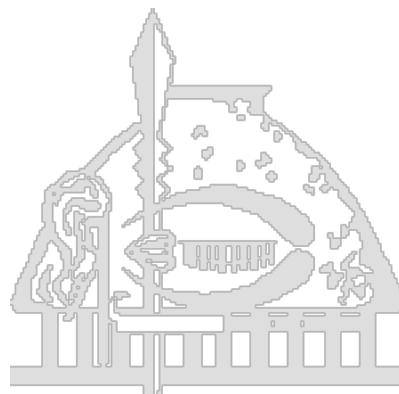


American Samoa Community College

Spring | 16

Divisional Assessment  
SAMOAN STUDIES INSTITUTE



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**Samoan Studies Institute**



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

SSI offers Samoan Studies courses that are fully transferable to other college campuses. SSI's graduate tracking program assists Samoan majors with transferability as well as helping graduates with job placement (helps with resume building, etc.). SSI publishes their own writing (Tala le Tau'i Vol. I & II, Samoan Anamua Coloring Book, Samoan 111 Reader) and does research projects as well (Rose Atoll). Community outreach programs are organized by SSI to bring awareness of the Samoan culture to the community (Campus lectures, Faasamoa Pea Radio program, Elei/Carving Workshops, Presentations, Samoan Day, etc.)

- SSI offers Samoan Studies Courses that are transferable to other outside campuses. • Transfer to institutions of higher learning - SSI also prep these students for working in translations and other office paper works in order for them to familiarize with with different questions and how to answers. • Successful entry into the workforce - Research project as Rose Atoll and coloring books, translations are also provide to assist the community. • Research and extension in human and natural resources - Radio programs (faasamoa Pea) Workshops Elei with TAOA. Samoan day with the SAFF students. • Awareness of Samoa and the Pacific

Our mission supports that of the college in that our programs promote the awareness of Samoa and the Pacific and we also provide educational programs that provide the students with greater options

Students are aware of Samoa and Pacific academically. Courses are offered for students beneficial learning, and are receiving effective instructions. Where SSI provides effective awareness to the community, Faasamoa Pea radio program, Tala le Tau'i, Samoan Anamua, Samoan Expos..etc... Research of Rose Atoll, Villages origin either origin of name and how it came about and or other heroic historical event pertaining to that specific village/county

Mission (Manulauti) The Samoan Studies Institute's mission is to ensure and promote the continuity of Samoan culture, traditions, language, and heritage through an inter-disciplinary, comprehensive educational approach that focuses on four major areas: (1)

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Academics (2) Community and Cultural Extension Programs (3) Research and Publication, and (4) Samoan Language Translation and Interpretation. O le manulauti a le Ofisa o Aoaoga ma Suesuega Samoa, ia unaia ma faaauau tu ma aga, gagana ma le tofi o Samoa, ina ia faataua ai aoaoga i vaega e fa: (1) Aoaoga (2) Polokalama mo Alalafaga, ma Faasoa faaleaganuu (3) Suesuega ma Lomiga (4) Faaliliuga ma Faauiga Gagana faasamoa.

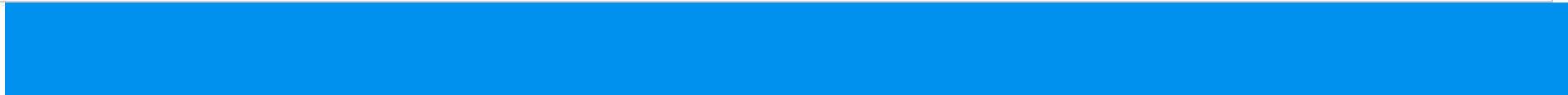
SSI program offers courses such as SAM 101, SAM 111, SAM 151/L, and in the 200 level that are transferrable (bullet#1) to UH Hawaii and other institutes as a second language or to enter into higher Samoan Language courses like that at UH Manoa. Language and cultural classes enable students to speak respectfully in the workplace or in cultural/formal settings -oratorical class empowers the youth to speak or be involved in village aumaga and other activities (bullet#2 and PLO 1,2,3). Cultural research (egs. Tala le Tauivol, Fagatogo project) conducted by the office and translation services supports the Research and extension in human and natural resources as well as create more Awareness of Samoa and the Pacific in SSI publications eg. Tala le Tauivol bilingual Oral traditions of American Samoa (bullet#4). 1. Develop and apply skills in the area of speaking (during contemporary and cultural settings), writing, reading and listening. 2. Develop and apply skills of understanding and interpretation of Samoan Literature. 3. Demonstrate skills in executing activities that are endemic to the performance of Samoan material and non-material culture. 4. Demonstrate competence and ease in delivering English translation and interpretation of Samoan. SAMOAN STUDIES

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Their vision/missions are aligned according to the needs of students for their future. Preparing students at work or anywhere they wanted to travel due to continuation of their educational and employment

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Support by the academic side Support by the research and publication Support by outreach community Support by media and translation
The Samoan Studies Institute mission correlates and fulfills the fourth bullet of the ASCC's mission.
Supporting College Mission, SSI offers 1. Instructional Program with a Degree in Samoan Studies 2. SSI degree does prepare students for employment 3. SSI does research, publication and outreach programs 4. SSI does promote awareness of Samoa.



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):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Please explain and provide evidence (Faamatala):</b>	<b>Standard Deviation</b>	<b>Responses</b>	<b>Weighted Average</b>
<b>Transfer to institutions of higher learning: (Faauauau atu i iunivesite ma aoaoga maualuluga atu):</b>	<b>11 (100%)</b>	0 (0%)	0 (0%)	5.19	11	1 / 2
<b>Successful entry into the workforce (Faamanuiaina i galuega):</b>	<b>11 (100%)</b>	0 (0%)	0 (0%)	5.19	11	1 / 2

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	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Please explain and provide evidence (Faamatala):</b>	<b>Standard Deviation</b>	<b>Responses</b>	<b>Weighted Average</b>
<b>Research and extension in human and natural resources; (Saililiga ma le faalauteleaga I mataupu tau tagata ma punaoa faalenatura):</b>	<b>11 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	5.19	11	1 / 2
<b>Awareness of Samoa and the Pacific (Silafia o Samoa ma le Pasefika):</b>	<b>11 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	5.19	11	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 aoga o aoaoga ma tautua?):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>9 (82%)</b>	<b>0 (0%)</b>	<b>2 (18%)</b>	3.86	11

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

Text Responses

SSI holds an annual curriculum and program review and during bi-weekly meetings, the Director often evaluate faculty and how to improve their teaching techniques.
During the biweekly meetings and SSI curriculum and program review.
During biweekly meetings as a Dept. we are constantly following up on projects that we are working on. The faculty and staff also have meetings to evaluate the work we are doing and there are reports to evaluate the effectiveness of the work we do.
During Bi-Weekly, SSI gives a full report to SSI Director reporting work and other related to work field for review after every pay period. This confirms of how work is ongoing in SSI and must relates to our SSI Divisional outcomes.
: Evaluation is undertaken on different levels -for Academic -Pretest and Post test check student general progress and is an attempt by the office to monitor --Chair just collected our results and Assessment matrix enable SSD to evaluate what works and what needs fixing --in progress and due in to Chair and Director of Assessment During SSD faculty meetings, chair and faculty take to task any current issues - The SOP revamp allowed SSI to evaluate and finalize core tasks, responsibilities and duties to establish a clear cut focus and protocol
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SSI still conducting workshops and seminars for its employees

Faculty evaluations, courses evaluation, program evaluation. Assessment Program Review is another mechanism. Assessment reports yield data that warrants evaluation and essential improvements of the degree program and Samoan courses.

Evaluations are conducted at the end of any outreach activity. SSI is part of the Academic Affairs instructional review. Its services are evaluated as per service offered.

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

SSI has a mini-lab that students can utilize to do research and homework. Tutoring is also provided for students at the availability of the faculty and staff of SSI. Some SSI faculty also utilizes Moodle as a teaching tool and this semester, SSI was able to publish the Sam 111 Reader as a resource for students.

- SSI and other offices have Mini labs for students to do research and homework. - Tutoring also given to students who needed help with their homeworks...

By creating resource material for our students, providing a lab and support for them to do their work in.

Students seek further instructions pertaining to Samoan academic learning, tutoring. Faculty use moodle to connect with students as an effective way of communication and utilize this media page for academic purposes. Also, SSI have compiled materials of text and writings from faculty for SAM 111 text book for Introduction to Samoan Language courses

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SAFF -the Students Association for Faasamoa enables students to be ambassadors for faasamoa in the dance and song, in cultural performances including dance and 'ava ceremonies. Peer help in different subjects strong at -- open door policy for advice both academic or social SAFF help each other after graduation

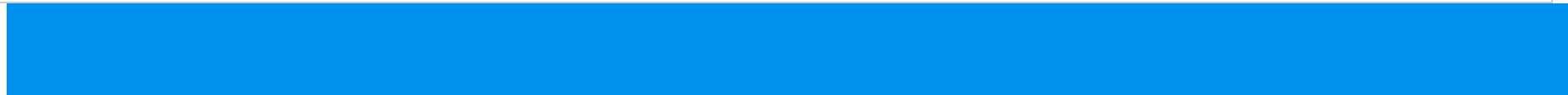
During the semester: SAFF -the Students Association for Faasamoa enables students to be an ambassador for faasamoa in the dance and song, in cultural performances including dance and 'ava ceremonies. peer help in different subjects strong at -- open door policy for advice both academic or social n SAFF help each ot after graduation

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Our SAFF students always be part during any Students Services programs and activities and also teachers participate in any departments activities.

Thru academic, research and publication, recruiting by the outreach program, SAFF

A number of strategies are employed ranging from student recruitment (i.e. Student Association for Faasamoa), student activities (i.e. Samoan Day, writing competitions, games, public lectures), and the excellent experiences imparted by the SSD faculty members.



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
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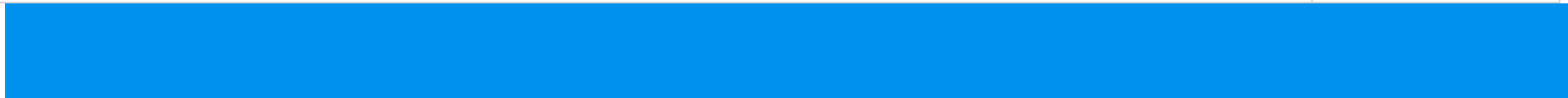
	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Please Explain</b>	<b>Standard Deviation</b>	<b>Responses</b>	<b>Weighted Average</b>
<b>Annual Reports (Ripoti faaletausaga: Ioe pe Leai, Faamolemole faamatala.)</b>	<b>10 (91%)</b>	<b>1 (9%)</b>	<b>0 (0%)</b>	4.5	11	1 / 1
<b>Quarterly Reports (Ripoti faalekuata. Ioe pe Leai, Faamolemole faamatala)</b>	<b>10 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	4.71	10	1 / 1
<b>Bi-weekly Reports (Ripoti tai lua vaiaso. Ioe pe Leai, Faamolemole faamatala).</b>	<b>11 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	5.19	11	1 / 1
<b>Student Learning Outcomes (Agavaa Ausia Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)</b>	<b>11 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	5.19	11	1 / 1
<b>Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)</b>	<b>11 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	5.19	11	1 / 1
<b>Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)</b>	<b>11 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	5.19	11	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>Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)</b>	<b>11 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	5.19	11	1 / 1
<b>Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)</b>	<b>10 (91%)</b>	<b>1 (9%)</b>	<b>0 (0%)</b>	4.5	11	1 / 1
<b>Student Satisfaction Survey (Suesuega Lotomalie Tagata Aoga. Ioe pe Leai, Faamolemole faamatala)</b>	<b>10 (91%)</b>	<b>1 (9%)</b>	<b>0 (0%)</b>	4.5	11	1 / 1
<b>Fact Sheets (Pepa o Faamatalaga Moni. Ioe pe Leai, Faamolemole faamatala)</b>	<b>10 (91%)</b>	<b>1 (9%)</b>	<b>0 (0%)</b>	4.5	11	1 / 1
<b>Other Evidence (Nisi faamaauga. Ioe pe Leai, Faamolemole faamatala)</b>	<b>10 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	4.71	10	1 / 1

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	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
						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>10 (91%)</b>	0 (0%)	1 (9%)	4.5	11



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

Text Responses

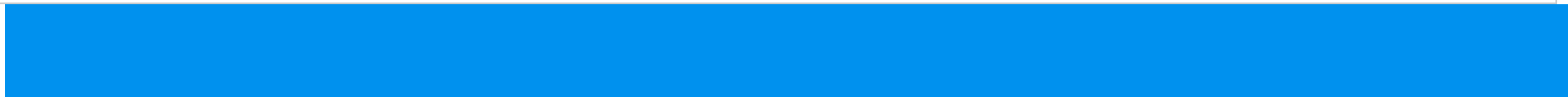
Services that SSI provides are often evaluated through the use of surveys and they allow SSI to improve on their future (near/far) endeavors. Performance evals are a great way for staff/supervisors to communicate how SSI can improve by the services that staff member renders. SSI holds bi-weekly meetings and often discusses upcoming activities/events and finds strategies to successfully execute them. Once those activities/events are done, SSI will meet to debrief and discuss ways to improve the next activity/event.

Yes, evaluations on any events going on in this office it always have to have a feed back in order to improve for the next upcoming project.

Feedback has been reviewed and used to improve our programs and approaches to student learning as well as to the support that we

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provide.
Evaluation on any events helps to improve with SSI ongoing programs and get feedback from community as to how effective our program are.
Program review identified the need for Research and Publication to be promoted Tis the reason why changes were made to the office Now faculty 1 & 2 have been transferred to form this division within SSI Faasdamoa Pea Radio program has been twice surveyed and needed changing in stories variety
Review of program saw need to push Research and Publication side -hence our Transfer to Research and Publication fulltime. Faasamoa Pea survey resulted in our office changing who to survey and who to read and kind of stories to serve our listeners Encouraged more awareness and offering of public lectures
Review of program saw need to push Research and Publication side -hence our Transfer to Research and Publication fulltime. Faasamoa Pea survey resulted in our office changing who to survey and who to read and kind of stories to serve our listeners Encouraged more awareness and offering of public lectures surveyed results show great support for more lectuers from SSI
Part of the evaluation that is not perfect, can help me to improve
Still in the analytical process or program review sessions in collaboration with faculty members.
SSI last year evaluated its projects to ensure alignment with mission. Also a yearly plan of activities were made available for all.



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

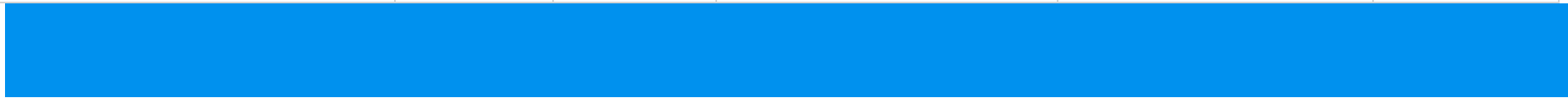
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It helps with organizing SSI programs, presentations, public lectures, SAFF performances, publications, as well as activities. It also has produced new ways of reaching a global community online.
- It helps out with organizing our publications and our public lectures
>It helped us structure our most recent lecture. >With the workflow of our most recent publications. >Adjust our content for the radio program. >Led to the use of new platforms in order to reach a wider audience (Social networking) and the creation of content specifically for these platforms. >We now have two full time translators and research coordinators.
Helps with workshops, presentation, cultural extensions and other programs that brings awareness to Samoan and Pacific.
With the new division Research and Publication things were on the move. A lot of unfinished work from the past started moving up and finished. Tala le Tau Volume two came into focus so as the 2nd edition of the childrens coloring book finished and was in the book launch after. Later volumes were in the process. With the division personnel free from instruction they dug in fast and the SAM 111 Reader was finalized and printed for use. Faasamoa Pea program continued and others .
Turn around time faster because of the focus -can be better though! -- had book launch for Tala le Tau and coloring book vol 2 for kids. Third volumes for both in process and coloring book in editing stage Continued Faasamoa Pea program had second Public lecture at Lecture Hall -
Turn around time faster because of the focus -can be better though! -- had book launch for Tala le Tau and coloring book vol 2 for kids. Third volumes for both in process and coloring book in editing stage Continued Faasamoa Pea program had second Public lecture at Lecture Hall -
All SSI Program Outcomes
Course revisions, rubric development, and syllabi revisions.
1. Review of the Faasamoa Pea survey instrument. 2. Printing done by SSI staff to cut down costs with having publications done by local or off island company 3. Reaffirmation of Divisional Outcomes are measurable. 4. SSI printed its SOP manual

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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?):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	3 (27%)	2 (18%)	6 (55%)	1.7	11



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

Text Responses

Still not sure if there is proper documentation of decisions (minutes) of SSI meetings and degrees, certificates, etc. Internet speed still needs some improvement. Mini-lab still needs updating of computers (we did purchase Ram for each computer, but they still run slow). Upgraded equipment for research and production.
don't remember
Computer labs still in need of new and updated equipment. Still in need of new video equipment to bring our video services into High Definition. Internet services are still very slow.
None available at the moment
n/a
sorry, I cannot think of any
Just minor things that need improvements
SSI faculty and staff were provided with copies of the report. Discuss issues that were raised in this assessment report.

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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

-Offered another public lecture of the Samoan Faleaitu -Published and launched 2 books -Created a Reader for Sam 111 class -Created a few YouTube videos for recruitment -Updating media library -Continuation of Faasamoa Pea Radio program -Hired a full time Language/Interpreter Assistant -Hired a full time faculty -1st Annual writing competition for ASCC students -Graduated another student in the Samoan Studies Degree program -Continuation of graduate tracking program -US Fish/Wildlife Council public hearing translation project -SAFF performances (aboard a Cruise Ship)
We've done couple publications and printed our own text books for Student uses a long with translation projects from the community. - Executed one lecture with Tamari on Faleaitu and two books Tala Le tauo vol.2 and the Samoa Anamua col. vol.2 - Vincent updating the SAFF promo video - writing competition. Faleosalafai translation project about US fishery wildlife with Tamari.
Launched two new publications. Executed our second on campus lecture. Assisted in translations for major public hearings.
Leone Healing Garden Tatau Lecture Media update Student Graduate Translation for U.S. Fish & Wildlife Services
1. First Short Story competition for stories in the Samoan language 2. book launch -Tala le taui Volume 2, Coloring book 3. Faasamoa Pea continuation 4. Healing Garden project 5.Public lectures on Tatau and Faleaitu by faculty 6. SAM 111 Reader
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SAFF Continuation Book Launching SAFF Expo Staff Presentation

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1. A continuous of SSI graduates almost every semester 2. A numbers of research have published and printed 3. Increase the number of translations 4. SAFF has been invited for different Government functions and ASCC itself

Need to revisit current assessment instruments used to assess courses. Also needed to revisit some course syllabi that needed minor adjustments on course objectives and student learning outcomes. SSD faculty members collaborated on fine tuning course contents that were vital for this catalog year.

1. Students Samoan Writing Competition. 2. US Fish and Wildlife Agency used SSI translation service for their public meeting in AS> 3. Public Lecture Series as supported by data to be an on going activity. 4. Completion of Vol 2 Tala le Tauai and Vol 2 Ancient Samoan Coloring book.

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 faaoga 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?):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>10 (91%)</b>	<b>1 (9%)</b>	<b>0 (0%)</b>	4.5	11

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

Text Responses

This year, there has been a lot of open dialogue between faculty/staff/administration. The director has been really open and trusting to ideas and projects brought up by me, one of which was to address an issue concerning a student's transfer credits that I helped with.



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yes we do implement those feedback for further improvement of the institution.
Director uses our feedback to assist in the planning of future projects and is constantly informing us of ongoing.
It's very effective when recommendations are made to allow for our departments to improve. When continued support from faculty and staff is seen in office it makes things more convenient and much easier to work within.
Staff and faculty meetings bi weekly reports Door opens to all, comments, complaints and feedback accepted during or outside of SSI office meetings or otherwise.
open door policy also means feedback is accepted either during office meetings for different sections
open door policy also means feedback is accepted either during office meetings for different sections
As for the Book Launching, many books were sold and purchased by the public. As for Mrs. Tamari's Presentation on Faleaitu, a survey was collected and feedback from the students was turned in.
This process reflects on SSI monthly meetings. Everyone's feedback is important for changes and improvements
Feedback from faculty and staff members is vital in addressing deficiencies that were identified by WASC to move forward with decision making. Of course, SOPs and processes were already secured by ASCC to guide essential dialogues.
During SSI meeting staff and faculty discuss and decide on activities which does contribute to the improvement of the institution. For example in hosting visitors.

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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?):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>8 (73%)</b>	<b>1 (9%)</b>	<b>2 (18%)</b>	3.09	11



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

Text Responses

Definitely yes for communicating decisions. The director is great about informing us on what she chooses to do. But, SSI's attempt to create an SOP manual has been but to a halt. There was a lot of progress in implementing a universal standard of how to do each employee's job. We even had several SOP meetings to finalize SOPs for each employee at SSI, but the actual SOP manual is yet to be implemented.
Question needs to be reworded
SOPs are currently, still a formality that is still in the process of being implemented.
Director emails and inform us of what goes on Biweekly SSI office meetings- Director updates staff and faculty on admin matters Chair - SSD meets once every two weeks on either Tuesday or Thursday Updates and info are given out in fat folders. Malo Chair
Director - meetings held biweekly enables staff and faculty to get updates from director about admin matters affecting -emails also used in communicating Chair -stages meetings biweekly where fodlers of information and updates are given out on Thursdays or Tuesday
Director - meetings held biweekly enables staff and faculty to get updates from director about admin matters affecting -emails also

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used in communicating Chair -stages meetings biweekly where fodlers of information and updates are given out on Thursdays or Tuesday
Email consistently coming in
SOP's really help SSI employees to smooth and iron things in the office and its daily routine
Transparency is a policy currently embraced by ASCC.
SSI meets every Tuesdays of pay week whereby faculty and staff are informed.



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

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>8 (73%)</b>	<b>0 (0%)</b>	<b>3 (27%)</b>	3.3	11



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

Text Responses

Again my answer still remains from last year's divisional assessment, I'm not sure if the Administration Assistant is doing this.
Are you referring to the SOP . then yes. It was documented and archive last year and we even had a meeting to go over each of it.

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I believe that the Administrative assistant is doing this.
..SSD -the more regular one where Chair sends off file of minutes and communicates reminders on email Research & Publication has started to keep records of its meetings and send copies to members via email or on hard copy
SSD -the more regular one where Chair sends odf file of minutes and communicates reminders on email Research &Publication has started to keep records of its meetings and send copies to members via email or on hard copy
SSD -the more regular one where Chair sends odf file of minutes and communicates reminders on email Research &Publication has started to keep records of its meetings and send copies to members via email or on hard copy
Video tapes and books are well kept and still printed when it's needed
For SSI records, just in case something might pop up but there always a proof
Kept in office or processed through the IE Division
SSI Director and Administrative assistant keeps records of 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?):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>7 (64%)</b>	<b>3 (27%)</b>	<b>1 (9%)</b>	2.49	11



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

Text Responses

Having hired a new assistant translator and faculty who helps out in other subdivisonal areas, SSI has been operating adequately. There is enough staff and faculty to allow SSI to function properly.
We have enough to execute any office projects and plus everyone is an expert in their own field.
With the new structuring of SSI Personnel, as well as the new hires, we are more focused on our specialized areas and are adequate to support our current programs.
for the time being yes all staff positions are now filled faculty now ok Resesearch and Publication have now been filled with transferring of 2 specialised faculty to take these position. one new faculty has been hired and now working,.
we have room for more although we understand overload when the need arises
we have room for more although we understand overload when the need arises
Although we have short staff and faculty, the best thing is, that everyone in SSI are multi-task individuals and professionals
Most of SSI personnel are multi - tasked.

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

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>10 (91%)</b>	<b>0 (0%)</b>	<b>1 (9%)</b>	4.5	11

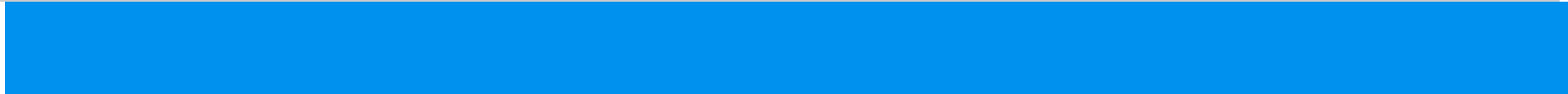
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2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

I truly believe so.
I believe all personnel are specialized in their field to support the department.
Personnel possess all specialized skills or credentials required to support the Department/Program.
All faculty & faculty./staff have degrees, staff are qualified in their respective jobs.
faculty qualfied in the content area and Education staff equipped but can do with more training Orientation also offers continouis training
faculty qualfied in the content area and Education staff equipped but can do with more training Orientation also offers continouis training
Everyone in the personnel are multi-talented people
SSI has qualified faculty and professional staff.



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

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>10 (91%)</b>	<b>0 (0%)</b>	<b>1 (9%)</b>	4.5	11

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

Text Responses

Yes, the Admin. Assistant takes care of that in a very organized manner.
Our Admin does keep track of that in our office.
All proper documentation (degrees, certificates, etc.,) are on file and continuously updated.
HR had seen to that as of late
Admin Assistant has copies on her file -during our work on SOPs she was able to pull out Job Descriptions from individual files for staff and faculty not sure whether she had most recent faculty's complete papers
Admin Assistant has copies on her file -during our work on SOPs she was able to pull out Job Descriptions from individual files for staff and faculty not sure whether she had most recent faculty's complete papers
For personnel usage and visitation, such as WASC
These are given to HRO



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?):

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	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>8 (73%)</b>	<b>0 (0%)</b>	<b>3 (27%)</b>	3.3	11

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

Text Responses

Don't know
What is a FERPA?
security, confidentiality and integrity of student information according to FERPA are well protected
No one other than the faculty responsible for his/her classes know the progress, results and grades of students in classes. The copy of grades for files are only referred for filing after the semester is done.
faculty especially s they deal with students directly however, the last semester, one potential graduate who dropped out of class was discussed between myself, my chair, registrar and Dean
faculty especially s they deal with students directly however, the last semester, one potential graduate who dropped out of class was discussed between myself, my chair, registrar and Dean
Taking care of classrooms like M3 & M4
Its against the law to distribute students information to public. Also, SSI protect the security of ASCC students
SSI faculty and staff are aware of these policies.



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

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>11</b> <b>(100%)</b>	<b>0</b> <b>(0%)</b>	<b>0</b> <b>(0%)</b>	5.19	11

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

Text Responses

Improvements have been made throughout this year to every component of SSI (subdivisions) so that all personnel can contribute more effectively. There could be some improvement on providing the necessary equipment to achieve better quality in personnel work (i.e: camera, musical instruments, ipad for compilation/easy-reading of faasamoa pea stories, etc)
we do use our personnel to achieve our mission
We are constantly improving on how we allocate our time and resources in order to better serve our mission.
We work cooperatively to achieve the continuity of Samoan Studies Institute missions and outcomes objectives.
This office has a lot of work done within to achieve success for our mission. Faculty do not just teach, they work on other projects to assist staff in trying to meet deadlines for other projects. One person wears two to three different hats, work done to finish our book production glossary, creating the Reader for SAM 111 course, coordinating the Faasamoa Pea Radio Progra, writing, editing and broadcasting, This leads to transfer of faculty to Research and Publication (aforementioned).
Finalize Glossary edits and get work out to the public as originally planned years ago
Finalize Glossary edits and get work out to the public as originally planned years ago

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Everyone here in SSI are aware of their tasks to support SSI mission. In order to improve, is to con't working on what is required to do and complete it on time

Need more training on assessment so that faculty are not the only individuals who are aware of assessment concepts essential to the development of the degree program. Also, everyone has to be on the same page since all stakeholders' voice and unique perspective play a crucial role in this process.

SSI has one more faculty position to fill.

Are you a full time or Part Time employee?

	<b>Full Time:</b>	<b>Part Time:</b>	<b>Responses</b>
<b>All Data</b>	<b>11 (100%)</b>	<b>0 (0%)</b>	<b>11</b>

Number of Courses you teach:

Text Responses

0

- None

None.

SAM 151 (1) Freshman Samoan Composition sAM 151 (1) lab, Freshman Samoan Composition SAM 152 (1) Introduction to Samoan Culture SA M 154 (1) iIntroduction to Samoan Literature SAM 251 (1) Sophomore Samoan Composition

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1 at this point of time
1 at this point of time
3
One - adjunct faculty
4



Degrees, Coursework, and or Publications:

Text Responses

Bachelor's of Arts in Political Science
AA Arts degree
AA Prelaw AS Criminal Justice Did photography work for "Laei a Samoa" by Teleiai C. Ausage, as well as the book format and layout. Various video publications for SSI (SAFF promotions) and ASCC promotionals.
Laei a Samoa Fale Aitu Tala le Tau'i publications
Masters of Samoan Studies Bachelor of Arts Samoan Studies & English Literature Certified Teacher's Certificate "O TEINE O LE PAPA" - published 2003 ' o le Ava a Manu'a" - unpublished 1992
Masters -Samoan Studies: Post Graduate -Samoan Studies BA English Lit
Masters -Samoan Studies: Post Graduate -Samoan Studies BA English Lit Training certificates for Journalism
Coursework towards Degrees

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Degree: MSS - Masters in Samoan Studies Publications: For SSI - Tala le Tau vol 1&2, and 3 is ongoing  
My own publication: Anava Fetalai Laei a Samoa

Associates, Bachelors, Masters, and currently a Doctorate degree seeker.

Show Less Responses

Other Qualifications not listed in previous question:

Text Responses

-Crisis Prevention Intervention certified

- Sculptural certification from China 2008 and 2010

Coordinator - Faasamoa Pea Radio Program ( 92.1 FM Radio Station ) Short story Writer - Faasamoa Pea program Assessment

Training certificates for Journalism Moodle trainings

Training certificates for Journalism Moodle trainings

Show Less Responses

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

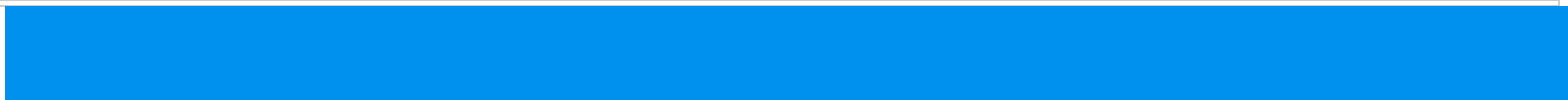
Text Responses

-SAFF Instructor -leova Irae AOG Ministerial Team

- don't know

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Active attendee and supporter of Prom (A monthly, youth led and driven open mic). Member of the ASCC Marketing Committee. Supporter of SAFF.
Active LDS member Leone Fofu Coalition Leone 1st Ward Choir Red Cross Village Aumaga
- Treasurer - Saole Drugfree Coalition Board - Sunday School Teacher - Alofau CCCAS - Choir member - Alofau CCCAS - Mafutaga Tina member - " " - Advisor to Youth - Saole Coalition
*Board YFC -Board secretary *WOL Sunday school teacher *Leadership of Word of Life Church -Tafuna *Advisor to college students *New Beginning Fellowship
*Board YFC -Board secretary *WOL Sunday school teacher *Leadership of Word of Life Church -Tafuna *Advisor to college students *New Beginning Fellowship
I am now selected to be our Department member for the Senate/Department Faculty Meeting Secretary, Committee Sec/Treasury, LDS member Pago Samoa RSociety 1Con, Geneology Consultant, Seminary Teacher, S/School Teacher.....
* Sub committees for WASC during Show Cause * Former chairperson for SSI academic * SAFF performances for Gov't functions
Member of the Curriculum Committee, Academic Assessment Committee, and Academic Assessment Core Committee.
Member of Amerika Samoa Archival Commission Member of Amerika Samoa Historical Preservation Commission



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?):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>8 (73%)</b>	<b>1 (9%)</b>	<b>2 (18%)</b>	3.09	11

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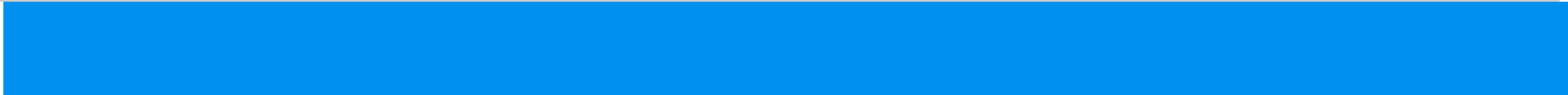
1b. If "yes", please list evidence (Afai e "Ioe" faamatala mai pine faamau o iai.):

Text Responses

There was an office training on Goals/Objectives last December. There was another staff training where the office of Procurement came into discuss what they do and how it affects SSI.
none
I have made it my personal goal to find free training and webinars in order to help improve upon the quality of work that I do.
SSI Director had called an in office training to collect information in relates to SSI divisional outcomes and other objectives. Created goals and objective for specific key targets within these perspective areas.
* Two faculty members attended Assessment training in Oakland California 2 weeks ago * Chair who teaches Pacific History attended a workshop to write and history e-book about Oceania * Senior Researcher attended FAGASA Samoan language conference and presented a paper there earlier this year * One faculty attended a Conference on ICT and Samoa, presented a paper on ICT and SAMoan Language . * Attended DHSS training on coalition programs * Attended Assessment training in Honolulu
Attended the Assessment training in Oakland Calif with our SSD Chair and other faculty nd director - 2 weeks ago Chair who teaches Pacific History attended a workshop to write and history e-book about Oceania Senior Researcher attended FAGASA Samoan language conference and presented a paper there earlier this year I attended a Conference on ICT and Samoa and presented a paper on ICT and SAMoan Language -report sent to Director
Calif with our SSD Chair and other faculty nd director - 2 weeks ago Chair who teaches Pacific History attended a workshop to write and history e-book about Oceania Senior Researcher attended FAGASA Samoan language conference and presented a paper there earlier this year I attended a Conference on ICT and Samoa and presented a paper on ICT and SAMoan Language -report sent to Director
Consistent fortnight staff/faculty meeting

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Attend Samoan language and cultures conferences, such as Measina Samoa FAGASA Conference
SmartBoard training, assessment training, online courses training.
Director attended ARC conference. Language Translator attended and presented at Technology Conference Department Chair attended workshop on Pacific Studies Senior Researcher attended and presented at FAGASA conference Videographer participated online training on MEDIA Department Chair and adjunct faculty attended Assessment Conference



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
<b>All Data</b>	<b>6 (55%)</b>	3 (27%)	2 (18%)	1.7	11



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

Text Responses

It would be beneficial for our division to have staff development trainings on internal changes to the function of our work prior to it being implemented (change of bi-weekly format, change of organizational chart, etc.). Externally, especially during the summer and winter breaks, SSI could definitely use trainings from various organizations (Health, First Aid/CPR, Human Resources (job placement/resume building), etc.). But as far as unmet needs, I could benefit from seeing what other coordinators in the territory and in Upolu do and how I can implement what they do or adjust it to what I can do to contribute more to the community. It would be nice to have 'refresher' trainings on my duties also.

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I really don't remember
There is always room for improvement.
None to declare
. Unmet needs for professional training: * Instructors need to go through another round of in-service training and other professional development in MOODLE
Instructors need to go through another round of in-service training and other professional development in MOODLE Coordinator and Cultural artist havent had any in service training -Videographer took time to attend a webinar (home) and then wrote a report on it
Instructors need to go through another round of in-service training and other professional development in MOODLE Coordinator and Cultural artist havent had any in service training -Videographer took time to attend a webinar (home) and then wrote a report on it
Its and ongoing thing and must be done annually
Attend training on translation and language interpretation

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.):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>7 (64%)</b>	<b>2 (18%)</b>	<b>2 (18%)</b>	2.36	11

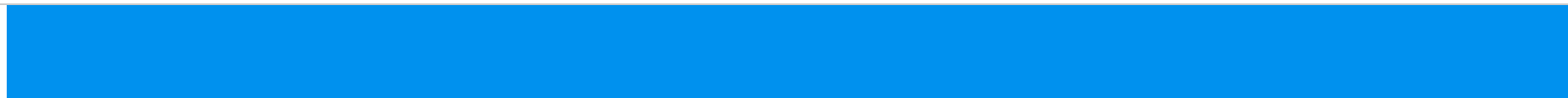
3b. Please explain (Fa'amolemole fa'amatala):



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Text Responses

Performance evaluations are done annually, this year the director was very prompt in doing completing the evaluation for me. She does well in evaluating personnel throughout the year during bi-weekly meetings which occur very often.
on every end of our contract. through out the year.
Faculty/staff are evaluated on an annual basis by the immediate Supervisor before contract renewals.
New Staff
Director usually does this in our Office then have the evaluation sent to appropriate persons.
no annual increment is effective without the annual eval
no annual increment is effective without the annual eval
All employees must evaluated on their performances
This is a requirement. An important component of career accountability.



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?):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>7 (64%)</b>	<b>2 (18%)</b>	<b>2 (18%)</b>	2.36	11

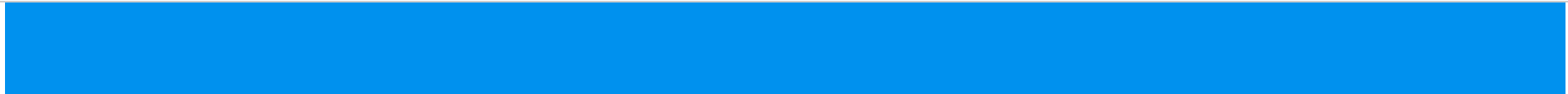


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4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

As mentioned in the last question, yes I agree. The director submitted my evaluation on time this year.
not all the time it might be delay sometimes
Sometimes these are delayed.
New Staff
Director evaluates and reports
part of my yearly contract to be reviewed
part of my yearly contract to be reviewed
SSI evaluation always turn in on time before dead line
Much improvement in getting reminders from HRO especially also their follow up. Keeps supervisors on top on this important aspect of working.



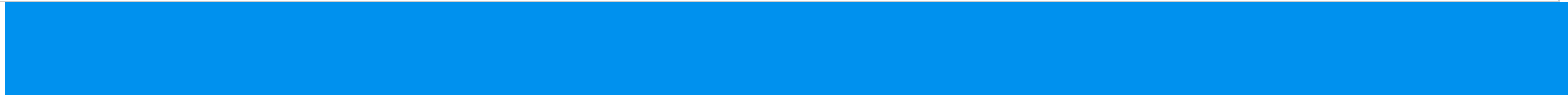
1. Briefly describe the facilities occupied by your Department/Program/Division (i.e., classrooms, offices, labs, etc.)? (Ootoo mai se faamatalaga o ituaiga fale/potu o faaoga e lau matagaluega/polokalama/vaega e iai potu aoga, ofisa, potu su'esu'e, ma isi):

Text Responses

-SSI office/mini-lab/media lab -2 classrooms (M3, M4)
- Lab area -M3 -M4 SSI Left wing and right Wing - Kitchen and the Media room.
Old, rat infested, falling apart.
SSI Building, M3, M4, Fale Samoa, SSI Mini lab, SSI Research room.

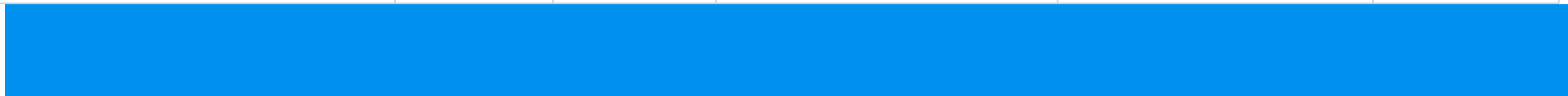
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All are good so far except for the office, as old - can't control rats running around during the day and night. Lots of effort are being done to control but lots more keep coming.
SSI building -lower campus M3&4 upper campus run down garage for car -
SSI building -lower campus M3&4 upper campus run down garage for car -
The classrooms are alright, the main office is small and very old, we do have a lap with computers some are running and some broken.
Lights are good, so as air conditions, smart board for our classrooms For SSI office, its still look good as of now, but i think a new office is much more better
Samoan Studies Institute main office next to Fale Samoa. Classrooms mainly situated in rooms M3 & M4 located in upper campus.
SSI has its own building which house 17 employees. (11 ASCC and 5 TOOMAGA) The other building is assigned to instructions M3 & M4



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?):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>7 (64%)</b>	<b>4 (36%)</b>	<b>0 (0%)</b>	2.87	11



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

Text Responses

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Being on campus and visiting different departments has allowed me to appreciate the space that SSI has been given. I know the space didn't always cover this much ground and that it was worked for arduously, so I am grateful that I have a great office space, and a mini-lab for my students to come in and do homework/research and receive tutoring. I do believe SSI has a great amount of functional space. Thank you so much!

Not enough space for SAFF to practice for their performances. Because numbers of students keep increasing.

Cultural club does not have adequate space to practice and hold activities. The lack of space affects the way things are conducted as there is not enough space for students to do work in the lab whilst the Cultural group is practicing/preparing for events or for when department meetings are being held.

\* computers in SSI mini lab need to be upgraded • wifi accessibility in M4 is much better because of shift of administrators next door.

• Looking forward to upgrade on computers in SSI mini lab • wifi accessibility in M4 is much better because of shift of administrators next door • unable to log on to free webinar for free professional development due to outdated computer software. MIS have tried. • Miss our lost cat as rats roam –we've tried several methods but the house is old and what can we say –these are college rats not elementary!

• Looking forward to upgrade on computers in SSI mini lab • wifi accessibility in M4 is much better because of shift of administrators next door • unable to log on to free webinar for free professional development due to outdated computer software. MIS have tried. • Miss our lost cat as rats roam –we've tried several methods but the house is old and what can we say –these are college rats not elementary!

Health Safety first is a must and the facility is not safe due to rats coming in

Good facilities will ease the job done, to support SSI mission

Run down and old building. Needs a recording room and a better room for storing Media raw footages as well as printed resources.

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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.):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>8 (73%)</b>	<b>3 (27%)</b>	<b>0 (0%)</b>	3.3	11

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

Text Responses

Yes. Sweeping occurs everyday. Mopping is weekly, sometimes twice a week. Waxing occurs periodically. Trash is taken out twice a day. But, when it rains, there is leakage that occurs either from the back door of the media lab or through SSI's research room.
For now
Classrooms are very far from the Office which inconveniences the instructors. It's isolation from the office also makes it difficult for them to go between office and classroom. Cultural club does not have adequate space to practice and hold activities. The lack of space affects the way things are conducted as there is not enough space for students to do work in the lab whilst the Cultural group is practicing/preparing for events or for when department meetings are being held.
Maintaining the cleanliness of facilities is due mainly to the tireless work of the janitorial team where Loi Belford and others who come in now and then to clear the trash, sweep mop, buffer and keep it clean and ok for working.
they try -we have a wonderful brother Loi Belford and others who come in now and then to clear the trash, sweep mop, buffer etc - appreciate the house but it is old and rat are in and out even during working hours
they try -we have a wonderful brother Loi Belford and others who come in now and then to clear the trash, sweep mop, buffer etc - appreciate the house but it is old and rat are in and out even during working hours

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Maintaining a room for department storage
All facilities are in good condition to serve the need of SSI
Office is old, run down and rat infested. Really need a renovation job.

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 gaoioiga mo se siosiomaga maloloina, saogalemu, ma malupuipua mo leni matagaluega/polokalama/vaega?):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>8 (73%)</b>	<b>2 (18%)</b>	<b>1 (9%)</b>	3.09	11

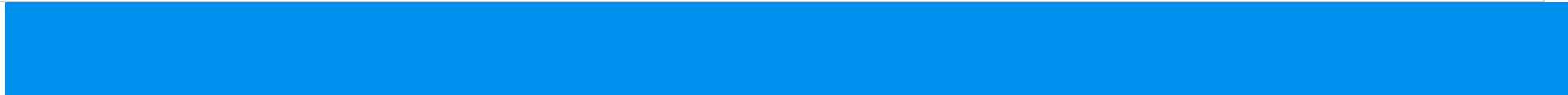
4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Campus security works throughout the night to try to ensure the safety of our office. They do office checks (we have been cited a few times for either leaving the light on or leaving the office car unlocked). UCEDD provided a presentation on the Zika virus going around. So, ASCC does provide avenues to learn about being safe and healthy.
Cause rats still running around in this office.
The institution takes reasonable steps to provide a healthy, safe, and secure environment for this Department.
*information of where to go is on walls everywhere even in our classrooms M3 -in the event of natural disasters --havent had a drill in the last few years though to be proactive --allow nurses now and then to come on campus for immunization etc *in the event of a

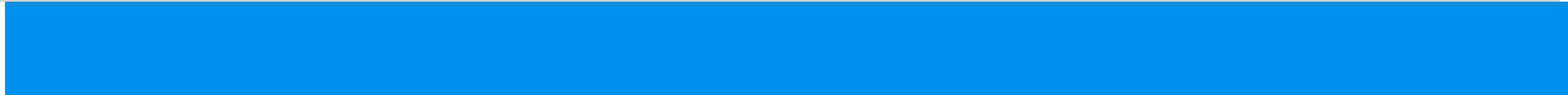
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red eye disease etc suspect students are asked to stay home and teachers made to cater to those students
*information of where to go is on walls everywhere even in our classrooms M3 -in the event of natural disasters --haven't had a drill in the last few years though to be proactive --allow nurses now and then to come on campus for immunization etc *in the event of a red eye disease etc suspect students are asked to stay home and teachers made to cater to those students
*information of where to go is on walls everywhere even in our classrooms M3 -in the event of natural disasters --haven't had a drill in the last few years though to be proactive --allow nurses now and then to come on campus for immunization etc *in the event of a red eye disease etc suspect students are asked to stay home and teachers made to cater to those students
ASCC always provide SSI needs, but sometimes it take a decade to wait for other things needs
There is no facility evaluation since SSI was established in 2007.



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

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	5 (45%)	6 (55%)	0 (0%)	2.62	11



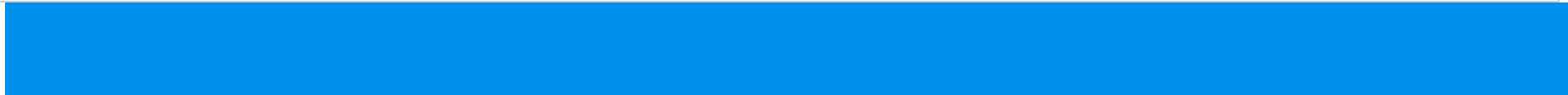
5b. If no, please describe below what is needed to make your area accessible (faamolemole faamatala mai i lalo atu mea e moomia e faafaigofie ai ona faaoga):

Text Responses

There needs to be a ramp to both the office and classrooms.
---

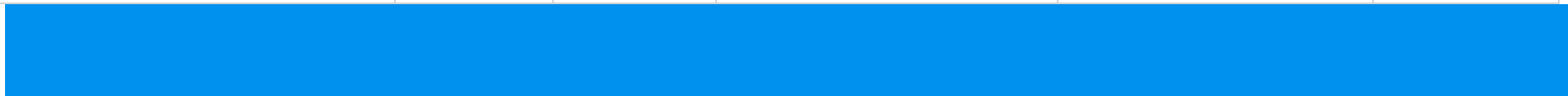
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need a wheel chair ramp for disable members to access even up at the M3 and M4 so is the SSI building.
Fale Samoa M3 and M4 classrooms SSI Office Building
. YES and NO --ramps are in place -recently next to the new UCEDD * although it is low enough, a ramp might be more useful for wheelchairs none at M3 & 4 SSI classrooms at Upper Campus none also at SSI office.
YES and NO --ramps are in place -recently next to the new UCEDD * although it is low enough, a ramp might be more useful for wheelchairs -none at M3&4 or SSI
YES and NO --ramps are in place -recently next to the new UCEDD * although it is low enough, a ramp might be more useful for wheelchairs -none at M3&4 or SSI
No railways to the cafeteria and from the main building to the gym and other parts of the college
Ramp for wheelchairs.



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?):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>8</b> <b>(73%)</b>	2 (18%)	1 (9%)	3.09	11



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

Text Responses



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We do need a bigger space or renovation of this office.
A bigger office space, dedicated area for cultural events and learning (SAFF activities) and classrooms that are close to the office would benefit our department greatly.
SSI Community Outreach section work with TAOA and SAFF of about 30-40 students. The space in minimal and could not house all at same time, so SAFF waits till TAOA finish their working hours and leave Faasamoa needs to be practised and not just theorized about - -need space to do practical work for labs and hands on Service learning projects, do ava and oratorical labs, elei, and carving
SSI Community Outreach section work with TAOA and SAFF snd about 30-40 students crammed in mini lab -have to wait til TAOA finish their working hours Faasamoa needs to be practised and not just theorized about --need space/room to do practical work for labs --plant traditional crops, local herbs etc as part of practicum and hand on Service learning projects, do ava and oratorical labs, elei, carving etc
SSI Community Outreach section work with TAOA and SAFF snd about 30-40 students crammed in mini lab -have to wait til TAOA finish their working hours Faasamoa needs to be practised and not just theorized about --need space/room to do practical work for labs --plant traditional crops, local herbs etc as part of practicum and hand on Service learning projects, do ava and oratorical labs, elei, carving etc
Classroom - good condition Fale Samoa - good condition
Space for storing media footage and viewing by students...

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

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<p>Definitely the personnel computers that we got this year are great. They work fast, but we have run into some virus problems as of recent. We could use a better camera for recording and producing media projects. We have ample desks/chairs/office supplies. The telephones we have work, but the line has been problematic: static, no tone, etc. Musical equipment could be upgraded as well. There are a few guitars that are in great condition, our piano keeps shutting off during performances, in need of mics as well as a plug-in ukulele :)</p>
<p>Printers , Xerox, phones, Computer desk chairs tables. Papers Staplers, finemats, and etc..</p>
<p>Printers, Photocopiers, Phones, Computers, Office chairs, Desks, Storage cabinets, filing cabinets. Etc.</p>
<p>Computers, Copy machine, Fax, Telephone, Printer, Desk, Tables, Chairs...etc...</p>
<p>Smartboard in M4 - appropriate for students and teachers multi media presentation -but bulb partially blocked have reported to MIS already -- replacement to be seen as yet *laptop for Smartboard in good condition *Research&amp;Publication now have a laptop &amp;projector -used for glossary, research editing and other SSI general use *computers in good condition *xerox and copier ok -- sometimes need servicing and that takes time</p>
<p>*wonderful to have the Smartboard in M4 -but bulb partially blocked -reported to MIS already --no replacement yet *laptop for Smartboard in good condition *Research&amp;Publication now have a laptop &amp;projector -used for glossary, research editing and other SSI general use *computers in good condition *xerox and copier ok --sometimes need servicing and that takes time *camera's -V is a better person to talk about it *electric binder &amp; laminator are a bonus for an office that gets to print a lot etc</p>
<p>*wonderful to have the Smartboard in M4 -but bulb partially blocked -reported to MIS already --no replacement yet *laptop for Smartboard in good condition *Research&amp;Publication now have a laptop &amp;projector -used for glossary, research editing and other SSI general use *computers in good condition *xerox and copier ok --sometimes need servicing and that takes time *camera's -V is a better person to talk about it *electric binder &amp; laminator are a bonus for an office that gets to print a lot etc</p>
<p>Computer/Printer Scanner Camera and many others that are very useful to our department</p>

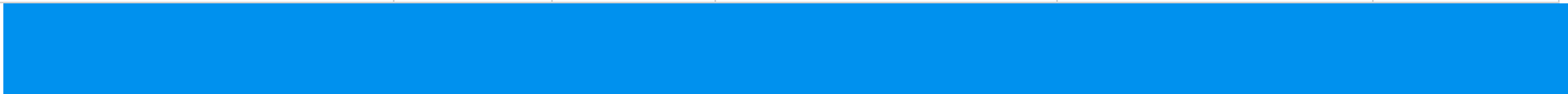
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Adequate, as of now, equipments are good to complete task required
Desktop computers, printers, xerox machines, office phones, laminating machines, including other equipment essential to publication purposes.
It is adequate



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

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>8 (73%)</b>	<b>2 (18%)</b>	<b>1 (9%)</b>	3.09	11



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

Text Responses

Please refer to #58.
Internet service really needs update when more students online the server slows down.
New cameras for HD content. Computers that don't require weekly maintenance visits from MIS.
Need to upgrade and renew.
SSI mini lab needs upgrading SAFF students and Samoan major students need to use these for their work and due projects.

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mini lab is looking forward to the coming upgrade --SAFF students will also benefit from that a language lab would be ideal especially for all language classes

mini lab is looking forward to the coming upgrade --SAFF students will also benefit from that a language lab would be ideal especially for all language classes

New Camera for recording research

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?):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>10 (91%)</b>	0 (0%)	1 (9%)	4.5	11

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

Text Responses

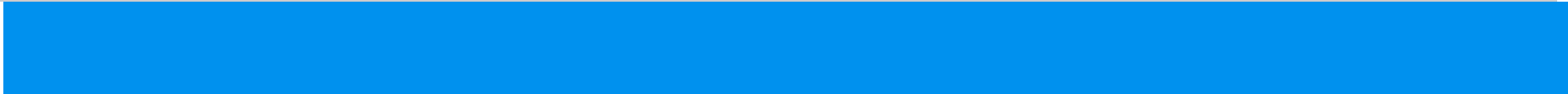
There is no divisional inventory that I am aware of. But the director always makes a point every year to ask of our inventory. I assume the admin assistant compiles it, but I'm not sure.

Our Admin assistant keeps track of our equipment inventory.

Inventory lists of supplies are kept by the Admin Assistant, and also each individual with specialized equipment has a list that is cross referenced with a list kept by the Procurement office.

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Our Admin Assistant keeps track of inventory report
Procurement personnel come around twice a year to check on equipment used in offices, they do the same here in this office. Coordinator also does this now and then for record keeping and checking on equipments that needs fixing.
I've seen inventory done eg Coordinator was labelling equipment one time, Procurement also visit to check equipment we have
I've seen inventory done eg Coordinator was labelling equipment one time, Procurement also visit to check equipment we have
SSI work together with Procurment Office
On a regular basis, the Procurement Division takes care of this.
At the beginning of the year, SSI carried out its own inventory and had procurement checked off on these.



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):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>6 (55%)</b>	<b>0 (0%)</b>	<b>5 (45%)</b>	2.62	11



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

Text Responses

Our admin assistant does it.
As far as I know, there are no preventative measures in place.
whenever maintenance is needed.
All have been informed to please take basic care and maintenance of ones own machines All must be responsible in taking care of equipments being used instead of relying on someone else to do it for you. Also be mindful of how costly maintence can be.
basic maitenance brought up during office meeting -- being responsible for - looking after our own computers for eg --taking care of it now and then instead of relying on someone else to do that
basic maitenance brought up during office meeting -- being responsible for - looking after our own computers for eg --taking care of it now and then instead of relying on someone else to do that
Our media person take care of these equipements

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?):

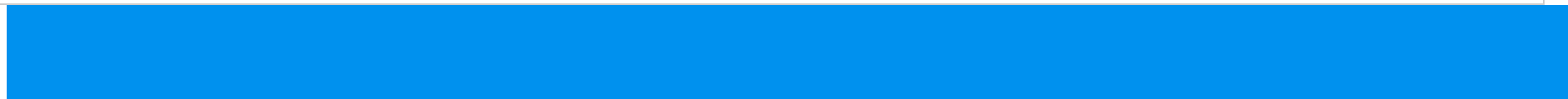
	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	3 (27%)	4 (36%)	4 (36%)	0.47	11

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

Text Responses

We have SMART boards, great projectors, good computers and laptops.
needs upgrade
Needs improvement/upgrades.
Needs upgrade
Sorry have not any knowledge of this.
havent done any comparisons or read about it for ASCC -however Smartboard is current and Moodle as well--am not sure about tables and chairs, wifi would be below -though it is what we can afford
havent done any comparisons or read about it for ASCC -however Smartboard is current and Moodle as well--am not sure about tables and chairs, wifi would be below -though it is what we can afford
SSI equipments as of now are too old and we need other new equipments for work improvements



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?):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>11 (100%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	5.19	11

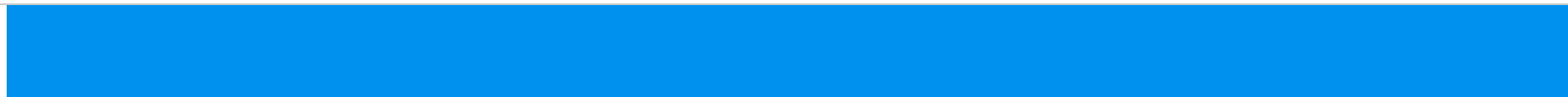


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6b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Please see #58.
we do need to upgrade if not it'll still slow us down.
We need to update and upgrade our lab equipment, video equipment and
Need to upgrade our computers and other electronic devices
All are well at present, only when printer breaks down or when computer does not work , internet breakdown and students work get in very late.
Same hiccups in set up of class -partly due to my ignorance I am sure --but Moodle sometimes kicks out my students and then we spend too much time going back and forth trying to solve it while class is in week 2 or even 3--
Same hiccups in set up of class -partly due to my ignorance I am sure --but Moodle sometimes kicks out my students and then we spend too much time going back and forth trying to solve it while class is in week 2 or even 3--
Some SSI equipments are old, and cannot fasten up the quality of what is required in some dvds, raw footages and other recordings
To be updated and up to par with current standards.
SSI is printing its own researches to cut costs. Need to invest in these especially in binding documents.



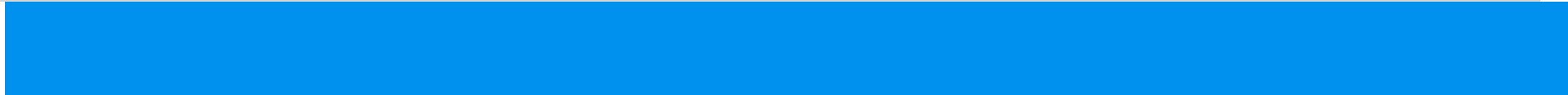
1a. Is the budget information available to this Department/Program/Division? (O tatala le avanoa e maua ai ni faamaumauga o le Tala o le Tupe e ta'ita'i o matagaluega/polokalama/vaega?):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>9</b>	<b>1</b>	<b>1</b>	<b>3.77</b>	<b>11</b>



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	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
	<b>(82%)</b>	(9%)	(9%)		



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

Text Responses

We were given a budget to review for the beginning of the new physical year.
We are provided a budget to review at the beginning of the fiscal year.
Budget is reviewed in the beginning of FISCAL year.
Director informs us of what goes on with the budget at beginning meetings.
given by Director during earlier meeting
given by Director during earlier meeting
SSI budget is explain by SSI Director during monthly meetings
Provided by SSI Director.
all are provided with copies of 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?):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
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	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
<b>All Data</b>	<b>8</b> <b>(73%)</b>	<b>1</b> <b>(9%)</b>	<b>2</b> <b>(18%)</b>	3.09	11

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

Text Responses

I was asked before this fiscal year began of the materials needed to supply one of the community outreaches we support. SSI also provides full financial support for activities/events that are planned.

The Assistant admin asked to forward her a list of what needs to be put down for the upcoming what to get next year.

We are asked for what is needed in order to best improve upon our services/work flow, and it is put into our planned purchases for the year. We then discuss the budget as a department to review where the money is going and how it is being spent.

\*Was part of the Total Cost committee looking -an eye opener for a person who has not wanted to be part of that process of trying to look at Total costs for running ASCC --was part of the move to increase Reserve for college --and to encourage being more proactive than reactive \*dont know about leaders of different sections in our institute but havent really been involved much in this area in great detail

\*Was part of the Total Cost committee looking -an eye opener for a person who has not wanted to be part of that process of trying to look at Total costs for running ASCC --was part of the move to increase Reserve for college --and to encourage being more proactive than reactive \*dont know about leaders of different sections in our institute but havent really been involved much in this area in great detail

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SSI Director share and discussed with SSI employees

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?):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>6 (55%)</b>	<b>1 (9%)</b>	<b>4 (36%)</b>	2.05	11

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

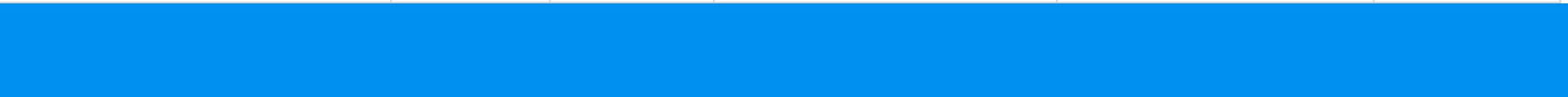
Text Responses

There was a divisional review of this fiscal year's budget (planned purchases).
Don't know
Processes are completed for us.
given to us during SSI general meeting
given to us during SSI general meeting -
No over spending on SSI budget

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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?):

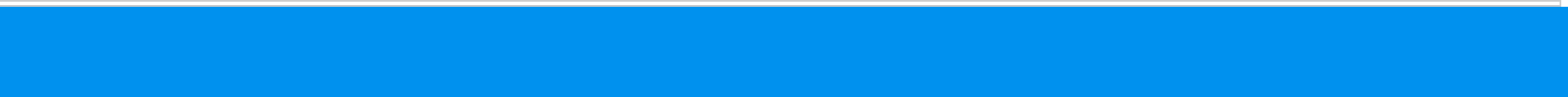
	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>6 (55%)</b>	<b>4 (36%)</b>	<b>1 (9%)</b>	2.05	11



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

Text Responses

Any other financial needs SSI has, God provides through His means (translating projects, fundraisers, etc.)
Just enough to keep it a float.
It is "adequate" but a bigger budget would go a long way to helping us meet and surpass our ambitious goals.
Enough to suffice department needs.
We do a lot of work like translation and others to help find funds to accomodate our needs. we look outside the bos for these.
that's why we have to look outside the box
that's why we have to look outside the box
SSI always spend its money on things that attached to students learning, SSI Mission, and Program outcomes.
due to many constraints, SSI utilizes its publication and translation services to bring in some money.



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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?):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>9 (82%)</b>	<b>0 (0%)</b>	<b>2 (18%)</b>	3.86	11

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

Text Responses

we do
We are able to accomplish our goals.
have tried hard and as best we could. Hence the hard drive at work being done other than what we are given so we could continue to function.
as best as it can --and work that we do that brings in money helps a lot
as best as it can --and work that we do that brings in money helps a lot
SSI always follow protocol of spending money wisely
Planned Purchases.

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?):

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	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>7 (64%)</b>	<b>1 (9%)</b>	<b>3 (27%)</b>	2.49	11

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

Text Responses

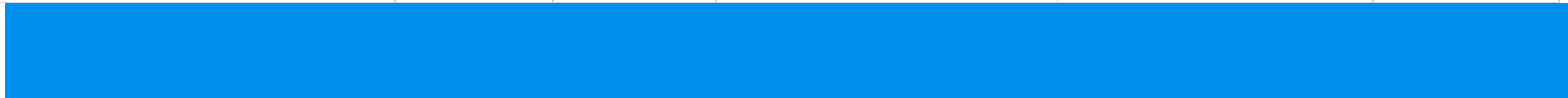
yes just yes itself.
We are constantly evaluating our budget with the intent to improve upon our academic, research and community outreach programs.
Do not really know
Not sure -though academics and publications -- resources, supplies for printing and binding
Not sure -though academics and publications -- resources, supplies for printing and binding
Is to budget money priority on research and publication
In preparations for its budget, SSI does prioritize.

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

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>11</b>	<b>0</b>	<b>0</b>	5.19	11

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



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

Text Responses

-Moodle is used -The SMART board -WebMail is great!
yes were using online programs like moodle and students uses online email to respond to their teachers with their homeworks.
Through the use of powerpoints, Moodle, and digital video and audio files, projects that promote the use of technology and the use of social networking platforms to disseminate information.
SSI Mini lab
1. SAM 101A is offered on Moodle 2. Research requires using the internet in the labs 3. use of the smartboard allows for state of the art presentation --not so much on smartboard but that of a projector more like --however it is in need of a bulb repair laptop, projectors used in M3
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SSI have its mini lab

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Show Less Responses

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

	<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>ASCC Online Systems (Moodle, Compliance Assist, Colleague, Webmail, Website etc.) (Sisitema a le Kolisi Tuufaatasi (polokalama e fai ai vasega)</b>	5 (45%)	6 (55%)	0 (0%)	2.62	11	1.55 / 3
<b>Software (Microsoft Office, SPSS, CAD, Autodesk, etc.) (Poloklama tau komepiuta)</b>	2 (20%)	7 (70%)	1 (10%)	2.62	10	1.9 / 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>Internet Connectivity (speed, etc.) (Fesootaiga tau initaneti)</b>	3 (30%)	<b>5 (50%)</b>	2 (20%)	1.25	10	1.9 / 3
						1.77 / 3

Other technologies used (Ma isi tekonolosi faaaoga):

Text Responses

none
Video and Photo editing software.
smartboard, projectors laptops xerox scanner
smartboard, projectors, laptops, pc, xerox, scanner, binder etc
smartboard, projectors, laptops, pc, xerox, scanner, binder etc
Phone Printer Scanner Copy Computer
Recording such as camera, sound system, editing documentaries

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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 aooga 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>11 (100%)</b>	0 (0%)	0 (0%)	5.19	11	1 / 3
<b>Counseling (All types of Counseling) (Faufautua (Soo se Ituaiga):</b>	<b>10 (91%)</b>	0 (0%)	1 (9%)	4.5	11	1.18 / 3
<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>10 (91%)</b>	0 (0%)	1 (9%)	4.5	11	1.18 / 3
<b>Library (Faletusi):</b>	<b>10 (91%)</b>	0 (0%)	1 (9%)	4.5	11	1.18 / 3
<b>Academic Tutoring (Fesoasoani i meaaoga):</b>	<b>11 (100%)</b>	0 (0%)	0 (0%)	5.19	11	1 / 3

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	<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>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>8 (80%)</b>	<b>0 (0%)</b>	<b>2 (20%)</b>	<b>3.4</b>	<b>10</b>	<b>1.4 / 3</b>
<b>Campus Life (i.e., Security, Extra Curricular, Co- Curricular, etc.) (Olaga Faakolisi: (fa'ata'ita'iga, Malu o le Kolisi, Mataupu/faatinoga faaopoopo ma isi):</b>	<b>9 (82%)</b>	<b>1 (9%)</b>	<b>1 (9%)</b>	<b>3.77</b>	<b>11</b>	<b>1.27 / 3</b>
<b>Admissions and Records (Application, Transcripts, etc.) (Ofisa Faaulufale ma Faamaumauga (Tusi talosaga, Faamaumauga aloaia o togi maua, ma isi):</b>	<b>9 (82%)</b>	<b>0 (0%)</b>	<b>2 (18%)</b>	<b>3.86</b>	<b>11</b>	<b>1.36 / 3</b>
						<b>1.2 / 3</b>

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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):

	<b>Yes (Ioe)</b>	<b>No (Leai)</b>	<b>Do not know (Leiloa)</b>	<b>Standard Deviation</b>	<b>Responses</b>
<b>All Data</b>	<b>7 (64%)</b>	<b>2 (18%)</b>	<b>2 (18%)</b>	2.36	11

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

Text Responses

We have a fire escape plan posted out front.
Our office do have our emergencies plan according to our personnel manuals
We have posters.
very minimal; no fire extinguisher lacks first aid kit except for nursing facilities that are visited in emergency mini cases
minimal though -evacuation plans on walls in M3/4 but not in SSI office lower campus, no fire extinguisher, first aid kit etc
minimal though -evacuation plans on walls in M3/4 but not in SSI office lower campus, no fire extinguisher, first aid kit etc
Evacuation plan is on the notice board.