

American Samoa Community College
FY 2016 Divisional Assessment
Institutional Effectiveness

Institutional Effectiveness

4. Explain how your mission and outcomes support the institution's mission (Faamatala le sootaga ma le lagolagoina o la tou manulauti ma matati'a ausia o le Manulauti a le Kolisi):

Text Responses

IE's mission and outcomes supports the institution's mission by providing the needed data that ensures that students are able to voice their opinions through surveys on how the institution could improve the services provided to them.

Both our mission and outcomes are aligned to the overall mission for "better quality programs and services" in that data we collect from the institution help administrators, faculty and staff to make well-informed decisions. We also assist with the evaluation of programs and services so that the divisions can plan for improvement.

Provide evidence of institutional effectiveness through data collection.

Institutional Effectiveness provides information that assists the institution with its improvement process, planning process and with other decision-making processes. IE provides a service with public relations that help to provide the community with information about all college affairs through various media IE collects, edits, organizes and disseminates college documents and reports to the college and stakeholders that will help to ensure a cultural evidence and accountability.

5. Please check/mark how your Department/Program/Division's Mission link to ASCC's Mission (Faamolemole faailoa mai pe faapefea ona fesootai le manulauti a lo outou matagaluega/polokalama/vaega ma le manulauti o le Kolisi):

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

	Yes (Ioe)	No (Leai)	Please explain and provide evidence (Faamatala):	Standard Deviation	Responses	Weighted Average
Transfer to institutions of higher learning: (Faauauau atu i iunivesite ma aoaoga maualuluga atu):	4 (80%)	1 (20%)	0 (0%)	1.7	5	1.2 / 2
Successful entry into the workforce (Faamanuiaina i galuega):	4 (80%)	1 (20%)	0 (0%)	1.7	5	1.2 / 2
Research and extension in human and natural resources; (Sailiiliga ma le faalautelaga I mataupu tau tagata ma punaoa faalenatura):	5 (100%)	0 (0%)	0 (0%)	2.36	5	1 / 2
Awareness of Samoa and the Pacific (Silafia o Samoa ma le Pasefika):	4 (80%)	1 (20%)	0 (0%)	1.7	5	1.2 / 2
						1.15 / 2

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

Text Responses

<p>Transfer to institutions of higher learning: (Faauauau atu i iunivesite ma aoaga maualuluga atu):</p>	<p>Providing data to ensure that the institution is contributing to ensure that each student will be able to transfer to higher learning institution.</p>
<p>Successful entry into the workforce (Faamanuiaina i galuega):</p>	<p>Providing information that will help improve student learning and student achievement</p>
<p>Research and extension in human and natural resources; (Sailiiliga ma le faalautega I mataupu tau tagata ma punaoa faalenatura):</p>	<p>Collects data for research and evaluation and accreditation status</p>
<p>Awareness of Samoa and the Pacific (Silafia o Samoa ma le Pasefika):</p>	<p>Publicity of articles in regards to student and the institution's activities as a whole.</p>
<p>Transfer to institutions of higher learning: (Faauauau atu i iunivesite ma aoaga maualuluga atu):</p>	<p>IE helps in the effort to track Transfer to evaluate how effective the institutions services are aiding in this process</p>
<p>Successful entry into the workforce (Faamanuiaina i galuega):</p>	<p>Same as Transfer.</p>
<p>Research and extension in human and natural resources; (Sailiiliga ma le faalautega I mataupu tau tagata ma punaoa faalenatura):</p>	<p>IE collects quarterly and biweekly reports from divisions directly involved with Research and Extension</p>
<p>Awareness of Samoa and the Pacific (Silafia o Samoa ma le Pasefika):</p>	<p>IE collects quarterly and biweekly reports from divisions directly involved with Samoa and the Pacific.</p>

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

<p>Transfer to institutions of higher learning: (Faauauau atu i iunivesite ma aoaoga maualuluga atu):</p> <p>Successful entry into the workforce (Faamanuiaina i galuega):</p> <p>Research and extension in human and natural resources; (Sailiiliga ma le faalautega I mataupu tau tagata ma punaoa faalenatura):</p> <p>Awareness of Samoa and the Pacific (Silafia o Samoa ma le Pasefika):</p>	<p>Collects data on transfers.</p> <p>Same as above.</p> <p>Same as above.</p> <p>Collects data from SSI.</p>
<p>Transfer to institutions of higher learning: (Faauauau atu i iunivesite ma aoaoga maualuluga atu):</p> <p>Research and extension in human and natural resources; (Sailiiliga ma le faalautega I mataupu tau tagata ma punaoa faalenatura):</p>	<p>IE provides assistance by providing the data to assist the institution with decision-making</p> <p>IE has a research and planning team that provides information for the institution to assist with decision making</p>

1a. Does the Department/Program/Division conduct/undergo a periodic evaluation on the effectiveness of instruction and services? (E faatino ni suesuega faavaaitau a le matagaluega/polokalama/vaega e iloilo ai le aogā o aoaoga ma tautua?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
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American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

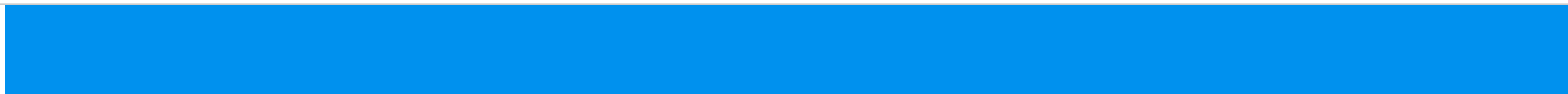
	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (80%)	0 (0%)	1 (20%)	1.7	5



1b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

The use of student satisfaction and course evaluation survey to evaluate/determine the effectiveness of services and instruction provided by our institution.
We distribute General Education course evaluations which monitor services in these courses.
Who polices the police?
Distribution of Instructor Evaluation, Course Evaluation, and Student Satisfaction Survey
IE disseminates Course Evaluation and Student Satisfaction Survey to solicit students' feedback on course dynamics. This process is done every semester.



2. How does your Department/Program/Division support student learning and achievement? (E faapefea ona lagolago e le tou matagaluega/polokalama/vaega aooaga ma tulaga ausia a tagata aooaga?):

Text Responses

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

IE provides the public with information pertaining to on going activities and updating the students on where the college stands.
We collect and monitor data on student achievement to gauge the institution's progress in meeting the Institutional set-standards.
Not directly, but we support the departments and divisions who support t.
Services provided for analyzing data, evaluations, and surveys.
IE collects, compiles and disseminates student achievement data that assists the institution's decision making process.

3. Check the following used for evaluating the effectiveness of the Department/Program/Division: Please explain how each is used. (Togi ripoti na faaaogā i le iloiloga o le aogā o la outou vaega. Faamolemole faamatala pe faapefea ona faaaoga ia ripoti taitasi.):

	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
Annual Reports (Ripoti faaletausaga: Ioe pe Leai, Faamolemole faamatala.)	5 (100%)	0 (0%)	0 (0%)	2.36	5	1 / 1
Quarterly Reports (Ripoti faalekuata. Ioe pe Leai, Faamolemole faamatala)	5 (100%)	0 (0%)	0 (0%)	2.36	5	1 / 1
Bi-weekly Reports (Ripoti tai lua vaiaso. Ioe pe Leai, Faamolemole faamatala).	5 (100%)	0 (0%)	0 (0%)	2.36	5	1 / 1

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
Student Learning Outcomes (Agavaa Ausia Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	2 (40%)	3 (60%)	0 (0%)	1.25	5	1 / 1
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)	5 (100%)	0 (0%)	0 (0%)	2.36	5	1 / 1
Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)	5 (100%)	0 (0%)	0 (0%)	2.36	5	1 / 1
Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)	4 (80%)	1 (20%)	0 (0%)	1.7	5	1 / 1
Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)	3 (60%)	2 (40%)	0 (0%)	1.25	5	1 / 1
Student Satisfaction Survey (Suesuega Lotomalie Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	4 (80%)	1 (20%)	0 (0%)	1.7	5	1 / 1

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
Fact Sheets (Pepa o Faamatalaga Moni. Ioe pe Leai, Faamolemole faamatala)	4 (80%)	1 (20%)	0 (0%)	1.7	5	1 / 1
Other Evidence (Nisi faamaumauga. Ioe pe Leai, Faamolemole faamatala)	4 (100%)	0 (0%)	0 (0%)	1.89	4	1 / 1
						1 / 1

Text Responses

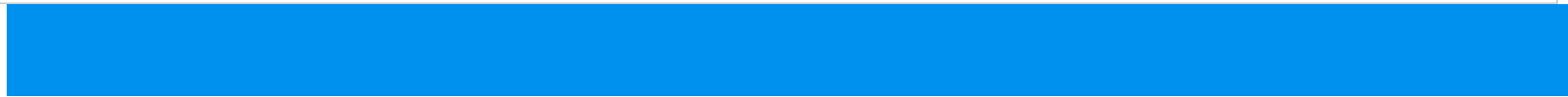
Annual Reports (Ripoti faaletausaga: Ioe pe Leai, Faamolemole faamatala.)	For the reports listed checked under yes, IE is directly involved with compiling all this information for the institution with the hope that it is used to improve services
Other Evidence (Nisi faamaumauga. Ioe pe Leai, Faamolemole faamatala)	Student Achievement Standards
Bi-weekly Reports (Ripoti tai lua vaiaso. Ioe pe Leai, Faamolemole faamatala).	Update the institution on what each division has achieved and is planning to achieve
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)	ISP 2015-2020 to identify what needs to be done in the institution and as a division
Performance Evaluation (Iloiloga o	Evaluate the employees in which department and how they can improve and to commend them of a

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)	job well done
Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)	Dissemination of Course Evaluation to particular courses to collect data on how the faculty performs
Student Satisfaction Survey (Suesuega Lotomalie Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	Dissemination of Student Satisfaction Survey to courses to collect data on what the students evaluate the services provided by the institution
Student Learning Outcomes (Agavaa Ausia Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	Same as above
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)	Same as above
Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)	Same as above
Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)	Same as above
Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)	Same as above

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

Student Satisfaction Survey (Suesuega Lotomalie Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	Same as above
Fact Sheets (Pepa o Faamatalaga Moni. Ioe pe Leai, Faamolemole faamatala)	Same as above
Other Evidence (Nisi faamaauga. Ioe pe Leai, Faamolemole faamatala)	Supports reporting on effectiveness



1a. Have evaluation processes resulted in recent/continuous improvements? Please explain (Na mafai ona fa'auau faaleleiga ona o faaiuga mai iloiloga?)

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (100%)	0 (0%)	0 (0%)	1.89	4



1b. Please explain (Fa'amolemole fa'amatala):

American Samoa Community College
FY 2016 Divisional Assessment
Institutional Effectiveness

Text Responses

Evaluation processes has lead our division to determine what needs improvement and work towards that goal. In order for the division to be well established.

Evaluation of goals and objectives set by our Director and evaluation of our own personal performance has improved morale and also improved productivity in our division. Recommendations made by both staff and Director are both heard and worked on together as a group.

2. What outcomes did these improvement help achieve? Please explain (O a ni matāti‘a na mafai e nei faaleleiga ona ‘ausia? Faamolemole faamatala):

Text Responses

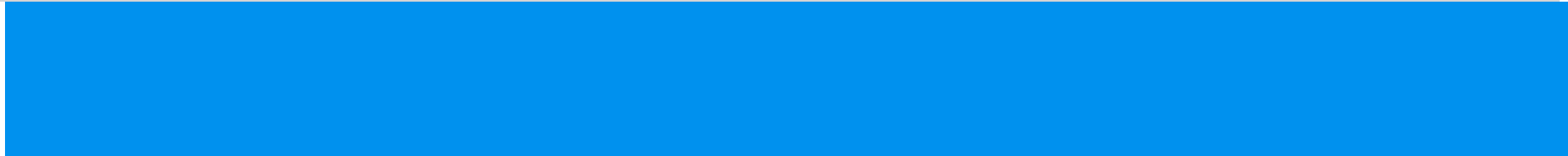
Students and stakeholders voice their opinions through surveys distributed by IE. The public is better informed of ASCC activities and accomplishments through ads, articles, and various publications prepared by IE.

All of them. Reorganization was key to meeting performance issues and to meet accreditation standards. The new efforts are enhancing the outcomes making them better by refocusing the direction of how they can be achieved in a more timely manner.

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

3a. Where there any recommendations from the previous Divisional Assessment (2015) that were not completed/acted on in the past year? (Na iai ni fautuaga mai le Suesuega a le Vaega e le'i mafai ona faia i le tausaga talu ai?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	0 (0%)	1 (25%)	3 (75%)	1.25	4



4. List significant achievements made to this Department/Program/Division over this past year (Lisi mai ni matāti'a na ausia e le polokalama/matagaluega/vaega i le tausaga talu ai?):

Text Responses

Provide data on a timely basis by the research and evaluation team. Budget use has been well managed by reviewing it monthly.
Data collection methods, more visibilty of IE in other divisions, and better rapport with other divisions.
Compiling and binding reports for Accreditation



1a. Does your Department/Program/Division recognize and implement feedback from faculty and staff in decision making for continuous improvement to the institution? (E amanaia ma faaaoga e tou matagaluega/polokalama/vaega manatu tuuina mai e faiaoga ma tagata faigaluega i faaiuga fai mo le fa'aauau o le faaleleia o le Kolisi?):

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Feedback from both faculty and staff are implemented by IE in the compilation of data it collects and disseminates for better improvement of the institution.

Faculty feedback has especially allowed the Research and Evaluation unit to provide what they need to enhance their services and improve their decision making.

If the faculty and staff are not happy, they will let us know.

2a. Are Department/Program/Division SOPs and decisions regularly communicated to staff/faculty? (E masani ona logo atu i tagata faigaluega/faiaoga faaiuga ma faagasologa (SOP) a le Vaega/Matagaluega/polokalama?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (100%)	0 (0%)	0 (0%)	1.89	4

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

IE director regularly reminds employees of the SOP's of our division in order to maintain and orderly process.

IE Director sends out IE's SOP to the institution whenever we re-evaluate it.

3a. Are the decisions systematically documented and archived? (E faasolosolo lelei le faamauina ma le teuina o faaiuga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (100%)	0 (0%)	0 (0%)	1.89	4

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Documentation is archived and is accessible to each employee to review what has already been discussed and agreed upon.

IE Director's Administrative Assistance compiles minutes for divisional meetings.

1a. Is the Number of personnel adequate to support your Department/Program/Division? (O fetau le fuainumera o tagata faigaluega mo le lagolagoina o lau matagaluega?):

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	2 (50%)	1 (25%)	1 (25%)	0.47	4

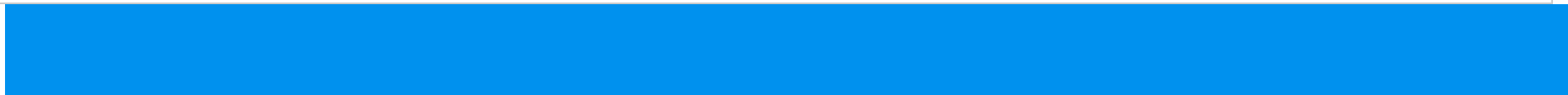


1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

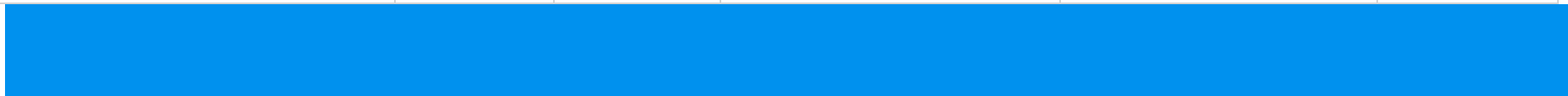
Personnel is sufficient to support the needs and workload of the division and it's daily tasks.

With the growing responsibilities for the Research and Evaluation Unit, another person may be needed. Currently it is sufficient but with re-organization headed our way, maybe we may need another person soon.



2a. Do personnel possess all specialized skills or credentials required to support the Department/Program/Division? (Ua iai i tagata faigaluega agavaa poo tomai tau aoga o loo manaomia i le lagolagoina o le polokalama?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (100%)	0 (0%)	0 (0%)	1.89	4



2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

Each personnel is suitable for the position they acquire in terms of their skills and credentials.

IE Director/ Accreditation Liaison Officer: Master's Degree Institutional Researcher: Masters Degree Communications & Documents Officer: Master's Degree Data Specialist I: Associates Degree Administrative Assistance: good computer skills and general knowledge in Office Management and more.

3a. Are all proper documentation (degrees, certificates, etc..) on file and continuously updated? (O atoatoa faamaumauga (tikeri, tipiloma...) i faila ma faaauau faaopoopoga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Files for each personnel is archived and is updated with changes in documentation or degrees or certificates acquired.

It's there if they look for it.

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

4a. Are all personnel in this Department/Program/Division careful in protecting the security, confidentiality and integrity of student information according to FERPA? (O faaeteete tagata faigaluega i leni vaega i le malu puipuia o faamatalaga uma e tusa ma tulafono a le Kolisi, Faigamalo faalotoifale, feterale?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5



4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Each personnel understands federal regulation of confidentiality of student information provided to this department.
We don't want to get cited by FERPA.
Confidentiality of all data that we collect



5. Does your Department/Program/Division effectively use its personnel to achieve its mission? (O faaoga tataua e lau matagaluega/polokalama/vaega au tagata faigaluega ina ia 'ausia ai lana manulauti?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5



American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

5b. Please explain how it can be improved: (Faamolemole faamalamalama mai i lalo pe faapefea ona faaleleia.)

Text Responses

Personnel within the division has a different job description to better suit their skills and help achieve mission in supporting the institution.

We follow orders.

Are you a full time or Part Time employee?

	Full Time:	Part Time:	Responses
All Data	2 (100%)	0 (0%)	2

Number of Courses you teach:

Text Responses

None

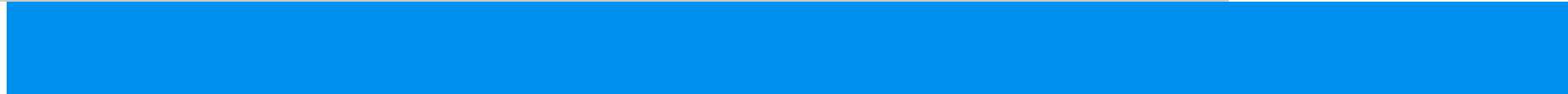
n/a

Degrees, Coursework, and or Publications:

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

Text Responses

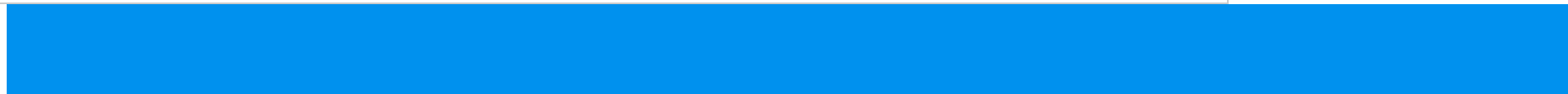
MA degree



Other Qualifications not listed in previous question:

Text Responses

Pleasant personality



List involvement in college/instruction, community activities (i.e., club sponsorships, committees, boards, organizations, etc.)

Text Responses

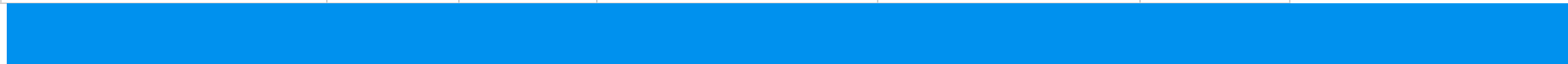
Deal with these as part of my job.

committees



1a. Have faculty/staff in the Department/Program/Division involved themselves in in-service training and other professional development? (Na auai le aufaigaluega o le matagaluega/polokalama/vaega i ni aoaoga a'o galulue ma isi aoaoga auā le alualu i luma?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5



American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

1b. If "yes", please list evidence (Afai e "Ioe" faamatala mai pine faamau o iai.):

Text Responses

Regular meetings and training within the division to help improve and to accommodate personnel to different set of skills that is provided and needed by the department.
Our Research and Evaluation Unit continue to attend PD on enhancing our skills in the area of Research and Assessment.
Received instruction on how to use Smartboard.
Went for Assessment workshop in Hawaii and just graduated with Associate degree this semester.
Assessment 101 Sexual Harassment Compliance Assist update training Internal Accreditation Workshops

2a. Are there any unmet needs for professional development among personnel in this Department/Program/Division? (O iai ni manaoga tau aoaoga e le'i faia mo le aufaigaluega a lau matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	0 (0%)	3 (60%)	2 (40%)	1.25	5

2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Personnel is well adequate

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

Matter of opinion.

All employees in our department have a chance to travel for professional development.

3a. Are faculty/staff evaluated on an annual basis by the immediate Supervisor (i.e., Director, Dean, Vice-President, Chairperson, etc.)? (O iloilo galuega faatino faaletausaga mo faiaoga/tagata faigaluega e le Ta'ita'i (e pei o Taitaifono, Faatonu, Matua o le saofaiga, Sui-Peresitene.):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Annual evaluation of the division is done by the immediate supervisor/director of our department to assess the actions and performance of each personnel.

Annual evaluation

Performance Evaluation Annually

Performance Evaluation

4a. Are evaluations consistent and completed in a timely manner as documented in ASCC policies? (O mulimulita'i iloiloga o galuega faatino e tusa ma tulafono a le Kolisi Tuufaatasi?):

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5

4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Director of our department is consistent with evaluations and following the processes of ASCC.

"Timely" is relative.

1. Briefly describe the facilities occupied by your Department/Program/Division (i.e., classrooms, offices, labs, etc.)? (Otooto mai se faamatalaga o ituaiga fale/potu o faaoga e lau matagaluega/polokalama/vaega e iai potu aoga, ofisa, potu su'esu'e, ma isi):

Text Responses

Department of Institutional Effectiveness is housed under M-11 consisting 6 offices and 2 conference rooms.

M-11 Building only consisting of 6 offices and two conference rooms, three bathrooms, 2 storerooms and a kitchen.

Office

Offices

IE is located on the West side of the college. It is in the M-11 building and it has 5 office space, 2 storages, 3 latrines, 2 conference rooms, and 1 kitchen.

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

2a. Are all facilities adequate to support the mission of your Department/Program/Division? (O talafeagai fale/potu aua le lagolagoina o le manulauti a lau matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5

2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Offices and conference are adequate to accommodate the needs and task of our department that is performed on a daily basis.

Nice office

3a. Does the Institution operate and maintain physical facilities that are adequate to serve the needs of this Department/Program/Division? (O faaaoga ma tausi e le aoga ni fale/potu e talafeagai e tautuaina le mana'oga o le matagaluega/polokalama/vaega.):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Institution has been maintaining the physical facilities although job orders takes time to completed our department is being managed well.

Rubbish collected during weekdays. Restrooms erviced during weekdays.

4a. Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this Department/Program/Division? (O faia e le kolisi ni gaioiga mo se siosiomaga maloloina, saogalemu, ma malupuipuia mo lenei matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5

4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

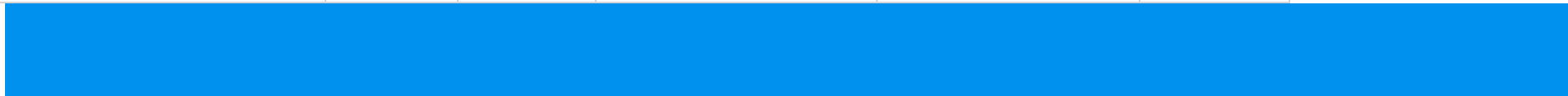
institution has been working adequately to keep the environment within and around our department safe and secure.

Doors lock and A/C works

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

5a. Are the physical facilities accessible to persons with disabilities? (O faigofie ona faaaoga potu/fale e tagata o iai manaoga faapitoa?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	3 (60%)	1 (20%)	1 (20%)	0.94	5



5b. If no, please describe below what is needed to make your area accessible (faamolemole faamatala mai i lalo atu mea e moomia e faafaigofie ai ona faaaoga):

Text Responses

Individuals with disabilities has a hard time accessing physical facilities because there is no ramp for wheel chairs to use to arrive to certain destination within the institution.

I think it's accessible to them but they just don't want to come in here.



6a. Are additional facilities required to support the Department/Program/Division? (O iai ni fale /potu faaopoopo o moomia e lagolago ai le matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	1 (20%)	4 (80%)	0 (0%)	1.7	5



6b. If so, please list and explain (Afai o lea, faamolemole lisi i lalo ma faamalamalama mai):

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

Text Responses

Facilities within the department is adequate enough

Load All Text Responses

1. Briefly describe current equipment used by your Department/Program/Division and indicate whether it is adequate or inadequate (Ootoo mai meafaigaluega o loo faaaoga i le taimi nei e lau matagaluega/polokalama/vaega ma faailoa mai poo talafeagai pe leai):

Text Responses

Computers, PC's, printers, fax machine, binding machines, laminating machines, smart board, projector are adequate equipments to help meet the needs and tasks performed daily by the department.

1 Smartboard in Conference Room, 7 laptops, 7 desktops, projector, 2 large color printers, copiers. The equipment has been adequate for our office.

Computers, phones, printers, pens, etc. Yes, it's adequate.

Computers Printers Laptops Binding Machines Laminating Machine Xerox Machines Smart Board Fax/Scanner

Printers/ Copiers (adequate) Computers (adequate) Smartboard (adequate) Projector (adequate) VTC (inadequate) Conference Phone (adequate) Fax (adequate) Binding machines (adequate) Scantron (inadequate) others...

2a. Are additional equipment required to support the Department/Program/Division? (O moomia nisi meafaigaluega e lagolago ai le matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
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American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	2 (40%)	2 (40%)	1 (20%)	0.47	5

2b. If so, please list and explain (Afai o lea, faamolemole lisi mai ma faamalamalama.):

Text Responses

Equipments the department has acquired so far is adequate but there is need for a new printer to help accommodate the printing of documents that is disseminated throughout the whole institution.

See question 58.

3a. Does the Department/Program/Division account for its equipment through regular inventory? (O mataitū lelei e le matagaluega/polokalama/vaega ana meafaigaluega, e ala i ana suega oloa faavaitau?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

Regular inventory is done by the division to ensure that the equipments are accounted for and items/supplies needed will be ordered.

Accounts for its equipment through regular inventory.

4a. Does the Department/Program/Division account for preventive maintenance of its equipment? (O nofo tapena le matagaluega/polokalama/vaega aua le pui puiga ma le faaleleia o ana meafaigaluega):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5

4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Maintenance of equipment within the division is done regularly to ensure that the equipment can be used for a long period of time.

Maintenance contract for RICOH printer with IBC.

Maintenance is done

Requesting maintenance services quarterly.

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

5a. Is the equipment used by this Department/Program/Division similar to that used in the workplace or at a higher level institution? (O tai tutusa meafaigaluega a le matagaluega/polokalama/vaega ma mea e faaoga i falefaigaluega poo isi kolisi ma iunivesite?):

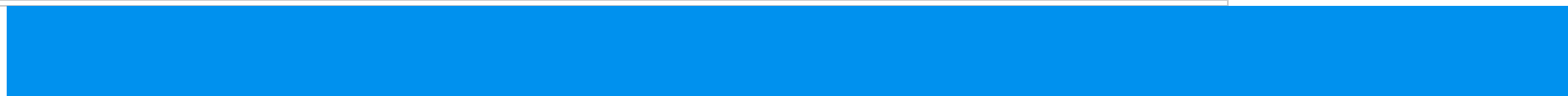
	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	3 (60%)	1 (20%)	1 (20%)	0.94	5



5b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Equipments within the division is similar to what is used in the workplace of a higher level of institution.
Which institution are we supposed to compare ours to?



6a. Is there a need to update/upgrade equipment for improvement of services? (O moomia ona siitia le tulaga o meafaigaluega mo le faaleleia o auunaga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5



6b. Please explain (Fa'amolemole fa'amatala):

Text Responses

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

Computers need to be upgraded to speed up the task or work of personnels.
For some laptops and desktops
As new equipment becomes available which would improve efficiency, we could benefit from it.

1a. Is the budget information available to this Department/Program/Division? (O tatala le avanoa e maua ai ni faamaumauga o le Tala o le Tupe e ta'ita'i o matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (80%)	0 (0%)	1 (20%)	1.7	5

1b. Please explain (Fa'amolemole fa'amatala):

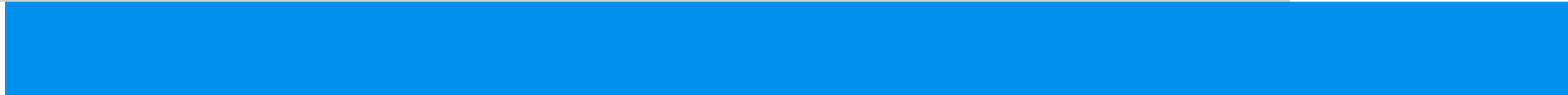
Text Responses

Budget information is disseminated to each personnel within the division to ensure they understand how much is being allocated for the use of the division.
I have never asked to see the budget.

2a. Are faculty/staff involved in Department/Program/Division annual budget planning? (O 'auai faiaoga/'au faigaluega i le fuafuaina o le tala i le tupe faaletausaga a le matagaluega/polokalama/vaega?):

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5



2b. Please explain Fa'amolemole fa'amatala):

Text Responses

Meetings with the director to determine the use of budget planning for each fiscal year
Every year, Director meets with staff to discuss the new FY budget. Staff are involved in planning the FY budget.
We are asked if we need supplies or equipment.
Discussed in our Office meetings



3a. Does the Department/Program/Division provide guidance on budget processes, analysis, and preparation? (O ofo atu e le matagaluega/polokalama/vaega ni ta'iala o le faagaoioiga o tala o tupe, iloiloga ma sauniga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (80%)	0 (0%)	1 (20%)	1.7	5



American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Division is well informed of the budget processes and its preparation before it is submitted or disseminated the business office and procurement .

This may be provided to staff who plan the budget, but it doesn't involve me.

4a. Is adequate financial support available to meet the needs of this Department/Program/Division? (O lava le lagolago tau tupe o faaavanoa atu mo matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5

4b. Please explain (Fa'molemole fa'amatala):

Text Responses

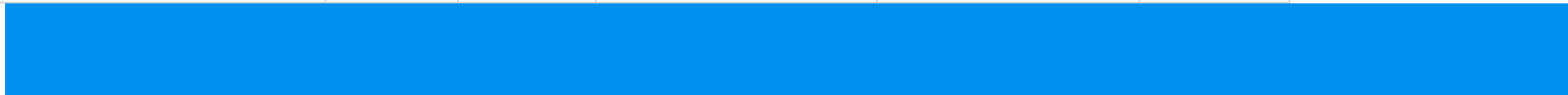
Budget that is financially allocated to the division is adequate for the meet the needs of the division.

As far as I know, yes. "Adequate" is relative.

5a. Does the Department/Program/Division effectively use its current financial resources to achieve its mission? (O faaaogā tatau e le matagaluega/polokalama/vaega ana alaga'oa tau tupe e ausia ai lana manulauti?):

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

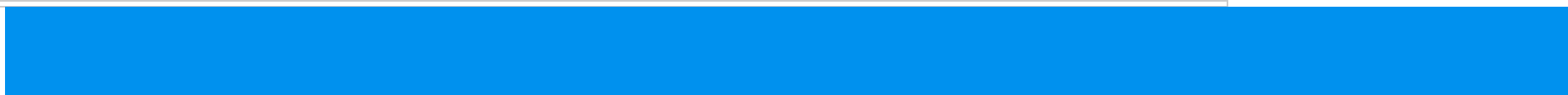
	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5



5b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Financial resources that is available to the division is used to achieve its mission by getting supplies needed to complete tasks and publication of activities done by ASCC to the community.
The budget support Professional Development, supplies to print supporting documents for decision making and planning for the institution, support committees which aid in assessment an planning.
As far as I know, yes.
Providing all supplies needed for our division



6a. Does the Department/Program/Division have any budget priorities to implement for continuous improvement to achieve its mission? (O iai ni faamuamua tau tala o le tupe a le matagaluega/polokalama/vaega o fia faatino mo le alualu pea i luma, ina ia ausia ai lana manulauti?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5



American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

6b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Division is regularly planning ahead with its budget priorities to achieve its mission in supporting the institution and becoming student centered.
As far as I know, yes.
maintenance and supplies for our printers and xerox machines.

1a. Is technology used to improve student learning and services? (O faa'oga le tekonolosi e faaleleia ai ao'oga ma tautua mo tagata ao'oga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Technology plays a big role in assisting with improvements on student learning and the services provided as the world is moving forward with the use of technology so is the institution.
In our division, it enhances our services which provide for those who teach. We also use teach office automation to work study students.
Technology is provided for student use.

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

we need an upgrade system especially for WIFI on campus.

2. Check the following technologies sufficient to perform your duties:

	Available/Accessible (Avanoa/Faigofie ona maua)	Appropriate (Talafeagai)	Current (Tekonolosi o le taimi nei)	Standard Deviation	Responses	Weighted Average
ASCC Online Systems (Moodle, Compliance Assist, Colleague, Webmail, Website etc.) (Sisitema a le Kolisi Tuufaatasi (polokalama e fai ai vasega)	4 (80%)	1 (20%)	0 (0%)	1.7	5	1.2 / 3
Software (Microsoft Office, SPSS, CAD, Autodesk, etc.) (Poloklama tau komepiuta)	3 (60%)	2 (40%)	0 (0%)	1.25	5	1.4 / 3
Internet Connectivity (speed, etc.) (Fesootaiga tau initaneti)	4 (80%)	0 (0%)	1 (20%)	1.7	5	1.4 / 3

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

	Available/Accessible (Avanoa/Faigofie ona maua)	Appropriate (Talafeagai)	Current (Tekonolosi o le taimi nei)	Standard Deviation	Responses	Weighted Average
						1.33 / 3



Other technologies used (Ma isi tekonolosi faaaoga):

Text Responses



1. Are the following student support services available and accessible to students when needed? (O tatala avanoa ma faigofie ona maua auaunaga nei e tagata aoga pe a mana'omia?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses	Weighted Average
Computer Labs (Potu Komepiuta)	5 (100%)	0 (0%)	0 (0%)	2.36	5	1 / 3
Counseling (All types of Counseling) (Faufautua (Soo se Ituaiga):	4 (80%)	0 (0%)	1 (20%)	1.7	5	1.4 / 3
Financial Assistance (ex. Financial Aid, Work-Study, Scholarship,	5 (100%)	0 (0%)	0 (0%)	2.36	5	1 / 3

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses	Weighted Average
Deferred Payment Plans) (Fesoasoani Tau Tupe (ftg Fesoasoani Tau Tupe mai le Malo Tele, Polokalama Galue ma Aoga, Sikolasipi, Fuafuaga tau Pili Totogi Tolopō):						
Library (Faletusi):	5 (100%)	0 (0%)	0 (0%)	2.36	5	1 / 3
Academic Tutoring (Fesoasoani i meaaoga):	5 (100%)	0 (0%)	0 (0%)	2.36	5	1 / 3
Academic Advising (i.e., Online Information, Faculty Availability) (Faufautua i mataupu tau'ave (fa'ata'ita'iga, Faamatalaga i le Upega, avanoa o faiaoga):	5 (100%)	0 (0%)	0 (0%)	2.36	5	1 / 3
Campus Life (i.e., Security, Extra Curricular, Co- Curricular, etc.) (Olaga Faakolisi: (fa'ata'ita'iga,	5 (100%)	0 (0%)	0 (0%)	2.36	5	1 / 3

American Samoa Community College
 FY 2016 Divisional Assessment
 Institutional Effectiveness

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses	Weighted Average
Malu o le Kolisi, Mataupu/faatinoga faapoopo ma isi:						
Admissions and Records (Application, Transcripts, etc.) (Ofisa Faaulufale ma Faamaumauga (Tusi talosaga, Faamaumauga aloaia o togi maua, ma isi):	5 (100%)	0 (0%)	0 (0%)	2.36	5	1 / 3
						1.05 / 3

1a. Does your Department/Program/Division help to ensure safety awareness and emergency procedures for its personnel, students and community? (i.e., Fire extinguishers, evacuation plans, First-Aid, etc.) (O fesoasoani lau matagaluega/polokalama/vaega e faamautinoa le silafia o puipuiga ma faatinoga o gaoioiga aua faalavelave faafuase'i mo au tagata faigaluega, tagata aoga ma tagata lautele? (fa'ata'ita'iga, Fagu tineimu, fuafuaga faataatia mo le tuua o le nofoaga, Fesoasoani Muamua, ma isi):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (100%)	0 (0%)	0 (0%)	2.36	5

American Samoa Community College
FY 2016 Divisional Assessment
Institutional Effectiveness

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

First aid kit is available and there are evacuation plans to ensure the safety of personnel, students and community.

Emergency medical assistance available, but more is needed.