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

**Academic Affairs Mission Statement:** 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.

*To fulfill this mission, the Division offers the following degrees and certificates under its Academic Departments.*

- *9 Associate of Arts degrees (1 Liberal Arts and 8 AA degrees with emphasis)*
- *19 Associates of Science degrees*
- *22 Certificates of Proficiency,*
- *7 Certificates of completion,*

*1 Bachelor of Education degree (2020-2022 Catalog, p.12-13)*

| FY 2020 Academic Affairs Outcome Statements: | Outcome Status: | Aligned 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 | ☒Maintenance<br>☒Reclassification<br>☒Professional Development<br>☒Community Outreach, Extension, and Research |
| **Outcome 2:**Institution-Set Standards and Student Achievement. Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academicand integrity of all academic programs. | ☒ Ongoing Outcome | ☐Maintenance<br>☒Reclassification<br>☒Professional Development<br>☒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 | ☐Maintenance<br>☒Reclassification<br>☒Professional Development<br>☒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 and off-island. | ☒ Ongoing Outcome | ☒Maintenance<br>☐Reclassification<br>☒Professional Development<br>☒Community Outreach, Extension, and Research |
| **Outcome 5:**Recruit, retain, and support faculty and staff in a culture of excellence and innovation.<br>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. | ☒ Ongoing Outcome | ☐Maintenance<br>☒Reclassification<br>☒Professional Development<br>☒Community Outreach, Extension, and Research |

| | | | |
|---|---|---|---|
| Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning. | | | |
| | | | |
| **Outcome Statements:** | **Outcome Status:** | **Expectations:** | **Assessment and 2020 Goals:** |
| ***DOAA- Outcome 1: Curriculum***– Provide students with the highest quality programs and courses through ongoing review of curricular programs, certificates and degrees, and assessment of student learning outcomes.<br><br>***DOAA- Outcome 1: Instruction***:Ensure availability of course offerings and scheduling of courses to meet the student needs and program pathways, and allow students to complete certificate and degree programs within a period of time including transferred students. Ensure delivery modes and teaching methods meet the need of a diverse student population<br><br>***DOAA- Outcome 1:Planning***:Ensure ongoing assessment of Instructional Programs, ongoing review of | ☒ Ongoing Outcome | ***Curriculum:***<br><br>Review of Curricular Programs, Certificates and Degrees<br><br>1) Department level<br>a) Minutes of meetings and discussions<br>b) Cycle of review<br>2) Core Curriculum<br>a) Calendar of meetings<br>b) Agenda and minutes<br>3) General Curriculum<br>a) Calendar of meetings<br>b) Agenda and minute<br>4) Catalog Review<br>a) Proposal<br>5) Assessment of Student Learning Outcomes<br>a) Course<br>b) General Education<br>c) Degrees/Certificates<br><br>Assessment of Student Learning Outcomes. (Accreditation Standards II.A.1 -ER 9 and ER 11, bullets 1-4, and B.Ed. bullets 1-2, II.A.2- bullets 1- 8, II.A.4 – bullets 1- 4, II.A.5 – ER 12, bullets 1-8, II.A.10 – ER 10, bullets 1 -4; II.A. 11 – bullets 1-3, II.A.112 – ER 12, bullets 1 -6, II.A.13 – bullets 1 -2, II. A.14 – bullets 1-6, II.A.15 – bullets 1-2, II.A.16 – bullets 1- 5)<br><br>***Instruction:***<br>Course Offerings<br>Scheduling of Courses<br>Delivery Modes<br>Teaching Methods | **Monthly Update:April 15 – May 15, 2021**<br><br>**Curriculum:**<br><br>**Instruction:**<br>Percentage:<br>Online- MOODLE -33%<br>Face- To- Face -67%<br><br>Acheivements:<br><br>• Political Science<br>○ Criminal justice Award Ceremonies |

| | | | |
|---|---|---|---|
| certificate and degree through program review, and using achievement data for instructional improvement | | Completion of Degrees<br>Completion of Certificates<br><br>Percentage:<br>Online- MOODLE -33%<br>Face- To- Face -67%<br><br>(Accreditation Standards: II.A.4- bullets 1-4, II.A. 6- ER 9, bullets 1-4, II.A.7- bullets 1- 6, II.A.10- ER 10, bullets 1 -4, II.A.11- bullets 1 -3, A.12.- ER 12, bullets 1 – 6, II. A. 13 – bullets 1-2, II.A. 14 – bullets 1- 6, II.A.15 – bullets 1-2, II.A.16 – bullets 1- 5)<br><br>***Planning*:**<br>Assessment of Instructional Programs,<br>Program Review<br>Assessment and Review of Manuals<br><br>Achievement Data: Institution Set Standard<br><br>• Developmental Courses<br>• Gateway Courses<br>• General Education<br>• Program Requirements<br><br>Using Achievement Data for instructional improvement<br>(Accreditation Standards: II.A.3, II.A.10 – ER 10, bullets 1 -4; II.A. 11 – bullets 1-3, II.A.112 –ER 12, bullets 1 -6, II.A.13 – bullets 1 -2, II. A.14 – bullets 1-6, II.A.15 – bullets 1-2, II.A.16 – bullets 1- 5) | |
| **DOAA- Outcome 2-** ***Institution-Set Standards and Student Achievement***:Ensure awarding of degrees and certificates are based on attainment of student learning outcomes. | ☒ Ongoing Outcome | ***Institution-Set Standards and Student Achievement:***<br>Awarding of Degrees/Certificates<br><br>Assessment of Student Learning Outcomes<br><br>• Cycle of Assessment<br>  ○ Semester basis | **Monthly Update**:**April 15 – May 15, 2021**<br><br>Institution Set Standards:<br><br>Assessment Plans<br>Courses offering |

| | | | |
|---|---|---|---|
| | | ○ Annually<br>• Pre-Collegiate Courses<br>• General Education<br>• Program Requirements<br><br>Achievement Data:<br><br>• Graduates with AA<br>• Graduates with AS<br>• Graduates with COP<br><br>Assessment of SLO at Course, program, certificate and degree Attainment of student learning outcomes. (Accreditation Standards II.A.9- ER 10, bullets 1- 6, II.A.14 – bullets 1 -6) | |
| **DOAA- Outcome 3- *Internal and External Partnerships and Entities***: Ensure students' credits are articulated and accepted in other US accredited Institution. Provide students with opportunities to enhance learning through participation in other curricular activities such as STEM, AHEC, LSAMP, EXITO, etc. through internships and orientations | ☒ Ongoing Outcome | ***Internal and External Partnerships and Entities***:<br><br>1) Approved Articulation Ageements<br>a) List of colleges/Universities<br>2) Established MOUs/MOA<br>3) Grant Funded MOU/MOA<br>a) TED- DOE<br>b) Nursing- DOI<br>c) AHEC- UH- Manoa<br>d) LSAMP- UH- HILO<br>e) EXITO- Portland State<br>f) Marine Science -UH-Manoa<br>4) Apprenticeship Program- TTD<br>5) Caregiver Traninig- Nursing and TAOA<br>6) Internships<br><br>. (Accreditation Standards. II.A.10- ER 10, bullets 1-4, II.A.11- bullets 1 -3, A.12.-ER 12, bullets 1 – 6, II. A. 13 – bullets 1-2, II.A. 14 – bullets 1- 6) | **Monthly Update**:**April 15 – May 15, 2021**<br><br>• Meetings with ASDOE Counselors<br>• ZOOM Meeting on MOODLE Upgrade<br>○ Faculty |
| **DOAA- Outcome 4 - *Manage and allocate Institutional*** | ☒ Ongoing Outcome | ***Manage and allocate Institutional Resources***: | **Monthly Update:April 15 – May 15, 2021** |

| | | | |
|---|---|---|---|
| ***Resources*** **-**:Ensure instructional resources, facilities, and qualified faculty and personnel are available to meet the needs of students. Promote opportunity, access, and equity in professional development for faculty and staff | | 1) Sufficienct Resources<br>a) Personnel/Faculty<br>b) Facilities<br>c) Instructional Resources and Equipment<br><br>2) Ongoing Professional Training for faculty<br>a) MOODLE Trainings<br>b) Faculty Orientation workshops<br>c) Expertise in content<br>d) Webinar<br>e) ZOOM meeting conferences/Training<br><br>(Accreditation Standard III.A.1 – bullets 1- 8, III.A. 2- bullets 1-6, III.A.3- bullet 1, III.A. 4- bullets 1-2, III. A.7- bullets 1-2, III.A.8 - bullet 1, III.B. 1- bullets 1- 3, III.B.2- bullets 1-3, III.B.3- bullets 1-3, III.C.1 – bullets 1-6, III.C.3- bullets 1-2, III.C.4- bullets 1-3) | • Outcome MOODLE Training<br>o Faculty/Chairpersons<br>• Faculty Meeting at Lecture Hall to discuss faculty Reclassification/MOODLE Presentation<br>• |
| **DOAA- Outcome 5 -** ***Recruit, Retain, and Support Faculty and Staff***: Promote excellence in teaching pedagogy through evaluation of teaching and learning process, provide opportunity for professional development to equip faculty with skills in teaching | ☒ Ongoing Outcome | ***Recruit, Retain, and Support Faculty and Staff***:<br><br>1) Evaluation of Faculty<br>a) Annual faculty evaluation<br>b) In-class visits<br><br>2) Teaching Methods/Delivery Mode<br>a) Course Syllabi<br><br>3) Professional Development<br>a) New Faculty Orientation<br>b) Assessment Orientation<br><br>4) Academic Advisors<br>a) Tracking to workforce<br>b) Transfer to Higher Education<br><br>5) Committee Participation<br><br>(Accreditation Standards- III.A.1 – bullets 1- 8, III.A. 2- bullets 1-6, III.A.3- bullet 1, III.A. 4- bullets 1-2, III. A.7- bullets 1-2, III.A.8 - | **Monthly Update:April 15 – May 15, 2021**<br><br>**Institutional Meetings for Deans and Directors:**<br><br>• REL Training with Dr. Theresa<br>o Dean of AA<br>o Dean of SS<br>o Executive Director of IE<br>• ACCJC Webinar<br>o Dean of AA<br>o Dean of SS<br>o ED<br>o VPs/ALO<br>• ARCC 2021 Virtual Conference<br>o TED Faculty<br>o Dean of AA<br>o Faculty<br>o Administrators/Staff |

| | | | |
|---|---|---|---|
| | | bullet 1) | |

**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.**

| Activities | Challenges: | Recommendations: | Plans: |
|---|---|---|---|
| **Political Science and Criminal justice Award Ceremonies**<br><br>On May 15th 2021, both Political Science and Criminal Justice Programs held their end of the year celebrations at Sadies by the Sea in Utulei. These events celebrated the completion of another successful semester by participants of these Programs, graduates received their ula's and awards while enjoying invigorating music by selected DJ's of the evening. Our congratulations to Chairs Lilian Temese and Rosie Ah chee for supporting our students throughout the semester. | Not all students came to the events | ○ Continue these banquets to celebrate accomplishments at the end of the semester | • Invite possible future members during these banquets to promote Programs |
| **Nursing CNA Certificate Giving**<br><br>On April 16, 2021, 16 students received their CNA certificates through the efforts of Nursing Director Lele Ah Mu, and her team of instructors. The ceremony was held at one of | Student commitment to time on tasks | Recruit for more students to take the CNA | Continue this Program in the Summer and also regular semesters |

| | | | |
|---|---|---|---|
| the Nursing Buildings M-10 at 3:00 pm. Students can now move into the Nursing LPN, or transition directly into a Health career should they choose so. | | | |
| **Caregiving Certificate Ceremony**<br><br>On May 7, 2021 the Caregiving courses spearheaded by Director of Nursing Lele Ah Mu and her few instructors held a ceremony at TAOA to celebrate the conclusion and the awarding of certificates to 15 Caregivers who have successfully completed the course. These students are eligible to find careers at LBJ, Hope House and Public Health. | Practicum is challenging, especially wound care and foley care.<br><br>Courses run very late in evenings and also on weekends. | Need more space and more equipment for practicum purposes | Plan to have more than one session as there are many people on the waiting list for the next course. |
| **Political Science Club Hosts Representative Meleisea and Governor Lemanu**<br><br>The Political Science club advisors Kayla Sauafea and Adrian Vasai hosted two successful events where members of the political arena in American Samoa visited students at ASCC and participated in a forum where they answer questions from students in regards to events and political decisions in the territory. Many of ASCC personnel participated as well as community members, it was a successful event and students were delighted to be asking questions directly to government leaders. | Not enough time for the visit<br><br>More meaningful questions should have been asked | Students needed to be well informed of government issues before invited speakers visit | Continue this forum every semester and invite other government leaders |
| **Achievements:** Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement. | | **Divisional Outcome Addressed:** | **Institutional Priorities:** Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply. |

| | | |
|---|---|---|
| 11 certificates were awarded to students taking Entrepreneurship by the Business department.<br><br>125 certificates were awarded to all community participants in the Apprenticeship Program under the leadership of TTD Director Fred Suisala | ☒ **Academic Affairs Outcome 1** | ☒ Maintenance (Classrooms and instructional facilities)<br>☒ Reclassification (Chairperson positions and faculty roles and responsibilities)<br>☒ Professional Development (Faculty and Staff)<br>☒ Community Outreach, Extension, and Research (Workforce development and Transfer)<br>☐ Not Applicable |

## 2. Highest-level of academic services. Provide opportunities in establishing quality academic and student programs. Accountability in academic integrity for students and faculty.

| Activities: | Challenges: | Recommendations: | Plans: |
|---|---|---|---|
| Marketing 212, a course in the Business department celebrated the success of students in not only completing the course, but completing the tracking of their graduates which are now displayed in the front of their office. It culminated with a feast prepared by the students. | | | |
| **Achievements:** Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement. | | **Divisional Outcome Addressed:** | **Institutional Priorities:** Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply. |
| | | ☒ **Academic Affairs Outcome 2** | ☒ Maintenance (facilities and availability and accessibility of internet)<br>☒ Reclassification<br>☒ Professional Development (on going assessment of ILOs)<br>☒ Community Outreach, Extension, and Research<br>☐ Not Applicable |

## 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.** | | | |
|---|---|---|---|
| **Activities:** | **Challenges:** | **Recommendations:** | **Plans:** |
| • TED conducted an outreach to Tafuna High School and also supported this same high school with Professional Development from them. The faculty participated in 2 culminating events of this semester while involving themselves in many other activities while visiting the elementary schools across the islands | | | |
| | | | |
| | | | |
| **Achievements:** Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement. | | **Divisional Outcome Addressed:** | **Institutional Priorities:** Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply. |
| | | | ☒ Maintenance (instructional facilities)<br>☒ Reclassification (additional responsibilities for faculty)<br>☒ Professional Development (Professional development for content base programs)<br>☒ Community Outreach, Extension, and Research (Science Symposium promotes STEM and research areas)<br>☐ Not Applicable |

**4. Manage and allocate institutional resources effectively. Collaborate and work as a team with internal divisions, programs and departments in achieving student success and promote opportunity, access, and equity in professional development for faculty and staff both locally and off-island.**

| Activities: | | Recommendations: | Plans: |
|---|---|---|---|
| Dr. Evile Evile, Chairperson of the Samoan Program completed his doctorate degree and will be attending ASCC graduation on May 21, 2021 to receive honors for this prestigious undertaking. | | | |
| **Achievements:** Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement. | | **Divisional Outcome Addressed:** | **Institutional Priorities:** Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply. |
| | | ☒ **Academic Affairs 4** | ☒ Maintenance (instructional facilities and internet accessibility)<br>☒ Reclassification<br>☒ Professional Development (MIS personnel to upgrade skills for up to date technology)<br>☒ Community Outreach, Extension, and Research<br>☐ Not Applicable |

Recruit, retain, and support faculty and staff in a culture of excellence and innovation.

**5. 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.**

| Activities: | Challenges: | Recommendations: | Plans: |
|---|---|---|---|
| Academic affairs Training of all Faculty n Outcomes module<br>All teaching faculty were immersed in a | | . | |

| | | | |
|---|---|---|---|
| semester long training conducted by IE Researcher Mrs. Evelyn Fruean. This data collection of Outcomes continued throughout the semester empowering faculty to use this model to collect and document data for their own Programs. More importantly, this data collection spearheaded by IE attempts to inform the institution of it's forward movement to make improvements and changes based on these data.<br>. | | | |
| This will continue in future semesters with modifications deem necessary to recruit "buy in" from all faculty.<br><br>**Challenges:**<br>Many faculties were engaged in courses and had to request for more training.<br><br>A few faculties were stranded off island and their colleagues on campus had to fill in data for them<br><br>There are still a few faculties who had been in trainings but still require more training to be proficient.<br><br>**Recommendations**<br>Initiate a cycle of courses assess in Spring and Fall | | | |

| | | | |
|---|---|---|---|
| Include adjuncts in the training<br><br>**Plans**<br>Initiate a short survey to allow faculty to recommend what changes might be necessary.<br><br>**TEACHER APPRECIATION WEEK**<br><br>• ASCC faculty participated in a week long Spirit Week that culminated with a Fine Arts students performance and Community Musicians who performed wonderfully for all faculty. There were 10 Community Business Sponsors who donated generously to the event and all faculty were appreciated for their efforts in making 2021 a successful year | | | |
| **Achievements:** Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement. | | **Divisional Outcome Addressed:** | **Institutional Priorities:** Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply. |
| | | ☒ **Academic Affairs Outcome 5** | ☐ Maintenance<br>☒ Reclassification<br>☒ Professional Development<br>☒ Community Outreach, Extension, and Research<br>☐ Not Applicable |
| | | | |

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

**Student Services Mission Statement:** The mission of the Division Student Services (DOSS) is to support the educational pursuits of all students attending ASCC through the provision of high quality services, student access, and learning support. The DOSS provides information and services in financial aid resources, library, counseling, tutorial, admission, and records that are available to all ASCC students.

The DOSS works collaboratively with the Division of Academic Affairs to provide guidance to students for career planning/transferability and successful entry into the workforce.

| FY 2020-2022 Student Services Outcome Statements: | Outcome Status: | Aligned College Priorities: |
|---|---|---|
| **Outcome 1:** Students will receive academic and administrative services to support the DOSS/ASCC mission. | ☒ DOSS Ongoing Outcome | ☒ Maintenance<br>☒ Reclassification<br>☒ Professional Development<br>☒ 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. | ☒ DOSS Ongoing Outcome | ☒ Maintenance<br>☒ Reclassification<br>☒ Professional Development<br>☒ 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. | ☒ DOSS Ongoing Outcome | ☒ Maintenance<br>☒ Reclassification<br>☒ Professional Development<br>☒ 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. | ☒ DOSS Ongoing Outcome | ☒ Maintenance<br>☒ Reclassification<br>☒ Professional Development<br>☒ Community Outreach, Extension, and Research |

**Mission of the Divison of Student Services (DOSS):** To support the educational pursuit of all students attending ASCC through provision of high quality services, student access, and learning support. The DOSS provides information and services in financial aid resources, library, counseling, tutorial, admission, and records that are available to all ASCC students.

| Outcome Statements: | Outcome Status: | Expectations: | Assessment and 2020 Goals: |
|---|---|---|---|
| **DOSS Outcome 1: Admission Service -**Ensure services are provided to students through awareness of and compliance with Admission Policies on Admission Procedures, Admission Requirements, Pre-admission Requirements, Early Admission, Placement Tests, Admission Application, and College Credit Equivalency. | ☒ Ongoing Outcome | **Admission Services**:<br><br>Admission Applications:<br><br>Early Admission:<br><br>Transfers in- College Credit Equivalency:<br>• Review of Forms<br><br>Placement Tests:<br>• Review of Instrument<br>• Review of Cutoff scores<br><br>SAT/ACT:<br>• Review of Cutoff score<br><br>Outreach initiatives:<br><br>Compliance Reports:<br>• Fact Sheets on placement results<br>• IPEDS report<br><br>Enrollment Data:<br><br>• Program Declared Majors: (*Degrees, certificates*)<br>  • Disaggregated Number of Students<br>  ▪ gender,<br>  ▪ ethnicity<br>  ▪ age | **Monthly Update**:May 2021<br><br>**Admission Applications: 104**<br>• New Admission Applications: 104<br>• Returning Students:06<br>• Transfer Students: 01<br>• Early Admission:26<br><br>**Transfers in- College Credit Equivalency:**<br>• Credit Evaluatioin **: 10**<br>• AS DOE Certification Only: 11( new teachers TED)<br><br>**Placement Tests:149**<br>• Placement tests: 149<br>• Unscheduled Late Placement: 29<br>• SAT: 54<br><br>**Faculty and Staff Inquiries: 24**<br><br>***Activities:***<br><br>Students Served at Admission<br>**TOTAL: 547**<br><br>**SAT/ACT:54** |

| | | | |
|---|---|---|---|
| | | • Disaggregated Percentage of students<br>▪ gender<br>▪ ethnicity<br>▪ age<br>• Non Major Students: (*Developmental, Cer.fica.on, Enrichment, etc.*)<br>• Disaggregated Number of Students<br>▪ Gender<br>▪ Ethnicity<br>▪ age<br>• Disaggregated Percentage of students<br>▪ Gender<br>▪ Ethnicity<br>▪ age<br><br>(Accreditation Standard II. C.6 – bullet 4, II.C.7 – bullets 1 and 2, II.C.8-bullets 1 and 2) | Outreach initiatives:<br>• Outreach/Recruitment Activities,<br>• Campus Tour, clear PERC status, submit documentation:<br>○ transcript evaluation, information on FAFSA apps. and Q's & A's about placement test, etc,.:24<br>• DOE Counselors Dual Enrollment - **Summer 2021 Admission applications: 76**<br><br>Compliance Reports:<br>• Fact Sheets on placement results<br>• IPEDS report<br><br><u>Additional Activites:</u><br>○ DOSS Budget Meeting – 5/3/2021<br>○ Submit 2021-2022Budget - 57/2021<br>○ Meeting with HR Officer -5/7/2021<br>○ Monthly Staff Meeting – 5/11/2021<br>○ Submit April Monthly Report – 5/11/21<br>○ Graduation Committee Meeting (Spring 2021 Commencement) – 5/14//21<br>○ DOE Dual Enrollment & Counselors Meeting (Summer 2021) – 5/17/21<br>○ Staff Meeting – 5/18/21<br>○ ASCC Spring 2021 Commencement Exercise – 5/21/21<br>○ Admission Night event – 5/24/21<br>○ SU'2021 1st Session Registration (TED & Counselors Certification Program) – 5/25-5/28<br>○ Summer 2021 Placement Testing – 5/26-5/27<br>○ Received & Review Dual Enrollment Applications – 5/26/21<br>○ Meeting with Public Health Team (COP MOU) – |

| | | | |
|---|---|---|---|
| | | | 5/27/21<br>o Unscheduled Late Placement Testing – 5/28/2021<br>o Complete Common Data Set Report (submit to IE office) - 5/28/2021<br>**Plans**<br>o Placement Test instrument – copying and production of testing materials to start this month after clearance of all required protocols;<br>o Format and launch survey (Students and College as a whole) for Admission additional requirement – Health Immunization Record. Due to the recent Measles Outbreak of 2019 and COVID-19 in 2020 this should be a requirement should the borders reopen in the near future.<br>o Ellucian Zoom Meeting: Datatel System June 2<br>o Summer Unscheduled Late Placement – June 4<br>o Summer Registration – June 9-11<br>o Summer 2021 Late Registration – June 14-15<br>o New Student Orientation for Dual Enrollment Student – June 14<br>**Admission DataSets:**Enrollment Statistics |
| **DOSS Outcome 2a: Counseling Services -**Ensure access to student support services through tutoring and computer services, and provide counseling services to assist students in meeting their academic needs. | ☒ Ongoing Outcome | **Counseling**:<br>Advising/counseling- New Students:<br>Academic counseling:<br>Transfer and Career Counseling:<br>Personal and Diversity Counseling:<br>Veterans Affairs Counseling: | **Monthly Update**: May 2021<br>**Program Director:**<br>o Continue with preparations for S21 commencement exercise<br>- Placed orders for graduation decoration (Manu'a and Laufou store)<br>- Administer surveys (Exit Grad and Student Satisfaction Survey |

| | | | |
|---|---|---|---|
| | | Student Grievances:<br><br>Crime Statistics:<br><br>Compliance with Federal regulations:<br>• Title IX<br>• Institution Set Standard<br>  o Retention/Persistence<br>  o Workforce<br>  o Transfer to Higher Edu<br><br>**<u>Student Support and Learning Services</u>**<br><br>Tutoring Services:<br><br>Student Computer Labs:<br><br>Surveys:<br><br>Progam Review:<br><br>**<u>Academic Services:</u>**<br>• Advising Services<br>  o Advisee per program<br>  ▪ % Academic (Aggregated)<br>  ▪ % students served by program per semester (Disaggregated)<br><br>• Tutoring services<br>  o Academic Programs<br>  ▪ % students par.cipated on a semester basis (Aggregated and Disaggregated byprogram)<br>  ▪ % low grade reports<br>  ▪ % students successfully completed per semester<br>  ▪ % students not completed per semester<br><br>(Accreditation Standard II.B.1 -bullets 1-4, II.B.2 – bullets 1-4, II.B.3 - bullets 1-4, II.B.-4, bullets 1-2, II.C.1 – bullets 1 - 4, II.C.2.– bullets 1 -2, II.C.3.- bullets 1 - 2, II.C. 5- bullets 1-3, II.C. 8. – bullets 1and 2). | o Counseling activities:<br>o Attend and conduct graduate rehearsals (5/19/21)<br>o Attend (MC) graduate banquet 5/19/21-JADE restaurant<br>o S21 graduates<br>o Participated in commencement decoration and graduating ceremony<br>o Teaching CLP 150 classes<br>o -CLP 150 – 01/CLP 150 - 03<br><br>**Academic Counselor:**<br>o Continue to administer Finals for CLP class (S21)<br>o Advising students/counseling students ongoing<br>o Participated in all activities for commencement ceremony S21<br>**Personal Counselor:**<br>o Teach CLP class prep for finals<br>o Advising/counseling students ongoing<br>o Assist with graduation activities<br>o Continue with Elem./HS transition meetings for students with disabilities<br>**Transfer Counselor:**<br>o Ongoing transfer advising / counseling with students inquiring information to universities off island<br>o Participated in Admissions Night activity (evening 5:00pm – 7:00pm) MPC<br>o Attended commencement S21 ceremony<br>**Veterans Counselor:**<br>o continue with Finals for CLP 150 class<br>o Certified students eligible for VA benefits & update ASCC with compliance Public Law 116-35 section 1018<br>o Priority registered students continued<br>o Participated in graduates rehearsal – recite names of graduates during commencement<br>o Participated in Admissions Night activity for |

| | | | |
|---|---|---|---|
| | | | prospective students and parents<br><br>Additional Tasks and Achievements<br>2nd Meeting on Transfer to institutions of higher learning and successful entry into the workforce to invite Admissions Officer, Records Officer and Acting Financial Aid Officer, in the dialogue on Transfer data collection and compilation.<br><br>**Achievements:**<br><br>**Counseling- 344**<br>o 90/Counseling & Advising;<br>o 38/CLP;<br>o 38/Certified-VA;<br>o 10/Transfer advising)<br><br>**Academic Services DataSets**<br><br>***Advising Services:***<br><br>o Advisee per program<br>▪ % Academic (Aggregated)<br>▪ % students served by program per semester (Disaggregated) |
| **DOSS Outcome 2b: Student Support and Learning Services -**Ensure access to student support services through tutoring and computer services, and provide counseling services to assist students in meeting their academic | | **Student Support and Learning Services**<br><br>Tutoring Services:<br><br>Student Computer Labs:<br><br>Surveys:<br><br>Progam Review: | **Monthly Update**: May 2021<br><br>***SSLSPromotion***: verbally communicated with some of the Instructors to try and set up an appointment for an in-class visit to promote services. Fortunately, Mr. Tofilau allowed the first five minutes of his class for Isaako and his work-study to promote our tutorial services. Tutorial Services |

| | | | |
|---|---|---|---|
| needs. | | (Accreditation Standard II.B.1 -bullets 1-4, II.B.2 – bullets 1-4, II.B.3 - bullets 1-4, II.B.-4, bullets 1-2, II.C.1 – bullets 1 - 4, II.C.2.– bullets 1 -2, II.C.3.- bullets 1 - 2, II.C. 5- bullets 1-3, II.C. 8. – bullets 1and 2). | contact/business card(s)-Tutorial services personnel, contact number and email, and location-was handed out to the students<br><br>**Tutorial**<br>English- 4<br>Math –9<br>Total - 13<br><br>**MPC-Student Lounge**<br>Computer use – 537<br>Study/Homework/Lounge – 343<br>Print-- 372<br>Moodle/Zoom- 161<br>**TOTAL – 1413**<br><br>**Student Computer Lab #15**<br>Type:14<br>Research: 15<br>Email/Moodle: 0<br>FAFSA: 0<br>**TOTAL:35**<br><br>Continue to assist students on their Tutorial and Computer Lab services<br><br>• **Tutoring services**<br>o Academic Programs<br>▪ % students par.cipated on a semester basis (Aggregated and Disaggregated by program)<br>▪ % low grade reports<br>▪ % students successfully completed per semester<br>▪ % students not completed per semester |

| | | | |
|---|---|---|---|
| | | | **Acheivements:**<br>**Program Director**<br>o Grad Exit Survey completed –50<br>o Received all orders<br>o Students counseled/priority registered – 33<br>o 40 plus students attended rehearsal on the malae<br>o 71 ASCC graduates and 10 off-island graduate participants<br>o All CLP 150 five sections for S21<br>- CLP (01) – 10 students<br>o CLP (03) – 8 students (3 graduates)<br><u>Academc Counselor:</u><br>o CLP 150-(4) – 7students<br>o Advising/counseling – 30 students<br><u>Personal Counselor:</u><br>o CLP 150-(2) – 4 students (completed course)<br>o Transition meeting:<br>o Matafao: 2 students<br>o NVTHS: 3 students<br>o THS: 2 students<br><u>Transfer Counselor:</u><br>o advisees on transfer information with application process in progress 5<br>o 3 accepted: UH West Oahu, UW Seattle, Dixie State<br>o 2 awaiting upon completion of application requirements<br>o 13 pre-registered for SU21 (7 repeating CAPP courses)<br><u>Veterans Counselor:</u><br>o CLP 150-(5) – 9 students passed ( 1 graduate) |

| | | | |
|---|---|---|---|
| **DOSS Outcome 3: Financial Aid Services-**Ensure student access to, and success in higher education by helping students and families apply, obtain and make the best use of all financial resources they are eligible to receive. | ☒ Ongoing Outcome | **Financial Aid Services**:<br><br>Application:<br><br>Eligibility:<br><br>Financial Aid grants:<br>• Title IV- Federal Pell Grant<br>• Federal Supplemental Education Opportunity Grant (FSEOG)<br>• Federal Work-Study<br><br>Outreach:<br><br>Financial Literacy Workshops:<br><br>Workstudy Workshops:<br><br>Compliance Reports:<br>• IPEDS<br>• AUDIT<br>• NSLDS<br>• DATATEL SYSTEM<br><br>(Accreditation Standard I.C.2- bullets 1 and 2, II.C.1 – bullets 1 - 4, II.C.2.– bullets 1 -2, II.C.3.- bullets 1 - 2,) | **Monthly Update**: May 2021<br><br>Monthly plan for previous four weeks: Report monthly updates on the status of a program or division functions through the services offered from the previous month.<br><br>A **total of 62** students were logged in at the FA window for the following services:<br>• Batch status / clearance – 23<br>• FAFSA status / clearance – 5<br>• Graduation Clearance (Diploma)- 21<br>• Summer Clearance- 9<br>• Copies of Documents- 4<br>**Total: 62**<br><br>**Achievments:**<br>• New air conditioner installed on April 15th.<br>• Batch 6 closed on April 9th, with a drawdown of funds totaling $623,998.70<br>• Completed drawdown of FWS funds on 4/13/21 for PP#5 for $1,660.26 and on 4/28/21 for $1,660.26 for PP#6.<br>• Completed close-out drawdown for 2019-2020 award year for $1,334.16<br>• Closed out the 2019-2020 Award Year completely.<br>• Completed drawdown of HEERF funds for the amount of $808,943.00. |
| **DOSS Outcome4: Library Services -** Support educational | ☒ Ongoing Outcome | **Library Services**: Services in the following areas: | **Monthly Update**: May 2021 |

| | | | |
|---|---|---|---|
| pursuit of students through access to and all library services. | | Circulation Services:<br><br>Information Services:<br><br>Computers:<br><br>Reference Collection:<br><br>General Collection:<br><br>Education Resource Center (ERC)<br><br>Special Collection:<br><br>Instructional Services for Users:<br><br>Compliance Reports:<br>• IPEDS Report<br>• MOUs<br><br>(Accreditation Standard II.B.1 – bullets 1-4, II.B.2– bullets 1-4, II.B.3 – bullets 1-4, II.B.4 – bullets 1-2) | 2>Reference Desk [Diana Pereira 1st Floor]:<br>Computer Usage: 821/Assignment: 28/Email: 63/Moodle: 62/Print: 347/Research: 62/Typing: 274<br><br>Student Program Represented: 68 Accounting; 2 Agriculture Science; 7 Architectural Drafting; 11 Automotive; 37 BusinessManagement; 22 Civil Engineering; 9 Community Members; 102 Criminal Justice; 108 Elementary Education; 1 Electronics; 1 General Agriculture; 16 Health Science; 9 Human Services; 251 Liberal Arts; 4 Music; 3 Marine Science; 16 Natural Resources; 83 Nursing; 2 Political Science; 27 Prelaw; 1 Samoan Studies; 22 Visual Arts; 1 Fundamentals of Automotive; 3 Practical Nursing<br><br>OPAC- Scanned Flash-drives and Library Tour totals are not included in Computer Usage<br>*OPAC & Scanned Flash drive totals below are not included in above Computer Usage<br>OPAC: 55<br>Scanned Flash drives: 0<br>Library Tour: 2 (Iakina Academy and the KVZK TV)<br><br>Extended Hours Count:<br>Computer Usage: 13/Assignment: 0/Email: 1/Moodle: 1/Printing: 3/Research- 2/Typing: 2<br><br>**Circulation Desk:Daily Head Count Total:**<br>**Daily Head Count Total: 1082**<br>New Library Cards: 2<br>• Circulation Statistics (Borrowed Materials): 5 |

| | | | |
|---|---|---|---|
| | | | **Daily Head Count Total: 2,053**<br>New Library Cards: 2/ Circulation Statistics (Borrowed Materials): 36<br>Total of 57 students with statistics below.<br><br>Extended hours count: (4pm-6pm)<br>Total of 47 students with statistics below.<br>Students program represented: 2 Accounting; 1 Bachelors in Education; 2 B. Management; 4 Community Member; 2 Criminal Justice; 19 Elementary Education; 5 Faculty; 1 Health Science; 10 Liberal Arts; 1 Pre-Law.<br><br>Reasons for visit: 1 Assignments; 1 Bathroom; 6 Computer; 7 Print; 12 Research; 4 Studying; 5 Type; 7 Waiting; 4 others.<br><br>**Reference Desk Computer Usage**:<br>Computer Usage: 402/Assignment: 5 Email: 44/Moodle: 9/Print: 194/Research: 18/Typing: 132<br><br>**Student Program Represented:**<br>o *32 Accounting;*<br>o *8 Architectural Drafting;*<br>o *7 Automotive tech.; 2 Auto Body Repair;*<br>o *23 Business Management;*<br>o *4 Civil Engineering;*<br>o *2 Community Members;*<br>o *35 Criminal Justice;*<br>o *63 Elementary Education;*<br>o *2 General Agriculture;*<br>o *6 Health Science;*<br>o *5 Human Services;*<br>o *144 Liberal Arts;*<br>o *7 Marine Science;* |

| | | | |
|---|---|---|---|
| | | | ○ *2 Music;*<br>○ *37 Nursing;*<br>○ *6 Political Science;*<br>○ *12 Pre-Law;*<br>○ *1 Samoan Studies and*<br>○ *4 Visual Arts.*<br><br>OPAC- Scanned Flash-drives and Library Tour totals are not included in Computer Usage<br>*OPAC & Scanned Flash drive totals below are not included in above Computer Usage<br>OPAC: 27/ Scanned Flash drives: 0<br><br>Colored Printer Student Usage: 31 Patrons; Total No. Pages: 178<br>No. Student Represented: 2 Accounting (28 Pgs.); 1 Auto (16pgs); 2 Business Management (27pgs); 1 Civil Engineering (9pgs); 2 Elementary Education (8pgs): 5 Health Science (24pgs); 2 Human Services (3pgs); 11 Liberal Arts (36pgs); 3 Nursing(19pgs); 2 Pre-Law (8pgs).<br><br>**Special Collections: Samoa and Pacific Island Nations Collection:**Student use count: 0/ *Selected topics:* 0/ *Student program represented:* 0<br>4<br>**General Collections**: [ 2nd Floor]<br>Computer usage: 5/Typing: 3/Fafsa: 0/Moodle: 0/Research: 1/Email:1/Print: 0/OPAC: 12 (Not included in Computer usage)/Flash drive / Scan: 0/*Student program represented:* 4 Liberal Arts; 1 Natural Resources<br><br>**Education Resource Center (ERC) Room** [2nd Floor]:<br>Computer usage: 1/Assignments: 0/Research: 0/Typing: 1/Email: 0/Print: 0<br>Student program represented: 1 Criminal Justice |

| | | | |
|---|---|---|---|
| | | | **Achievements:**<br>o No. of Magazines received: 51<br>o No. of New Orders Processed (PRs, POs, Invoices): 0<br>o No. of PFM Job Orders turned in: 0<br>o No. of Follow-ups (PRs, POs, Invoices): 6<br>o Maintenance Repair Service Done: 8<br>Here the facts/evidence show the "Daily Head Count Total" for **May 2021 is 1082 * visits.** |
| **DOSS Outcome 5: Records and Registration services -**Ensure services are provided and available to students through awareness of and compliance with academic and registration policies and procedures, federal regulations, and security of student records. | ☒ Ongoing Outcome | **Records and Registration Services**:.<br><br>Registration:<br>• 15 week session<br>• 10 week session<br>• 6 week sessin<br>• Priority Registration<br><br>Official Enrollment:<br><br>Student Records:<br>• Transcript Request<br>• Compliance with FERPA<br><br>Graduation Data:<br>• Conferred Degrees<br>• Conferred Certificates<br>• Degree Programs<br>• Associates (AA and AS)<br>• Bachelor Degree<br><br>Compliance Reports:<br>• IPEDS<br>• Fact Sheets<br>• Institutional set standards<br>• DATATEL System<br><br>(Accreditation Standard II.A.10 – bullets 1 -3, and bullet on B.Ed., II.C.8 | **Monthly Updates: May 2021**<br>**RECORDS**<br>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.<br><br>Continue providing assistance with the following:<br>o 2nd session academic calendar activities<br>o Prepared grade sheets for 2nd session and 10 week sessions for distribution.<br>o Data entered and verified all received grade sheets for the 10 week session.<br>o Provided requested enrollment data to IE<br><br>o Completed the IPEDS Fall Enrollment survey.<br>o Worked cooperatively with the Registration and Graduation Committees in preparations for the priority registration and graduation. Approximately 75% of program requirement entries in the Colleague system for Degree |

| | | | |
|---|---|---|---|
| | | – bullets 1-2). | Audit is completed.<br>o Worked cooperatively with the selected Committee for HEERF review and calculations. Provided the complete listing of students for HEERF award distributions.<br>o Maintained each student's official/unofficial educational records, with appropriate sensitivity to privacy and confidentiality concerns and laws governing student's academic records.<br><br>**Achievements:**<br>**Processed received student requests:**<br>• Processed received Data Change requests. (Ongoing).<br>• Processed all inquiries received via e-mail, mail, or walk-ins. These include enrollment verifications for whatever purposes intended for. (Ongoing).<br>• Processed all incoming transcript requests for both local and off-island.<br>• Continued with transcript verifications including cross checking of Blackbaud and Colleague systems; pulling old hard copy of transcripts and cross checking of grade books for the listed courses(s).<br><br>Service Window:<br><br>All requests regarding the list below were handled at the service window on a day-to-day basis. Inclusive of these provided services pertaining to students specifically are requests by faculty and staff for support services such as class rosters and student inquiries. |

| | | | |
|---|---|---|---|
| | | | Data Entry Project:<br>Ongoing updates are performed on identified data entry projects in both the Blackbaud and Colleague systems:<br>• Continued to provide assistance to the Office of the Dean of Academic Affairs and academic department requests in matters connecting records and instructions such as program requirements and catalog inquiries.<br>• Continued to code the degree audit in the Colleague system of the 2020-2022 Academic catalog program requirements. Update - Have yet completed this.<br>• Continued to provide assistance in correcting and updating of program requirements in system for the Financial Aid student batching process.<br>• All received record requests by both students and faculty (data change, grade changes, etc.) were data entered in the system.<br>**FILING Project**<br>• Revisited our records management plan to assess all historical files in the Records Archive Room. Implemented plan in phases as to include using assigned student ids after entries of historical records in Colleague. IN PROGRESS.<br>**Graduation Spring 2021 – May 21,2021 Confirmed Spring graduates:**<br>71 Confirmed ASCC graduates<br>- 1 Two Degree Recipient<br>- 70 Single Degree Recipients<br>2. # of degrees to be conferred |

| | | | |
|---|---|---|---|
| | | | - 64 AA/AS Degrees<br>- 8 BEd Degrees<br><br>OFF-ISLAND graduates - 10<br>1 - Doctorate Degree<br>4 - Master Degrees<br>5 - Bachelor Degree<br><br>*List of degrees awarded, reference Spring 2021 Graduation Program.* |
| **DOSS Outcome 6- Student Governing Association Services:**Provide opportunities for personal and leadership growth through participation and involvement in the student government association and other leadership experiences. | ☒ Ongoing Outcome | **Student Governing Association Services:**.<br><br>SGA Leadership<br>• Student Government Leaders<br>• Student Representative to the Board<br><br>Professional Leadership Training<br><br>Internship Opportunities with students<br><br>SGA Activities<br><br>(Accreditation Standard II.C.1 – bullets 1-5). | **Monthly Update**: May 2021<br>- 5/6/2021- Teachers Appreciation Day-Lecture Hall<br>- 5/10/202- Free Breakfast MPC Breezeway<br>- 5/17/2021- SGA Banquet Paradise Pizza<br>- 5/19/2021- Graduates Banquet Jades Restaurant<br>- 5/24/2021- Admissions Night MPC Auditorium<br><br>-"You don't just teach, you INSPIRE!"<br><br>collaboration with the Phi Theta Kappa Society, we put together cups with goodies for all the faculty members in honor of Teachers Appreciation Week.<br><br>- The ASCC Fine Arts Department hosted a live concert to celebrate our ASCC Teachers. At the end of this event, the PTK & SGA members presented the goodies to the faculty.<br>- -To start off the finals week, the SGA ordered 200 cinnamon rolls and 150 boiled eggs to be served with coffee/tea/cocoa for our ASCC students. We had a total of 172 students/faculty/staff members sign in and received free breakfast. |

| | | | |
|---|---|---|---|
| | | | - -Every semester, the SGA has a banquet to receive awards and gifts. These awards are presented by the Dean of Student Services to show appreciation for our SGA members who have worked hard throughout the semester. A total of 17 out of 20 SGA members attended this banquet.<br>- -Out of the 71graduates, 8 of those graduates were SGA members. Each of the SGA graduate were able to receive a certificate of recognition, a stole, a trophy, a medallion and a fresh flower lei. In addition, the Dean of Student Services award for outstanding performance was presented to Miss Rachelle Toleafoa.<br>- -Third admissions night hosted by the Admissions office. First time the SGA was invited to participate in this event. As part of this event, the SGA was able to attend and assist with set up and the surveys throughout the night<br>**Activities planned:**<br><br>Finalize the Student Handbook, waiting for President's final approval.<br>-No SGA activities for the Summer term |
| | | | |

**Section 3: Division Report** - The Division Report section allows each division to report outcome updates through services offered, activities, or performance indicators that occurred during the previous month. The template also includes a section for input on achievement data that supports the divisions operational outcomes not limited to challenges and recommendations for outcome monitoring purposes. Operational updates are provided during the Vice President of monthly meetings and compiled for transparency purposes and distribution to all divisions involved.

| Student Services: | | | |
|---|---|---|---|
| **6.** Students will receive academic and administrative services to support the DOSS/ASCC mission. | | | |
| **Activities:** | **Challenges:** | **Recommendations:** | **Plans:** |
| Total students served throughout the month of May–**3,855** **(not** | **ADMISSION** | **ADMISSION** | **ADMISSION** |

**distinct count)**
**Dean SS office-10**(8/scholarships; 2/graduation; 10 off-island graduates (1 Doctoral, 4 Masters, 5 Bachelors)
**Admission – 547**
**Counseling- 344**(90/Counseling & Advising; 38/CLP; 38/Certified-VA; 10/Transfer advising)
**Financial Aid – 62**
**Library – 1,082**
**Records – 150** (79 transcripts, 71 graduates)
**SGA –197**
**SSLS- 1,461 (**Tutoring- (Eng-7 /Mat-23);MPC Lounge Computer Lab=1,413**;** Computer Lab Rm#15 =35)

**ADMISSIONS:**
- Meeting with DOE-CTE Team – 5/3/2021
-DOSS Budget Meeting – 5/3/2021
-Submit 2021-2022Budget - 57/2021
-Meeting with HR Officer -5/7/2021
-Monthly Staff Meeting – 5/11/2021
-Submit April Monthly Report – 5/11/21
-Graduation Committee Meeting (Spring 2021 Commencement) – 5/14//21
-DOE Dual Enrollment & Counselors Meeting (Summer 2021) – 5/17/21
-Staff Meeting – 5/18/21
-ASCC Spring 2021 Commencement Exercise – 5/21/21
-Admission Night event – 5/24/21
-SU'2021 1st Session Registration (TED & Counselors Certification Program) – 5/25-5/28
-Summer 2021 Placement Testing – 5/26-5/27
-Received & Review Dual Enrollment Applications – 5/26/21
-Meeting with Public Health Team (COP MOU) – 5/27/21
-Unscheduled Late Placement Testing – 5/28/2021
-Complete Common Data Set Report (submit to IE office) - 5/28/2021

Activities or Tasks– Assist students/public with inquiries and accepting student applications, data-entry, routing paper work, i.e., Job

1 – **Admission Office immediately requires a window to serve students** due to FERPA requirements for confidentiality and privacy of student information on applications and transfer information – after meeting with Dean of Student Services (11/5/20) this challenge is addressed through the upcoming new Cafeteria structure to be completed hopefully in FY'2021.
-Put in a request for a temporary Window to the existing structure to serve students. This important action is not only to secure information but more so with the current COVID-19 pandemic. The recent repatriation flight deems a great concern for needed protection for college staff.**Pending materials for installation of Service Window *Note: A window will be installed.*
**2– Need for Administrative Assistant** to assist with daily operations and productivity – Request under advisement, Admission Recruiter position currently advertised to the community due to unmet HR requirements;
3-The last and recent discussion regarding the Sign was the location and approval from the President. Still waiting for the

(Challenge #3)
–Have already mentioned to VP-ACSA and listed as "to do".
(Challenge#4)
-Pending meeting with Procurement Office – rescheduled meeting due to availability of Procurement Officer);
-Challenge #5 ONGOING: 5 - College Legal Counselor or Administration to reach out to proper authorities regarding this concern for prospective students Immigration -Verification of Immigration Status.

**COUNSELING**
-To pass on the hat or responsibility of decorating for commencement ceremony to other services, departments or offices of ASCC
-Proposal to allow the wearing of stoles for VA graduates during ceremony. *Update: Not allowable as per ASCC President – non ASCC related-program; same decision rendered on similar request(s).*

**FINANCIAL AID**
No report

**LIBRARY**
- Maintain library mission readiness status despite cost containment measures.

**RECORDS**
It is almost a year since the request

*Placement Test instrument – copying and production of testing materials to start this month after clearance of all required protocols;

*Format and launch survey (Students and College as a whole) for Admission additional requirement – Health Immunization Record. Due to the recent Measles Outbreak of 2019 and COVID-19 in 2020 this should be a requirement should the borders reopen in the near future.

*Ellucian Zoom Meeting: Datatel System June 2
*Summer Unscheduled Late Placement – June 4
*Summer Registration – June 9-11
*Summer 2021 Late Registration – June 14-15
*New Student Orientation for Dual Enrollment Student – June 14

**COUNSELING**
2nd Meeting on Transfer to institutions of higher learning and successful entry into the workforce to invite Admissions Officer, Records Officer and Acting Financial Aid Officer, in the dialogue on Transfer data collection and compilation.

**FINANCIAL AID**
Continue with daily routine tasks and responsibilities, batch(es), etc.

**LIBRARY**
-Continue activity practice (here, it is also professional development because it is a continuous practice. This is a continuous part of what we do every work day) in all areas of services.
-Library services have to be sustained and maintained every work day to best serve students'

Orders; PR's; and other standard clerical duties; transcript evaluation, supervise Pell & Non-Pell work study students (occasionally), ASCC-AS Tuition Residency student applications; IPEDS; Transcripts Evaluation – route, complete and submit to Registrar; Financial Aid Internal Review: ASCC-AS Tuition Residency student applications; Timesheets;
New Admission Applications: 104
Returning Students:06
Transfer Students: 01
Early Admission:26
AS TUITION RESIDENCY:2
Placement tests: 149
Unscheduled Late Placement: 29
SAT: 54
Transfer Credit Evaluation:10
AS DOE Certification Only: 11( new teachers TED)
# ASCC Students, faculty, staff inquiries:
*Outreach/Recruitment Activities, Campus Tour, clear PERC status, submit documentation:
, transcript evaluation, information on FAFSA apps. and Q's & A's about placement test, etc,.:24
DOE Counselors Dual Enrollment - Summer 2021 Admission applications: 76
**TOTAL: 547**

**COUNSELING**

**Program Director:**
- Continue with preparations for S21 commencement exercise
- Placed orders for graduation decoration (Manu'a and Laufou store)
- Administer surveys (Exit Grad and Student Satisfaction Survey
Counseling activities:
*Attend and conduct graduate rehearsals (5/19/21)
*Attend (MC) graduate banquet 5/19/21-JADE restaurant
*S21 graduates
*Participated in commencement decoration and graduating ceremony
*Teaching CLP 150 classes
-CLP 150 – 01/CLP 150 - 03

next step and what need to be done to move forward with installation.
4- Mail – off-island transcripts sort and delivery from Post Office – ASCC Procurement and received by Admission Office;
5-Immigration Board Authorization – immigration changes to fees for prospective students (inconsistent).
***Note: Need to advertise for Administrative Assistant to fill vacancy, as per above.***
Leaves:
-Bereavement Leave: Admission Officer, 6/16/2021 – 7/26/2021;
Medical Referral: V., 6/21/2021 – 8/23/2021
On Loan:
-E.A. from the Library Services staff to assist K.H. at the Admission Office, 6/21 – 7/26/2021

**COUNSELING**

-Advocating on ways to look at college entry processes to consider students not interested in academics but focus on improving life skills – independent living pathway.

**FINANCIAL AID**

Short staffed
-FA Officer position – still waiting on replacement; *re note*

for the upgrades on ColReporting, it is a recommendation to address the need to provide a system solution to furnishing detailed data on enrollment. The completion of the IPEDS Spring survey was an added emotional burden where creativity was put to the test.

*STATUS – Reporting this recommendation again with hopes that the *ASCC's new IO* will assist with the reported challenges and recommendations noted herewith.

**STUDENT SUPPORTLEARNING SERVICES(SSLS)**

-Continue serving the students
Provide available earphone for usage, if possible, and/or to advise the students to bring their own
-Inform students to bring their own earphone for ZOOM assignments/meeting;
-Continue to remind students and inform them on a daily basis of rules for Lounging, visiting and computer usage…
-Advising student(s) to wear mask
-Put up rules "signs" to remind student(s) in order to keep the MPC Lab neat and clean
-Request for wooden benches and tables outside below the mezzanine between the MPC Auditorium and MPC Student Lounge), to

informational needs as well as program, divisional, and college missions.

**RECORDS**

1. Continue with the academic calendar schedule for the beginning of the Summer 2021 term.

2. Attend ASCC/DOSS leadership and other requested meetings.

3. Continue with daily routine tasks and responsibilities and in preparations for the end of term including verifications of grades and confirmation of graduates.

4. Registration for Summer 2021 TED/Regular session preparations

**STUDENT SUPPORTLEARNING SERVICES(SSLS)**

Continue to assist students on their Tutorial and Computer Lab services

**STUDENT GOVERNMENT ASSOCATION**

-Finalize the Student Handbook, waiting for President's final approval.
-No SGA activities for the Summer term.

| | | | |
|---|---|---|---|
| Academic Counselor:<br>-Continue to administer Finals for CLP class (S21)<br>*Advising students/counseling students ongoing<br>*Participated in all activities for commencement ceremony S21<br>Personal Counselor:<br>*Teach CLP class prep for finals<br>*Advising/counseling students ongoing<br>*Assist with graduation activities<br>*Continue with Elem./HS transition meetings for students with disabilities<br>Transfer Counselor:<br>-Ongoing transfer advising / counseling with students inquiring information to universities off island<br>-Participated in Admissions Night activity (evening 5:00pm – 7:00pm) MPC<br>-Attended commencement S21 ceremony<br>Veterans Counselor:<br>*continue with Finals for CLP 150 class<br>*Certified students eligible for VA benefits & update ASCC with compliance Public Law 116-35 section 1018<br>*Priority registered students continued<br>*Participated in graduates rehearsal – recite names of graduates during commencement<br>*Participated in Admissions Night activity for prospective students and parents<br>**FINANCIAL AID**<br>Monthly plan for previous four weeks: Report monthly updates on the status of a program or division functions through the services offered from the previous month.<br><br>A **total of 62**students were logged in at the FA window for the following services:<br>Batch status / clearance – 23<br>FAFSA status / clearance – 5<br>Graduation Clearance (Diploma)- 21<br>Summer Clearance- 9<br>Copies of Documents- 4 | *below on update.*<br>-Olita Hollister – Military Leave<br>-Leatime Tautunuafatasi – on Personal Leave<br>*-Need to complete and submit form to replace FA Coordinator left vacant by Leonetta Solaita since April 6th, 2021.*<br>-Acting FA Officer unable to use Excess Leave due to duties of Acting FAO.<br>-Have not yet received order of eight (8) new office chairs.<br>***Update: Financial Officer (S.V.T) officially started 6/14/2021.***<br><br>**LIBRARY**<br>-Lack of funding for listed respective activities below due to current ASG-ASCC cost containment measures.<br>-Reasonably foreseeable and unforeseeable situations.<br>***Note: Cataloger vacancy since 1/2021– need to fill vacancy, PAR to advertise***<br><br>**RECORDS**<br>-THIS IS STILL A CHALLENGE… moving into manual entries of all old transcripts not available on Blackbaud due to a crash in the server housing Blackbaud data…<br>-Colreporting – the cornerstone | accommodate the influx of students entering the MPC 1st floor only to hang out. If this is not possible, perhaps we could utilize our white folding tables and chairs to accommodate this certain need – ongoing.<br><br>**STUDENT GOVERNMENT ASSOCATION**<br>N/A | |

| | | | |
|---|---|---|---|
| **Total: 62**<br><br>**LIBRARY SERVICES**<br>Regular administrative actions/processes that maintain library mission readiness status to serve students each work day. In order for students to get the library services that they need the below list of actions have to be completed first, i.e., in order for students to access library book collection, books have to be continually ordered first, then received, then cataloged and placed on the shelves for them to access and use. In addition, in order for students to have and use existing facility and equipment for research, typing, and printing options these options have to be continually maintained or purchased if need be through the listed processes below.<br><br>**RECORDS**<br>-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.<br>-Continue providing assistance with the following:<br>▪ 2nd session academic calendar activities<br>▪ Prepared grade sheets for 2nd session and 10 week sessions for distribution.<br>▪ Data entered and verified all received grade sheets for the 10 week session.<br>▪ Provided requested enrollment data to IE<br><br>-Completed the IPEDS Fall Enrollment survey.<br>-Worked cooperatively with the Registration and Graduation Committees in preparations for the priority registration and graduation.<br>-Approximately 75% of program requirement entries in the Colleague system for Degree Audit is completed.<br>-Worked cooperatively with the selected Committee for HEERF review and calculations. Provided the complete listing of students for HEERF award distributions.<br>-Maintained each student's official/unofficial educational records, | for reporting statistical data is no longer supported by the current version of Colleague/Ellucian. Currently, an email was sent to the IO and cc'ing both VPs on the urgency of updating this reporting tool in preparations for upcoming IPEDS and enrollment reports. PENDING.<br>-The Finance Office has requested data on the enrollment status (FT/PT) of all students in the 2020 Fall term. Due to the status of Colreporting, I was not able to provide the requested data, thus informed the Finance Officer on this.<br><br>The second round of surveys for the IPEDS will begin in February – this will require more details on the student enrollment tracking from 6-8 years ago. If Colreporting is not available then, then it would be a PRIORITY to research ways to capture the requested data to complete this important survey.<br><br>I am reporting this again as the IPEDS surveys are now open for data input and still have not gotten the most recent update(s) | | |

| | | | |
|---|---|---|---|
| with appropriate sensitivity to privacy and confidentiality concerns and laws governing student's academic records.<br>o Note: See details of number of transcript requests received under "Achievements."<br><br>**STUDENT SUPPORTLEARNING SERVICES(SSLS)**<br>****SSLS Promotion***: verbally communicated with some of the Instructors to try and set up an appointment for an in-class visit to promote services. Fortunately, Mr. Tofilau allowed the first five minutes of his class for Isaako and his work-study to promote our tutorial services. Tutorial Services contact/business card(s)-Tutorial services personnel, contact number and email, and location-was handed out to the students<br><br><u>Tutorial</u><br>English- 4<br>Math – 9<br>TOTAL- 13<br><br><u>MPC-Student Lounge</u><br>Computer use – 537<br>Study/Homework/Lounge – 343<br>Print-372<br>Moodle/Zoom- 161<br>TOTAL – 1,413<br><br><u>Student Computer Lab #15</u><br>Type: 14<br>Research: 15<br>Email/Moodle: 0<br>FAFSA: 0<br>TOTAL: 35<br><br>**STUDENT GOVERNMENT ASSOCIATION**<br>5/6/2021- Teachers Appreciation Day-Lecture Hall<br>5/10/202- Free Breakfast MPC Breezeway<br>5/17/2021- SGA Banquet Paradise Pizza | on ColReporting.<br><br>**STUDENT SUPPORTLEARNING SERVICES(SSLS)**<br>-Printing has been frequently interrupted due to slow internet access and/or uncommon printer problems. MIS has been contacted<br>-Continue serving the students the best way we can<br>-Promote services in-class especially for English and Math<br><br>-Advising student(s) it is a "quiet lounge<br>-Students continually using the MPC Lab as a Hang Out<br>-One work study assigned to MPClab<br>-Continue to keep the SL#15 neat&clean<br>-"Signs" SL#15 rules<br>-Assist with FAFSA renewals & MOODLE<br>-3 Work Study students assigned to SL#15 (2-FWS, 1-Non Pell)<br><br>Leave(s):<br>Computer Lab Assistant J.A.S., 6/21 – 28/2021.<br><br>**STUDENT GOVERNMENT ASSOCATION**<br>-N/A | | |

| | | | |
|---|---|---|---|
| 5/19/2021- Graduates Banquet Jades Restaurant<br>5/24/2021- Admissions Night MPC Auditorium | | | |
| **Achievements:** Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement. | | **Divisional Outcome Addressed:** | **Institutional Priorities:** Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply. |
| **COUNSELING**<br>**Program Director**<br>*Grad Exit Survey completed –50<br>*Received all orders<br>*Students counseled/priority registered – 33<br>* 40 plus students attended rehearsal on the malae<br>*71 ASCC graduates and 10 off-island graduate participants<br>* All CLP 150 five sections for S21<br>- CLP (01) – 10 students<br>-CLP (03) – 8 students (3 graduates)<br>Academc Counselor:<br>*CLP 150-(4) – 7students<br>*Advising/counseling – 30 students<br>Personal Counselor:<br>*CLP 150-(2) – 4 students (completed course)<br>*Transition meeting:<br>Matafao: 2 students<br>NVTHS: 3 students<br>THS: 2 students<br>Transfer Counselor:<br>- advisees on transfer information with application process in progress 5<br>-3 accepted: UH West Oahu, UW Seattle, Dixie State<br>-2 awaiting upon completion of application requirements<br>-13 pre-registered for SU21 (7 repeating CAPP courses)<br>Veterans Counselor:<br>*CLP 150-(5) – 9 students passed ( 1 graduate)<br>*Certified = 38 as of April<br>*advised (2) and priority registered 2 students<br>TOTAL- 344 (including CLP students #38/ VA Certifed#38, Counseled/Advised/Registered-52).<br><br>**FINANCIAL AID** | | | |

- New air conditioner installed on April 15th.
- Batch 6 closed on April 9th, with a drawdown of funds totaling $623,998.70
- Completed drawdown of FWS funds on 4/13/21 for PP#5 for $1,660.26 and on 4/28/21 for $1,660.26 for PP#6.
- Completed close-out drawdown for 2019-2020 award year for $1,334.16
- Closed out the 2019-2020 Award Year completely.
- Completed drawdown of HEERF funds for the amount of $808,943.00.

**LIBRARY**

No. of Magazines received: 51
No. of New Orders Processed (PRs, POs, Invoices): 0
No. of PFM Job Orders turned in: 0
No. of Follow-ups (PRs, POs, Invoices): 6
Maintenance Repair Service Done: 8

**RECORDS**

**Processed received student requests:**

- Processed received Data Change requests. (Ongoing).
- Processed all inquiries received via e-mail, mail, or walk-ins. These include enrollment verifications for whatever purposes intended for. (Ongoing).
- Processed all incoming transcript requests for both local and off-island.
- Continued with transcript verifications including cross checking of Blackbaud and Colleague systems; pulling old hard copy of transcripts and cross checking of grade books for the listed courses(s).

Service Window:

All requests regarding the list below were handled at the service window on a day-to-day basis. Inclusive of these provided services pertaining to students specifically are requests by faculty and staff for support services such as class rosters and student inquiries.

Data Entry Project:

Ongoing updates are performed on identified data entry projects in both the Blackbaud and Colleague systems:

- Continued to provide assistance to the Office of the Dean of Academic Affairs and academic department requests in matters connecting records and instructions such as program requirements

and catalog inquiries.

- Continued to code the degree audit in the Colleague system of the 2020-2022 Academic catalog program requirements. Update - Have yet completed this.
- Continued to provide assistance in correcting and updating of program requirements in system for the Financial Aid student batching process.
- All received record requests by both students and faculty (data change, grade changes, etc.) were data entered in the system.

**FILING Project**

- Revisited our records management plan to assess all historical files in the Records Archive Room. Implemented plan in phases as to include using assigned student ids after entries of historical records in Colleague. IN PROGRESS.

| | **2021SP** |
|---|---|
| **AA Degree Program** | |
| Liberal Arts | 19 |
| Art | |
| Emphasis in Visual Art | 1 |
| Education | |
| Emphasis in Elementary Education | 6 |
| Human Service | |
| Emphasis in Human Services | 4 |
| Pre-Law | |
| Emphasis in Pre-Law | 1 |
| ***Marine Science*** | |
| Music | |
| Emphasis in Music | |
| Political Science | |
| Emphasis in Political Science | 1 |
| Emphasis in Samoan Studies | |
| Samoan Studies | |
| **Subtotal** | |
| **AS Degree Program** | |

| | | | | |
|---|---|---|---|---|
| Accounting | 5 | | | |
| Agribusiness | 1 | | | |
| Architectural Drafting | 1 | | | |
| Automotive Body Repair | | | | |
| AutoMechanics | | | | |
| Automotive Technology | 4 | | | |
| Civil Engineering Technology | 5 | | | |
| Criminal Justice | 3 | | | |
| Computer Technical Support | | | | |
| Electrical Technology | | | | |
| Electronics | | | | |
| Forensic Science | | | | |
| General Agriculture | 1 | | | |
| Health Science | 5 | | | |
| Business Management | 6 | | | |
| Natural Resources | | | | |
| Nursing | | | | |
| Marine Science | 1 | | | |
| Family and Consumer Science | | | | |
| Office Admin & Techn | | | | |
| Welding | | | | |
| Public Admin. | | | | |
| **Subtotal** | | | | |
| **Certificate program** | | | | |
| Cert. Architectural Drafting | | | | |
| Cert. Guidance and Counseling | | | | |
| Cert. Civil Engineering Techn. | | | | |
| Cert. in Elementary Education | | | | |
| Cert. Electrical Technology | | | | |

| | | | | |
|---|---|---|---|---|
| Practical Nursing | | | | |
| Public Health | | | | |
| Accounting | | | | |
| Business Management | | | | |
| Marine Option Program | | | | |
| Information Communication Technology | | | | |
| Cert. ICT - Electronic Office Option | | | | |
| Cert. in Electronics Computer System | | | | |
| Cert. in Advanced Automotive Technology | | | | |
| Cert. in Basic Automotive Technology | | | | |
| **Subtotal** | | | | |
| **Bachelor of Education, Elementary Ed.** | | | | |
| | 8 | | | |
| | | | | |
| **Number of DEGREES Conferred** | **72** | | | |
| **Number of GRADUATES** | **71** | | | |
| | | | | |
| **Double/Triple Degrees** | | | | |
| (counted in above totals) | | | | |
| Criminal Justice/Emphasis in Pre-Law | | | | |
| AS Auto. Tech/Cert.Advanced Auto. Tech/Basic Auto Tech. | | | | |
| Cert.Advanced Auto. Tech/Basic Auto Tech. | | | | |
| Accounting/Business Management | | | | |

| | | | | | |
|---|---|---|---|---|---|
| | Business Mgmt./Cert. Business Mgmt. | | | | |
| | Accounting/Cert. Business Mgmt. | | | | |
| | Accounting/Agribusiness | | | | |
| | Electrical Tech./Cert. Electrical Tech. | | | | |
| | Liberal Arts/Accounting | | | | |
| | Liberal Arts/Architectural Drafting | | | | |
| | Liberal Arts/Art | | | | |
| | Liberal Arts/Pre-Law | | | | |
| | Liberal Arts/Emphasis in Pre-Law | | | | |
| | Liberal Arts/Music | | | | |
| | Liberal Arts/Accounting/Architectural Drafting | | | | |
| | Liberal Arts/Accounting/Management | | | | |
| | Liberal Arts/Human Service | | | | |
| | Liberal Arts/Emphasis in Human Services | 1 | | | |
| | Liberal Arts/Emphasis in Poli. Sci./Pre-Law | | | | |
| | Liberal Arts/Marine Science | | | | |
| | Liberal Arts/Education | | | | |
| | Liberal Arts/Emphasis in Elem. Education | | | | |
| | Liberal Arts/Emphasis in Political Science | | | | |
| | Liberal Arts/Political Science | | | | |
| | Liberal Arts/Health Science | | | | |
| | Liberal Arts/Emphasis in Samoan Studies | | | | |
| | Liberal Arts/Criminal | | | | |

| | |
|---|---|
| Justice/Pre-Law | |
| Liberal Arts/CT - Practical Nursing | |
| BEd/Liberal Arts | |
| Civil Eng. Tech/Cert Civil Eng. Tech | |
| Public Admin/Cert. Public Admin. | |
| Architectural Drafting/Electronics | |
| Art/Architectural Drafting | |
| Art/Human Service | |
| AA Art/BEd in Elementary Education | |
| General Agr/Natural Resources | |
| Health Science/CT- Practical Nursing | |
| Pre-Law/Political Sci. | |
| Pre-Law/Criminal Justice | |
| Electronics/Automotive Mechanics | |
| Education/BEd | |
| Emphasis in Elementary Ed./Emphasis in Sam. Studies | |
| Emphasis in Pre-Law/Emphasis in Samoan Studies | |
| **Total Students** | |
| | |
| **Other** | |
| **Honors Graduates** | **15** |
| **Phi Theta Kappa** | **12** |

| | | |
|---|---|---|
| **Student Government Association**<br>-"You don't just teach, you INSPIRE!" In collaboration with the Phi Theta Kappa Society, we put together cups with goodies for all the faculty members in honor of Teachers Appreciation Week. The ASCC Fine Arts Department hosted a live concert to celebrate our ASCC Teachers. At the end of this event, the PTK & SGA members presented the goodies to the faculty.<br>-To start off the finals week, the SGA ordered 200 cinnamon rolls and 150 boiled eggs to be served with coffee/tea/cocoa for our ASCC students. We had a total of 172 students/faculty/staff members sign in and received free breakfast.<br>-Every semester, the SGA has a banquet to receive awards and gifts. These awards are presented by the Dean of Student Services to show appreciation for our SGA members who have worked hard throughout the semester. A total of 17 out of 20 SGA members attended this banquet.<br>-Out of the 71 graduates, 8 of those graduates were SGA members. Each of the SGA graduate were able to receive a certificate of recognition, a stole, a trophy, a medallion and a fresh flower lei. In addition, the Dean of Student Services award for outstanding performance was presented to Miss Rachelle Toleafoa.<br>-This is the third admissions night hosted by the Admissions office. However, it is the first time the SGA was invited to participate in this event. As part of this event, the SGA was able to attend and assist with set up and the surveys throughout the night. | | |

## 7. DOSS possesses a combined Standard Operations Procedures (SOP) Manual[1] which is reviewed every year for improvement[2] to efficiently and regularly serve ASCC stakeholders[3].

| Activities: | Challenges: | Recommendations: | Plans: |
|---|---|---|---|
| **LIBRARY**<br>Similar to above #1 activities, the activities here and achievements, or their completions, below are specific library services activities that are guided by library SOPs[1] that are were formerly reviewed bi-weekly but now monthly[2] to identify STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND THREATS (S.W.O.T.) to best serve our students and all stakeholders[3]. | | **LIBRARY**<br>Maintain library mission readiness status despite cost containment measures. | **LIBRARY**<br>-Continue activity practice (here, it is also professional development because it is a continuous practice. This is a continuous part of what we do every work day) in all areas of services;<br>-Library services have to be sustained and maintained every work day to best serve students' informational needs as well as program, divisional, and college missions. |
| **Achievements:** Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement. | | **Divisional Outcome Addressed:** | **Institutional Priorities:** Please indicate the Institutional Priorities to which the achievement(s) listed below. Please |

| | | check mark all that apply. |
|---|---|---|
| LIBRARY<br>1>Circulation Desk [Jeanette Tuiletoa and Robinson Choo 1st Floor]:<br>Daily Head Count Total: 1,082<br>New Library Cards: 2/ Circulation Statistics (Borrowed Materials): 0<br>Circulation Statistics (Borrowed Materials): 5<br>2> Reference Desk [Diana Pereira 1st Floor]:<br>Computer Usage: 402/Assignment: 5/Email: 44/Moodle: 9/Print: 194/Research: 18/Typing: 132<br>***Student Program Represented:*** 32 Accounting; 8 Architectural Drafting; 7 Automotive tech.; 2 Auto Body Repair; 23 Business Management; 4 Civil Engineering; 2 Community Members; 35 Criminal Justice; 63 Elementary Education; 2 General Agriculture; 6 Health Science; 5 Human Services; 144 Liberal Arts; 7 Marine Science; 2 Music; 37 Nursing; 6 Political Science; 12 Pre-Law; 1 Samoan Studies and 4 Visual Arts.<br><br>OPAC- Scanned Flash-drives and Library Tour totals are not included in Computer Usage<br>*OPAC & Scanned Flash drive totals below are not included in above Computer Usage<br>OPAC: 27/ Scanned Flash drives: 0<br><br>Colored Printer Student Usage: 31 Patrons; Total No. Pages: 178<br>No. Student Represented: 2 Accounting (28 Pgs.); 1 Auto (16pgs); 2 Business Management (27pgs); 1 Civil Engineering (9pgs); 2 Elementary Education (8pgs): 5 Health Science (24pgs); 2 Human Services (3pgs); 11 Liberal Arts (36pgs); 3 Nursing(19pgs); 2 Pre-Law (8pgs).<br><br>3> Special Collections: Samoa and Pacific Island Nations Collection [Pauline Toluao]:Student use count: 0/ *Selected topics:* 0/ *Student program represented:* 0<br>4> General Collections: [Emma L. Ailolo, 2nd Floor]<br>Computer usage:5/Typing: 3/Fafsa: 0/Moodle: 0/Research: 1/Email:1/Print: 0/OPAC: 12 (Not included in Computer usage)/Flash drive / Scan: 0/*Student program represented:* 4 Liberal Arts; 1 Natural Resources<br><br>5> Education Resource Center (ERC) Room [Sujaniah Reed 2nd Floor]:<br>Computer usage: 1/Assignments: 0/Research: 0/Typing: 1/Email: 0/Print: 0<br>Student program represented: 1 Criminal Justice | | |

***3.*** Students are aware of[1], and participate in the various support services[2] offered by DOSS[3] contributing to their educational pathways[4] to success[5].

| Activities: | Challenges: | Recommendations: | Plans: |
|---|---|---|---|

| | | | |
|---|---|---|---|
| Here the facts/evidence show the "Daily Head Count Total" for May 2021 is **1082** * visits. | **LIBRARY**<br>-Lack of funding for listed respective activities below due to current ASG-ASCC cost containment measures.<br>Reasonably foreseeable and unforeseeable situations, *ongoing challenge, previously reported.* | **LIBRARY**<br>Maintain library mission readiness status despite cost containment measures. | **LIBRARY**<br>-Continue activity practice (here, it is also professional development because it is a continuous practice. This is a continuous part of what we do every work day) in all areas of services.<br>-Library services have to be sustained and maintained every work day to best serve students' informational needs as well as program, divisional, and college missions. |
| **Achievements:** Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement. | | **Divisional Outcome Addressed:** | **Institutional Priorities:** Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply. |
| | | | |

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

| Activities: | Challenges: | Recommendations: | Plans: |
|---|---|---|---|
| **LIBRARY**<br>Here, student need to provide required information and supporting documents, including picture identification if requesting new library card or to show current library card to access library computer, printing, and circulation services (indicated in #2 and #3 above).<br>Further, if collection material (i.e. book) were checked out by student, student is responsible to timely check them back in and pay for any | **LIBRARY**<br>Reasonably foreseeable and unforeseeable situations. | LIBRARY<br>Continued timely closing of "Borrowed Materials" deadline at the end of each semester term. And if need be, reconciling and generating the list of students owing outstanding fees to the | **LIBRARY**<br>Continued timely closing of "Borrowed Materials" deadline at the end of each semester term. And if need be, reconciling and generating the list of students owing outstanding fees to the library. Students on list are to be contacted first as a matter of courtesy |

| | | | |
|---|---|---|---|
| outstanding book fee, if any, on their library account by the end of each semester term, OR student will risk being unable to enroll for classes in any future | | library. Students on list are to be contacted first as a matter of courtesy service to let them know or be made aware of owed fees, and for student to make proper payment arrangement to settle his/her due fee. *Absent owing student making arrangement, his/her name is then submitted to Records Office at the end of the semester term to immediately flag or bar future class enrollment until owed fee is paid directly to the library.*<br><br>Note: Library's SOPs on Borrowed Materials. | service to let them know or be made aware of owed fees, and for student to make proper payment arrangement to settle his/her due fee. Absent owing student making arrangement, his/her name is then submitted to Records Office at the end of the semester term to immediately flag or bar future class enrollment until owed fee is paid directly to the library.<br><br>Note: Library's SOPs on Borrowed Materials. |
| **Achievements:** Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement. | | **Divisional Outcome Addressed:** | **Institutional Priorities:** Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply. |
| **LIBRARY**<br>Completion of all above indicated activities on each work day. | | | |

The Division of Student Services have to be sustained and maintained every work day to best serve students' informational needs as well as program, divisional, and college missions.

**Challenges** - Additional/Summary:

- Monthly Reports are not turned in on designated deadline, which make it difficult for Dean to compile and turn in the report on designated deadline, however all DOSS's service/offices reports must be received to reflect and be able to compile and address Activities, Challenges, Recommendations and Plans. The month of May was very busy with graduation preparations…
- Filling in vacancies for Admission – Administrative Assistant/Clerk, SSLS – Math Tutor, and Library – Cataloger;
  "Cataloger" vacant since Jan. 2021; PD Library Services (FA) is currently filling up required HR Forms.
- Attendance, Leaves (Military, Caregivers), etc.

- Bereavement Leave - Admission Officer, 6/16 – 7/26/21;
- Medical Referral – Admission Clerk, 6/21 – 8/20/21
- AL for Computer Lab Assistant, 6/22 – 28/21

- Vacancies:
  - Financial Aid Office FWS Coordinator resigned (LS) leaving an additional vacancy for the office – need to advertise and fill vacancy.
- Procurement Office:
  - Office chairs – still waiting for arrival on-island;
- Lack of funding for listed respective activities and materials due to current ASG-ASCC cost containment measures – i.e. Lunch for Summer Registration, however much appreciation for VP Leomiti for taking care of the last day's Summer Registration lunch, 6/11/21;
- Records Office and Financial Aid Office technology issues, i.e. upgrades on ColReporting, re Challenges as per respective services/office, making it very difficult to complete reports – re IPEDs and Financial Aid reports, etc.
  Blackbaud due to a crash in the server housing Blackbaud data…
  -Colreporting – the cornerstone for reporting statistical data is no longer supported by the current version of Colleague/Ellucian. Currently, an email was sent to the IO and cc'ing both VPs on the urgency of updating this reporting tool in preparations for upcoming IPEDS and enrollment reports. PENDING.
  -The Finance Office has requested data on the enrollment status (FT/PT) of all students in the 2020 Fall term. Due to the status of Colreporting, Records Office not able to provide the requested data, thus informed the Finance Officer on this - Records Office Challenges
  Note: MPC Computer Lab printer received and installed.

**Meetings**:

- DOSS Budget meeting, 5/3/21;
- Registration Committee Emergency meeting, 5/4/21;
- DOSS Leadership monthly meetings
- Core Curriculum Committee
- Registration Committee meeting –
- Priority Registration for Summer 2021 (Online), last day, 5/3-14/21
- Summer Registration, 6/9 – 11/21;
- Priority Registration for all students attending Summer 2021 and also those who have attended Spring 2021 (July 12 - 23, 2021 ; and
- Registration for NEW students for Fall 2021, 7/28-30/21
- -Graduation Committee meetings – 5/4/21, 5/14/21 (VPs, Deans, IE Director, HRO, MIS, Security Officer (Acting), Bookstore/Foundation Director, Records Officer (rep), PD Counselor, Admission Officer.

**Graduation preparations:**

- ASCC Graduation Commencement – Records Officer, Dean SS
- Invitations delivery to BHE, Faifeau, Keynote, Governor, ASG Scholarship Board Chairman
- Graduates pick up Regalia from Records Office – 5/18/21
- Photo ops for Graduates for the 74th ASCC Graduation Commencement Program Cover – 5/18/21
- Graduation Rehearsal – 5/19/21
- SGA Banquet at Paradise Pizza, 5/17/21
- Graduates Banquet/Awards at Jades Restaurant, 5/19/21

- 74th ASCC Graduation Commencement Ceremony, 5/21/21
    - Faifeau CCCAS
    - Keynote Lornalei Meredith-Fanene
    - 71 Prospective Graduates
    - 10 Off-Island graduates: 1.Ed.D, 4 Masters, 5 Bachelors

  *And so forth in preparation for the graduation including PA system, Tent rentals, 74th Graduation banners, stage/Lokeni + staff, decorations, ordering of lei/ulas, et cetera….

-President's Teacher Salary Reclassification, 5/7/21
- Interview for Financial Aid Officer, 5/14/21 ((MIS/GT, Financial Aid/JW, Finance Officer/EL, Records Officer representative/TF, Dean SS)
-Admission Night, 5/24/21
-Summer 2021 Placement Test (old version), 5/26-27/21
-ZOOM- with REL, 5/7/21, 5/28/21

FAO Interview, 5/14/21
SGA Banquet at Paradise Pizza, 5/17/21;
Graduation banquet at Jade's Restaurant, 5/19/21
Admission Night, 5/24/21;
Summer 2021 Placement Test, 5/26/21

**Updates and Upcoming Plans for June 2021:**
Financial Aid Officer filled, officially started 6/14/2021 (ST);
Unofficial Enrollment for Summer term 2021: 933 students registered;
Grant Funding, 6/22/21 (President, Roy Fua, VPs, IO, FO, PD Library, Registrar-Records Officer);
Late Placement Test forSummer term, 6/4/21
Registration for Summer term, 6/9 – 11/21

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

**Mission: Agriculture, Community, and Natural Resources (ACNR)**:While honoring the Fa'a-Samoa(the Samoan Way), we will serve American Samoa's diverse community by providing research, extension, and educational programs in agriculture, natural resources and wellness to enhance the quality of life and to preserve our fragile ecosystem.In 1972, ASCC was designated as a Land Grant College as a result of an amendment to the Morrill-Nelso Act of 1862. In 1981, the ASCC Land Grant Program started serving the people of American Samoa in the areas of agriculture, family and consumer sciences, 4-H Youth Development, and Forestry. The three major components of ACNR are Instruction/Education, Research, and Extension.

**Outcome 1:**Strive to effectively provide quality and relevant Research Programs to the community
**Outcome 2:**Strive to effectively provide quality and relevant Extension Programs to the community.
**Outcome 3:**Strive to effectively provide quality Instructional Program to the community

| Outcome Statements: | Outcome Status: | Expectations: | Assessment and 2020 Goals: |
|---|---|---|---|
| **ACNR (1): EXTENSION <u>Agriculture and Aquaculture:</u>**Strive to effectively provide quality and relevant Extension Programs to the community | ☒ Ongoing Outcome | **<u>Extension: Agriculture and Aquaculture</u>**<br>**Annual Outcomes:**<br>• Number of farmers growing improved varieties of taro and sweet potatoes<br>• Number of farmers/clients growing improved vegetable cultivars.<br>• Number of pig farmers upgrading their stock.<br>• Number of pesticide applicators trained and certified.<br>• Number of farmers growing improved genetic stocks of tilapia.<br>• Number of farmers making their own tilapia feeds.<br>• Number of participants trained on Farm Safety<br>• Number of new aquaculture farmers<br>Percent of participants who acquired knowledge and | <u>April 15- May 15, 2021 Update</u>:<br>***<u>Distribution of taro and sweet potatoes:</u>***<br>• Distributed**760 different vegetable seedlings**to**22** interested farmers<br>• Sold 5 packets of seeds to **3 interested clients**<br>***<u>Staff Visitation & Offering Professional Assistance</u>***:<br>• Staff conducted **15 farm visitations** to give recommendations on improved farm practices and to follow up on proper planting of materials released.<br>• Staff assisted **45 clients** who called in for assistance (*request for planting materials, pests &diseases control, improved farming practices*) |

| | | | |
|---|---|---|---|
| | | followed safe food handling guidelines | and other agricultural related issues.<br>• Staff presented to **11 participants at the "Grace Home Care"** group on all Extension programs**.**<br>• Staff distributed **23 planting materials of disease-resistant varieties of bananas** and **180 taro planting materials** to a total of**6 interested clients/farmers.**<br>• Agriculture Extension Program Manager (AEPM) conducted the Pesticide Safety/Certification training attended by **5 applicators.**<br>• AEPM participated in a zoom meeting for the Pacific Islands PSEFMP project.<br>• AEPM with ASCC Media Specialist conducted a TV program on ASCC ACNR Agriculture Extension program mission and goals.<br>• AEPM and staff visited and presented to AS VA military office on a proposed vegetable garden project at their site in Tafuna.<br>• Field staff continued to multiply taro, banana, and vegetable seedlings to be distributed to interested clients, encouraging the community to grow their own food for food security.<br>• Staff continued to propagate and transplant varieties of vegetable seeds and seedlings to be distributed to clients and encourage them to plant their own vegetables. |

| | | | |
|---|---|---|---|
| | | | • Staff continued to manage on-station plots.<br><br>***<u>Achievement 1:</u>***<br>Distributed**760different vegetable seedlings**to**22** interested farmers. Farmers were educated on the benefits and importance of planting their own food & crops. Farmers always report that it is always a good feelingto harvest fresh produce from their own backyard and that it saves them money.The Extension office also continues to sell seeds of improved vegetable varieties at an affordable price to the public to encourage vegetable farming<br><br>***<u>Livestock Program: Piggery Unit</u>***<br><br>Piggery Inventory: **19 animals on hand**<br><br>• Staff visited pig farmers in Olosega and Manu'a and demonstrated how to apply Iron FE injection to young litters to pig farmers.<br>• Livestock Staff visited **10pig farmers** with recommendations and demonstration on management practices *(castration & Iron FE injection)* advice was given on proper feeding and nutrition.<br>• The Livestock staff continued to manage the pig demonstration unit including the daily feeding of animals twice, pest & disease control,cleaning pens, adding wood chips, turn compost pins, mowing and clearing the lawn, occasional |

| | | | |
|---|---|---|---|
| | | | water<br>pipe repair and other management practices.<br>• The Pig-demonstration unit continues to serve as a living laboratory for ASCC students interested in Agriculture.<br><br>***<u>Achievement 2:</u>***<br>The Livestock staff and Animal Specialist continued to serve and visit **10pig farmers** who seek immediate attention with health issues due to poor dieting and pen management. The pig farm owners were pleased with the assistance provided, and mentioned that they are grateful for our attentiveness in the early detection of disease and that their success of pig production is dependent on our help with recommendations on healthy pig management and care.<br><br>**<u>CSIAA Program: Aquaculture/Aquaponic</u>**<br>Continued tilapia-breeding program:<br><br>• **63 lbs.** tilapia feed produced at CSIAA feed lab<br>• **18 walk-in visitors** to CSIAA facility.<br>• Hosted Pava'ia'i Elementary field trip, **114 students**<br>• Hosted LeoneMidkiff Elementary (**80 students**)<br>• Gravel bed taro harvested – texture and flavor confirmed similar to taufusi taro in Aunu'u.<br>*Staff Achievement:*<br><br>o Kelley supported **American Samoa's first MATE ROV competition**<br>o Kelley **photographed flooding from King** |

| | | | |
|---|---|---|---|
| | | | **Tides**<br>o Kelley facilitated **a Marine Biology class lab on the ASG MV Segaula**<br>o Kelley provided **50 copies of the AS Tree Guide "La'au teuteu fanua o Amerika Samoa" to Land Grant instruction division**.<br>NPS funded learn to swim program and continued to teach 17 middle schoolers how to swim and snorkel, provide staff training on emergency response for in-water incidents led by NPSA.<br><br>***Achievement 3:***<br>Staff presented to **11 participants at the "Grace Home Care"** group on all Extension programs**.** They expressed their interest in starting a vegetable garden project, and have been referred to the FCS Sewing program agents. |
| **ACNR (2): EXTENSION: 4H Youth Program:**Strive to effectively provide quality and relevant Extension Programs to the community | ☒ Ongoing Outcome | **Extension: 4-H Youth Development:**<br>**Annual Outcomes:**<br>• Number of youths who increase knowledge of life skills concepts and practices.<br>• Number of youths who were able to acquire knowledge for positive self-development<br>• Number of participants who developed new life skills due to all the Program activities.<br>• Number of program participants who have improved parent and children relationship through educational and recreational activities. | April 15- May 15, 2021 Update::<br><br>***Youth Consumer Classes/Life Skills/ Youth Self-Development/New Life Skills:***<br><br>The 4-H Staff conducted "elei" hands on activities and tours of ACNR facilities to **230 students from Pava'ia'i Elementary Level 2 and 3.**<br><br>• The 4-H staff assisted with the tour from more than **100 Leone Midkiff students**<br><br>• The 4-H BCT In School Club from Nu'uuli VO-TECH was represented by its member at the Island Wide Trades Fair. |

| | | | |
|---|---|---|---|
| | | | • 4-H conducted an Empowerment workshop on Good Friday for the 130 youth participants for the Aoloau Spring Camp.<br><br>***Achievement 1:***<br><br>The '**Back to School' Program (BTSP) '4-H In-School Club'** final projects were displayed at the School and the Island Trade Fair. All of the items were sold to the public. The profit made will be used to purchase more materials and equipment for their future projects. 4-H leader and educator Kenneth Jargon with 25 youth members represented the BCTC 4-H Club and were able to present skills through the completed work. The goal is for the youth to develop the skills they need to launch rewarding careers in the STEAM field<br><br>. |
| **ACNR (3): EXTENSION** **Family and Consumer Sciences (EFNEP):** Strive to effectively provide quality and relevant Extension Programs to the community | ☒ Ongoing Outcome | ***Extension: Family and Consumer Science:***:<br><br>**Annual Outcomes:**<br>• Percent of participants who acquired knowledge and followed safe food handling guidelines<br>• Number of participants that prepared healthier foods utilizing locally grown & harvested food<br>• Number of participants that increased participation in physical activities and exercises<br>Number of participants who acquired knowledge and skills through program lessons | April 15- May 15, 2021 Update::<br><br>***Family Consumer Science Expert Training:***<br>• Family Consumer Science Agents completed two FCS Basic Sewing workshops:<br><br>• Family Consumer Science Agents continue to conduct **2 FCS Basic Sewing workshops** to **12 ECE Parents and 6 Staff participants** as well as **15 CCCAS Aoloau Women's Fellowship Group**. Preparations & plans forthcoming for Closing ceremonies month of May 2021.<br><br>. |

| | | | |
|---|---|---|---|
| | | | ***Nutrition and Food Safety Outreach:***<br><br>• EFNEP paraprofessionals conducted and completed Nutrition, Food Safety Outreach-Food Cooking demonstrations to **407 DHS-ASNAP Food Stamp Clients** 1st week of Food Stamp Program.<br>Nutrition Food Safety lessons: "Importance of choosing a variety of foods" "Sanitation, Food Safe"<br>Food Demonstration: Zesty Corned Beef and Veggies<br>• EFNEP paraprofessionals conducted and completed Nutrition, Food Safety Outreach-Food Cooking demonstrations to **167 Food Stamp clients** at participating vendors-retailers. 2nd week of Food Stamp Program.<br>Nutrition Food Safety lessons: "Healthy Choices" Food Safety- Four Safety CDC messages: "Covering your cough, coughing and sneezing in to your sleeve, wearing a mask and washing your hands often.<br>Food Demonstration: Suafa'i<br><br>• Reviewed 31 EFNEP participants-clients- 24 Hour Food Recalls a Behavior checklist to WEBNEERS data entry/Reporting system.<br><br>• EFNEP staff conducted Nutrition & Food Safety workshop to **100 Leone Midkiff Level 3 students and 3 teachers** during Leone Midkiff Tour<br>**Demonstration:** Moegalo<br><br>• Submitted EFNEP 'Scope of Work' by |

| | | | |
|---|---|---|---|
| | | | paraprofessionals (services rendered to DHSS – ASNAP Food Stamp clients to ASCC-CFO for ASG – Procurement purposes.<br>• Submitted FCS & EFNEP's contributions towards the 2020 Accomplishment Report to USDA-NIFA<br>• Attended ACNR's Extension meeting to finalize responses to NIFA Civil Rights compliance review findings.<br><br>**Wellness Center (Community Nutritionist)**<br><br>• Attended day one of the 2021 American Samoa Science Fair and judged science projects of K-5 elementary students who were in the chemistry category.<br>• Attended a CHL-Center Program Steering Meeting Zoom teleconference call. Received updates on recently submitted CHL Food System SAS grant and updates regarding the recently completed CHL-Center Food Cost Surveys that were completed in March.<br>• Continued teaching various nutrition topics to 22 students enrolled in ASCCs NUT-150 Nutrition course. Graded homework assignments, began grading term papers, administered exam #2 and began grading exam #2<br>• Continued working with ACNRs Director and Media Specialist to complete a language access plan to be in compliance with the NIFA civil rights review findings. |

| | | | |
|---|---|---|---|
| | | | • Worked with two EFNEP agents and provided a sugar shocker drink demonstration/educational session to 17 students at the Leone High School Chapter of HOSA – Future Health Professionals. Gave the science teacher who invited ACNR a THINK B4U DRINK Sugar Shocker Drink Display Board for her to use during her science classes.<br>• Leone Midkiff Elementary School (Level 3) visited ACNR Land Grant. Provided a short physical fitness activity with students, teachers, and attending parents.<br>• Community Members from the Parents of Children with Special Needs (PCSN) Network continued to use the ACNR Wellness Center Exercise Lab every Wednesday morning as part of their goal to stay physically active.<br>• A partnership with the ASCC Samoan Studies Department was developed, implemented, and continued three days a week throughout most of April as part of the Governor's "*Wellness Hour Initiative.*"<br>• Worked with two different ASCC physical education classes (PE Aerobics & PE Weightlifting). Students were oriented to the ACNR Wellness Center Exercise Lab, various workouts were held, and weigh-ins were conducted to measure the progression made by the students.<br>• New partnership made with a group six Leone High School students who are preparing for the upcoming football season.<br><br>***Achievement 1:*** |

| | | | |
|---|---|---|---|
| | | | • EFNEP/FCS Agents served a total of **713 food stamp recipients, students, Sewing groups and outreach participan**ts. As a result, they acquired knowledge in healthy food choices, food groups, food budgeting, saving money on sewing materials, and planning nutritious & balanced meals. Also, participants were reminded of importance of hand washing and wearing masks, especially at the Covid-19 pandemic. |
| **ACNR (4): EXTENSION**<br>**Forestry Program:**Strive to effectively provide quality and relevant Extension Programs to the community | ☒ Ongoing Outcome | ***Extension- Forestry Program***<br>**Annual Outcomes:**<br>• Number Improved watersheds and coastal areas<br>• Number of Forest Stewardship Plans<br>• Propagation and distribution of fruit trees<br>• Number of Invasive plant management plans | April 15- May 15, 2021 Update::<br>***Forestry Staff Tasks:***<br>• Maintained all Forestry Plots such as the Vetiver Grass Plot, Rain Garden Plot, Nature Trail, Forestry Greenhouse, and more.<br>• Continue with installation and construction of the new Forestry Greenhouse<br>• Assisted with the Island wide cleanup<br>• Prepare all supplies, travel, and arrangements for the implementation part of the LSR project.<br>• Attended the closing ceremony for the Manulele Rain Garden installation project.<br>***FHP Data***<br>• Controlled 200 Pulumamoe seedlings, 145 saplings, and 5 trees at the Maloata FHP project site. |

| | | | |
|---|---|---|---|
| | | | ***UCF Data***<br>• Conducted 7 Outreach presentations were conducted to 3 Schools, 2 Church, and 2 Village communities in celebration of Arbor Week. More than 100 students participated in the outreach presentations.<br>FSP Data<br>• Visited and assessed 2 landowners' forests<br>• Planted 49 Tipolo, 12 Sasalapa, and 21 Talie tres at a Landowners forested area in Vaitogi as the closing activity of Arbor Week.<br>***Greenhouse Data***<br>• Collected 21 Laga'ali seeds<br>• Propagated 21 Laga'ali seeds<br>• Transplanted 25 Foxtail Palm seedlings<br>• Assisted a total of 5 customers and distributed 17 Tipolo, 6 Ifilele, 13 Sasalapa, 2 Poumuli, 11 Talie, 4 Malili, 2 Tava, and 3 Mango saplings.<br><br>***Achievement 1:***<br><br>• The Forestry Program hosted and celebrated the 2021 Arbor Week here in American Samoa. The program initiated the Arbor Week celebration with an outreach presentation ***at Kanana Fou High School (25 Senior students) and Elementary (32 students in Level 3 and 24 students in Level 4).***<br>• The DPS – Fire Bureau assisted with the presentations. The Forestry Program then hosted morning wave at Utulei, from |

| | | | |
|---|---|---|---|
| | | | 7:00am – 8:00am, in honor of Earth Day. Various agencies such as NPS, DMWR, AS-EPA, and others participated in this wave to promote and protect the environment.<br>• The Forestry Program then conducted an outreach presentation to a total of 48 students at Matafao Elementary, and another presentation to a total of 19 youth group participants at the Faga'itua Catholic Church.<br>• The Forestry Program also conducted an outreach to a total of 26 students at Aoa Elementary and 23 youth group participants from the Matu'u CCCAS Church. To complete the Arbor Week celebration, the Forestry Program, in collaboration with Finafinau, planted a total of 75 native and fruit trees in a Forestry clients land in the village of Vaitogi. The Forestry Program has successfully completed the 2021 Arbor Week celebration. |
| **ACNR (5)-Instruction**:Strive to effectively provide quality Instructional Program to the community. | ☒ Ongoing Outcome | *ACNR- Instruction:*<br>1. **Spring 2021** - ACNR Instruction begins teaching total 8 courses. Face to Face and Online session.<br><br>2. **Course Offerings Percentages:** | April 15- May 15, 2021 Update:<br><br>**Course Offerings and Scheduling**:<br>***Spring 2021 semester –***<br><br>**Teaching Methods**: |

a. 100%- Face to Face for ALL LABS

b. 67%- Face to Face for Lecture Courses

c. 33% - MOODLE online

3. Administering and management of USDA NIFA Grant (RIIA & DEG) – under guidelines of grant objectives

4. ACNR Spring 2021 Internship Program –**5 ACNR Students**

5. Student advising and mentoring

6. Maintenance & General Nursery of Fruits for Life Greenhouse; facilitating tours and greenhouse visits, outreach

7. Planning, implementation of revised schedule/work from home/changes in work hours in response to Coronavirus Pandemic preparations

- Preparation and teaching of 8 courses in Agriculture, Community & Natural Resources (ACNR) & Science:

**Completion of Certificates and Degrees**:

***Spring 2021 ACNR Faculty Course Schedule:***

| **Ionatana Fasavalu** | **Dr. Otto Hansell** | **Pauline McFall** |
|---|---|---|
| AGR 250<br>AGE 150<br>BIO 155 & Lab | AGR 100 II<br>BIO 181 & Lab | Staff Professional Development<br>PhD Nutrition at University of Hawaii, Manoa. |
| **Travis Flemington** | | |
| NUT 150 | | |

***Faculty Tasks:***

- Administering, managing, and supervision of Spring 2021 Internship programs y(**5 ACNR Students)**
  - **Sapoelatu Palemene**
  - **Fouaimalo Lelevaga**

| | | | |
|---|---|---|---|
| | | | ○ **Marie Sefo**<br>○ **Tiara So'otaga**<br>○ **Lefiu Tuia**<br><br>***Grants for Research and Professional Training:***<br>• USDA NIFA Grants (RIIA & DEG)<br>○ Management and administration of Resident Instruction (RI) and Distance Education (DE) grants<br>○ Prepare check request for staff development<br>• Fruits for Life Greenhouse<br>○ Maintenance & General Nursery – overseen by Ionatana Fasavalu and Greenhouse Technician – Eirenei Tesimale<br>○ School, Community & client visits<br>• Conduct maintenance & general nursery of Fruits for Life Greenhouse.<br><br>General supervision of interns in the general management of Piggery Unit by Otto Hansell.<br><br>***Achievement 1:***<br>**Department of Agriculture "Farm Fair 2021" -** Our ACNR students had the opportunity to visit and participate in the Farm Fair Event hosted by Department of Agriculture (April 15, 2021). Students were instructed to conduct a survey on crops that were displayed for customers and public. The survey included a tally of crops, fruits and |

| | | | |
|---|---|---|---|
| | | | plants brought in by various farmers. The students also had the opportunity to meet with Lt. Governor Talauega Ale and Director of Manu'a Government Office. They provided advise and motivated students to continue studying in the Agriculture and Natural Resources field, and also highlighted the importance of having future professionals and specialists to help develop and promote sustainable agriculture in American Samoa.<br><br>***Achievement 2:***<br>**Horticulture Class (AGR 250) Grafting Session -** Mr. Ionatana Fasavalu's AGR 250 (Intro to Horticulture) lab class had the opportunity to learn the process of grafting. Grafting is a horticultural technique used to join parts (tissues) from two or more plants so that they can continue to grow together as a single plant. This activity involved the grafting of two hibiscus plants of two different flower colors onto one plant. The AGR 250 course aims to expand students' knowledge of the various propagation methods available<br><br>***Achievement 3:***<br>**Former ACNR Students Experiences (Recovery of Matafao Mountain Trail)** Former ACNR graduates who are now employed as technicians at the National Park service recently shared their accomplishments and experiences with ACNR faculty, staff and students. A most recent accomplishment is the completion of one of their |

| | | | |
|---|---|---|---|
| | | | major projects which involved the recovery and restoration of the Matafao mountain trail. We are certainly proud of our former students and the example they are showing for current and future ACNR students.<br><br>***Achievement 4:***<br>**Virtual Presentation with Mia Comeros Project Title: "Catchment to sea connection: impacts of terrestrial run-off on benthic ecosystems and flow-on impacts to recruitment of reef fishes in American Samoa"** where ACNR students and faculty had the opportunity to listen and actively participate in a zoom presentation from Mia Comeros on April 29, 2021. The presentation was on the depth challenges on the marine ecosystem and how to save our marine wildlife. It also included information on the health and functions of the coastal reef ecosystem.<br><br>***Achievement 5:***<br>**Iakina High School Senior Recruits for ASCC -** ACNR Instruction Program representative Mrs. Eirenei Tofaeono and two ACNR students Mr. Elisha Meleisea and Tiara So'otaga participated and assisted the Student Service Admission office in their efforts to recruit highs school students to ASCC. The goal was to make students aware of the opportunities and programs at ASCC, to enhance |

| | | | |
|---|---|---|---|
| | | | their passion in different fields of study, and to encourage them to start their educational journey at ASCC for expanding to off-island colleges and universities. (30 Students and 1 Faculty)<br><br>***Achievement 6:***<br>**Leone Midkiff Level 3i Field Trip (April 23, 2021)** In a response to a request to further students' understanding of the life cycle of plants and animals, Leone Midkiff elementary students were given a guided tour of ACNR Land Grant facilities and compound. The tour included all greenhouses, the piggery unit and the Tilapia fish in the Aquaculture center. The tour included 70 students and 4 faculty<br><br>***Achievement 7:***<br>**Faga'itua High School Career Day (April 30, 2021)** The ACNR EFNEP, Forestry Team and Instruction program had the opportunity to participate and present at Faga'itua High School's career day 2021. Students learned about the different services and programs offered by ACNR Land Grant. Student inquiries included how to prepare for and what educational paths are needed for positions in ACNR fields and areas. |
| | | | |

| Outcome Statements: | Outcome Status: | Expectations: | Assessment and 2020 Goals: |
|---|---|---|---|
| **ACNR (6): <u>Research Programs:</u> Horticulture**<br>- Strive to effectively provide quality and relevant Research Programs to the community | ☒ Ongoing Outcome | **<u>ACNR- Research Programs- Horticulture</u>**<br>• Continue vegetable variety trials.<br>• Continue taro project.<br>• Assist entomology with LFA assessment/treatment.<br>• Work on greenhouse assembly.<br>• Work on food safety assignment.<br>• Work on Nutrient management plan for Fertilizer ban committee.<br>• Assist students with science fair projects | <u>April 15- May 15, 2021 Update</u>:<br><br>***<u>Research Program 1: Horticulture</u>***<br>• Hatch SAM 047, Taro project. Maintenance of taro plots, propagation of new varieties. Preparation of new areas for replanting. Harvest and taste testing of 135 new varieties. Replanted 20 selected varieties for further evaluation.<br>• Hatch SAM 049, Vegetable variety trials. Preparation of plots for trails. Completed okra variety trial. Planted grafted papaya trial to field. Planted seeds for grafted tomato trial.<br>• Assisted with little fire ant control work.<br>• Horticulture staff presented at Nu'uuli Vocational Technical High School Career Fair.<br>• Continued vegetable gardening project with Tafuna Elementary Special Education classes.<br>• Site visits to assist two hydroponic lettuce farmers.<br>• Assisted ASDOA with hydroponic project.<br>• Assisted ASDOC with their hydroponic demonstration.<br><br>***<u>Achievement 1:</u>***: Our okra variety trial identified varieties that perform well in American Samoa with minimal farm inputs. This is a vegetable not commonly grown locally but that has potential for commercial production. Next steps are to increase community and farmer awareness of health benefits, recipes/preparation, and to make seed available through ASCC-ACNR Agriculture Extension2 times, potentially doubling farmers profits. |

| | | | |
|---|---|---|---|
| | | | ***Entomology:***<br>• With assistance from Horticulture program completed treatment of little fire ant infested areas with insecticidal gel bait followed by granular bait on 17.7 acres in Pago Pago, Aoloau, and Tafeta. Bait efficacy assessments all four remaining treatment areas detected no little fire ants, indicating effectiveness of the baiting program.<br>• Continued maintaining colony of Pulvinaria scale insects for Pulvinaria biocontrol research project for Rose Atoll. ACNR is assisting US Fish and Wildlife Service to assess status of massive infestation of pisonia trees (*pu'a vai*) by an invasive scale insect there and investigate options for control of the invader. Began testing a new type of emergence cage for collecting parasitoids emerging from Pulvinaria. It's necessary to collect large numbers of parasitoids to ensure sufficient genetic diversity when starting the lab rearing.<br>• Assisted Tafeta gardener with breadfruit disease problem and advised Governor's and Lieutenant Governor's staff on dealing with honey bees nesting inside walls of both houses.<br><br>***Achievement 1***:Efficacy assessments found zero little fire ants at all four remaining treatment sites indicating the treatments have been effective. More intensive surveys will followthe problem will recur in American Samoa. |

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

**ACNR Mission Statement:**

"While honoring the *Fa'a-Samoa* (the Samoan Way), we will serve American Samoa's diverse community by providing research, extension and educational programs in agriculture, natural resources and wellness to enhance the quality of life and to preserve our fragile ecosystem."

| FY 2020 ACNR Outcome Statements: | Outcome Status: | Aligned College Priorities: |
|---|---|---|
| **Outcome 1:**Strive to effectively provide quality and relevant Research Programs to the community | ☒ ACNR Ongoing Outcome | ☒Maintenance<br>☒Reclassification<br>☒Professional Development<br>☒Community Outreach, Extension, and Research |
| **Outcome 2:**Strive to effectively provide quality and relevant Extension Programs to the community. | ☒ ACNR Ongoing Outcome | ☒Maintenance<br>☒Reclassification<br>☒Professional Development<br>☒Community Outreach, Extension, and Research |
| **Outcome 3:**Strive to effectively provide quality Instructional Program to the community. | ☒ ACNR Ongoing Outcome | ☒Maintenance<br>☒Reclassification<br>☒Professional Development<br>☒Community Outreach, Extension, and Research |

## ACNR (1): EXTENSION Agriculture and Aquaculture:

**Annual Outcomes:**

- Number of farmers growing improved varieties of taro and sweet potatoes
- Number of farmers/clients growing improved vegetable cultivars.
- Number of pig farmers upgrading their stock.
- 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
- Number of new aquaculture farmers
- Percent of participants who acquired knowledge and followed safe food handling guidelines

**Objectives:**

- To increase farm production and returns, and the well-being of rural farm life, while improving sustainability and protecting the environment and human health.
- To improve crop quality/crop security through pest and disease monitoring and genetic diversity.
- To increase production and marketing of livestock and farmed fish.
- To improve public understanding of agriculture, aquaculture, and marine science, including their impacts on the land and sea

| Activities: | Challenges: | Recommendations: | Plans: |
|---|---|---|---|
| • Distributed**760 different vegetable** | • Delays and difficulties with | • Need to work together with Procurement | • Continue to raise vegetable |

| | | | |
|---|---|---|---|
| **seedlings**to**22** interested farmers<br>• Staff conducted **15 farm visitations** to give recommendations on improved farm practices and to follow up on proper planting of materials released.<br>• Staff assisted **45 clients** who called in for assistance (*request for planting materials, pests & diseases control, improved farming practices*) and other agricultural related issues.<br>• Sold 5 packets of seeds to **3 interested clients**<br>• Staff presented to **11 participants at the "Grace Home Care"** group on all Extension programs**.**<br>• Staff distributed **23 planting materials of disease-resistant varieties of bananas** and **180 taro planting materials** to a total of **6 interested clients/farmers.**<br>• Agriculture Extension Program Manager (AEPM) conducted the Pesticide Safety/Certification training attended by **5 applicators.**<br>• AEPM participated in a zoom meeting for the Pacific Islands PSEFMP project.<br>• AEPM with ASCC Media Specialist conducted a TV program on ASCC ACNR Agriculture Extension program mission and goals.<br>• AEPM and staff visited and presented to AS VA military office on a proposed vegetable garden project at their site in Tafuna. | the procurement and Finance process<br>• Topsoil on Island is declining<br>• Water damaged ceiling in CSIAA feed labs | and Finance office to find ways to receive orders needed for programs in a timely manner.<br>• Continue to seek alternatives for topsoil.<br>• Need to fix damaged ceilings | seedlings to accommodate the need to encourage vegetable growing in the community<br>• Continue to assist with livestock breeding<br>• Continue to assist with educational tours and visits to Agriculture Field<br>• Continue to serve clients'/farmers' and recommend best agriculture practices.<br>• Continue to assist Tilapia Farmers with tilapia-breeding programs.<br>• Continue to host tours for Aquaculture and Aquaponics programs.<br>• Continue to conduct Pesticide Applicator Certification. |

| | | | |
|---|---|---|---|
| • Field staff continued to multiply taro, banana, and vegetable seedlings to be distributed to interested clients, encouraging the community to grow their own food for food security.<br>• Staff continued to propagate and transplant varieties of vegetable seeds and seedlings to be distributed to clients and encourage them to plant their own vegetables.<br>• Staff continued to manage on-station plots.<br><br><u>Livestock Program: Piggery Unit</u><br><br>Piggery Inventory**: 19 animals on hand**<br><br>• Staff visited pig farmers in Olosega and Manu'a and demonstrated how to apply Iron FE injection to young litters to pig farmers.<br>• Livestock Staff visited **10pig farmers** with recommendations and demonstration on management practices *(castration & Iron FE injection)* advice was given on proper feeding and nutrition.<br>• The Livestock staff continued to manage the pig demonstration unit including the daily feeding of animals twice, pest & disease control,cleaning pens, adding wood chips, turn compost pins, mowing and clearing the lawn, occasional water pipe repair and other management practices. | | | |

| | | | |
|---|---|---|---|
| • The Pig-demonstration unit continues to serve as a living laboratory for ASCC students interested in Agriculture.<br><br><u>CSIAA Program: Aquaculture/Aquaponic</u><br>Continued tilapia-breeding program:<br><br>• **63 lbs.** tilapia feed produced at CSIAA feed lab<br>• **18 walk-in visitors** to CSIAA facility.<br>• Hosted Pava'ia'i Elementary field trip, **114 students**<br>• Hosted LeoneMidkiff Elementary (**80 students**)<br>• Gravel bed taro harvested – texture and flavor confirmed similar to taufusi taro in Aunu'u.<br>• Kelley supported American Samoa's first MATE ROV competition<br>• Kelley photographed flooding from King Tides<br>• Kelley facilitated a Marine Biology class lab on the ASG MV Segaula<br>• Kelley provided 50 copies of the AS Tree Guide "La'au teuteu fanua o Amerika Samoa" to Land Grant instruction division.<br>• NPS funded learn to swim program and continued to teach 17 middle schoolers how to swim and snorkel, provide staff training on emergency response for in-water incidents led by NPSA. | | | |
| **Achievements:** Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement. | | **Divisional Outcomes:** Please indicate the Divisional Outcome(s) that pertain to the achievement(s) listed below. Please check mark all that apply. | **Institutional Priorities:** Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply. |

| | | |
|---|---|---|
| *Achievement 1:*<br>Distributed**760different vegetable seedlings**to**22** interested farmers. Farmers were educated on the benefits and importance of planting their own food & crops. Farmers always report that it is always a good feelingto harvest fresh produce from their own backyard and that it saves them money.The Extension office also continues to sell seeds of improved vegetable varieties at an affordable price to the public to encourage vegetable farming. | ☐**ACNR Outcome 1**<br>☒**ACNR Outcome 2**<br>☐**ACNR Outcome 3** | ☐Maintenance<br>☐Reclassification<br>☐Professional Development<br>☒Community Outreach, Extension, and Research<br>☐Not Applicable |
| *Achievement 2:*<br>The Livestock staff and Animal Specialist continued to serve and visit **10pig farmers** who seek immediate attention with health issues due to poor dieting and pen management. The pig farm owners were pleased with the assistance provided, and mentioned that they are grateful for our attentiveness in the early detection of disease and that their success of pig production is dependent on our help with recommendations on healthy pig management and care. | ☐**ACNR Outcome 1**<br>☒**ACNR Outcome 2**<br>☐**ACNR Outcome 3** | ☐Maintenance<br>☐Reclassification<br>☐Professional Development<br>☒Community Outreach, Extension, and Research<br>☐Not Applicable |
| Achievement 3:<br>Staff presented to **11 participants at the "Grace Home Care"** group on all Extension programs**.** They expressed their interest in starting a vegetable garden project, and have been referred to the FCS Sewing program agents. | ☐**ACNR Outcome 1**<br>☒**ACNR Outcome 2**<br>☐**ACNR Outcome 3** | ☐Maintenance<br>☐Reclassification<br>☐Professional Development<br>☒Community Outreach, Extension, and Research<br>☐Not Applicable |

## ACNR (2): EXTENSION <u>4H Youth Program:</u>

| | |
|---|---|
| **Annual Outcomes:**<br>• Number of youth members who increase knowledge of life skills concepts and practices.<br>• Number of youth members who were able to acquire knowledge for positive self-development<br>• Number of participants who developed new life skills due to all the Program activities.<br>• Number of program participants who have improved parent and children relationship through educational and recreational activities. | **Objectives:**<br>• To empower the youth of American Samoa by providing training of life skills through Outreach and community workshops.<br>• To educate the public, organizations and parents on the 4-H program.<br>• To identify and provide life skills, citizenship and training for the youth-at-risk in American Samoa through |

| | | | |
|---|---|---|---|
| | | Outreach workshops and collaboration with partners and other agencies.<br>• Empower and enhance youth development through training in workshops through demonstrations & hands-on activities | |
| **Activities:** | **Challenges:** | **Recommendations:** | **Plans:** |
| The 4-H Staff conducted "elei" hands on activities and tours of ACNR facilities to **230 students from Pava'ia'i Elementary Level 2 and 3.**<br>• The 4-H staff assisted with the tour from more than **100 Leone Midkiff students**<br>• The 4-H BCT In School Club from Nu'uuli VO-TECH was represented by its member at the Island Wide Trades Fair.<br>• 4-H conducted an Empowerment workshop on Good Friday for the 130 youth participants for the Aoloau Spring Camp.<br>• | • Delays and difficulties in the procurement and Finance process | • Need to expedite the procurement and Finance process | • Continue to educate and increase community awareness on the 4-H youth programs, and how workshops and activities can empower youths in the community.<br>• Work on reviving the 4-H Foundation to help support and assist the 4-H clubs financially.<br>• Continue creating networks of people, organizations, and other resources to help support the 4-H programs in the community.<br>Continue recruiting parents and volunteers |
| **Achievements:** Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement. | | **Divisional Outcomes:** Please indicate the Divisional Outcome(s) that pertain to the achievement(s) listed below. Please check mark all that apply. | **Institutional Priorities:** Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply. |

| | | |
|---|---|---|
| Achievement 1: The '**Back to School' Program (BTSP) '4-H In-School Club'** final projects were displayed at the School and the Island Trade Fair. All of the items were sold to the public. The profit made will be used to purchase more materials and equipment for their future projects. 4-H leader and educator Kenneth Jargon with 25 youth members represented the BCTC 4-H Club and were able to present skills through the completed work. The goal is for the youth to develop the skills they need to launch rewarding careers in the STEAM field | ☐**ACNR Outcome 1**<br>☒**ACNR Outcome 2**<br>☒**ACNR Outcome 3** | ☐Maintenance<br>☐Reclassification<br>☐Professional Development<br>☒Community Outreach, Extension, and Research<br>☐Not Applicable |
| | | |

## ACNR (3): EXTENSION Family and Consumer Sciences& (EFNEP):

| | |
|---|---|
| **Annual Outcomes:**<br>• Percent of participants who acquired knowledge and followed safe food handling guidelines<br>• Number of participants that prepared healthier foods utilizing locally grown & harvested food<br>• Number of participants that increased participation in physical activities and exercises<br>• Number of participants who acquired knowledge and skills through program lessons | **Objectives:**<br>• To provide Family Consumer Science (FCS) Education for Home-makers<br>• To provide Sewing Lessons for community groups<br>• To provide Basic Nutrition, Food Safety and Food cooking lessons and demonstrations for limited-resourced families and youth. |

| Activities: | Challenges: | Recommendations: | Plans: |
|---|---|---|---|
| • Family Consumer Science Agents continue to conduct **2 FCS Basic Sewing workshops** to **12 ECE Parents and 6 Staff participants** as well as **15 CCCAS Aoloau Women's** | • Delays and difficulties in the procurement and Finance process<br>• | • Have 5' x 6' health communication posters hung up in the Wellness Center Exercise Lab<br>• Have health survey' questionnaires | • Follow-up with one of ACNRs handymen to hang health communication on of |

| | | | |
|---|---|---|---|
| **Fellowship Group**. Preparations & plans forthcoming for Closing ceremonies month of May 2021.<br>• EFNEP paraprofessionals conducted and completed Nutrition, Food Safety Outreach-Food Cooking demonstrations to **407 DHS-ASNAP Food Stamp Clients** 1st week of Food Stamp Program.<br>Nutrition Food Safety lessons: "Importance of choosing a variety of foods" "Sanitation, Food Safe"<br>Food Demonstration: Zesty Corned Beef and Veggies<br>• EFNEP paraprofessionals conducted and completed Nutrition, Food Safety Outreach-Food Cooking demonstrations to **167 Food Stamp clients** at participating vendors-retailers. 2nd week of Food Stamp Program.<br>Nutrition Food Safety lessons: "Healthy Choices" Food Safety- Four Safety CDC messages: "Covering your cough, coughing and sneezing in to your sleeve, wearing a mask and washing your hands often.<br>Food Demonstration: Suafa'i<br>• Reviewed 31 EFNEP participants-clients- 24 Hour Food Recalls a Behavior checklist to WEBNEERS data entry/Reporting system.<br>• EFNEP staff conducted Nutrition & Food Safety workshop to **100 Leone Midkiff Level 3 students and 3 teachers** during Leone Midkiff Tour<br>**Demonstration:** Moegalo<br>• Submitted EFNEP 'Scope of Work' by paraprofessionals (services rendered to DHSS – ASNAP Food Stamp clients to ASCC-CFO for ASG – Procurement purposes.<br>• Submitted FCS & EFNEP's contributions towards the 2020 Accomplishment Report to USDA-NIFA<br>• Attended ACNR's Extension meeting to finalize responses to | | completed by employees at both Territorial Bank of American Samoa locations.<br>Follow-up with ACNRs Media Specialist to have the *Wash Hands After Leaving Animal Exhibits* poster updated once translation review is complete. | the walls in the Wellness Center Exercise Lab.<br>• Follow-up with community partner at the Territorial Bank of American Samoa regarding the questionnaire surveys related to the*THINK B4U DRINK / IS THIS TOO MUCH SUGAR*? Educational display materials that were put on display at both banks.<br>• Continue promoting locally grown & harvested food to community members.<br>• Continue promoting healthy lifestyle behaviors to community members.<br>Continue modeling and teaching healthy behavior choices to community members. |

| | | | |
|---|---|---|---|
| NIFA Civil Rights compliance review findings.<br><br>**<u>Wellness Center (Community Nutritionist)</u>**<br><br>• Attended day one of the 2021 American Samoa Science Fair and judged science projects of K-5 elementary students who were in the chemistry category.<br>• Attended a CHL-Center Program Steering Meeting Zoom teleconference call. Received updates on recently submitted CHL Food System SAS grant and updates regarding the recently completed CHL-Center Food Cost Surveys that were completed in March.<br>• Continued teaching various nutrition topics to 22 students enrolled in ASCCs NUT-150 Nutrition course. Graded homework assignments, began grading term papers, administered exam #2 and began grading exam #2<br>• Continued working with ACNRs Director and Media Specialist to complete a language access plan to be in compliance with the NIFA civil rights review findings.<br>• Worked with two EFNEP agents and provided a sugar shocker drink demonstration/educational session to 17 students at the Leone High School Chapter of HOSA – Future Health Professionals. Gave the science teacher who invited ACNR a THINK B4U DRINK Sugar Shocker Drink Display Board for her to use during her science classes.<br>• Leone Midkiff Elementary School (Level 3) visited ACNR Land Grant. Provided a short physical fitness activity with students, teachers, and attending parents.<br>• Community Members from the Parents of Children with Special Needs (PCSN) Network continued to use the ACNR Wellness Center Exercise Lab every Wednesday morning as part of their goal to stay physically active.<br>• A partnership with the ASCC Samoan Studies Department was developed, implemented, and continued three days a | | | |

| | | | |
|---|---|---|---|
| week throughout most of April as part of the Governor's "*Wellness Hour Initiative.*"<br>• Worked with two different ASCC physical education classes (PE Aerobics & PE Weightlifting). Students were oriented to the ACNR Wellness Center Exercise Lab, various workouts were held, and weigh-ins were conducted to measure the progression made by the students.<br>• New partnership made with a group six Leone High School students who are preparing for the upcoming football season. | | | |
| **Achievements:** Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement. | | **Divisional Outcomes:** Please indicate the Divisional Outcome(s) that pertain to the achievement(s) listed below. Please check mark allthat apply. | **Institutional Priorities:** Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply. |
| *Achievement 1:* EFNEP/FCS Agents served a total of **713 food stamp recipients, students, Sewing groups and outreach participan**ts. As a result, they acquired knowledge in healthy food choices, food groups, food budgeting, saving money on sewing materials, and planning nutritious & balanced meals. Also, participants were reminded of importance of hand washing and wearing masks, especially at the Covid-19 pandemic. | | ☐**ACNR Outcome 1**<br>☒**ACNR Outcome 2**<br>☒**ACNR Outcome 3** | ☐Maintenance<br>☐Reclassification<br>☐Professional Development<br>☒Community Outreach, Extension, and Research<br>☐Not Applicable |

## ACNR (4): EXTENSION Forestry Program:

| | |
|---|---|
| **Annual Outcomes:**<br>• Number Improved watersheds and coastal areas<br>• Number of Forest Stewardship Plans<br>• Propagation and distribution of fruit trees<br>• Number of Invasive plant management plans | **Objectives:**<br>• Collaborate with other Forestry Programs in conducting conservation education activities, site visits, implementation efforts and recommendations for FSP landowners<br>• Plant more trees to lessen the impact of climate change and to improve the sustainability of energy for the community's well- |

| | |
|---|---|
| | being.<br>• Increase and conduct more tree presentations and demonstrations to help educate the community to identify, conserve, and protect forests and other open spaces from potential forest threats such as climate change, urban development, forest fire, insects, pest and diseases, invasive plant and animal species, water quality and energy.<br>• Support local community with the planning and implementation of community beautification, costal stabilization, traditional forestry practices, and sustainable use of natural resources.<br>• Provides the leadership in forestry education, management of forests and tree resources, with respect to the culture and environment of American Samoa. |

| Activities: | Challenges: | Recommendations: | Plans: |
|---|---|---|---|
| • Maintained all Forestry Plots such as the Vetiver Grass Plot, Rain Garden Plot, Nature Trail, Forestry Greenhouse, and more.<br>• Continue with installation and construction of the new Forestry Greenhouse<br>• Assisted with the Island wide cleanup<br>• Prepare all supplies, travel, and arrangements for the implementation part of the LSR project.<br>• Attended the closing ceremony for the Manulele Rain Garden installation project.<br><br><u>FHP Data</u><br>• Controlled 200 Pulumamoe seedlings, 145 saplings, and 5 trees at the Maloata FHP project site. | • Weather Damaged Greenhouse; additional damages from Cyclone Gita, Cyclone Wasi, and minor tropical storms<br>• Delays and difficulties with the procurement process and business office<br>• Short staff | • Need to hire Forest Health Technician<br>• Need to hire Forestry Researcher<br>• Need to repair Forestry Greenhouse<br>• Need to purchase more supplies/tools | • Continue to meet with partnered agencies for Forestry events and activities.<br>• Continue to conduct assessments in streams, soils, and forests for control, management, and conservation purposes.<br>• Continue to serve Greenhouse clients and landowners in agroforestry projects or tree planting activities by distributing trees and supplies. |

| | | | |
|---|---|---|---|
| UCF Data<br>• Conducted 7 Outreach presentations were conducted to 3 Schools, 2 Church, and 2 Village communities in celebration of Arbor Week. More than 100 students participated in the outreach presentations.<br><br>FSP Data<br>• Visited and assessed 2 landowners' forests<br>• Planted 49 Tipolo, 12 Sasalapa, and 21 Talie tres at a Landowners forested area in Vaitogi as the closing activity of Arbor Week.<br><br>Greenhouse Data<br>• Collected 21 Laga'ali seeds<br>• Propagated 21 Laga'ali seeds<br>• Transplanted 25 Foxtail Palm seedlings<br>• Assisted a total of 5 customers and distributed 17 Tipolo, 6 Ifilele, 13 Sasalapa, 2 Poumuli, 11 Talie, 4 Malili, 2 Tava, and 3 Mango saplings.<br>• | | | |
| **Achievements:** Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement. | | **Divisional Outcomes:** Please indicate the Divisional Outcome(s) that pertain to the achievement(s) listed below. Please check mark all that apply. | **Institutional Priorities:** Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply. |
| *Achievement 1:*The Forestry Program hosted and celebrated the 2021 Arbor Week here in American Samoa. The program initiated the Arbor Week celebration with an outreach presentation at Kanana Fou High School (25 Senior students) and Elementary (32 students in | | ☐**ACNR Outcome 1**<br>☐**ACNR Outcome 2** | ☐Maintenance<br>☐Reclassification |

| | | |
|---|---|---|
| Level 3 and 24 students in Level 4). The DPS – Fire Bureau assisted with the presentations. The Forestry Program then hosted morning wave at Utulei, from 7:00am – 8:00am, in honor of Earth Day. Various agencies such as NPS, DMWR, AS-EPA, and others participated in this wave to promote and protect the environment. The Forestry Program then conducted an outreach presentation to a total of 48 students at Matafao Elementary, and another presentation to a total of 19 youth group participants at the Faga'itua Catholic Church. The Forestry Program also conducted an outreach to a total of 26 students at Aoa Elementary and 23 youth group participants from the Matu'u CCCAS Church. To complete the Arbor Week celebration, the Forestry Program, in collaboration with Finafinau, planted a total of 75 native and fruit trees in a Forestry clients land in the village of Vaitogi. The Forestry Program has successfully completed the 2021 Arbor Week celebration.. Also, participants developed a sense of pride in protecting the environment for future generations.<br> <br> | ☒**ACNR Outcome 3** | ☐Professional Development<br>☒Community Outreach, Extension, and Research<br>☐Not Applicable |

| | | | | |
|---|---|---|---|---|
| | <br> | | | |

| | | |
|---|---|---|
| | | |
| | | |
| | | |

## ACNR (5): Instruction:

| [redacted] | | | |
|---|---|---|---|
| **Instructions** | | | |
| **Activities:** | **Challenges:** | **Recommendations:** | **Plans:** |

<table>
<tr>
<td>
<ul>
<li>Preparation and teaching of 8 courses in Agriculture, Community & Natural Resources (ACNR) & Science:</li>
</ul>
<table>
<tr><th>Ionatana Fasavalu</th><th>Dr. Otto Hansell</th><th>Pauline McFall</th></tr>
<tr><td>AGR 250<br>AGE 150<br>BIO 155 & Lab</td><td>AGR 100 II<br>BIO 181 & Lab</td><td>Staff Professional Development PhD Nutritional Sciences at University of Hawaii, Manoa.</td></tr>
<tr><td>Travis Flemington</td><td></td><td></td></tr>
<tr><td>NUT 150</td><td></td><td></td></tr>
</table>
<ul>
<li>Administering, managing, and supervision of Spring 2021 Internship programs (5 ACNR Students)
<ul>
<li>Sapoelatu Palemene, Fouaimalo Lelevaga, Marie Sefo, Tiara So’otaga, Lefiu Tuia</li>
</ul></li>
<li>USDA NIFA Grants (RIIA & DEG)
<ul>
<li>Management and administration of Resident Instruction (RI) and Distance Education (DE) grants</li>
<li>Prepare check request for staff development</li>
</ul></li>
</ul>
</td>
<td>
<ul>
<li>None</li>
</ul>
</td>
<td>None</td>
<td>Continue:
<ul>
<li>a. Spring 2021 - ACNR Instruction begins teaching total of 8 courses. Face to Facesession.</li>
<li>b. Administering and management of USDA NIFA Grant (RIIA & DEG) – under guidelines of grant objectives</li>
<li>c. ACNR Spring 2021 Internship Program - ACNR Computer Lab, Fruits for Life Greenhouse and Piggery System</li>
<li>d. Student advising and mentoring</li>
<li>e. Maintenance & General Nursery of Fruits for Life Greenhouse; facilitating tours and greenhouse</li>
</ul>
</td>
</tr>
</table>

| | | | |
|---|---|---|---|
| • Fruits for Life Greenhouse<br>  o Maintenance & General Nursery – overseen by Ionatana Fasavalu and Greenhouse Technician – Eirenei Tesimale<br>  o School, Community & client visits<br>• Conduct maintenance & general nursery of Fruits for Life Greenhouse.<br>• General supervision of interns in the general management of Piggery Unit by Otto Hansell. | | | visits, outreach<br>• |
| **Achievements:** Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement. | | **Divisional Outcomes:** Please indicate the Divisional Outcome(s) that pertain to the achievement(s) listed below. Please check mark all that apply. | **Institutional Priorities:** Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply. |
| *Achievement 1:* **Department of Agriculture "Farm Fair 2021" -** Our ACNR students had the opportunity to visit and participate in the Farm Fair Event hosted by Department of Agriculture (April 15, 2021). Students were instructed to conduct a survey on crops that were displayed for customers and public. The survey included a tally of crops, fruits and plants brought in by various farmers. The students also had the opportunity to meet with Lt. Governor Talauega Ale and Director of Manu'a Government Office. They provided advise and motivated students to continue studying in the Agriculture and Natural Resources field, and also highlighted the importance of having future professionals and specialists to help develop and promote sustainable agriculture in American Samoa. | | ☒ **ACNR Outcome 1**<br>☐ **ACNR Outcome 2**<br>☐ **ACNR Outcome 3** | ☐ Maintenance<br>☐ Reclassification<br>☐ Professional Development<br>☒ Community Outreach, Extension, and Research<br>☐ Not Applicable |

| | | |
|---|---|---|
| | | |

| | | |
|---|---|---|
| *Students also had the opportunity to meet with Lt. Governor Talauega Ale and Director of Manu'a Government Office.* | | |
| *Achievement 2:* **Horticulture Class (AGR 250) Grafting Session -** Mr. Ionatana Fasavalu's AGR 250 (Intro to Horticulture) lab class had the opportunity to learn the process of grafting. Grafting is a horticultural technique used to join parts (tissues) from two or more plants so that they can continue to grow together as a single plant. This activity involved the grafting of two hibiscus plants of two different flower colors onto one plant. The AGR 250 course aims to expand students' knowledge of the various propagation methods available. | ☐**ACNR Outcome 1**<br>☐**ACNR Outcome 2**<br>☒**ACNR Outcome 3** | ☐Maintenance<br>☐Reclassification<br>☐Professional Development<br>☒Community Outreach, Extension, and Research<br>☐Not Applicable |
| *Achievement 3:* **Former ACNR Students Experiences (Recovery of Matafao Mountain Trail)** Former ACNR graduates who are now employed as technicians at the National Park service recently shared their | ☐**ACNR Outcome 1**<br>☐**ACNR Outcome 2** | ☐Maintenance<br>☐Reclassification |

| | | |
|---|---|---|
| accomplishments and experiences with ACNR faculty, staff and students. A most recent accomplishment is the completion of one of their major projects which involved the recovery and restoration of the Matafao mountain trail. We are certainly proud of our former students and the example they are showing for current and future ACNR students.<br> <br>*Pictured here: ACNR students Gus Poyer, Simeona Leo, Tapunu'u Matai (Former ACNR Graduate Students) with the rest of their NPS crew admiring the view from the mountain peak of Matafao.* | ☒**ACNR Outcome 3** | ☐Professional Development<br>☒Community Outreach, Extension, and Research<br>☐Not Applicable |
| *Achievement 4:***Virtual Presentation with Mia Comeros Project Title: "Catchment to sea connection: impacts of terrestrial run-off on benthic ecosystems and flow-on impacts to recruitment of reef fishes in American Samoa"** where ACNR students and faculty had the opportunity to listen and actively participate in a zoom presentation from Mia Comeros on April | ☐**ACNR Outcome 1**<br>☐**ACNR Outcome 2**<br>☒**ACNR Outcome 3** | ☐Maintenance<br>☐Reclassification<br>☐Professional Development<br>☒Community Outreach, Extension, and Research<br>☐Not Applicable |

| | | |
|---|---|---|
| 29, 2021. The presentation was on the depth challenges on the marine ecosystem and how to save our marine wildlife. It also included information on the health and functions of the coastal reef ecosystem. | | |
| *Achievement 5:* **Iakina High School Senior Recruits for ASCC -** ACNR Instruction Program representative Mrs. Eirenei Tofaeono and two ACNR students Mr. Elisha Meleisea and Tiara So'otaga participated and assisted the Student Service Admission office in their efforts to recruit highs school students to ASCC. The goal was to make students aware of the opportunities and programs at ASCC, to enhance their passion in different fields of study, and to encourage them to start their educational journey at ASCC for expanding to off-island colleges and universities. (30 Students and 1 Faculty) | ☐**ACNR Outcome 1**<br>☐**ACNR Outcome 2**<br>☒**ACNR Outcome 3** | ☐Maintenance<br>☐Reclassification<br>☐Professional Development<br>☒Community Outreach, Extension, and Research<br>☐Not Applicable |
| *Achievement 6:* **Leone Midkiff Level 3i Field Trip (April 23, 2021)** In a response to a request to further students' understanding of the life cycle of plants and animals, Leone Midkiff elementary students were given a guided tour of ACNR Land Grant facilities and compound. The tour included all greenhouses, the piggery unit and the Tilapia fish in the Aquaculture center. The tour included 70 students and 4 faculty. | ☐**ACNR Outcome 1**<br>☐**ACNR Outcome 2**<br>☒**ACNR Outcome 3** | ☐Maintenance<br>☐Reclassification<br>☐Professional Development<br>☒Community Outreach, Extension, and Research<br>☐Not Applicable |

| | | |
|---|---|---|
| <br>***Thank You for Visiting ASCC ACNR Compound!*** | | |
| *Achievement 7:* **Faga'itua High School Career Day (April 30, 2021)** The ACNR EFNEP, Forestry Team and Instruction program had the opportunity to participate and present at Faga'itua High School's career day 2021. Students learned about the different services and programs offered by ACNR Land Grant. Student inquiries included how to prepare for and what educational paths are needed for positions in ACNR fields and areas. | ☐**ACNR Outcome 1**<br>☐**ACNR Outcome 2**<br>☒**ACNR Outcome 3** | ☐Maintenance<br>☐Reclassification<br>☐Professional Development<br>☒Community Outreach, Extension, and Research<br>☐Not Applicable |

*Denis Sene (Forestry Manager), John Ah-Sue (Forestry Agent), Eirenei Tofaeono, Tiara So'otaga (ACNR Student) and Galutau Aga (Forestry Agent)*

## ACNR (6): Research Programs

**Research Program 1:Horticulture**

| Activities: | Challenges: | Recommendations: | Plans: |
|---|---|---|---|
| • Hatch SAM 047, Taro project. Maintenance of taro plots, propagation of new varieties. Preparation of new areas for replanting. Harvest and taste testing of 135 new varieties. Replanted 20 selected varieties for further evaluation. | | • | • Continue vegetable variety trials.<br>• Continue taro project.<br>• Assist entomology with LFA assessment/treatment.<br>• Work on greenhouse assembly. |

| | | | |
|---|---|---|---|
| • Hatch SAM 049, Vegetable variety trials. Preparation of plots for trails. Completed okra variety trial. Planted grafted papaya trial to field. Planted seeds for grafted tomato trial.<br>• Assisted with little fire ant control work.<br>• Horticulture staff presented at Nu'uuli Vocational Technical High School Career Fair.<br>• Continued vegetable gardening project with Tafuna Elementary Special Education classes.<br>• Site visits to assist two hydroponic lettuce farmers.<br>• Assisted ASDOA with hydroponic project.<br>Assisted ASDOC with their hydroponic demonstration. | | | • Depending on shipping schedule, send produce samples for pesticide residue testing.<br>• |
| **Achievements:** Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement. | | **Divisional Outcomes:** Please indicate the Divisional Outcome(s) that pertain to the achievement(s) listed below. Please check mark all that apply. | **Institutional Priorities:** Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply. |
| *Achievement 1*: Our okra variety trial identified varieties that perform well in American Samoa with minimal farm inputs. This is a vegetable not commonly grown locally but that has potential for commercial production. Next steps are to increase community and farmer awareness of health benefits, recipes/preparation, and to make seed available through ASCC-ACNR Agriculture Extension. | | ☒**ACNR Outcome 1**<br>☐**ACNR Outcome 2**<br>☐**ACNR Outcome 3** | ☐Maintenance<br>☐Reclassification<br>☐Professional Development<br>☒Community Outreach, Extension, and Research<br>☐Not Applicable |

*Grafted "Red Lady" papaya seed* *rafting on disease resistance (root*

| | | |
|---|---|---|
| | ☒ **ACNR Outcome 1**<br>☐ **ACNR Outcome 2**<br>☐ **ACNR Outcome 3** | ☐ Maintenance<br>☐ Reclassification<br>☐ Professional Development<br>☒ Community Outreach, Extension, and Research<br>☐ Not Applicable |
| | | |

**Research Program 2: Entomology**

| Activities: | Challenges: | Recommendations: | Plans: |
|---|---|---|---|
| • With assistance from Horticulture program completed treatment of little fire ant infested areas with insecticidal gel bait followed by granular bait on 17.7 acres in Pago Pago, Aoloau, and Tafeta. Bait efficacy assessments all four remaining treatment areas detected no little fire ants, indicating effectiveness of the baiting program.<br>• Continued maintaining colony of Pulvinaria scale insects for Pulvinaria biocontrol research project for Rose Atoll. ACNR is assisting US Fish and Wildlife Service to assess status of massive infestation of pisonia trees (*pu'a* | • Delays in procurement process due to delayed payments to vendors continue to hamper all ACNR projects. | • None | • Continue little fire ant detection, prevention, and control<br>• Analysis of filariasis xenomonitoring data |

| | | | |
|---|---|---|---|
| *vai*) by an invasive scale insect there and investigate options for control of the invader. Began testing a new type of emergence cage for collecting parasitoids emerging from Pulvinaria. It's necessary to collect large numbers of parasitoids to ensure sufficient genetic diversity when starting the lab rearing.<br>• Assisted Tafeta gardener with breadfruit disease problem and advised Governor's and Lieutenant Governor's staff on dealing with honey bees nesting inside walls of both houses. | | | • Continue Pulvinaria parasitoid research |
| **Achievements:** Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement. | | **Divisional Outcomes:** Please indicate the Divisional Outcome(s) that pertain to the achievement(s) listed below. Please check mark all that apply. | **Institutional Priorities:** Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply. |
| *Achievement 1:* Efficacy assessments found zero little fire ants at all four remaining treatment sites indicating the treatments have been effective. More intensive surveys will follow. | | ☐**ACNR Outcome 1**<br>☒**ACNR Outcome 2**<br>☐**ACNR Outcome 3** | ☐Maintenance<br>☐Reclassification<br>☐Professional Development<br>☒Community Outreach, Extension, and Research<br>☐Not Applicable |