

American Samoa Community College

Spring | 16

Divisional Assessment  
**PROCUREMENT**



**American Samoa Community College**  
**FY 2016 Divisional Assessment**  
 Procurement

## Procurement

**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

Our department's mission and outcomes supports the institution by ensuring that the necessary goods and services is obtained in cost effective, efficient and timely manner so that programs and services are ongoing, maintained and sustained.

The Procurement Department ensures all the required and necessary supplies, tools, and equipment are available to conduct the courses and programs for the students and the community attending ASCC.

1. Help save money 2. Provide Excellence service to students and the public. 3. Make sure the College are in stock with tools and items to provided to the public and ASCC students.

We work together with student, and we show them the process of how procurement protect ASCC assets based on our standard operating procedures.

**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):**

	Yes (Ioe)	No (Leai)	Please explain and provide evidence (Faamatala):	Standard Deviation	Responses	Weighted Average
<b>Transfer to institutions of higher learning: (Faauauau atu i iunivesite ma aoaoga maualuluga atu):</b>	<b>4 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.89	4	1 / 2

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	Yes (Ioe)	No (Leai)	Please explain and provide evidence (Faamatala):	Standard Deviation	Responses	Weighted Average
<b>Successful entry into the workforce (Faamanuiaina i galuega):</b>	<b>4 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.89	4	1 / 2
<b>Research and extension in human and natural resources; (Saililiga ma le faalautelaga I mataupu tau tagata ma punaoa faalenatura):</b>	<b>4 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.89	4	1 / 2
<b>Awareness of Samoa and the Pacific (Silafia o Samoa ma le Pasefika):</b>	<b>4 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.89	4	1 / 2
						1 / 2

**1a. Does the Department/Program/Division conduct/undergo a periodic evaluation on the effectiveness of instruction and services? (E faatino ni suesuega faavaitau 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
<b>All Data</b>	<b>3 (75%)</b>	<b>0 (0%)</b>	<b>1 (25%)</b>	1.25	4

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

Text Responses

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Through program review , student learning outcomes, institutional strategic plan, program evaluation, student satisfactory evaluation, course evaluation.

-Outreach Programs -Schools visits to ASCC -ASCC Website Updates -Invitation to High School Senior Student -Overview of the ASCC Mission

have inventory every year

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

Text Responses

Our department ensures that the necessary goods and services needed to maintain and to to continue the student learning and achievements are obtained and provided on a timely manner.

The Procurement Office works together with the Admission office to make sure the course supplies and graduation supplies are obtained on time.

make sure tools and items needed for teaching and learning are available.

**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
<b>Annual Reports (Ripoti faaletausaga: Ioe pe Leai, Faamolemole faamatala.)</b>	<b>4 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.89	4	1 / 1
<b>Quarterly Reports (Ripoti faalekuata. Ioe pe Leai,</b>	<b>4 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.89	4	1 / 1

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	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Please Explain</b>	<b>Standard Deviation</b>	<b>Responses</b>	<b>Weighted Average</b>
<b>Faamolemole faamatala)</b>						
<b>Bi-weekly Reports (Ripoti tai lua vaiaso. Ioe pe Leai, Faamolemole faamatala).</b>	<b>4 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.89	4	1 / 1
<b>Student Learning Outcomes (Agavaa Ausia Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)</b>	<b>3 (75%)</b>	<b>1 (25%)</b>	<b>0 (0%)</b>	1.25	4	1 / 1
<b>Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)</b>	<b>4 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.89	4	1 / 1
<b>Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)</b>	<b>4 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.89	4	1 / 1
<b>Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)</b>	<b>4 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.89	4	1 / 1
<b>Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)</b>	<b>3 (75%)</b>	<b>1 (25%)</b>	<b>0 (0%)</b>	1.25	4	1 / 1
<b>Student Satisfaction Survey (Suesuega Lotomalie Tagata Aooga. Ioe pe Leai, Faamolemole</b>	<b>2 (50%)</b>	<b>2 (50%)</b>	<b>0 (0%)</b>	0.94	4	1 / 1

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	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
faamatala)						
<b>Fact Sheets (Pepa o Faamatalaga Moni. Ioe pe Leai, Faamolemole faamatala)</b>	<b>3 (75%)</b>	<b>1 (25%)</b>	<b>0 (0%)</b>	1.25	4	1 / 1
<b>Other Evidence (Nisi faamaumauga. Ioe pe Leai, Faamolemole faamatala)</b>	<b>3 (75%)</b>	<b>1 (25%)</b>	<b>0 (0%)</b>	1.25	4	1 / 1
						1 / 1

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

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

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

Text Responses

The implementation of our Planned Purchases for each department. Updating and ensuring that all department have standard operating procedures in place. Dissemination of reports is done by our IE department based on their scheduled, such as bi-weekly, quarterly etc.

The main areas to improve where identified and correct

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**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

The outcomes these improvement achieved were as follows: 1) better planning of purchases of required goods and services for programs and dept. 2) reports are readily available for department to make sound decision based on good data.

Accreditation

I don't remember.

**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	1 (25%)	1 (25%)	2 (50%)	0.47	4

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

Text Responses

Department ask if there is a easy process to do request for check and picking up there order

**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

1) Planned Purchases report from each department the beginning of the Fiscal Year. 2) Dissemination of weekly Purchase Order Status report

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to all department to ensure updated information for their planning of programs and services. 3) Completion of Fixed Assets inventory and continued to maintain it on a annual basis.

As of today Procurement is no longer under the Finance Department, where it has been a challenge to stand along and abide with all the policies and procedure.

a lot

**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'auau o le faalelia o le Kolisi?):**

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

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

Text Responses

Through our dept weekly PO status report for the status of all outstanding orders; we are able to improve our service and assist to ensure that the necessary goods and services are obtained to meet the timeline and program needs of each dept.

Feedback helps: Improve our buying and receiving process for all the purchase for ASCC.

Helps us to improve our service and daily work.

**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?):**



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

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

Text Responses

Our dept SOP are regularly communicated whenever the need arises. Otherwise, it is standard and is a fact communicated to our staff that our dept SOP is our work bible.

Meeting are scheduled with dept to explain SOP, and copies are also sent via email for their records.

by using our biweekly report to let the departments know about their order.

**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
<b>All Data</b>	<b>3</b> (100%)	0 (0%)	0 (0%)	1.41	3

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

Text Responses

Since becoming a stand alone dept we are now keeping records of our own minutes of staff meetings.

Meeting minutes are taken during department meetings.

all based on our standard operating procedures

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

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

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

Text Responses

Prior to the new organizational chart our dept needed that one person to be responsible for all fixed assets and properties of ASCC. Now with the new organizational chart and our dept is now a stand alone dept., the need for that person is a urgent need as well as an Administrative Assistant for our dept is also a must.

An Admin will be great for our department so that person is able to help the Procurement Officer and the dept with all the office assistant tasks.

Need more staff to accomplish our office goal each day.

short on staff on our department.

**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
<b>All Data</b>	3 (75%)	1 (25%)	0 (0%)	1.25	4

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

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Text Responses

We need programs to have our dept possess the specialized skills or credentials in the field of Procurement. Such credentials we looking at is

The HRO assisted the Procurement Office with the required documents for the job descriptions.

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

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

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

Text Responses

As staff obtain higher certification or degree, it is updated with our HR dept.

The HRO assisted the Procurement Office with the required documents for the job descriptions. Staff Development Program is also offered for the staffs, and each semester a copy of the transcript is submitted to the HRO.

based on who you know

**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 lenei 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
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	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
<b>All Data</b>	<b>4</b> <b>(100%)</b>	<b>0</b> <b>(0%)</b>	<b>0</b> <b>(0%)</b>	1.89	4

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

Text Responses

Our dept maintains, upkeep and enforces confidentiality and integrity of all data whether they be students or others, Procurement must maintain that at all times.

Monthly meeting are conducted to remind staffs about ASCC policies and procedures.

all records are documented and filed

**5. Does your Department/Program/Division effectively use its personnel to achieve its mission? (O faaoga tatau 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
<b>All Data</b>	<b>4</b> <b>(100%)</b>	<b>0</b> <b>(0%)</b>	<b>0</b> <b>(0%)</b>	1.89	4

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

Text Responses

Even though our dept uses our personnel to achieve our mission, there is always room for improvement and by this the improvement needed is staff development training

Department discuss ways to improve service during monthly meetings, and are follow through by our Procurement Officer to ensure it is done.

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must have proper equipment in order for us do our work more efficient.

**Are you a full time or Part Time employee?**

	Full Time:	Part Time:	Responses
<b>All Data</b>	<b>3 (100%)</b>	<b>0 (0%)</b>	<b>3</b>

**Number of Courses you teach:**

Text Responses

NA

None

**Degrees, Coursework, and or Publications:**

Text Responses

Business Management: still ongoing

AS IN ELECTRONIC

**Other Qualifications not listed in previous question:**

Text Responses

Certificate in Agriculture

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

Text Responses

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Pago West Stake: 1st Counselor for the LDS Relief Society LDS Leone 2nd Ward Visiting Teaching Teacher for the Relief Society

**1a. Have faculty/staff in the Department/Program/Division involved themselves in in-service training and other professional development? (Na auai le afaigaluega 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
<b>All Data</b>	<b>4 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.89	4

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

Text Responses

Through off island training and conferences attended as members of National Association of Educational Procurement (NAEP) this is held every year and we are all required to attend to improve skills and keep up with trends and technological improvement. But especially to stay ahead of best practices to ensure that we are getting the best out of our dollar in spending for our organization or schools.

Discussion to improve SOP for Procurement Department.

N/A

ON THE 20TH OF MAY THEIR IS A TRAINING IN TEXAS THAT ONE OUR STAFF IS ATTENDING.

**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 afaigaluega a lau matagaluega/polokalama/vaega?):**

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
<b>All Data</b>	<b>2</b>	<b>1</b>	<b>1</b>	0.47	4

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	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
	<b>(50%)</b>	(25%)	(25%)		

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

Text Responses

Funding is needed to be able to maintain staff development throughout the year... In order for Procurement to keep up with changes in products and services off island and locally staff must be able to

**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
<b>All Data</b>	<b>3 (75%)</b>	0 (0%)	1 (25%)	1.25	4

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

Text Responses

This is done through annual employee increment evaluation.

Annual Performance Evaluation are conducted, and also a one on one meeting to improve operation.

**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?):**

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
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	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	<b>3</b> (100%)	0 (0%)	0 (0%)	1.41	3

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

Text Responses

Evaluation is conducted base on deadline.

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

Text Responses

Procurement is housed under a building that is shared with our Bookstore Office and storage area. We recently upgrade this to separate Bookstore area from Procurement and a permanent wall was completed last month separating the two stand alone dept.

Not enough office space....

Office with room and space to store in coming orders.

**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	<b>2</b> (67%)	1 (33%)	0 (0%)	0.82	3



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

Text Responses

Yes, our department although could use a little more space to house incoming items for disposal and transferred equipment, tools etc. it is adequate to support our mission.

Need more space for the equipment and supplies for the whole college to conduct receiving process.

**3a. Does the Institution operate and maintain physical facilities that are adequate to serve the needs of this Department/Program/Division? (O faaoga 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	<b>3</b> (100%)	<b>0</b> (0%)	<b>0</b> (0%)	1.41	3

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

Text Responses

Janitors are doing an excellent job maintain a clean facilities.

**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 malupuipua mo lenei matagaluega/polokalama/vaega?):**

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	<b>1</b> (33%)	<b>2</b> (67%)	<b>0</b> (0%)	0.82	3

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

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Text Responses

There are securities around the campus that maintains safety and ensure that this is a safe and secure environment. We also have the janitorial services dept that takes care of cleaning facilities and reports on any unhealthy and unsafe facilities.

Need fire extinguishers and first aid kit the building.

No safety materials like first aid and fire bottle to put out fire.

**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
<b>All Data</b>	<b>3</b> <b>(100%)</b>	<b>0</b> <b>(0%)</b>	<b>0</b> <b>(0%)</b>	1.41	3

**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

Easy access steps and ramp are available.

**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
<b>All Data</b>	<b>1</b> <b>(33%)</b>	<b>2</b> <b>(67%)</b>	<b>0</b> <b>(0%)</b>	0.82	3

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

Text Responses

Storage Room

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

Text Responses

Our dept uses dolleys and our vehicles are adequate to support our dept. However, there is a need to upgrade our system specifically our Fixed Assets tracking system as it is not supported by our Technology support and our personnel is not trained to install and upkeep these types of systems.

Computers, printers, fax machine.

Vehicle, printers copy machine and computers.

**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
<b>All Data</b>	<b>1 (33%)</b>	<b>1 (33%)</b>	<b>1 (33%)</b>	<b>0</b>	<b>3</b>

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

Text Responses

Yes, upgrade and support of our stagnant Fixed Asset Tracking system.

not sure

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Updated version for a inventory system.

**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
<b>All Data</b>	<b>2</b> (67%)	<b>1</b> (33%)	<b>0</b> (0%)	0.82	3

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

Text Responses

There are records that this was done but not on a regular basis. It should be done regularly.

we normally ensure all of the equipment are there in a daily self inventory.

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

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
<b>All Data</b>	<b>3</b> (100%)	<b>0</b> (0%)	<b>0</b> (0%)	1.41	3

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

Text Responses

Our department keeps up with the maintenance of our equipment by having them checked when it is called for.

Staffs are responsible for their own work areas.

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**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
<b>All Data</b>	<b>3 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.41	3

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

Text Responses

Computers, printer, fax machine.

**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 auaunaga?):**

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
<b>All Data</b>	<b>3 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.41	3

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

Text Responses

As explained earlier, we need to upgrade our equipment especially our fixed assets inventory tracking system... it was never used as there is no support from our IT people to have it properly installed.

Computers are old and we need new and fast operation computers.

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**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
<b>All Data</b>	<b>3 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.41	3

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

Text Responses

Due to organizational chart change we are now able to receive our budget for our dept.

Finance Office provided a copy of the Fiscal Year Budget to help pland dept purchases.

**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?):**

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
<b>All Data</b>	<b>3 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.41	3

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

Text Responses

The new organizational chart has made it possible for dept staff to be involved in the budget planning.

During staff meeting each staff introduce the required activities for the dept.

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**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
<b>All Data</b>	<b>2</b> (67%)	<b>1</b> (33%)	<b>0</b> (0%)	0.82	3

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

Text Responses

Staff discussion involves the whole department.

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

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
<b>All Data</b>	<b>1</b> (33%)	<b>2</b> (67%)	<b>0</b> (0%)	0.82	3

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

Text Responses

Since becoming a stand alone dept and prior to this the financial support needed by this dept to meet our needs has never been fully met. We have shortage of staff and need to upgrade equipment but that has always been the issue.

But we request for an increase due to the needs to have enough supplies to conduct daily work task, vehicle maintenance, others.

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

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
<b>All Data</b>	<b>3</b> <b>(100%)</b>	<b>0</b> <b>(0%)</b>	<b>0</b> <b>(0%)</b>	1.41	3

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

Text Responses

Our dept currently uses the financial resources to achieve our mission... we have managed to stay within our allotted financial resources to meet our goal of obtaining goods and services for ASCC.

Although there is limited budget for our department but we make sure all the supplies to help with daily operation such as toner, paper, pens, staples, paper clips are available at all times.

**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
<b>All Data</b>	<b>2</b> <b>(67%)</b>	<b>1</b> <b>(33%)</b>	<b>0</b> <b>(0%)</b>	0.82	3

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

Text Responses

Due to limited budget there are no budget priorities for our dept set yet...other than to ensure that our missions to the institution as a whole is met.



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Vehicle Maintenance Staff Development Staff Training/Meeting Office Furniture: Desk, Computer

**1a. Is technology used to improve student learning and services? (O faaoga le tekonolosi e faaleleia ai aoaoga ma tautua mo tagata aooga?):**

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
<b>All Data</b>	<b>3 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.41	3

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

Text Responses

Computers help student access the internet for course schedule, registration, ASCC activities update.

**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
<b>ASCC Online Systems (Moodle, Compliance Assist, Colleague, Webmail, Website etc.) (Sisitema a le Kolisi Tuufaatasi (polokalama e fai ai vasega)</b>	<b>1 (33%)</b>	<b>1 (33%)</b>	<b>1 (33%)</b>	0	3	2 / 3

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	<b>Available/Accessible (Avanoa/Faigofie ona maua)</b>	<b>Appropriate (Talafeagai)</b>	<b>Current (Tekonolosi o le taimi nei)</b>	<b>Standard Deviation</b>	<b>Responses</b>	<b>Weighted Average</b>
<b>Software (Microsoft Office, SPSS, CAD, Autodesk, etc.) (Poloklama tau komepiuta)</b>	<b>1 (33%)</b>	<b>1 (33%)</b>	<b>1 (33%)</b>	0	3	2 / 3
<b>Internet Connectivity (speed, etc.) (Fesootaiga tau initaneti)</b>	<b>0 (0%)</b>	<b>2 (67%)</b>	<b>1 (33%)</b>	0.82	3	2.33 / 3
						2.11 / 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 auunaga nei e tagata aoga pe a mana'omia?):**

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>	<b>Weighted Average</b>
<b>Computer Labs (Potu Komepiuta)</b>	<b>3 (75%)</b>	<b>0 (0%)</b>	<b>1 (25%)</b>	1.25	4	1.5 / 3
<b>Counseling (All types of</b>	<b>2</b>	<b>0</b>	<b>1</b>	0.82	3	1.67 / 3

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	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses	Weighted Average
<b>Counseling) (Faufautua (Soo se Ituaiga):</b>	<b>(67%)</b>	<b>(0%)</b>	<b>(33%)</b>			
<b>Financial Assistance (ex. Financial Aid, Work-Study, Scholarship, Deferred Payment Plans) (Fesoasoani Tau Tupe (ftg Fesoasoani Tau Tupe mai le Malo Tele, Polokalama Galue ma Aoga, Sikolasipi, Fuafuaga tau Pili Totogi Tolopō):</b>	<b>2 (67%)</b>	<b>0 (0%)</b>	<b>1 (33%)</b>	0.82	3	1.67 / 3
<b>Library (Faletusi):</b>	<b>2 (67%)</b>	<b>0 (0%)</b>	<b>1 (33%)</b>	0.82	3	1.67 / 3
<b>Academic Tutoring (Fesoasoani i meaaoga):</b>	<b>2 (67%)</b>	<b>0 (0%)</b>	<b>1 (33%)</b>	0.82	3	1.67 / 3
<b>Academic Advising (i.e., Online Information, Faculty Availability) (Faufautua i mataupu tau'ave (fa'ata'ita'iga, Faamatalaga i le Upega, avanoa o faiaoga):</b>	<b>2 (67%)</b>	<b>0 (0%)</b>	<b>1 (33%)</b>	0.82	3	1.67 / 3
<b>Campus Life (i.e., Security, Extra Curricular, Co-Curricular, etc.) (Olaga Faakolisi: (fa'ata'ita'iga,</b>	<b>2 (50%)</b>	<b>1 (25%)</b>	<b>1 (25%)</b>	0.47	4	1.75 / 3

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	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses	Weighted Average
<b>Malu o le Kolisi, Mataupu/faatinoga faaopoopo ma isi):</b>						
<b>Admissions and Records (Application, Transcripts, etc.) (Ofisa Faaulufale ma Faamaumaga (Tusi talosaga, Faamaumaga aloaia o togi maua, ma isi):</b>	<b>3 (75%)</b>	<b>0 (0%)</b>	<b>1 (25%)</b>	1.25	4	1.5 / 3
						1.63 / 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 aooga 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
<b>All Data</b>	<b>4 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	1.89	4

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

Text Responses

We strive to fulfill the mission of our dept by ensuring that necessary goods and services needed to fulfill the safety and health of the campus is adhered to at all times.

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We need more to add to the current supplies we have on campus.