remaining days left on license, price is also pending decision making vs implementation)

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018

MIS will provide ASCC with appropriate, reliable and secure access to the network.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Upgrade Network Core - Switch - Network Installation Materials (consumables) - Switch SPF (fiber connector) NIST Alignment: NIST (PR.IP-4), NIST (ID.RA-1, PR.IP-12, DE.CM-8, RS.MI-3, ID.RA-2), NIST (PR.AC-5, PR.IP-1, PR.PT-4)	1. Update plan for network management, maintenance and monitoring using best practices (internal and external connections).	COST:\$ 2,000 All Other Costs (5300)
*See Request for Additional Resources - Document current backup process - Document current recovery processes - Write audit guidelines - Follow written guidelines NIST Alignment: NIST (PR.AC-3, PR.AC-5, PR.MA-2, DE.AE.1), NIST (PR.IP-4), NIST (ID.RA-1, PR.IP-12, DE.CM-8, RS.MI-3, ID.RA-2), NIST (PR.PT-2, DE.CM-4, DE.CM-5), NIST (PR.AC-5, DE.AE-1), NIST (PR.IP-4)	2. Document plan for firewall management, maintenance, backup and recovery.	*See Request for Additional Resources

	3. Create plan for moving wireless equipment so that connection to TTD building is not interrupted by new MPC Building.	
	4. Finalize plans for technology to be installed at new MPC, including network, phone lines, computer equipment, sound system, projection systems.	
	5. Create Physical Inventory for Network Devices	
	6. Create Version and Configuration Inventory for Network Devices	
	7. Networking SOP Audit	

Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. Replace the Gateway Firewall	Outcome 2 Obj. 2: Document plan for firewall management, maintenance, backup and recovery. In May 2018, the current firewall appliance (SONICWALL) is at its manufacturers End Of Life (EOL) which means that many of its features that we depend on to maintain OUTCOME 1-5 will no longer be updatable. IT MUST BE REPLACED.	Cost: \$__ 6,000__ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☒ Equipment 5600 ☐ Other <i>(Specify)</i> _____
1. Wireless and Wired Networking odds and ends for MPC building • Upstairs, Staff Switch • Upstairs, Staff wifi • Switch SPF connector • Networking Consumables	Unforeseen networking challenges can plague the implementation of new installations. Some of the MPC was accounted for under Title III grant that was directly student related.	COST:\$ 2,400

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

MIS will provide students with adequate access to and support for technology.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Basic office materials (consumables) to enable proper reporting items for computer maintainance and repair like cleaning of keyboards and	1. Track and report on student usage and students served in MIS PC Labs	COST: \$1,000 Office Supplies (5201)

screens.		
	2. Track and report on students served in MIS office for student account requests, laptop registration and wireless accessibility	
	3. Track and report on printing using Papercut software	
	4. Complete computer maintenance for all Student Resource Labs on campus	
	5. Implement student satisfaction survey for technology and document process	
	6. Complete plan to monitor network usage for computers in computer labs.	
	7. Create SOPs for Student Resources	
	8. Create Physical Inventory for Student Domain	
	9. Create Software Inventory for Student Domain	

Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. Nursing Lab Remediations a. Windows 7 home to pro upgrades (x20) 2. TTD LAB Remediations a. Windows 7 home to pro upgrades (x17)	4. Complete computer maintenance for all Student Resource Labs on campus This allows student labs to exist with network access by joining them to the student domain. This allows the computers to receive updates, run sophos antivirus, and accept user policies that prevent mis-use. These steps are required to maintain infrastructure security, minimizing operational risks for all computing components, including big ticket items (like Colleague). Currently these labs are attempting to hack our weak and old infrastructure. They have been unplugged. <i>*Following MIS purchase requirements to the 't' will prevent these scenarios</i>	Cost: \$ 8,000 Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

MIS will provide faculty and staff with appropriate access to and support for technology.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning	Funding:
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	<i>services, organizational structure, structural elements, or institution-set standards.</i>	
	1. Report on numbers of completed work orders	
	2. Report on computers checked into Help Desk for repair	
	3. Report on User Satisfaction Survey Results	
	4. Report on equipment checked out from multimedia center	
	5. Registration Technology Preparations	
	6. Create MIS Training Program to update staff skills	
Immediate Hire Helpdesk Supervisor – - Assists with direction and completion of difficult task for helpdesk. - Assists with training - Assists with End User computer configurations on the domain - Assists with associated documentation and reporting - Reports to CIO System Administrator – <i>(position has contract potential)</i> - Assists with server tasks implementing newly designed infrastructure - Researches / Completes pending server issues - Handles updates and server maintainance - Reports to CIO	7. Complete hiring for permanent System Administrator, and Helpdesk Supervisor	COST:\$56,102 Personnel (5100)
	8. Perform maintenance on multimedia center equipment	
	9. Complete setup, maintenance and support for lecture hall.	
	10. Create SOP for ASCC Domain Devices	
	11. Create Physical Inventory for ASCC Domain	
	12. Create Software Inventory for ASCC Domain	

Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
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1. Faculty & Staff Computer Replacement (x20)	This is a recognized minimum of computers that need to be replaced for campus Faculty and Staff based on near complete software inventory for the ASCC Domain. Computers that are this old are at a severe risk of data loss due to: • Hardware failure. • Security vulnerabilities Not to mention compatability issues and maintainance. The End Of Life (EOL) on these computers was 2009, but extended by Microsoft because of the mass failure of migration. This was extended until 2014.	Cost: \$ 20,000_(or less)___ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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Outcome 5 - PLANS AND ACTIVITIES:

Outcome #5- Plans and Activities: Fiscal Year 2018

MIS will provide ASCC with appropriate, reliable and secure access to the online services.

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
	1. Complete updates for Colleague system	
	2. Update ASCC website	
	3. Document website infrastructure	
	4. Cleanup Student Active Directory and Manual Moodle Authentications for Single Sign On	
	5. Complete providing assistance to HR to correct leave balance on check issue.	
Requirement to support Colleague basic package which includes: • Financial Aid Updates • HR Updates • Finance Updates • General System Updates • System Support • Learning Center	6. Complete renewal for support and updates for Colleague	COST:\$ 120,000 All Other Costs (5300)
	7. Meet regularly with Financial Aid to streamline processes through Colleague	
Requirement for Compliance Assist package which includes: • Off-site hosted services • Support • Training	8. Complete renewal for Compliance Assist	
	Create SOPs for Common ASCC Internet Services	

Internet Connection • not sure which bill this is	10. Assess Internet Connectivity, reliability, and usage for ASCC Internet Services and Stake Holder support	COST:\$ 10,000 All Other Costs (5300)
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Outcome #5- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. MPC Building Phone System	Continue with old POTS phone system. Implement New, network driven VOIP system. There are pros and cons to both, the biggest pro of VOIP is costs in the long-run, especially with eventual campus wide integration. The biggest con is the entrance fee. MIS does not have phone budgeting to do proper cross analysis	Cost: \$ 2,000-6,000 Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. Annual Planning day. One day mid FY set aside for the division to review outcomes.
2. Digitize this form into web style layouts.
3. As MIS we have two sets of Outcomes that define our presence on campus, Technology Committee and the Division Goals. Get those aligned, perhaps restructuring the division outcomes to allow for the fifth outcome to be that of the technology committee.
4. Needed more then 1 week to complete with out total dedication and complete dereliction to *many* other duties.
5. Technical aspects of this document are a formatting *house of cards*. Beautiful to look at; do not touch. (Not sure whether to praise or shame its creator[s?])
6. In the end, it was pretty motivating for MIS to see all of this layed out in a different format Excellent.

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1.	

Division of Physical Facilities & Maintenance

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Physical Facilities & Maintenance
Contact Person:	Mr. Loligi Seumanutafa
Contact Information:	
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
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 to ensure a clean environment is seen on campus, and in the housing area, 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.

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

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement: Security – Incident reports are transparent and available for leadership triangle review.	Description of actions done to meet Outcome 1: All incident reports are in writing and filed away appropriately
Outcome 2- Statement: Custodian – All classroom and student facilities are clean and in good order.	Description of actions done to meet Outcome 2: Execute all areas
Outcome 3- Statement: Grounds – All landscaping projects are executed in a timely manner	Description of actions done to meet Outcome 3: All equipment of 7 years are properly maintained to meet all scheduled projects
Outcome 4- Statement: Maintenance – Maintain all facilities at ASCC	Description of actions done to meet Outcome 4: Execute work orders according to individual request.

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): Security incident reports are filed away and completed

Outcome 2 Achievement(s): All classroom and offices are clean and good order

Outcome 3 Achievement(s): Work order has been completed in a timely manner

Outcome 4 Achievement(s): All landscaping projects are completed.

C. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☒ Program/Division developed Program Review Instrument 2016 or 2017 ☐ Other (<i>Please Explain</i>): _____
2. Program or Division services offered that link to:	☐ Board Policies ☐ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	

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

The following sections will serve as the ‘Planning’ function for your Program or Division *Fiscal Year 2018* 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 2018 Outcomes:

*Please list your Program's or Division's Outcome(s) for **Fiscal Year 2018**. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.*

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: Execute Comprehensive Maintenance Plan priorities for year 3 and unattended for year 1 and 2.	☐ Ongoing Outcome	☒ Maintenance ☐ Reclassification ☐ Professional Development ☐ Community Outreach, Extension, and Research
	☒ New Outcome	
Outcome 2: Professional Development	☐ Ongoing Outcome	☒ Maintenance ☐ Reclassification ☐ Professional Development ☐ Community Outreach, Extension, and Research
	☒ New Outcome	
Outcome 3: Assessment and inventory of all PFM equipment is conducted	☐ Ongoing Outcome	☒ Maintenance ☐ Reclassification ☐ Professional Development ☐ Community Outreach, Extension, and Research
	☒ New Outcome	
	☐ New Outcome	

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

B. Program or Division Plans, Activities, and Resources:

*Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the 'Request for Additional Resources' table that is separate from each Outcome # - Plans and Activities.)*

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. Repair to Gymnasium	- Repair Drainage in restrooms - Flooring	Cost: \$80,000.00
		Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
2. Appraisal for Fine Arts Building	Assessment conducted upgrade report is produced for maintenance plan.	Cost: \$0.00
		Funding Source:

		☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
3. Cafeteria	Conduct Appraisal for the cafeteria when Student Services relocates to MPC	Cost: \$0.00 _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
4. Annex Building	Appraisal and continue preventive maintenance	Cost: \$2,000.00 _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
5. Science Building	Building appraisal conducted and continued preventive maintenance	Cost: \$2,000.00 _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
6. Assessment / Appraisal for sAdministrative building is conducted	Upgrade report is produced for administrative building and maintenance plan.	Cost: 0.00 _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
7. Replace Library Gutters	Replace gutters in the rear area of the building.	Cost: 0.00 _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____

		☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. Personnel – Another Custodian	To add another FTE to personnel.	Cost: \$ <u>14,500</u> Requested Funding Source: ☒ Local Funds: <i>(Please Specify)</i> ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. Professional Development	OSHA Training, HAZMAT training.	Cost: \$ <u>5,000</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
2. Apprenticeship	- In service for PFM - Air Conditioning	Cost: \$ <u>5,000</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> _____ ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 3- PLANS AND ACTIVITIES:**Outcome #3- Plans and Activities: Fiscal Year 2018**

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. Purchase scaffolds	To be able to reach areas in high levels.	Cost: \$ 10,000 _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☒ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Purchase a small excavator	To enable PFM to maintain water drainage and to level ground and accessibility to roads.	Cost: \$25,000 _____ Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> _____ ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☒ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____

		Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. Continue the collaboration between Director and management for planning
2. Need more time for budget planning

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. Loligi Siaki	
2. Solomona Simanu	
3. Misi Tauai	
4. Moeao Poloa	
5. Manuele Salaivao	
6. Robert Simi	
7. Emey Silafau	
8. Rennelle Toeaina-Loa	

Office of Procurement

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	PROCUREMENT
Contact Person:	Mrs. Jessie Su'esu'e
Contact Information:	Phone No. 699-9155 extension: 391 or email: j.suesue@amsamoa.edu
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as open admissions, United States accredited, Land Grant institution provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	• To obtain the necessary goods and services, for all ASCC departments, in a cost effective, efficient and timely manner. • To safeguard all tangible assets by updating accurate records and performing annual physical inventory. • To ensure that ASCC Procurement as well as Federal Rules and Regulations are adhered to all times.

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

A. Summary Context: Program or Division Outcomes and Actions (<i>Academic Year 2016-2017</i>)	
Outcome 1- Statement:	Description of actions done to meet Outcome 1:
Outcome 2 – Statement	Description of actions done to meet Outcome 2: •
Outcome 3- Statement:	Description of actions done to meet Outcome 3: •
Outcome 4- Statement:	Description of actions done to meet Outcome 4: •
	Description of actions done to meet Outcome 5:

B. Program or Division Outcome Achievements (<i>Academic Year 2016-2017</i>)
Describe the outcome achievements of your Program or Division during this Academic Year.
Outcome 1 Achievement(s):
Outcome 2 Achievement(s):
Outcome 3 Achievement(s):
Outcome 4 Achievement(s):
Outcome 5 Achievement(s):

C. Closing the Loop: Program Review and Assessment (<i>Academic Year 2016-2017</i>)	
Checkmark the appropriate boxes as it applies and provide additional information as appropriate:	
1. Conducted and Completed Program Review:	☐ Institutional Program Review 2016 ☐ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☐ Other (<i>Please Explain</i>): _____
2. Program or Division services offered that link to:	☐ Board Policies ☐ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	

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

The following sections will serve as the ‘Planning’ function for your Program or Division ***Fiscal Year 2018*** 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 2018 Outcomes:

Please list your Program's or Division's Outcome(s) for **Fiscal Year 2018**. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: Bulk Purchase: By the end of each academic year the institution will have all the necessary resources to plan and to implement programs for the next academic year.	☐ Ongoing Outcome ☒ New Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
Outcome 2: Reduce Outstanding Orders: The institution shall be able to obtain all the necessary goods and services for all department needs, in a cost effective, efficient and timely manner through its ability to utilize its Purchase Orders. This will greatly reduce advanced payment and/or Prepayment of orders.	☒ Ongoing Outcome ☐ New Outcome	☒ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
Outcome 3: Fixed Assets Inventory System (Disposal/Transfer): The institution will be able to maintain, to obtain, to schedule as required quarterly, annually or bi-annual inventory of all fixed assets and non-fixed properties of ASCC. To be able to accurately plan, allocate and disposed of resources properly.	☒ Ongoing Outcome ☒ New Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
Outcome 4: Professional Development: All Procurement staff is knowledgeable, have the skills and the ability to negotiate and to finalize orders and contracts legally and binding to help protect the institution from any and/or PO and or contract disputes. To fully understand and to be in compliance with all applicable federal laws, local and ASCC Procurement rules pertaining to procurement of goods and services for grants and local programs.	☒ Ongoing Outcome ☒ New Outcome ☐ New Outcome	☒ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research

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

B. Program or Division Plans, Activities, and Resources:

Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the 'Request for Additional Resources' table that is separate from each Outcome # - Plans and Activities.)

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
BULK PURCHASE		
1.	To identify what each dept	Cost: \$700.00

• Check, compiled and combined order request listing from Academic and Administration from their respective via VP of Administration and/or Academic. • Procurement Buyer put together in their respective group; i.e. papers, pens etc. and distribute amongst Responsible Buyers; Buyer for office supplies, buyer for equipment, Buyer for textbooks, Buyer for travel etc. • Buyers process orders by bidding; to be able to obtain 3 or more quotes. This process will ensure that SOPs are followed and discounted prices are obtained. Analyses of quotes/bids received are done and selection of the winning bid is taken. Order is placed to meet the need by dates of goods and services. • Responsible Buyers submit via email weekly PO Bulk Purchase status report to both VP(s). • Responsible Buyers communicate with Receivers on status of upcoming bulk purchase orders. • Bulk purchase orders are received and are delivered to Bookstore for dissemination to their respective division. Note: Academic purchases submit one month before semester Administration purchases submit twice for fiscal year.	• needs per academic year. • Assess the resources needs of each dept through their quarterly planned purchases. • Procurement will be able to obtain resources in a cost effective, efficient and timely manner. • Weekly status report of all Bulk purchase.	Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☒ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400

☐ Contractual Service 5500
☐ Equipment 5600
☐ Other (Specify) _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities: REDUCE OUTSTANDING ORDERS	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. - Responsible Buyers processes approved Purchase Orders and submit orders to vendor via email and/or air mail original PO copy. - Responsible Buyers upon confirmation of order receipt from vendor update records on spreadsheet. - Responsible Buyers follow up weekly on status via email or phone call on status. - Responsible Buyers set up meetings with current and new vendors to re-enforce the commitment of the institution in supporting the local business community and ensure that ASCC will keep up with payment and to seek other ways to improve relationship that is beneficial to both financially and economically. - Responsible Buyer communicates with Receivers on order arrival date and schedule to receive. - Receivers receive and accept orders in the system. - Receiver submits receiving reports of order to Accounts Payable for its scheduled payment date. - Responsible Buyer follows up with Accounts Payable on payment. This is to ensure that payments are made as per terms set on the Purchase Order.	- Confirmation of reduction in outstanding debts for the institution for orders. - The firm use of ASCC Purchase Order for all orders. Reduction of Prepayment. - Weekly Status report to dept heads	Cost: \$700.00_____ Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other (Specify) _____

Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> _____ ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 3- PLANS AND ACTIVITIES:**Outcome #3- Plans and Activities: Fiscal Year 2018**

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
Fixed Assets Inventory System (Disposal/Transfer) 1. - Procurement Officer is currently working with Property Management responsible person on current fixed assets system obtained approximately three years ago. The system is not running properly due to lack of IT support; upgrade of current system if possible or new system is a must. - Procurement Officer receives final inventory listing of fixed assets from Business Office; listing is then given to Property Management for review and preparation for inventory. - Property Management schedules inventory. This is schedule when school is in session. - Property Management conducts inventory annually. - Counts of all inventory items are turned into Property Management for inputting into a spreadsheet. - Final inventory listing is double check and forward to	- Annual inventory of all fixed assets of the institution is conducted. - Property management utilizes of the fixed assets inventory tracking system when upgraded or new system is purchased. - Accountability, transparencies and disposition of items through proper methods and accurate record keeping.	Cost: \$ 500.00 Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☒ Travel Expenses 5400 ☐ Contractual Service 5500 ☒ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Procurement Officer for final input if any. • Final count of all fixed assets inventory is submitted to Business Office. • Fixed assets and non-fixed assets items identified as having exhausted its useful life and/or are obsolete or no longer working is recorded and scheduled to be disposed or transferred accordingly. • Property Management upon completion of fixed assets inventory schedules an inventory of all other non-fixed assets of the institution. • Schedule of non-fixed assets inventory are planned and set when school is in session. • Inventory of non-fixed assets is conducted and records are updated and disseminated to the leadership triangles, both VPs and the leadership team for their information and records. The inventories of all assets are to be performed annually.		
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Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. Upgrade system or purchase new system for tracking and inventory of all fixed and non-fixed assets of ASCC. Training of personnel is also required.	Currently, we have no system in place to accurately and quickly perform inventory of all fixed and non-fixed assets of the institution. All are conducted manually. With the age of technology that the institution is in at the moment, the need to have a technological system obtained is a must in order to accurately and systematically perform annual and/or quarterly inventory of all ASCC properties. This is a requirement to support institutional planning, disposition and obtaining of new equipment as applicable to each divisional program and needs.	Cost: <u>\$10,500.00</u> Requested Funding Source: ☒ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☒ Travel Expenses 5400 ☐ Contractual Service 5500 ☒ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected</i>	Funding:
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Professional Development	outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	
1. - Procurement staff attends training to keep up with new rules or application in Educational procurement. As a member of the National Association of Educational Procurement (NAEP) it is required of members to attend annual meetings to keep up with rules, technology and other application pertaining to federal procurement in higher education. - To attend webinar pertaining to new federal acquisition of grants and federally funded program; to be in compliance with applicable and allowable goods and services to be obtained. - Participate in local workshop or on campus workshop to hone skills and to be kept abreast on any new laws and skills in procurement. - Attain higher level of education from current. - To participate in free courses offered on campus or on island to hone skills such as; basic knowledge and understanding of specifications on computers, air conditioners, printers, copiers etc... to align with role as buyers, property management and receiving.	To understand and be able to negotiate and seal binding contracts and Purchase Order deals.	Cost: \$ 3,500.00 Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☒ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. Procurement in its function to obtain the goods and services for the institution must have unlimited access to online site for obtaining of the best price, quality product and timely delivery, these are sites such as; facebook, twitter etc.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600

		☒ Other (Specify) IT approval of blocked areas . _____
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Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program’s or Division’s planning.

1.

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. ACNR	
2. PFM	
3. VP Administration and Finance	
4. President’s Office	
5. HR	
6. Finance	



Section V: Research, Outreach, and Community Services

- Adult Education Literacy and Extended Learning
- Agriculture, Community and Natural Resources
- Samoan Studies Institute
- Small Business Development Center
- University Center for Excellence on Developmental Disabilities

Adult Education Literacy & Extended Learning

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Adult Education Literacy & Extended Learning
Contact Person:	Mr. Tauvela Fale
Contact Information:	699-9155 ex: 331 / t.fale@amsamoa.edu
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
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 make educational services available to the non-traditional student population of American Samoa by offering non-credit classes. Continuing education courses provide development, improvement, and advancement of specific and general work-related skills.

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

A. Summary Context: Program or Division Outcomes and Actions (<i>Academic Year 2016-2017</i>)	
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 2017.	Description of actions done to meet Outcome 1: The American Samoa Comprehensive State Plan was submitted to the appropriate federal agencies on June of 2016. It was conditional approved on July 2016. After revision and action plan, it was resubmitted and approved on October 2016 and ready for implementation for FY2016-2017.
Outcome 2- Statement: The community through partnerships receives increased outreach service throughout the year.	Description of actions done to meet Outcome 2: AELEL has established partnerships with the following agencies to offer workplace literacy program for their employees. The Department of Human & Social Services, Airport Rescue Fire Fighter, and the Ship Yard Authority.
Outcome 3- Statement: Students increased passage rate through all courses.	Description of actions done to meet Outcome 3: There is an increase in the passage rate on the overall student performance in all courses.

B. Program or Division Outcome Achievements (<i>Academic Year 2016-2017</i>)
Describe the outcome achievements of your Program or Division during this Academic Year.
Outcome 1 Achievement(s): Preparation and submittal of the Adult Education portion of the American Samoa Comprehensive State Plan in compliance with WIOA.
Outcome 2 Achievement(s): The addition of 2 more agencies partnering with AELEL in offering workplace literacy program for their employees.
Outcome 3 Achievement(s): There is an increase on the overall passage rate for this academic year (2016-2017).

C. Closing the Loop: Program Review and Assessment (<i>Academic Year 2016-2017</i>)	
Checkmark the appropriate boxes as it applies and provide additional information as appropriate:	
1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☐ Other (<i>Please Explain</i>): _____
2. Program or Division services offered that link to:	☐ Board Policies ☐ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	

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

The following sections will serve as the ‘Planning’ function for your Program or Division **Fiscal Year 2018** 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 2018 Outcomes:

Please list your Program’s or Division’s Outcome(s) for Fiscal Year 2018. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
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 2018.	☒ Ongoing Outcome ☐ New Outcome	☐ Maintenance ☐ Reclassification ☐ Professional Development ☒ Community Outreach, Extension, and Research
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	☐ Maintenance ☐ Reclassification ☐ Professional Development ☒ Community Outreach, Extension, and Research
Outcome 3: Students increased passage rate overall.	☒ Ongoing Outcome ☐ New Outcome	☐ Maintenance ☐ Reclassification ☐ Professional Development ☒ Community Outreach, Extension, and Research
Outcome 4: Improve all AELEL classrooms with the installation of smart board in every classroom.	☐ Ongoing Outcome ☒ New Outcome	☐ Maintenance ☐ Reclassification ☐ Professional Development ☒ Community Outreach, Extension, and Research
Outcome 5: Maintain staff development for all AELEL staff to improve performance and student achievement.	☐ Ongoing Outcome ☒ New Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development ☐ Community Outreach, Extension, and Research

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

B. Program or Division Plans, Activities, and Resources:

Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for Fiscal Year 2018. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or	Funding:
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	<i>institution-set standards.</i>	
1. Established a ‘One Stop Center” in collaboration with the WIOA core partners (Department of Human Resources, Vocational Rehabilitation).	To have a functional “One Stop Center” by the end of FY 2018.	Cost: \$ <u>5,000</u> Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. Continue providing workplace literacy to the existing agencies.	Improve basic literacy skills in English and math for their employees. Pre/Post test scores and the teacher assessment in class will determine the success of the program.	Cost: \$ <u>10,000</u> Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
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1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. Provide a smart board for all AELEL classrooms on campus.	Improve learning environment for students and provide additional instructional tool for the teachers.	Cost: \$ <u>5,000</u> Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Order latest version of textbooks for all ESL and ABE Math courses.	Improve learning environment for students and provide additional instructional tool for the teachers	Cost: \$ <u>8,000</u> Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600

		☐ Other (Specify) _____
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Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. Order a smart board for R-24.	Improve learning environment for students and provide additional instructional tool for the teachers	Cost: \$ <u>5,000</u> Funding Source: ☒ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 5- PLANS AND ACTIVITIES:

Outcome #5- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. Provide professional development for the AELEL staff by having them attend the CASAS annual conference in Anaheim, California.	Improve teaching and learning across the board. Pre./Post test results is one of the assessment of this outcome. Teacher evaluation by the Director is another assessment.	Cost: \$ <u>12,000</u> Funding Source: ☒ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200

		☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
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Outcome #5- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1.

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1.	

Agriculture, Community and Natural Resources

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	ACNR
Contact Person:	Mr. Aufa'i Apulu Ropeti Areta, Dr. Mark Schmaedick
Contact Information:	ACNR Director, ACNR Acting Research Coordinator
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions "Why Does it Matter?"

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	To serve American Samoa's diverse community by providing research, extension and educational programs and services in agriculture, natural resources and wellness, enhancing the quality of life and fragile ecosystem while honoring the fa'asamoa (the Samoan Way).

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

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement: Strive to effectively provide quality and relevant Research Programs to the community	Description of actions done to meet Outcome 1: Conducted research in the areas of horticulture, plant pathology, health communications, and entomology
Outcome 2- Statement: Strive to effectively provide quality and relevant Extension Programs to the community	Description of actions done to meet Outcome 2: Conducted extension/outreach programs to the community in the areas of crop and animal production, 4-H and youth, family and consumer sciences, forestry, and aquaculture.
Outcome 3- Statement: Strive to effectively provide quality Instructional Programs to the community	Description of actions done to meet Outcome 3: Offered four A.S. degree programs in Agribusiness, Family & Consumer Science, General Agriculture, & Natural Resources; taught ACNR courses as outlined in the curriculum & catalog; advised and mentored students enrolled and majoring in ACNR; provided experiential learning opportunities for ACNR students both locally and off-island; managed USDA NIFA Resident Instruction and Distance Education grants; managed the Fruits for Life Greenhouse as a “living laboratory” for ACNR students.

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s):

Continued testing of SSR primers for polymorphism among 13 different taro cultivars and four cultivars of giant taro (*Alocasia macrorrhizos*) included as outgroup taxa, using PAGE (Polyacrylamide Gel Electrophoresis). Successful primers will be used for genotyping (fingerprinting) the progenies of a Niue × Palau 10 cross, in order to generate the data for the construction of a high-density genetic linkage map of taro and for QTL mapping of TLB-resistance.

Designed an assay to convert those of the SSR primers that show polymorphism on PAGE into fluorescent-labeled primers for high resolution fragment analysis (genotyping). The genotyping reactions were shipped to the University of Hawaii for fractionation on an ABI3730 DNA Analyzer.

Analyzed the genotyping results from above experiment with a 30-day demo version of GeneMapper 5 software from Applied Biosystems/life Technologies. Since the full license for this indispensable software for microsatellites analysis is prohibitively expensive, a remote access to GeneMapper 5 has now been secured from the University of Illinois, our partner for the Taro Whole Genome Sequencing Project.

In the PSRH-SHNF funded LBJ Prenatal Clinic Gestational Diabetes Health Communications Study gathered baseline data and shot intervention video. In the NIFA SAM-044 Study “Media Reach and Effect of KVZK-TV’s Broadcast of HBO’s “The Weight of the Nation” and American Samoa Audience Segmentation Study, a new set of tables analyzing and cross-tabulating all data was produced. In the Child Obesity Prevention/Reduction Placemat and Film Intervention Study, we completed a detailed study proposal with revised research design, drafted and finalized a MOU, which Directors/President of partnering agencies (ASCC and DHSS) signed approval on; using WIC client lists identified numbers of obese 4 year old WIC clients from which to do random sample for recruitment of participants for the study. IRB approval, and finalization and translation of questionnaires is planned for April.

ASCC-ACNR produced taro varieties from 2nd round of crosses that were grown in field to increase planting material size are now beginning to be planted for yield, taste and TLB resistance assessments. Set up the large coconut husk shredder and distributed locally produced coconut husk medium to 2 hydroponic farmers to begin hydroponic lettuce and pak choi trial. Planted out taro germplasm from tissue culture to greenhouse and reinitiated some taro cultivars back into tissue culture. Continued plant production for captive rearing component of the Samoan swallowtail butterfly conservation project with DMWR. Continued maintaining standing crop of approximately 200 potted talafalu butterfly larval hosts, including seed collection from forest, sowing, transplanting, watering, fertilizing, and pest control. Maintained standing crop of approximately 20 maotofu for butterfly nectaring. Collected and sowed total of 181 talafalu seeds and 20 maotofu seeds.

With AS Dept of Agriculture continued exotic fruit fly surveillance at 11 sites on Tutuila, in two monthly checks of the 33 traps, a total of 4,835 flies were captured and identified. Fortunately no new exotic invasive species were found among them.

Continued the American Samoa ambrosia beetle pest survey, setting 24 traps at an additional eight sites on Tutuila and Aunu’u islands. To date we have completed trapping at 25 sites for a total of 1,279 trap-days. Continued assisting DoH Zika and dengue

response team with information on mosquito vectors of Zika and dengue viruses and their control. With DoH partners completed Zika and dengue mosquito vector survey in Manu'a islands. Overall vector production was similar to that found in our March survey, with 76% of vectors coming from containers such as drums, tires, buckets, etc. Investigation of complaints of heavy mosquito biting in Ta'u and Asaga in evenings determined these were other species and not the container-breeding Zika/dengue vector species. Conducted dengue vector breeding site surveys at schools in Vatia, Afono, Aua, Leloaloe, Lauli'i, and Pago Pago and reported to DoH numerous vector producing containers and mosquito-harboring habitat at all schools except Afono. Completed bioassay of the Natular larvicide used by DoH EHS to verify its efficacy against local dengue vector species. On request from community completed mosquito survey of Tula wetland area and determined that the species breeding there are not vectors of dengue or Zika.

Outcome 2 Achievement(s):

4-H Youth Agents served more than 3,000 clients through 4-H projects, camps, meetings, after school programs, and educational workshops and demonstrations in the areas of youth at risk, agriculture, health, nutrition, food safety, childhood obesity, farm safety, baking, literacy, sewing, resource management, entrepreneurship, parenting, arts and crafts, Samoan culture and language, STEM (Science, Technology, Engineering, & Math), volunteer development and retention, and others. Agriculture Extension Agents served more than 1,600 clients through farm visitations, workshops and training in farm safety and pesticides safety; vegetable, taro & banana production; aquaculture (tilapia) & hydroponics; and livestock (swine & poultry) production. Moreover, Extension Agents distributed more than 1,500 planting materials of disease resistant cultivars; and produced and distributed more than 3,000 pounds of tilapia feed. Researchers provided 18 plant clinic diagnoses and recommendations, and evaluated more than 1,000 progenies of advanced taro cultivar crosses. FCS & EFNEP Agents served more than 6,000 clients through extension programs in nutrition, exercise, childhood & adult obesity, food safety, healthy lifestyles and environment, health communications, and sewing and traditional arts. More than 500 clients increased their knowledge leading to a healthier lifestyle by eating more fruits and vegetables; more than 400 clients prepared healthier foods utilizing locally grown & harvested food; and more than 400 clients participated in physical activities and exercises. The Health Communications Research program provided technical assistance in developing healthy behaviors communications strategies to the Department of Human and Social Services WIC program, to the local department of health and CDC for vector-borne disease prevention messaging, and to the American Samoa Medicaid Simulated State Model design team to identify delivery models to improve the territory's health care systems. The entomology program remains an important contributor in the department of health's mosquito control planning, implementation, and public messaging for prevention of dengue, chikungunya, and Zika viruses. More than 20,000 people were exposed to ASCC ACNR generated mosquito-borne disease prevention messages. Forestry staff served more than 1,500 clients through advisory council meetings, projects, site visitations, management plans, and workshops and trainings. They propagated and distributed more than 1,500 trees to protect the forest ecosystems (watersheds, forests, agroforestry), alleviate the negative impacts of climate change (invasive species, flooding, soil erosion, water contamination), and sustain energy resources.

Outcome 3 Achievement(s):

- Nine ACNR graduates w/AS degrees in 2016-2017 school year
- ACNR instruction program teaches an average of twelve courses (including labs) for Fall & Spring semesters
- Experiential Learning opportunities:
 - Nine students participated in Extension Site visit to Apia, Samoa during Spring Break 2017
 - Six students participating in Summer 2017 Local Internship at ACNR Land Grant
 - Six students participating in Summer 2017 Samoa Internship at Ministry of Agriculture & Fisheries Samoa
 - Three students participating in Summer 2017 Experiential Learning Internship to Pohnpei, FSM
 - One student participating in Research Experience for Undergraduates (REU) Internship to Vietnam
 - One student participating in REU Internship to UH Manoa
- 2016: Applied for USDA NIFA RIIA & DEG grants (competitive), application was successful and ASCC ACNR was awarded \$175,000 for RIIA and \$150,000 for DEG for 2017-2018
- Fruits for Life Greenhouse utilized as a "living laboratory" for students who contributed to the maintenance and general nursery, as well as conducted hands on learning activities and research. Was also visited by clients and K-12 students during field visits and community visits
- Scholarship awards (2016-2017) – RIIA and DEG grants provided scholarship opportunities for students and professional development for staff
 - Seven scholarships awarded to students enrolled in mainland colleges/universities and majoring in food and agriculture and related sciences – 6 at UH Hilo, 1 at UH Manoa
 - Two scholarships awarded to staff enrolled in mainland colleges/universities
 - 1 at UH Hilo, working towards B.S. in Exercise Science & Kinesiology
 - 1 at University of Massachusetts-Amherst, working towards Masters of Public Health w/emphasis in Nutrition

C. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☒ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other (<i>Please Explain</i>): ACNR 2016 Divisional Assessment
2. Program or Division services offered that link to:	☒ Board Policies ☒ Administrative Governance Policies ☒ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	BPS 1001, CR 1002, BPS 1003, CR 1003.1(a,b), BPS 3002(a), BPS 3010.1, CR 3010.2(a,b,c), BP 3026, BPS 3006, BPS 3020, BPS 3006, CR 4607.2(a,b,c), BPS 3020, BP 4405, CR 3020.1, BP 4005, CR 4405.1(a,b), BP 4500(a,b), CR 4405.1, CR 4500.4(a,b), CR 4509(a,b,c), BPS 4500, CR 4500.4, BPS 4203.1E(a), CR 4203.2(a), BPS 6220(a), CR 6220.1(a,b), CR 6220.2, ASCC Governance Policy statements 1004, 3007, 4200, 5108, 7001, 7212, 4006.1, 4008.1, 4208.1, 7000.5E, 4005.1
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	Shortage of qualified staff.
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	Make all policy and governance documents available to all ASCC employees and the public.
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	None

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

The following sections will serve as the ‘Planning’ function for your Program or Division **Fiscal Year 2018** 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 2018 Outcomes:

*Please list your Program’s or Division’s Outcome(s) for **Fiscal Year 2018**. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.*

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: Strive to effectively provide quality and relevant Research Programs to the community	☒ Ongoing Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
Outcome 2: Strive to effectively provide quality and relevant Extension Programs to the community.	☒ Ongoing Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
Outcome 3: Strive to effectively provide quality Instructional Program to the community.	☒ Ongoing Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	

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

B. Program or Division Plans, Activities, and Resources:

Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Import, micropropagate (tissue culture), multiply, evaluate, and distribute improved taro and vegetable cultivars to farmers. Identify vegetables and varieties that have potential to perform well in American Samoa. Conduct RCBD field trials to evaluate for disease/pest resistance, heat/rain tolerance and yield. Perform crosses of elite taro cultivars and evaluate progenies for yield, disease resistance, and taste. Provide plant clinic diagnoses and recommendations for diseases/pests management. Conduct pest surveys Conduct biological control studies of economically important pests Provide technical support with nuisance bee problems and apiculture Produce and evaluate growing media of locally sourced materials as alternatives to peat and mined top soil. Conduct workshops to present locally produced growing media to farmers. Evaluate educational video intervention for gestational diabetes prevention and management with LBJ, Yale, and UNC collaborators. Evaluate educational placemat and video promotion of healthy living behaviors with American Samoa WIC program collaborators Complete analysis of audience segmentation and impact of TV airing of “Weight of the Nation” series Research biology and control of disease-carrying mosquitoes and	Clients targeting problems according to recommendations on plant clinic form. Farmers/clients growing improved varieties of crops, fruit tree, genetic stocks Farmers switching from use of peat or mined topsoil to locally produced soilless growing media Pest species presence or absence in American Samoa is documented High-yielding, disease-resistant, and good-tasting hybrid taro cultivars/lines released to farmers. Recommended vegetable cultivars adopted by farmers. Participants report increased knowledge leading to a healthier lifestyle Reduced cases of mosquito-borne illnesses reported by local health department Participants make personal and public efforts to model and teach healthier behavior choices to their families or in other areas of society, e.g., at work, school, etc. Pregnant women are screened for gestational diabetes, and if positive, make the lifestyle changes necessary to manage this condition. Women have increased knowledge of gestational diabetes, how to prevent it and how to manage it. Research projects completed and increased scientific and public knowledge of endemic Samoan butterfly conservation.	Cost: \$1,039,000 Funding Source: ☒ Grant or MOU: (Please Specify) <u>USDA NIFA Hatch grant, USFWS SWG/DMWR MoU, USDA WPDN</u> ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

communicate results via research reports, brochures, seminars, TV, and individual contacts with other agencies. Conduct research and education on butterfly biology and conservation		
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Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
Food Security Planned Program - Conduct vegetable and fruit tree workshops - Implement Food Safety, Sanitation, and Protection Practices - Conduct Pesticides Safety, and Farm Safety Trainings - Conduct Farm visitations and demonstrations - Develop Public Awareness Conduct workshops to present locally produced growing media to farmers - Maintain Center for Sustainable Integrated Agriculture and Aquaculture - Provide technical assistance on production, disease, and nutrition issues to aquaculture farmers - Conduct workshops on aquaculture, including integrated practices. - Reduce inbreeding of farmers' animal operations - buying/selling or trading of stock, boar services, artificial insemination, training in feeding management, manage control and improvement in facilities.	- Number of farmers/clients growing improved vegetable cultivars. - Number of farmers growing improved varieties of taro and sweet potatoes - Number of people growing improved budded/grafted or airlayered fruit trees in their back yards. - Number of pig farmers upgrading their stock. - Number of reduced risk pesticides recommended for use. - Number of pesticide applicators trained and certified. - Number of farmers growing improved genetic stocks of tilapia. - Number of farmers making their own tilapia feeds. - Number of participants trained on Farm Safety - Percent of participants who acquired knowledge and followed safe food handling guidelines - Number of participants eating ≥ 1	Cost: \$1,738,500 _____ Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> USDA NIFA Smith-Lever, EFNEP; US Forest Service Consolidated grants ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

• Conduct community workshops, school programs and farm visits to provide education and activities on the program developments. Human Health and Wellness Planned Program The Extension agents promote healthy living through outreach workshops and program activities in the schools and communities. The 4-H Program conduct workshops with school agencies, community clubs, and after-school program in physical and healthy activities to educate youth in health and wellness. The Forestry program conducts workshops on how Forest Health relates to healthy living. The Agriculture program, EFNEP and the Family Consumer Program continue to provide workshops and demonstrations on healthy living through farming and healthy eating. Families, Youth and Communities Arts & Crafts, Outdoor, Recreation/Camps, Home Economic Workshops, Samoan Cultural Hands-On, Summer Curriculum, Partnership Collaboration Workshop, Physical and Health, Animal Farm/Livestock, Vegetable gardening, Nutrition , Sewing, Ag. in the Classroom, Aquaculture Ecosystem Planned Program ASCC Forestry Program conducts site visits on private/communal/public land, meet with landowners, and develop multi-year stewardship plans. ASCC-forestry conducts community outreach events (e.g., in schools and villages) to teach youth about the importance of ecosystem health, urban trees, etc. The program also propagates and distributes fruit trees (native) seedlings for agroforestry plots to the general public. ASCC Forestry Program also conducts site visits on properties with invasive species. Agents educates the landowners about proper techniques in effectively managing invasive plant species.	additional serving of fruits and/or vegetables a day • Number of participants that prepared healthier foods utilizing locally grown & harvested food • Number of participants that increased participation in physical activities and exercises • % of youth who increase knowledge of life skills concepts and practices. • % of youth who were able to acquire knowledge for positive self-development. • % of participants who developed new life skills due to all the Program activities. • % of program participants who have improved parent and children relationship through educational and recreational activities. • Improved watersheds and coastal areas • Forest Stewardship Plans • Youth education workshops • Propagation and distribution of fruit trees • Invasive plant management plans	
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Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____

		Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
- Offer four A.S. Degrees – Agribusiness, Family & Consumer Science, General Agriculture, & Natural Resources - Teach ACNR courses as outlined in the curriculum & catalog - Participate in ASCC Curriculum and Assessment Committees - Advise and mentor students enrolled and majoring in ACNR - Provide experiential learning opportunities for ACNR students both locally and off-island - Manage and administer USDA NIFA Resident Instruction and Distance Education grants objectives - Manage and maintain the Fruits for Life Greenhouse, used mainly as a “living laboratory” for students in ACNR courses	- Increase in ACNR graduates - Increase in students majoring in ACNR degrees - Increase in students enrolled in our ACNR courses	Cost: \$325,000 Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> <u>USDA NIFA RIAA & DEG grant awards</u> ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
2.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as

additional information the College should provide to assist your Program's or Division's planning.

1. More advance notice on new procedures and documentation required.
2. Include the 3 ACNR Research, Extension, and Instructional Coordinators in budget training.

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. ACNR Director	
2. ACNR Coordinators	
3. ACNR researchers	
4. ACNR extension program managers	
5. ACNR Station Manager	
6. ACNR MIS Manager	
7. ACNR Media Specialist	
8. ACNR GIS Specialist	
9. ACNR Office Manager	
10. ACNR staff	
11. ASCC President, VPs, CFO, Grants Accountants, HRO	

Samoan Studies Institute

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Samoan Studies Institute
Contact Person:	Ms. Okenaisa Fauolo
Contact Information:	o.fauolo@amsamoa.edu
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	Division’s Mission: To ensure and promote the continuity of Samoan culture, traditions, language and heritage through an interdisciplinary, comprehensive, educational approach that focuses on four major areas: 1) Academic 2) Community and Cultural Extension Programs 3) Research and Publications 4) Samoan Language Translation. Samoan Studies Department Samoan Studies Institute, through its Samoan Studies Department offers an Associate of Arts degree

	with an emphasis in Samoan Studies to prepare students for employment, transfer to institution of higher learning, and to be knowledgeable in Samoan culture and skillful in Samoan Language. Community and Cultural Extension Programs Community and cultural extension programs are to reinforce partnerships between the college and government agencies, nongovernment agencies; and for the Samoan Studies Institute to conduct workshops and presentations that promote cultural studies. Moreover, extracurricular activities to promote and increase knowledge, understanding and skills in any aspect of the Samoan culture through hands-on learning are offered throughout the year. Research and Publications The Samoan Studies Institute research component maintains an active research program which includes fieldwork and documentation as well as archival research and collections. Research and publications may focus on such topics as both written and oral history, legends, indigenous art forms, music, language, geography, natural resources and archaeology, anthropology, political science, current affairs, and/or other relevant topics. The purpose of this research is to collect, develop and publish materials on Samoa that will enhance and maintain Samoan and Pacific Studies designated courses and programs. <i>The Media Directory</i>, which catalogs a collection of numerous video clips and DVD's of Samoa and the Pacific, is available on the College website. Samoan Language Translation and Interpretation The Samoan Studies Institute provides translation and interpretation services for Samoan and English languages for government and nongovernment agencies, local and off island communities. Students majoring in Samoan Studies are encouraged to participate in these office projects for professional and life experiences
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Section III: Program or Division Outcomes “Where we are at and why it Matters”

A. Summary Context: Program or Division Outcomes and Actions (<i>Academic Year 2016-2017</i>)	
Outcome 1- Statement: Students enrolled in Samoa Studies courses receive effective instructions and updated curriculum that are aligned to College mission	Description of actions done to meet Outcome 1: 1. Introduction to Samoan Language Reader text 2. Nei Solo le Falute: Collection of students writings 3. Samoan Essay Writing Competition “Lau Gagana” 4. Recruiting and on campus meeting with students interested in Samoan Degree (last SSI major graduated fall 2015) 5. Recruiting and promoting Samoan Degree at High Schools 6. Offering and Teaching 14 Samoan courses
Outcome 2- Statement: The community is aware of Samoa and the Pacific through SSI community and cultural extension programs	Description of actions done to meet Outcome 2: 1. Faasamoa Pea Radio Program. This is a weekly program 2. TAOA: Partnership under the Toomaga Program of SSI is one of the working sites for the elders. 3. Campus Lecture: Spring Semester Event 4. Territorial Correctional Facility Samoan Culture Class 5. SAFF: Students Association for Faasamoa 6. Elei Workshops: Summer for TAOA 7. Hosted Public Library Visit, University of Miami 8. Prepared Presentations per invitations at Summits and Conferences (Fetua'o, Youth)
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	Description of actions done to meet Outcome 3: Office Research Projects 1. Ua tala le tau'i series (collection of Tutuila and Manua myths and legends) 2. Samoa Anamua series (coloring book series. Bilingual approach) 3. Enugagana: Glossary

	4. GRAC: translation for AS Coral Reef Advisory Council (MOU) 5. CONCUR: translation and interpretation language service (MOU) 6. Complete Fagatogo project. Teaching youth to write about the history of their village. 7. Ava Documentary 8. Nei Solo le Falute: collection of students taking Samoan courses considered by faculty as best samples
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B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): SSI's recruiting team presented at Leone, Nu'uuli and Samoaana High Schools on its degree program. All SSI faculty taught full teaching loads. Draft form of SAM 101 Reader.

Outcome 2 Achievement(s): Faasamoa Pea weekly radio program, SAFF performed for Flag Day, invitations were Fine Arts play, and Office of Tourism for Cruise Ship. TAOA 5 weeks teaching students in Fine Arts on weaving fala pepe, hats and fans. Elei workshop for TAOA and ASCC employees. Samoan culture class at TCF. Campus lecture on Siva Samoa.

Outcome 3 Achievement(s): translation completed for University of Yale, University of Alabama, University of North Carolina, ASCC HR form for staff evaluation.

Interpreting Service completed for UL Company, US Fish and Wildlife Agency.

Community Project Completed: Fagatogo My village

C. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☒ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☐ Other (<i>Please Explain</i>):
2. Program or Division services offered that link to:	☐ Board Policies ☒ Administrative Governance Policies ☒ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	SSI is affiliated with much if not all of ASCC Administrative Governance Policies such as Policy 1000 on mission, 3026 Intellectual Property and 8200 on Community Development. Applicable too are instructional and student services because of its degree program chapter 5 5000
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	The need to understand SOP with other services.
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	

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

The following sections will serve as the ‘Planning’ function for your Program or Division **Fiscal Year 2018** 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 2018 Outcomes:

Please list your Program's or Division's Outcome(s) for **Fiscal Year 2018**. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: Students enrolled in Samoa Studies courses receive effective instructions and updated curriculum that are aligned to College mission	☒ Ongoing Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
Outcome 2: The community is aware of Samoa and the Pacific through SSI community and cultural extension programs	☒ Ongoing Outcome	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
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	☒ Maintenance ☒ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
	☐ New Outcome	

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

B. Program or Division Plans, Activities, and Resources:

Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the 'Request for Additional Resources' table that is separate from each Outcome # - Plans and Activities.)

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. Recruiting students to major in Samoan Studies (conduct meeting with students interested). 2. Recruiting team to go to High Schools.	Possible graduate in Samoan Studies. Last graduate was Fall 2015	Cost: Funding Source: ☐ Grant or MOU: (Please Specify) ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other (Specify) SSI faculty bought snacks for recruiting meetings.
3. Complete Reader text for Conversational Samoa Course	Instructional Materials for SAM 101 that does not have a textbook.	Cost: \$1,200.00 Funding Source: ☐ Grant or MOU: (Please Specify) ☒ Local Funds: (Please Specify)

		☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other (Specify) SSI other Account
4. Purchase of instructional supplies	M3 & M4 need replacement of white boards	Cost: \$ 800.00 Funding Source: ☐ Grant or MOU: (Please Specify) ☒ Local Funds: (Please Specify) ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other (Specify)
5. Samoan Essay Writing Competition (annual event. 2017 will be the 3 rd year)	Promote writing and language skills in Samoan Language Awareness of Samoa	Cost: \$ 725.00 Funding Source: ☐ Grant or MOU: (Please Specify) ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other (Specify) SAM 151 Lab Fee & SSI other Account. SSI faculty and staff contribute \$20.00 for trophies, prizes

Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. Maintenance of A/C, lights and replacement of Smartboard	Has been down since fall 2016. According to MIS, we need to purchase new SMART BOARD as of Oct 2016	Cost: \$ 6000.00 Requested Funding Source: ☒ Local Funds: (Please Specify) ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify)

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
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1. Faasamoa Pea Radio Program	Awareness of Samoan Language	Cost: \$ 200.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other <i>(Specify)</i> _____
2. Community Workshops	Based on workshops evaluations, the community identify this need. (skills in elei, tapa making, craving, weaving)	Cost: \$ \$1,000.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other <i>(Specify)</i> SSI Other Account
3. Students Association for Faasamoa	Maintain interest in faasamoa	Cost: \$ \$500.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other <i>(Specify)</i> SSI other Account, SAFF also do fund raising e.g. Car wash to fund uniforms and refreshments, accessories.
4. Campus Public Lecture Topics are from students	Awareness of faasamoa	Cost: \$ 400.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other <i>(Specify)</i> SSI other account and SAM 151 Lab fee
5. Samoan Culture Class at TCF	Awareness of faasamoa	Cost: \$ 400.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400

		☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other (Specify) SSI other account, and staff donate candy leis.
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Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. Laptops, easel pads	Upgrade of equipment used for outreach purposes	Cost: \$ <u>3,000.00</u> Requested Funding Source: ☒ Local Funds: (Please Specify) ☐ Personnel 5100 ☒ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. SSI research and publications of Ua tala le tau, Samoa Anamua, Enugagana, Fagatogo My Village, bilingual guide and so forth	Meet demand from community on SSI books Improved printing capabilities	Cost: \$ <u>7,000.00</u> Funding Source: ☐ Grant or MOU: (Please Specify) _____ ☒ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other (Specify) _____
CRAG translation	Translation of ocean terminologies	Cost: \$ <u>8,000.00</u> Funding Source: ☒ Grant or MOU: (Please Specify) _____ ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____
CONCUR translation	Translation and interpretation service for off island consultant company	Cost: \$ <u>5,000.00</u> Funding Source: ☒ Grant or MOU: (Please Specify) _____

		☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
Media Update and translation	Better turnaround time for translation	Cost: \$ 2,000.00 Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☒ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☒ Equipment 5600 ☒ Other <i>(Specify)</i> _____

Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. Camera, storage space for media files, maintenance of facilities and office vehicle.		Cost: \$ 3000.00 Requested Funding Source: ☒ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☒ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

- SSI has its calendar of activities that mirrors academic year. First time plan here, which is great, need more time though.

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. SSI Director, Admin. Assistant, Dept Chair, faculty and staff	Academic Division with one personnel/faculty Position.

Small Business Development Center

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	Small Business Development Center
Contact Person:	Dr. Herbert Thweatt
Contact Information:	Ph: 699-4830; email: hthweatt.sbdc@hotmail.com
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	

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

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement: Counseling	Description of actions done to meet Outcome 1: Provides Counseling and assistance to the community
Outcome 2- Statement: Training	Description of actions done to meet Outcome 2 Provides Facility and Training
Outcome 3- Statement: Economic Impact Assistance	Description of actions done to meet Outcome 3: Provides Loan and Grant assistance
Outcome 4- Statement: Professional Development	Description of actions done to meet Outcome 4: Provides Professional Development

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s): SBDC has successfully counseled more than a hundred clients.

Outcome 2 Achievement(s): SBDC has provided training for 62 individuals with 23 total training event sessions

Outcome 3 Achievement(s): SBDC has assisted with 15 business start-ups within the community

Outcome 4 Achievement(s): SBDC provided professional development training to all its employees.

C. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☐ Institutional Program Review 2016 ☐ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☐ Other (<i>Please Explain</i>): _____
2. Program or Division services offered that link to:	☐ Board Policies ☐ Administrative Governance Policies ☐ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	
Additional Comments: (<i>Please list any additional comments in the space provided.</i>):	

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

The following sections will serve as the ‘Planning’ function for your Program or Division **Fiscal Year 2018** 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 2018 Outcomes:

Please list your Program's or Division's Outcome(s) for **Fiscal Year 2018**. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: Counseling – Provide business and grant counseling to community	☒ Ongoing Outcome	☒ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
Outcome 2: Training – Provide Facility, Training for ASCC, Training for the Business Community	☒ Ongoing Outcome	☒ Maintenance ☐ Reclassification ☒ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
Outcome 3: Economic Impact Assist – Loan and Grants assistance for the community	☒ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☐ Professional Development ☒ Community Outreach, Extension, and Research
	☐ New Outcome	
Outcome 4: Professional Development	☒ Ongoing Outcome	☐ Maintenance ☒ Reclassification ☒ Professional Development ☐ Community Outreach, Extension, and Research
	☐ New Outcome	
	☐ New Outcome	

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

B. Program or Division Plans, Activities, and Resources:

Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for **Fiscal Year 2018**. (For additional resource requests, please complete the 'Request for Additional Resources' table that is separate from each Outcome # - Plans and Activities.)

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. Counseling and Assistance	To provide quality counseling services and assistance to the community on business and entrepreneurship.	Cost: \$ _____ Funding Source: ☒ Grant or MOU: (Please Specify) Small Business Administration grant ☐ Local Funds: (Please Specify) ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other (Specify) _____

Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. N/A	No additional Resources requested. SBDC will use pre-determined budget of \$249,999.00	Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 2- PLANS AND ACTIVITIES:

Outcome #2- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. Seminars and Trainings in the area of Business Start-Up, Grant Writing, QuickBooks, and Customer Service	To train individuals or organizations who wish to start a business or those who are already in business and educate them towards self-improvement and success.	Cost: \$ _____ Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> Small Business Administration Grant ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. N/A	No additional Resources requested. SBDC will use pre-determined budget of \$249,999.00	Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment</i>	Funding:
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	<i>criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	
1. Economic Impact Assistance	To provide loan and grant application assistance to the community	Cost: \$ _____ Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> Small Business Administration Grant ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. N/A	No additional Resources requested. SBDC will use pre-determined budget of \$249,999.00	Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. Professional Development	To provide a work environment that encourages, recognizes and supports advancement opportunities towards excellence in services.	Cost: \$ _____ Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> Small Business Administration Grant ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1. N/A	No additional Resources requested. SBDC will use pre-determined budget of \$249,999.00	Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1.

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1.	

University Center for Excellence on Developmental Disabilities

Section I: Program or Division Information:

Introduction:	
Name of Program or Division:	University Center for Excellence in Developmental Disabilities (UCEDD)
Contact Person:	Ms. Tafaimamao L.T. Tupuola
Contact Information:	699-8843, t.tupuola@amsamoa.edu
Current Year:	Fiscal Year 2017
Planning Year/FY:	Planning Year 2018/Fiscal Year 2018

Section II: College and Program or Division Missions “Why Does it Matter?”

Program or Division Focus:	
College Mission:	The mission of the American Samoa Community College is 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. To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for: • Transfer to institutions of higher learning; • Successful entry into the workforce; • Research and extension in human and natural resources; • Awareness of Samoa and the Pacific.
Current Year College Priorities Aligned to 2015-2020 Institutional Strategic Plan:	Priority 1: Maintenance • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 1: ASCC will provide qualified faculty, appropriate facilities, and a curriculum driven by outcomes qualities and competencies. Priority 2: Reclassification • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 3: ASCC will emphasize high quality teaching and services. Priority 3: Professional Development • Goal 2: ASCC will support faculty and staff performance commitment. – ASCC will continue to provide a work environment that encourages professional growth, recognized and supports excellence in services, and provides advancement opportunities. Priority 4: Community Outreach, Extension, and Research • Institutional Strategic Plan (ISP) Academic Excellence • Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate student academic success. – Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.
Program or Division Mission:	To assure that individuals with developmental disabilities of all ages and their families participate fully in activities that will design and promote self-determination, independence, integration and inclusion in all facets of life in American Samoa.

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

A. Summary Context: Program or Division Outcomes and Actions (*Academic Year 2016-2017*)

Outcome 1- Statement:	Description of actions done to meet Outcome 1: 1. First Five-Year Plan 2. Hill Visits 3. Federal Communication Commission (FCC) Disability Advisory Council (DAC)
Outcome 2- Statement: An interdisciplinary approach to teaching and learning is used in pre-service preparation and continuing education, early intervention, employment, and healthcare services thus increasing the holistic perspective on working with individuals with DD as measured through post participation.	Description of actions done to meet Outcome 2: 1. A proposed interdisciplinary degree program in A.S. Emergency Management: <i>Emphasis in Disability and Health</i>. Submission to Curriculum Committee Fall 2017. The proposed program prepares students to enter the field of emergency preparedness with an inclusive framework of knowledge, experience, and leadership in planning and management. Upon completion and eligibility, the proposal also provides career opportunities and/or internship in FEMA Corp. 2. Assistance with Education Department on B.Ed in Special Education outline. An inservice training to Education Department and Special Education Administrators aligning the Individuals with Disabilities Education Act (IDEA) and the new Every Student Succeeds Act (ESSA). 3. HEA 250 – Introduction to Developmental Disabilities 4. ED 301 – Educational Psychology. The course is a requirement for B.Ed in Elementary Education that presents an analysis of the complex factors involved in learning, individual differences, motivation for learning, the psychology of leadership, and socio-cultural factors that affect children and youth. Early intervention strategies were included. Total of seven (7) students completed the course. 5. CHDS-UAPI Faculty Development
Outcome 3- Statement: Communities are accessible and respond to the needs of individuals with developmental disabilities and their families and are enriched by active participation and contribution of the disability community.	Description of actions done to meet Outcome 3: 1. Developmental Disabilities Network 4th Gubernatorial Forum 2. Child Care-Play Therapy Workshop 3. Department of Homeland Security Advisory Council 4. Unified Command on ZIKV 5. Department of Homeland Security Full Scale Exercise
Outcome 4- Statement: Research-based practices and policy analysis findings are used in serving people with developmental disabilities.	Description of actions done to meet Outcome 4: 1. Public Policy Committee 2. United Nation-Economic and Social Commission for Asia and Pacific (ESCAP) survey on 3. Publication of “The Praeger International Handbook of Special Education” (3 Volumes). Volume 3 Chapter 25 highlights American Samoa and its relationship with the U.S. in regards to education and how the relationship with special education is complimented. A large section covered the United Nation Convention Rights for People with Disabilities (CRPD). Website:
Outcome 5- Statement: Research based information practices related to individuals with developmental disabilities and their families are widely disseminated (across the region) thus increasing awareness and knowledge of individuals with developmental disabilities. Increasing community awareness of UCEDD and its resources provided.	Description of actions done to meet Outcome 5: 1. Presentation of Accommodations 2. Presentation ESSA and IDEA 3. Association for University Center on Disabilities (AUCD) Territories meeting 4. 5th Pacific Region Disability Conference

B. Program or Division Outcome Achievements (*Academic Year 2016-2017*)

Describe the outcome achievements of your Program or Division during this Academic Year.

Outcome 1 Achievement(s):

1. A proposed interdisciplinary degree program in A.S. Emergency Management: *Emphasis in Disability and Health*. Submission to Curriculum Committee Fall 2017. The proposed program prepares students to enter the field of emergency preparedness with an inclusive framework of knowledge, experience, and leadership in planning and management. Upon completion and eligibility, the proposal also provides career opportunities and/or internship in FEMA Corp.
2. Assistance with Education Department on B.Ed in Special Education outline. An inservice training to Education Department and Special Education Administrators aligning the Individuals with Disabilities Education Act (IDEA) and the new Every Student Succeeds Act (ESSA).
3. HEA 250 – Introduction to Developmental Disabilities
4. ED 301 – Educational Psychology. The course is a requirement for B.Ed in Elementary Education that presents an analysis of the complex factors involved in learning, individual differences, motivation for learning, the psychology of leadership, and socio-cultural factors that affect children and youth. Early intervention strategies were included. Total of seven (7) students completed the course.
5. CHDS-UAPI Faculty Development

Outcome 2 Achievement(s):

1. Developmental Disabilities Network 4th Gubernatorial Forum
2. Child Care-Play Therapy Workshop
3. Department of Homeland Security Advisory Council
4. Unified Command on ZIKV
5. Department of Homeland Security Full Scale Exercise
6. Play Therapy Manual

Outcome 3 Achievement(s):

1. Public Policy Committee
2. United Nation-Economic and Social Commission for Asia and Pacific (ESCAP) survey on
- 3.

Outcome 4 Achievement(s):

1. Presentation of Accommodations
2. Presentation ESSA and IDEA
3. Association for University Center on Disabilities (AUCD) Territories meeting
4. 5th Pacific Region Disability Conference

Outcome 5 Achievement(s):

C. Closing the Loop: Program Review and Assessment (*Academic Year 2016-2017*)

Checkmark the appropriate boxes as it applies and provide additional information as appropriate:

1. Conducted and Completed Program Review:	☒ Institutional Program Review 2016 ☐ Divisional Program Review 2016 ☐ Program/Division developed Program Review Instrument 2016 or 2017 ☒ Other (<i>Please Explain</i>):
2. Program or Division services offered that link to:	☐ Board Policies ☒ Administrative Governance Policies ☒ Division Standard Operating Procedures
3. List Board Policies and Administrative Governance Policies affiliated with your Program or Division:	
4. List any challenges encountered in the implementation of Board policies and/or Administrative Governance policies that impact your Program or Division SOPs or services.	
5. List any recommendations to improve Board policies and/or Administrative Governance policies.	Collective input from employees and students on common concerns or issues that would require established policies. Create a policy committee for collective input.

Additional Comments: (Please list any additional comments in the space provided.):

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

The following sections will serve as the ‘Planning’ function for your Program or Division **Fiscal Year 2018** 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 2018 Outcomes:

Please list your Program’s or Division’s Outcome(s) for Fiscal Year 2018. Please indicate whether your outcomes are ongoing or new. Also, indicate the appropriate College Institutional Priority to which each outcome will be implemented and monitored.

Outcome Statements:	Outcome Status:	Aligned to College Priorities:
Outcome 1: Decision making process is inclusive through leadership, partnership, and governance promoting self-determination.	☐ Ongoing Outcome	☐ Maintenance ☒ Reclassification ☐ Professional Development
	☒ New Outcome	☒ Community Outreach, Extension, and Research
Outcome 2: An interdisciplinary approach to teaching and learning is used in pre-service preparation and continuing education, early intervention, employment, and healthcare services thus increasing the holistic perspective on working with individuals with DD as measured through post participation.	☒ Ongoing Outcome	☐ Maintenance ☒ Reclassification ☒ Professional Development
	☐ New Outcome	☒ Community Outreach, Extension, and Research
Outcome 3: Communities are accessible and respond to the needs of individuals with developmental disabilities and their families and are enriched by active participation and contribution of the disability community.	☒ Ongoing Outcome	☐ Maintenance ☒ Reclassification ☒ Professional Development
	☐ New Outcome	☒ Community Outreach, Extension, and Research
Outcome 4: Research-based practices and policy analysis findings are used in serving people with developmental disabilities.	☒ Ongoing Outcome	☐ Maintenance ☒ Reclassification ☒ Professional Development
	☐ New Outcome	☒ Community Outreach, Extension, and Research
Outcome 5: Research based information practices related to individuals with developmental disabilities and their families are widely disseminated (across the region) thus increasing awareness and knowledge of individuals with developmental disabilities. Increasing community awareness of UCEDD and its resources provided.	☒ Ongoing Outcome	☐ Maintenance ☐ Reclassification ☒ Professional Development
	☐ New Outcome	☒ Community Outreach, Extension, and Research

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

B. Program or Division Plans, Activities, and Resources:

Use the following tables below to describe your Program or Division Plans & Activities, and Resources needed for Fiscal Year 2018. (For additional resource requests, please complete the ‘Request for Additional Resources’ table that is separate from each Outcome # - Plans and Activities.)

Outcome 1- PLANS AND ACTIVITIES:

Outcome #1- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. Strengthen relationship with ASCC; and promote a safe and inclusive environment; Improve organizational leadership	Awareness and respect for diversity, tradition, and culture across the pacific	Cost: \$4,855 (.10 FTE) Director Cost: \$5,780 (.20 FTE) Comm. Trainer Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> UCEDD ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☒ Other <i>(Specify)</i> _____
2. Build capacity to address and reduce inequities and disparities; Develop staff and faculty as emerging leaders to enhance the organization	Build a generation of leaders with respect for cultural diversity	Cost: \$4,855 (.10 FTE) Director Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
3. Empower self-advocates and family members; promote self-determination; and build capacity to address and reduce inequities and disparities	An infrastructure that supports diversity, inclusion, and cultural and linguistic competence	Cost: \$4,855 (.10 FTE) Director Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
4. Educate policymakers on the Developmental Disabilities Assistance and Bill of Rights Act 2000; Develop Executive Order mandating collaboration amongst the Tri-agency; Contribute in public policy, advisory councils, and special interest groups	• A UCEDD that is independent to make its own choices for its native community. • A collaborative network that advocates and protect the civil and human rights of people with disabilities and their families • Full participation and representation of American Samoa disability community in national advisory councils and network leadership	Cost: \$9,710 (.20 FTE) Director Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #1- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 2- PLANS AND ACTIVITIES:**Outcome #2- Plans and Activities: Fiscal Year 2018**

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. Support and develop pre-service degree programs. (I.1.2)	An interdisciplinary pre-service program in Special Education. An interdisciplinary degree program in Emergency Management. A Day Care Certificate program	Cost: \$4,855 (.10 FTE) Director Cost: \$5,780 (.20 FTE) Comm. Trainer Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
2. Provide leadership training for individuals with developmental disabilities, families, and agencies including building awareness of ADA issues and next steps for early stages of identification to 12-15 people in American Samoa. (I.2.3)	Empower individuals, enhance decision-making and strengthen collaboration amongst agencies to improve the delivery of services.	Cost: \$4,855 (.10 FTE) Director Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #2- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____

		Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
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Outcome 3- PLANS AND ACTIVITIES:

Outcome #3- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: <i>Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.</i>	Funding:
1. Continue to provide annual education and early intervention training and technical assistance to schools and early intervention programs on inclusion of students with disabilities in the general education and accessing standard-base curricula to a minimum of 12 schools or programs yearly in American Samoa. II.1.2	Student services ownership of student accommodations in academics. Current policies, evidence base best practices, and innovative delivery of special education programs.	Cost: \$9,710 (.20 FTE) Director Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
2. Continue to provide training to parents of individuals with developmental disabilities on advocacy, self-determination, access to supports and services, and understanding/navigating transition services to 20 parents annually.	Empowered advocates and family members to make their own choices.	Cost: \$ 2,890 Community Trainer Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
3. Collaborate with various community organizations such as Protection and Advocacy, DD Council, Department of Human & Social Services, Department of Homeland Security, to provide training on the identification of rights violations, the referral processes, and how to respond to individuals with varying disabilities to 15 individuals annually.	Cohesive system of care network.	Cost: \$ 4,855 Director (.10 FTE) \$ 2,899.50 Community Trainer (.10 FTE) Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
4. Collaborate with the Department of Homeland Security to train a minimum of 8 first responders on	Inclusive emergency preparedness and planning for the community.	Cost: \$ 4,855 Director (.10 FTE) Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____

how to know, understand, and support individuals with disabilities in the event of an emergency (emergency preparedness) annually.		☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
5. Continue to strengthen partnership with the UCEDD by providing orientation on their role and responsibilities in planning, implementing, and evaluating UCEDD activities.	Accessible and inclusive community that meets the needs of the community and territory	Cost: \$ 9,710 Community trainer (.20 FTE) Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____

Outcome #3- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 4- PLANS AND ACTIVITIES:

Outcome #4- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. Utilize a participatory approach to determine a research agenda that will contribute to local and global priorities pertaining to individuals with developmental disabilities concerning quality of life, self-determination, inclusion, transition, or employment in American Samoa.	Research on the impact of cultural decision making on disability rights. Research on early intervention and education	Cost: \$ 12,138 Director (.25 FTE) Cost: \$ 9,710 Community Trainer (.20 FTE) Funding Source: ☒ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
2. Provide research/evaluation findings to all relevant agencies and stakeholders in the form of briefs, formal articles, press releases, and	Transparency of data results, findings, and identifying results of gap analysis.	Cost: \$ 4,855 Director (.10 FTE) Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____

through in-person training annually.		☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____
3. Publish findings from policy analysis and present to wider audience.	Publication of research base practices and policy analysis findings.	Cost: \$ 4,855 Director (.10 FTE) Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #4- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome 5- PLANS AND ACTIVITIES:

Outcome #5- Plans and Activities: Fiscal Year 2018

Description of Plans and Activities:	Expected Outcomes / Criteria for Success: Describe the expected outcomes for this plan and assessment criteria for success. This may pertain to learning services, organizational structure, structural elements, or institution-set standards.	Funding:
1. Develop and disseminate newsletters, fact sheets, annual reports, and brochures that increase public awareness of disability issues and how these are addressed through the UCEDD programs.	Transparency of data, awareness of activities and events, and best practices of acceptance to a broader audience.	Cost: \$ 5,799 Community Trainer (.20 FTE) \$ 4,855 Director (.10 FTE) Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

2. Participate in the annual AUCD Events and Pac Rim conference on Disabilities and International Forum on the Rights of Humans with Disabilities and present information on the PBUCE and other related professional development opportunities associated meetings.	Presentation of activities and latest best practices of service delivery. An awareness of American Samoa that reflects the needs of individuals with disability and their families.	Cost: \$ 9,710 Director (.20 FTE) Funding Source: ☐ Grant or MOU: <i>(Please Specify)</i> _____ ☐ Local Funds: <i>(Please Specify)</i> ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Outcome #5- Request for Additional Resources:

Request:	Description of Purpose & Justification:	Funding:
1.		Cost: \$ _____ Requested Funding Source: ☐ Local Funds: <i>(Please Specify)</i> ☐ Personnel 5100 ☐ Materials & Supplies 5200 ☐ All Other Costs 5300 ☐ Travel Expenses 5400 ☐ Contractual Service 5500 ☐ Equipment 5600 ☐ Other <i>(Specify)</i> _____

Section V: Improving the Planning Process

Please share your suggestions to improve the planning process for your Program or Division as well as additional information the College should provide to assist your Program's or Division's planning.

1. For grant programs that fall on the academic year July to June it would be best to start the planning process in February. Annually, May and June are dedicated months to compile data reports of events and activities. This allows us to submit a planning document that can contribute to our grant submission and not after the fact.

Section V: Contributors

Contributor(s) to your Program/Division Plan:	Program/Division and Purpose (Cost Sharing- if applicable):
1. Institutional Effectiveness	Conference Room
2. Administrative Services	Vehicle (temporary)