



**AMERICAN SAMOA COMMUNITY
COLLEGE**
Samoan Studies Department/Institute

Action Plan 2015-2016

DIVISION OF ACADEMIC AFFAIRS

SAMOAN STUDIES DEPARTMENT/INSTITUTE

SSI Programs and Services: Samoan Studies Department (SSD) Comprehensive Action Plan

Samoan Studies Institute Divisional Outcome 1: Students enrolled in Samoa Studies courses receive effective instructions and updated curriculum that are aligned to College mission SSD Goal1: Present updated information for Catalog 2016 – 2018 on April 7 2016.

SSD G1 Objective 1: Complete Review and evaluation of the 2014 – 2016 Assessment Data

| Implementation | Responsibilities | Resources/ Due dates |
|---|--|---|
| <p>1. Distribute assessment data to faculty and adjunct. Fill out the close the loop.</p> <p>2. Schedule SSD meetings in cooperation with SSI faculty and staff bi weekly meetings, Assessment, and Curriculum committee meetings.</p> <p>3. Dept. Chair shares his courses taught. Identify strengths, weaknesses. Ensure alignment of assessment rubrics with CLO, PLO, and ILO.</p> <p>4. Instructor 1 (Nuusila) shares her courses taught.</p> <p>5. Adjunct 1 (Cheung) shares her courses taught. Adjunct 2 (Teleiai) shares his courses taught.</p> | <p>Dept. Chair Dept. Chair Dept. Chair Instructor Nuusila Adjunct</p> | <p>Completed College Catalog, Assessment Data Results, Closing the Loop Form</p> <p>Completed College Catalog, Assessment Data Results, Closing the Loop Form 02/25/16</p> <p>College Catalog, Assessment Data Results, Closing the Loop Form 03/01/16</p> <p>College Catalog, Assessment Data Results, Closing the Loop Form 03/03/16</p> <p>College Catalog, Assessment Data Results, Closing the Loop Form</p> |
| <p>6. Director, Dept. chair, faculty and adjunct faculty discuss, review results of all the previous sharing and formulate conclusions, recommendations.</p> <p>7. Conclusions and recommendations utilize</p> | <p>Dept. Chair, faculty, adjunct, Director Dept. Chair, faculty, adjunct, Director</p> | <p>03/10/16 College Catalog, Assessment Data Results, Closing the Loop Form TBA</p> |

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| <p>for SSI /SSD presentation for Curriculum Committee for the 2016 -2018 Catalog.</p> <p>8. The identified challenges from Step 7 should be discussed in the SSD faculty meeting.</p> | | |
| <p>Objective 2: Complete review of 2014 – 2016 catalog information</p> | | |
| <p>Implementation</p> | <p>Responsibilities</p> | <p>Resources/Due Date</p> |
| <p>1. Dept. Chair allocates sections of SSD information in current catalog amongst faculty to review</p> <p>2. SSD faculty meeting to go over review.</p> <p>3. SSD Dept. Chair and faculty present review results to SSI Director</p> <p>4. Dept. Chair presents to Curriculum Committee for review, recommendation and or approval.</p> <p>5. Dept. Chair reports to SSI Director, faculty and staff results of presentation to Curriculum Committee.</p> | <p>Dept. Chair Dept. Chair, Faculty Dept. Chair, faculty, Director Dept. Chair, Director Dept. Chair</p> | <p>Completed On going 04/05/16 04/07/16 04/12/16</p> |
| <p>Goal 2: Maintain ongoing dialogue on curriculum issues, instructional and assessment methodologies, translations of materials, and students’</p> | | |