ASCC Program Review: Academic Affairs
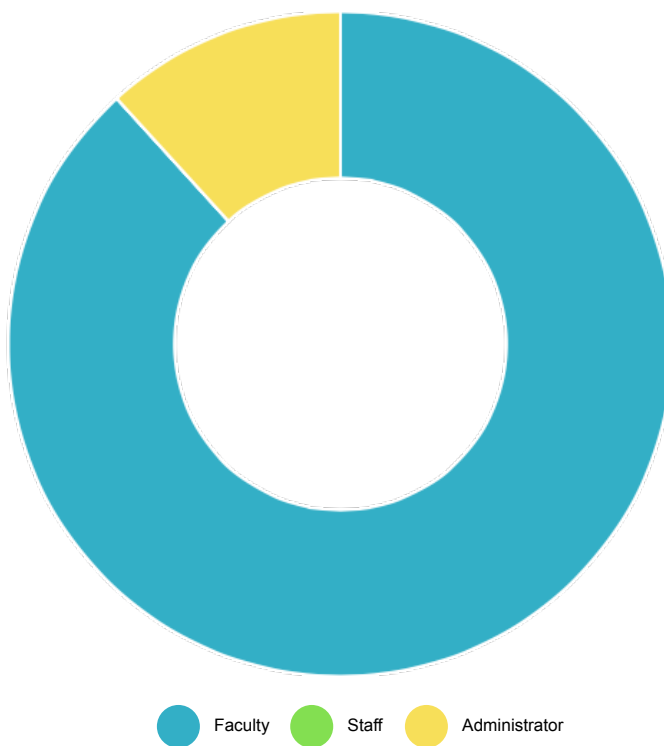
Please indicate your status.

	Faculty	Staff	Administrator	Standard Deviation	Responses
All Data	**15** **(88.24%)**	0 (0%)	2 (11.76%)	6.65	17

Faculty   Staff   Administrator

3. List the outcomes for your Dept/Prog/Div: (Lisi mai Matātiʻa Ausia (Vaega poo Tikeri) mo lau matagaluega/polokalama/Vaega:)

Text Responses

1. Actively listen and engage in individual or group discussions and conversations;
2. Engage in conversational styles, forms and sounds of English;
3. Identify and apply basic college reading skills to describe, interpret, summarize and make analytical judgments in reading selections;
4. Apply the basic steps of the writing process to write well-structured sentences, paragraphs and essays using critical thinking skills;
5.. Participate in learning activities using technology and service learning.

1. Actively listen and engage in individual or group discussions and conversations
2. Engage in conversational styles, forms and sounds of English
3. Identify and apply basic college reading skills to describe, interpret, summarize and make analytical judgments in reading selections
4. Apply the basic steps of the writing process to write well-structured sentences, paragraphs and essays using critical thinking skills
5. Participate in learning activities using technology and service learning

Divisional Outcome 1: Curriculum, Instruction and Planning- Providing the highest quality programs and courses through on going review and assessment of student learning outcomes at the course and program level. raise academic quality and improve student success to promote decision-making skills and planning utilizing the results of student learning outcomes.

A.S. in Health Sciences:

1. Demonstrate the basic knowledge and skills required for a variety of health related careers.

2. Analyze medical terminology, theory, ethics, laws, and concepts to the practice in the field of health careers.

3. Assess personal, family, and community wellness and improve in healthy living lifestyle.

4. Demonstrates knowledge and skills through field work from a health related agency.

5. Demonstrate life-saving skills in American Heart Association or American Red Cross certified CPR.

A.A in Human Services:
1. Demonstrate basic entry level skills required for a variety of human services careers (communication, reporting, interagency consultation, etc.)

2. Apply theory, ethics, and laws to the professional practices of local and national human service agencies.

3. Identify human development at all stages and aspects of life and the respective practices that apply to individuals and groups

4. Analyze how cultural, societal, and environmental impacts affect human relationships and human services.

5. Evaluate various local and national human service agencies in meeting the needs of the population served.

Divisional Learning Outcomes: (Academic Affairs, Teacher Education, Samoan Studies Institute, Trades & Technology, Land Grant)

Divisional Outcome 1: Curriculum, Instruction, and Planning
Provide the highest quality programs and courses, through on-going review & assessment of student learning outcomes at the course, and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing of student learning outcome assessments.
Divisional Outcome 2: Highest Level of Academic Services
Provide opportunities in establishing quality academic and student programs. Accountability in academic integrity for students and faculty.
Divisional Outcome 3: Internal and External partnerships and Entities
Provide quality academic programs and services to meet transferability requirements and to coordinate programs and activities for workforce development. Provide opportunities and resources for the underserved, challenged, and non-traditional population and promote diversity and global engagement.
Divisional Outcome 4: Manage and Allocate Institutional Resources Effectively
Collaboration and teamwork with internal division, programs and departments in achieving student success and promote opportunity, access, and equity professional development for faculty and staff both locally and off-island.
Divisional Outcome 5: Recruit, Retain, and Support Faculty and Staff in a Culture of Excellence and Innovation
Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.
Department and/or Program Mission Statement:

FINE ARTS MISSION STATEMENT
The Fine Arts Department provides educational services by offering courses that cultivate expression, emotion and creativity. Exposure to, and immersion in the creative arts will enhance and enrich academic studies, therefore, the department encourages students to engage and participate in all forms of the creative arts which includes the musical, the visual, and the theatrical arts. In addition, the department offers courses that allow students to study and appreciate the historical, the social, and the cultural aspects of music, art, and theatre. The department offers a course in the art of public speaking to enhance communication skills. This course fulfills the communication domain of the General Education Requirement. The Fine Arts Department also offers degrees programs in the areas of music and visual arts. These degree programs prepare students for a career in the creative arts or transferable to a four-year college or university. The Fine Arts Department is committed to educate and inspire students while broadening their life experiences through diversity in learning.

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

Text Responses

By equipping students with reading and writing skills to prepare them for their academic majors and to provide opportunities to serve the community through service learning projects.

The mission of ASCC is to foster successful student learning by providing high quality educational programs and services that will enable students to achieve their educational goals. Moreover, Transfer to institutions of higher learning, successful entry into the workforce, research and extention in human and natural resources, and awareness of Samoa and the Pacific. As stated from the catalog the learning outcome centered division, the Academic Affairs Division is in alignment with the ASCC Catalog to provide the highest levels of quality academic services for students through on going analysis, assessment, and improvement of instructional programs and personnel. In other words we are aligned wit the promotion of catering the instructional guidance in facilitating the necessary knowledge to equip our student in preparation of further education or approach job opportunity in the fields of their choice. As well as assessing the impact of academic effectiveness of the programs and faculty.

The department mission and outcome support the institutional mission in:

1. Transfer to institutions of higher learning
2. Successful entry into the workforce
3. Awareness of Samoa and the Pacific.

Academic Affairs Division is in alignment with ASCC's mission. We try to provide the highest levels of quality academic services for students through on-going analysis, assessment, and improvement instructional programs and personnel.

 The mission of the Mathematics Department is directly aligned with the institution's main goals to prepare students for the workforce upon graduating, and those who will continue to further their studies off-island. In addition, it also supports the underserved, as it outlines in the ASCC's mission through the CAPP program. The support from the department will certainly reflect the institution's overall objective of providing the maximum quality education to students along with the advocacy of all stakeholders.

1a. Does the prog/dept/div 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)	don't know (leiloa)	Standard Deviation	Responses
All Data	**16** **(94.12%)**	1 (5.88%)	0 (0%)	7.32	17
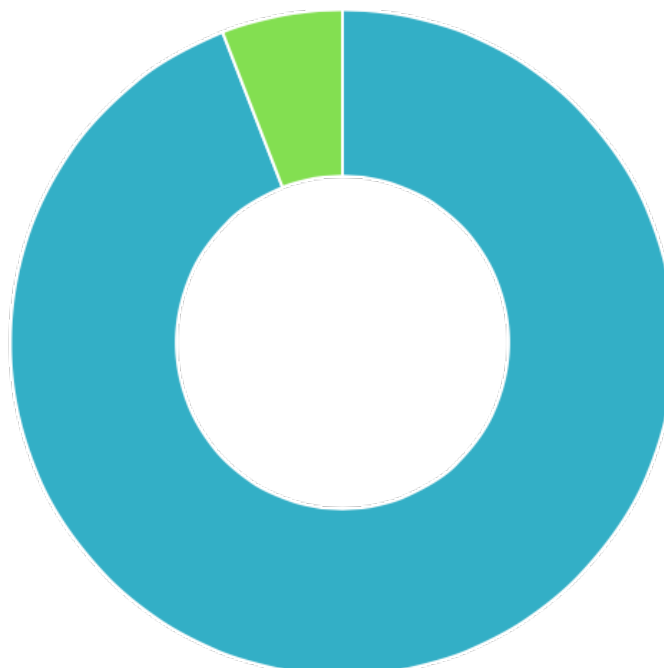
Yes (Ioe)　　No (leai)　　don't know (leiloa)

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

Text Responses

Through periodic assessment during department meetings.

With the availability of our computer lab, our students do evaluations online every session (that is twice a semester)

The year round performance evaluation.

Each course is assessed after each semester for course learning outcome. The program learning outcome is assessed annually and program review is conducted biannually to coincide the biannual catalog revision.

The faculty performance is evaluated yearly through a form from the Human Resources Office.

2. How does your dept/prog/divsupport student learning and achievement? (E faapefea ona lagolago e le tou matagaluega/polokalama/vaega aoaoga ma tulaga ausia a tagata aooga?)

Text Responses

Course learning outcomes have provisions under Listening, Speaking, Reading, Writing and Technology and Service Learning which, at the end of each course, a student should be able to demonstrate and learn in effectively.

By revamping and evaluating the curriculum.

Working together to find new and relevant materials to enhance students' learning.

Using new methodologies using technology

By Assessing both GEO, PLOs, and SLOs both in a formative and cumulative manner. Helps instructors to improve pedagogy and refine the course requirements for students to achieve their goals.

The department is continually assessing it's course learning outcome and program learning outcomes in improving student learning and achievement.

Our academic department have designed specific learning outcomes for our degree programs

3. Check the following used for evaluating the effectiveness of the dept/prog/div: 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	No	Please explain:	Standard Deviation	Responses	Weighted Average
Annual Reports (Ripoti faaletausaga: Ioe pe Leai, Faamolemole faamatala.)	8 **(53.33%)**	7 (46.67%)	0 (0%)	3.56	15	1.47 / 2
Quarterly Reports (Ripoti faalekuata. Ioe pe Leai, Faamolemole faamatala)	7 (46.67%)	8 **(53.33%)**	0 (0%)	3.56	15	1.53 / 2
Bi-weekly Reports (Ripoti tai lua vaiaso. Ioe pe Leai, Faamolemole faamatala).	5 (35.71%)	9 **(64.29%)**	0 (0%)	3.68	14	1.64 / 2
Student Learning Outcomes (Agavaa Ausia Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	15 **(100%)**	0 (0%)	0 (0%)	7.07	15	1 / 2
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)	7 **(50%)**	7 (50%)	0 (0%)	3.3	14	1.5 / 2
Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)	14 **(93.33%)**	1 (6.67%)	0 (0%)	6.38	15	1.07 / 2
Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)	12 **(85.71%)**	2 (14.29%)	0 (0%)	5.25	14	1.14 / 2
Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)	13 **(92.86%)**	1 (7.14%)	0 (0%)	5.91	14	1.07 / 2
Student Satisfaction Survey (Suesuega Lotomalie Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	9 **(60%)**	6 (40%)	0 (0%)	3.74	15	1.4 / 2
Fact Sheets (Pepa o Faamatalaga Moni. Ioe pe Leai, Faamolemole faamatala)	8 **(57.14%)**	6 (42.86%)	0 (0%)	3.4	14	1.43 / 2
Other Evidence (Nisi faamaumauga. Ioe pe Leai, Faamolemole faamatala)	7 **(63.64%)**	4 (36.36%)	0 (0%)	2.87	11	1.36 / 2
						1.33 / 2

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	12 (80%)	2 (13.33%)	1 (6.67%)	4.97	15

● yes (joe) ● no (leai) ● don't know (leiloa)
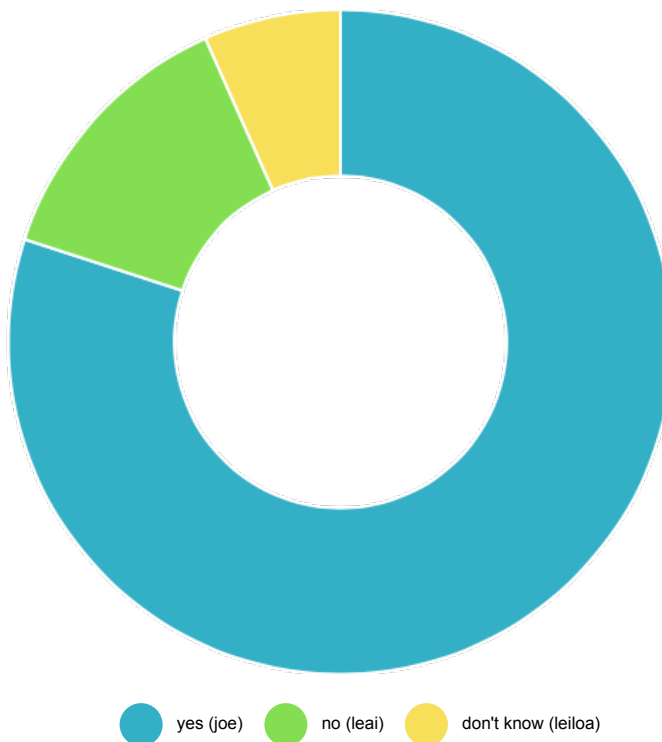
1b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Department meetings play a very important role to achieve standards in evaluation and performances; meeting on different issues and areas that are deemed essential in maintaining or improving teaching and student learning. Performance evaluations keep instructors on guard to improve standard techniques.

Instructors in each level work closely together to improve class activities, students performances, and final results.

We are constantly trying to improve our abilities as instructors and the assessment has shown where the effectiveness of our teaching helps the students or not.

The most recent assessment data result in pre-requisite change for one of the health courses (HEA 151 Medical Terminology).

NOt Yet.

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

Course learning outcomes and student learning outcomes

More students pass each course and repeaters work harder to get out of program.

It help me think more critacally and to think more outside of the box trying to make the classroom more community based by going out to different agencies in service agency, having guest speakers, doing special projects, changing my formal assessment to be more comprehensive and challenging or them.

Improve student learning and instructional effectiveness.

We are not there yet.

3a. Where there any recommendations from the previous Divisional Assessment (2014) that were not completed/acted on in the past year? (Na iai ni fautuga mai le Suesuega a le Vaega e le'i mafai ona faia i le tausaga talu ai?)

	yes (joe)	no (leai)	don't know (le iloa)	Standard Deviation	Responses
All Data	0 (0%)	8 (57.14%)	6 (42.86%)	3.4	14

yes (joe)   no (leai)   don't know (le iloa)
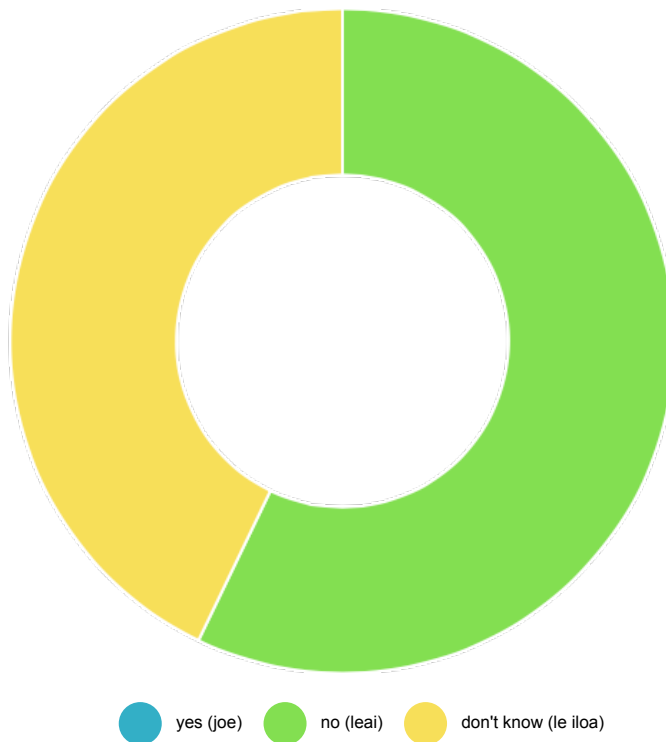
3b.Please explain: (Fa'amolemole fa'amatala)
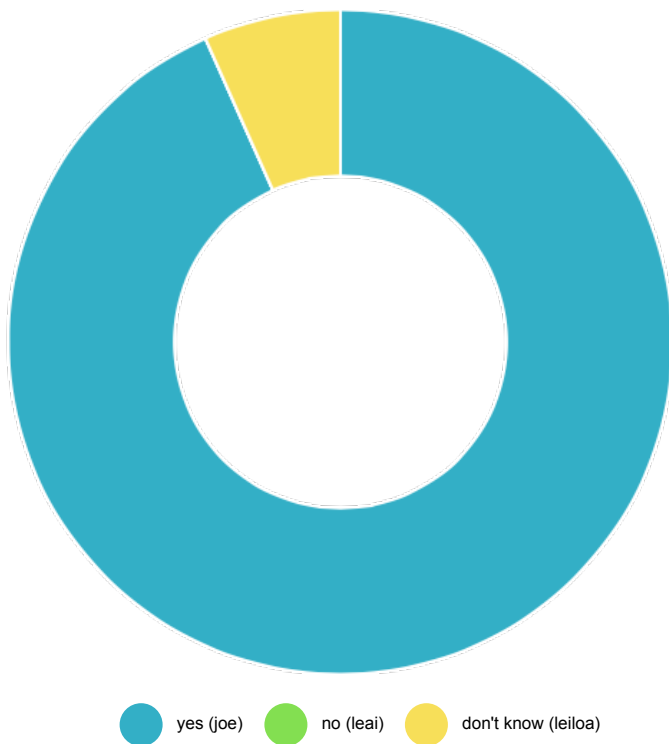
Text Responses

Not updated.

4. List significant achievements made to this Dept/Prog/Div over this past year: (Lisi mai ni matātiʻa na ausia e le polokalama/matagaluega/vaega i le tausaga talu ai?)

Text Responses

The department's session acceleration - 2 sessions per semester has treaty helped to achieve all these outcomes.

70% of passing rate
Finally use the computer lab
Having two sessions each semester encourage students to work harder

Congressional Forum (Nov. 2014): Questions for the forum were formulated by the social science students and reviewed by the social science department.

Implementation of newly proposed public health courses and BUILD EXITO subgrant from PSU funded through NIH.

Staffing

1a. Does your dept/prog/div 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 faʻaauau o le faaleleia o le Kolisi?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**14** (93.33%)	0 (0%)	1 (6.67%)	6.38	15

yes (joe)   no (leai)   don't know (leiloa)

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

Text Responses

Department meetings provide exchange of ideas and issues are being discussed in a professional level. Freedom to express on issues are tolerated.

Monthly meetings provide better communication to always look for improvement

One thing I like about the Dean is her door is always open :)

The department take into account the important feedback from the faculty in the internal affairs of the department. The division is slowly recognizing the voice of the faculty.

Chairperson, Dean and Associate Dean all have an "open door" policy yet mindful of changes that may also adversely affect the standards of learning in the classrooms and among peers.

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**12** **(85.71%)**	1 (7.14%)	1 (7.14%)	5.19	14

yes (joe)　　no (leai)　　don't know (leiloa)
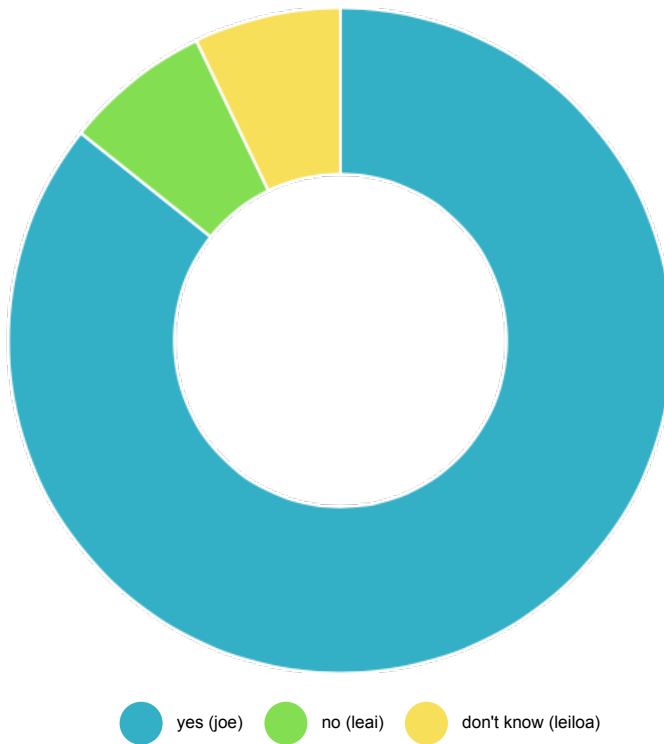
2b.Please explain: (Fa'amolemole fa'amatala)

Text Responses

Via correspondence coming from the offices involved and from the immediate supervisor.

We are informed by our Chairperson or Dean of Academic Affairs

Not that I know of but now that I know I'm glad to see we have them.

One person department

The communication line is open through one channel, and that is through the chairperson.

The definition of whatever that is communicated is confused from the Associate Dean of Academic Affairs. There needs to be a very clear explanation of what comes out from her office that is required of each academic department/program.

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	12 **(85.71%)**	0 (0%)	2 (14.29%)	5.25	14

yes (joe)   no (leai)   don't know (leiloa)
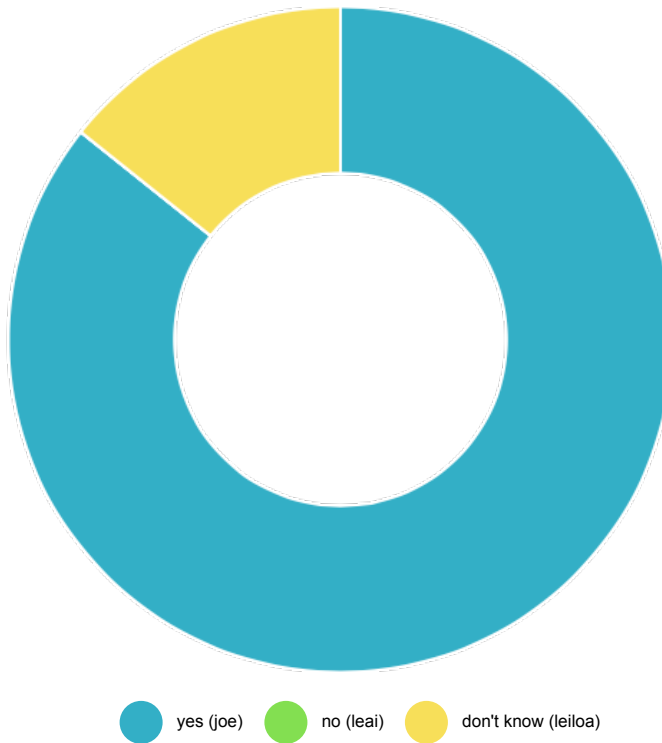
3b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

There are standard filing system provided in the department for general documents.

Not sure who is responsible

Through Curriculum Committee Meeting and minutes.

Decisions are documented.

Still ongoing....

1a. Is the Number of personnel adequate to support your Dept/Prog/Div? (O fetaui le fuainumera o tagata faigaluega mo le lagolagoina o lau matagaluega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	4 (26.67%)	**10 (66.67%)**	1 (6.67%)	3.74	15
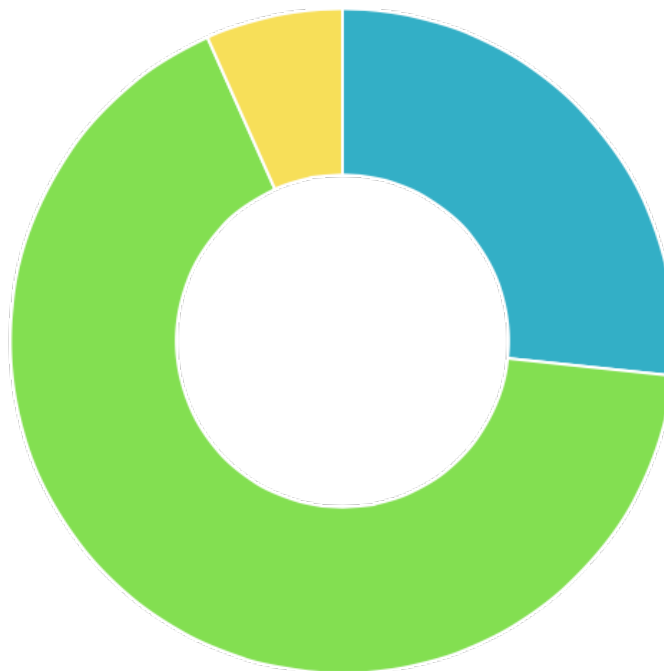
yes (joe)   no (leai)   don't know (leiloa)

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

Text Responses

The department has the largest population in the college and continuously rising but quite unpredictable as far as the need for instruction is concerned. Oftentimes the no. of students exceed maximum from 25 and above for certain classes.

We could use another Psychology.Sociology Instructor, and an extra pacific history teacher...I know that much.

We are in the process of recruiting our full time human service instructor position.

Need to fill the vacant instructional positions

For the meantime, the department personnel is suffice to achieve the departmental set goals.

2a. Do personnel possess all specialized skills or credentials required to support the Dept/Prog/Div? (Ua iai i tagata faigaluega agavaa poo tomai tau aoga o loo manaomia i le lagolagoina o le polokalama? Ioe pe Leai pe Ou te le iloa.)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**12 (80%)**	1 (6.67%)	2 (13.33%)	4.97	15

yes (joe)　　no (leai)　　don't know (leiloa)
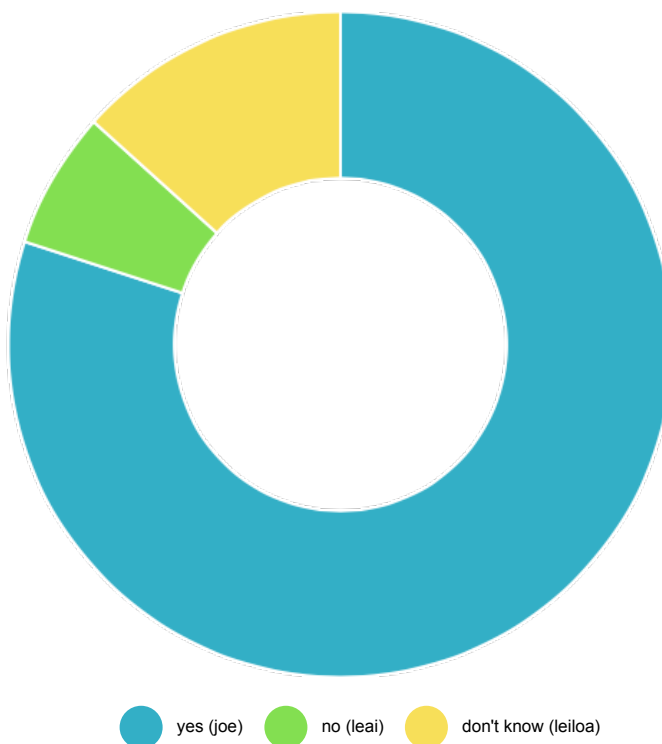
2b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Not really sure how to address this issue. The Chair is the most appropriate person to speak on this

Everyone is qualified

A lot of our staff members have the credentials in the the field of study that they are currently teaching. And they are also experienced teachers in our department with more than ten years of teaching under their belt.

The faculty possess the proper degree and credentials in performing his duties.

Faculty have credentials and are able to perform the work.

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	12 (80%)	1 (6.67%)	2 (13.33%)	4.97	15

- ● yes (joe)   ● no (leai)   ● don't know (leiloa)
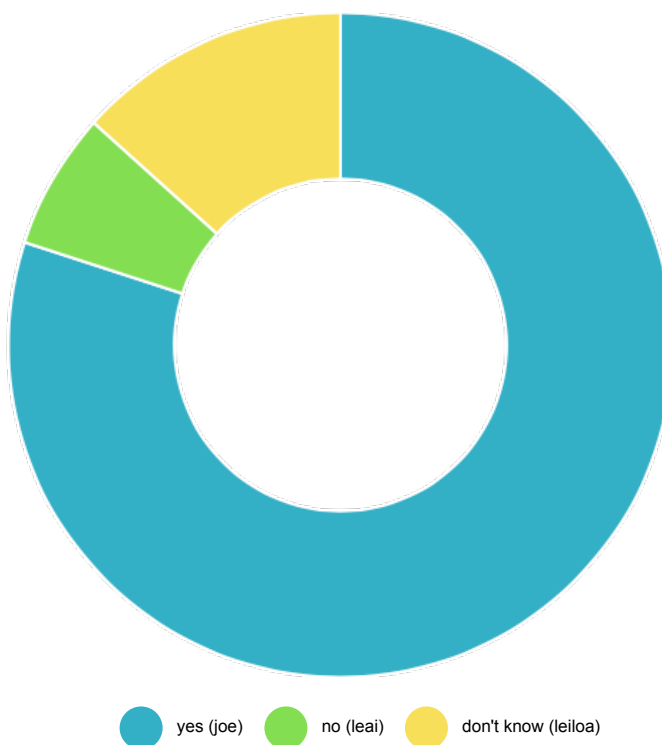
3b. please explain: (Fa'amolemole fa'amatala)

Text Responses

From HRO's office … that should be the case.

Individuals are responsible for that

They are submitted and kept at human resource office.

We are getting there

Last time I checked, all are well documented and copies can be obtained at the ASCC HR department.

4a. Are all personnel in this Dept/Prog/Div 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 (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**15 (100%)**	0 (0%)	0 (0%)	7.07	15

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

Text Responses

Professionalism calls for it and with the understanding that all instructors are professional on this issue.

We try to follow the rules

When I first started working here I was told by my chairperson and other experienced faculty members about it.

All academic records and advising are kept in locked cabinets.

We are careful with these federal policies

5. Does your dept/prog/div effectively use its personnel to achieve its mission? (O faaaoga tatau e lau matagaluega/polokalama/vaega au tagata faigaluega ina ia 'ausia ai lana manulautī?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**12** **(80%)**	1 (6.67%)	2 (13.33%)	4.97	15

yes (joe)   no (leai)   don't know (leiloa)
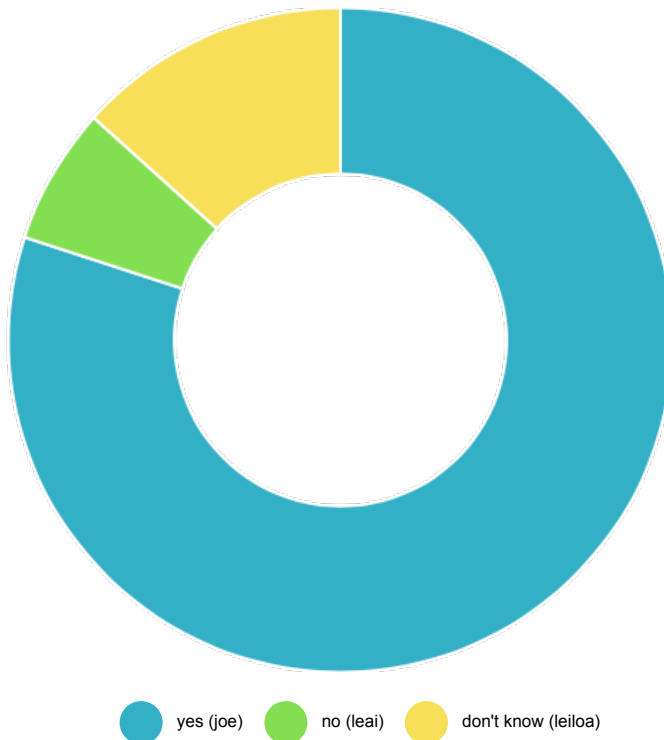
5b. Please explain how it can improve: (Faamolemole faamalamalama mai i lalo pe faapefea ona faaleleia.)

Text Responses

More qualified instructors are being picked to handle this situation I believe. But just cannot say more.

There was an incident when a substitute had to come in and replace a instructor of ours due to a shortage of instructors because of the sudden passing of an faculty member. Well, we had a person take over that class that did not have the credentials to teach the class yet it was green lit...I did not agree to having this person teach the course, and even my chairperson disagreed with it. I offered to teach the class for free but.......I guess politics happened....Well that's just me but i don't know how it is with the other departments.

All faculty and personnel in the department are working toward achieving its mission.

I don't understand this question

Faculty are planning further professional development in the near future. Our chairperson is in the process of completing her doctoral program. Workshops and future training would be good for more development.

Are you a full time or Part Time employee?

	Full Time	Part Time	Standard Deviation	Responses
All Data	**14** **(93.33%)**	1 (6.67%)	6.5	15

● Full Time   ● Part Time
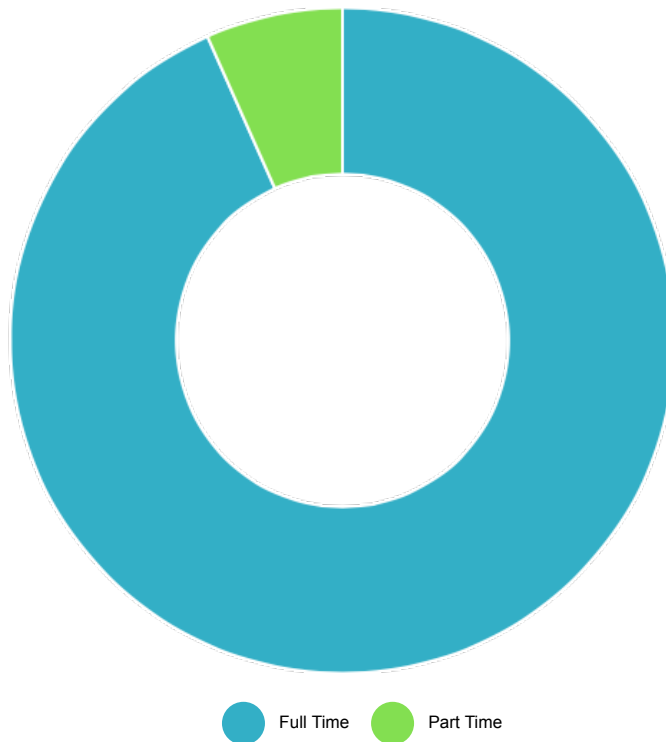
Number of Courses you teach:

Text Responses

Summer: 2 in dept & 1 for TED

5

5 and sometimes a TED course as well

Five courses

5

Degrees, Coursework, and or Publications

Text Responses

MBA
BEd (English Major)
TESOL Certificate ESL Qualifying

MEd

Associate of Art in Human Services (2003) American Samoa Community College
Bachelor's of Art in Education with an emphasis on Special Education (2007) University of Hawaii - Manoa
 Master of Science in Counseling Psychology (2011) Chaminade University of Honolulu

Doctor of Podiatric Medicine awarded May1998

Associate of Arts Degree
Bachelor of Arts Degree
Master of Arts Degree

Other Qualifications not listed in previous question:

Text Responses

College academic awards, if applicable:
(ASCC College Biggest Sweetheart 2011)

American Heart Association certified Basic Life Support Instructor 2014-2016

James Madison Fellowship Recipient.

26 years of military experience in the U.S. Air Force.

Past secondary science instructor for 18 years

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

Text Responses

Faculty Senator
CAPP Eng Dept Sec/Treas
Tennis Association

Christian Club Advisor
Outreaches through Service Learning Office
Library Committee
Served in Steering Committee

I do a lot of collaboration with outside non-profit and government agencies to provide service learning with ASCC students.
I also like to coordinate field trips with my students to local workshops on island that deal with social issues our community is faced with.
And I also like to get guest speakers to talk about expertise in the mental health field....I don't every thing I'm just a Psychology instructor.

Curriculum Committee member, Assessment Committee member, Area Health Education Center Board member, Health Organization Student of America (HOSA) Advisor, Projector Director for BUILD EXITO subgrant

Assessment Committee Member
Curriculum Committee Member

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**14** **(93.33%)**	1 (6.67%)	0 (0%)	6.38	15
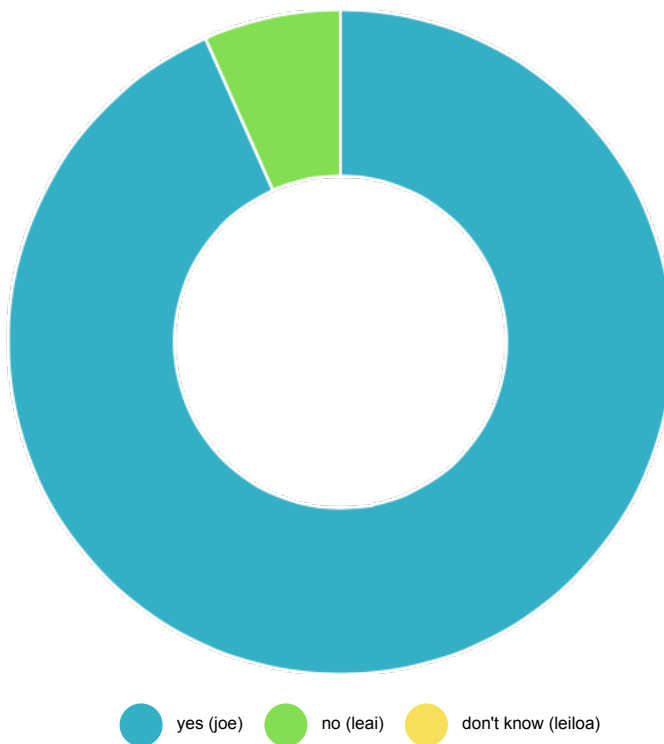
1b. If "yes", please list evidence: (Afai e "Ioe" faamatala mai pine faamau o iai.)

Text Responses

Many Years ago -
Service Learning Workshop - Scottsdale, Arizona;
Assessment Seminar - Long Beach, California;
ESL Professional Workshop (Honolulu, Hawaii)

We have our faculty orientations that always brings something new to the table that will help us become better teachers. However, I would like to see more teachers presenting workshops about new instructional ideas.....sometimes I feel like its mostly administration doing all the presenting. Also its the only time we get any type of in-service training.

curriculum pedagogy workshop for BUILD EXITO held in Portland Oregon June 15-19, 2015 Portland State University

Faculty Orientation

Faculty orientation, workshops, Academic Affairs assessment semester meetings w/ Associate Dean disseminate data and evaluate.

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**10 (66.67%)**	4 (26.67%)	1 (6.67%)	3.74	15

yes (joe)   no (leai)   don't know (leiloa)
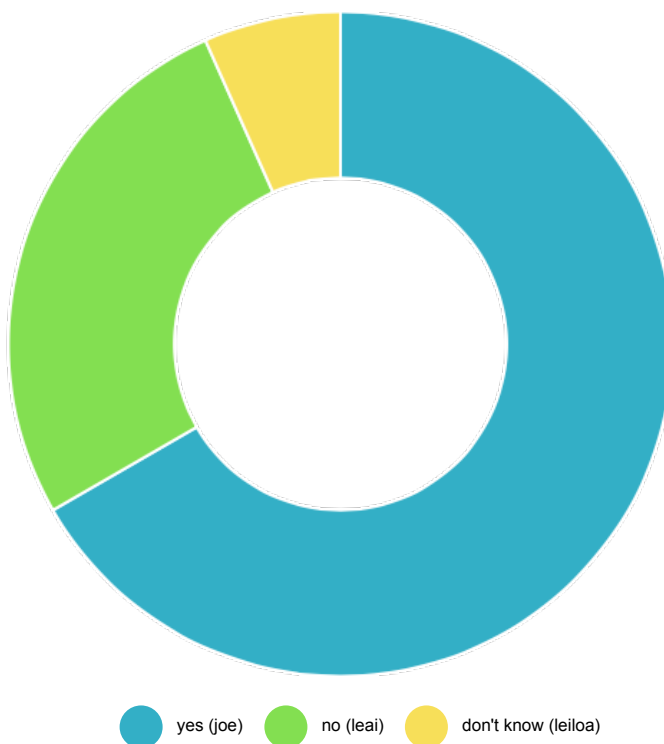
2b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Continuity issues - Professional development should be essential to improve teaching efficiency & strategies.

I would like more training on the SLOs and PLOs please.

It seems that the only professional development that faculty has been through is assessment. The faculty should be financially supported by the college for professional development in their own respective fields.

Need SLO training for ALL faculty.

not all Social Science faculty have had the opportunity for training in the SLO's off island.

3a. Are faculty/staff evaluated on an annual basis by the immediate Supervisor (i.e.Director, Dean, Vice-President, Chairperson)? (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.)

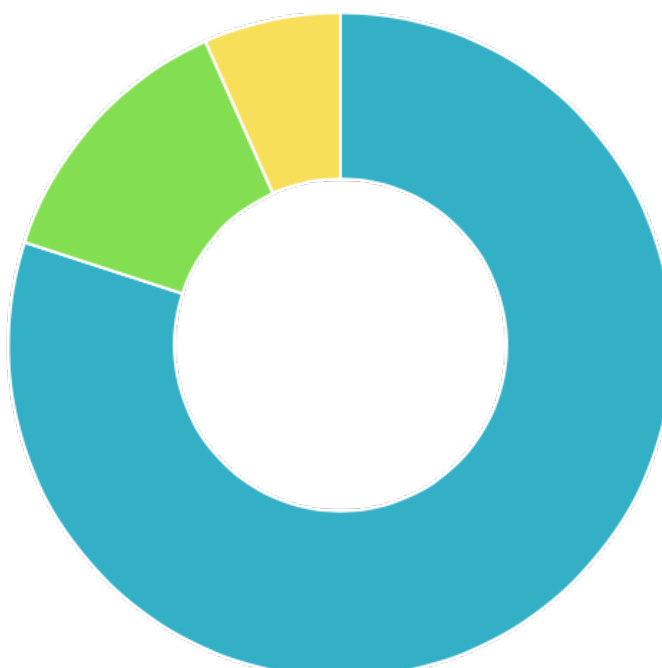|	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**15 (100%)**	0 (0%)	0 (0%)	7.07	15

3b. Please explain:

Text Responses

Per HR stipulated contractual conditions

Just signed evaluation yesterday

My Chairperson reviews my performance on the evaluation.

Annual faculty performance evaluation

Academic Affairs is very consistent in the annual evaluations.

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 (joe)	no (leai)	don't know (leiloa)	Responses
All Data	**12 (80%)**	2 (13.33%)	1 (6.67%)	15

● yes (joe)   ● no (leai)   ● don't know (leiloa)

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

Text Responses

Irregular time frame, most often late.

Done before Fall

The consistency is there i don't think ASCC has missed a beat.

Adequate time is given to allow for reading, understanding and reviewing.

Recent evaluations were presented accordingly.

1. Briefly describe the facilities occupied by your Dept/Prog/Div (ie. classrooms, offices, labs, etc.,)? (Otooto 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

The department building needs renovation being an old building for safety. Computer Labs need more equipment for learning improvement. Need more space for instructors.

We are occupying the old library. There are 4 classrooms but still not enough. We also use another adjacent building which is shared with another department. We finally have a lab.

In the Social Science Department there are about 5 of us on the second floor of the Admin. Building. Each of us within our own space and its pretty clean in the office occasionally we have problems with the A/C but its working now.

Office A-21

The classroom facilities are below the sufficient level for future enrollment. At least 30% of the walls in the interior are termite ridden, and the light fixtures are not working adequately for sufficient light. Because the building is situated close to the hillside, there can be a mosquito problem from time to time. And the run off when it rains continues to saturate the surrounding sidewalk pathways.

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**7** **(53.85%)**	6 (46.15%)	0 (0%)	3.09	13

yes (joe)   no (leai)   don't know (leiloa)
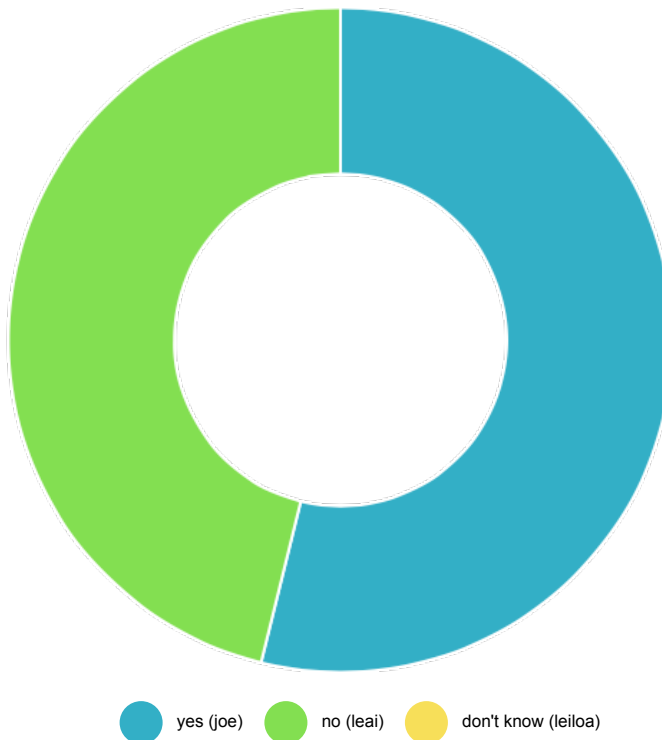
2b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Kindly refer to 2a.

We need more classrooms to accommodate our huge population especially in the fall. We also need more space for faculty offices.

The space is good for me to do the work I need do.

These are old buildings!

Facilities are conducive for student learning.

3a. Does the institution operate and maintain physical facilities that are adequate to serve the needs of this dept/prog/div? (O faaaoga ma tausi e le aoga ni fale/potu e talafeagai e tautuaina le mana'oga o le matagaluega/polokalama/vaega. Ioe pe Leai poo le Ou te lē iloa)

	yes (joe)	no (leai)	don't know (leiloa)	Responses
All Data	10 (76.92%)	5 (38.46%)	0 (0%)	13

yes (joe)   no (leai)   don't know (leiloa)

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

Text Responses

Yes & No: Need improvement

Institution is already aware of problems existing on campus, but priorities are not usually for students and faculties.

They do their best, I think the keepers of the grounds could use more help.

We try our best work with the facilities that we have, however, it is unsafe and needs upgrade.

With the exception of chunky "rats" sometimes running up and down the walls once or twice a week, we work with what we are given.

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**10** **(76.92%)**	3 (23.08%)	0 (0%)	4.19	13

yes (joe)   no (leai)   don't know (leiloa)
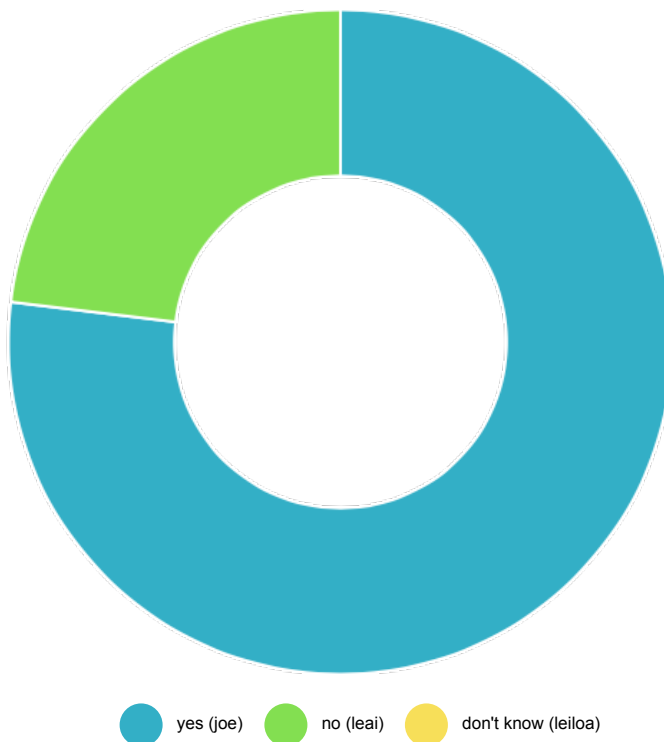
4b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Yes, but hope it does not take long to achieve the mission.

Our buildings are old and filled with rats!

No! I don't feel safe with the Rat's in my office..

Thee are a lot of safety issues concerning facilities. The college really need to put this on their top priority list.

Yes, a Safe and secure environment, however NOT very healthy since we have a rat infested problem, more so it may be the whole building since they are very old.

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	4 (30.77%)	**8 (61.54%)**	1 (7.69%)	2.87	13

⬤ yes (joe)　　⬤ no (leai)　　⬤ don't know (leiloa)
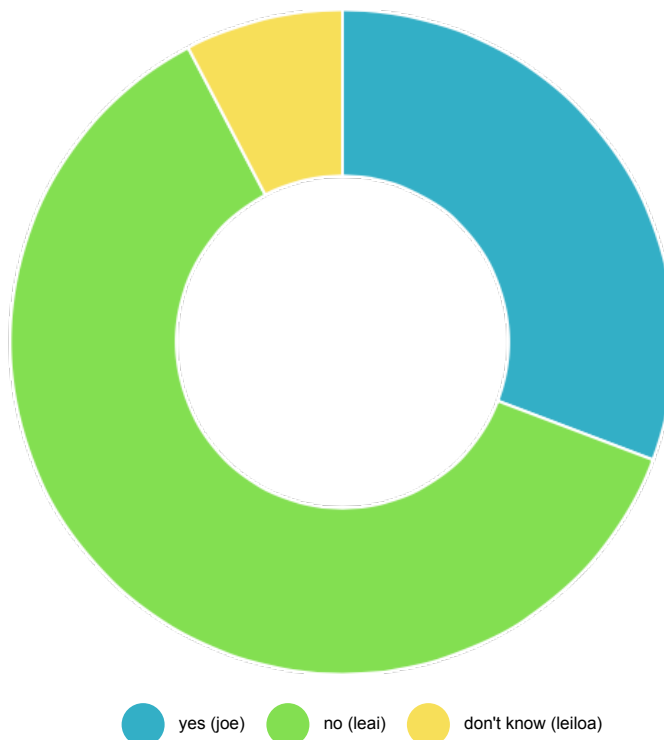
5b. If no, please describe below what is needed to make your area accessible: (faamolemole faamatala mai i lalo atu mea e moomia e faafaigofie ai ona faaaoga)

Text Responses

Not sure - some areas still need safe ramps

Some parents complained about safety of our facilities for special students.
Need more improvement

I had a student that had a physical disability last fall and she could not once come and meet me in my office because of it.

The college needs to do something about accessbility, or we will all be in trouble with the federal law,

Since these buildings are not new, an elevator may not work. In addition the 2nd floor is too high for a ramp! Not sure....

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**10** **(76.92%)**	3 (23.08%)	0 (0%)	4.19	13

● yes (joe) ● no (leai) ● don't know (leiloa)

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

Text Responses

Refer to previous explanations.

Need more classrooms and more office space

A ramp or an elevator to the second floor please.

BIG YES!

CAPP courses which are usually offered at the M-12 building in rooms M-12A & M-12C should be limited to the room's capacity. The room is too small for a class of 17 or more students. Also, the white board in room M12A is too small for a big class. Need another white board in that classroom.

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

Text Responses

Need more smart boards.

Xerox is not a heavy duty one to support large population.
Always run out of ink and takes a long time to wait for order.

Two laptops, f5 computers and one copier.

Computer, laptop, PowerPoint projector, HP LaserJet 3035, air conditioner.
They are adequate.

So far we have what we need at the moment.

2a. Are additional equipment required to support the dept/prog/div? (O moomia nisi meafaigaluega e lagolago ai le matagaluega/polokalama/vaega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**11** **(84.62%)**	1 (7.69%)	1 (7.69%)	4.71	13

yes (joe)　　　no (leai)　　　don't know (leiloa)
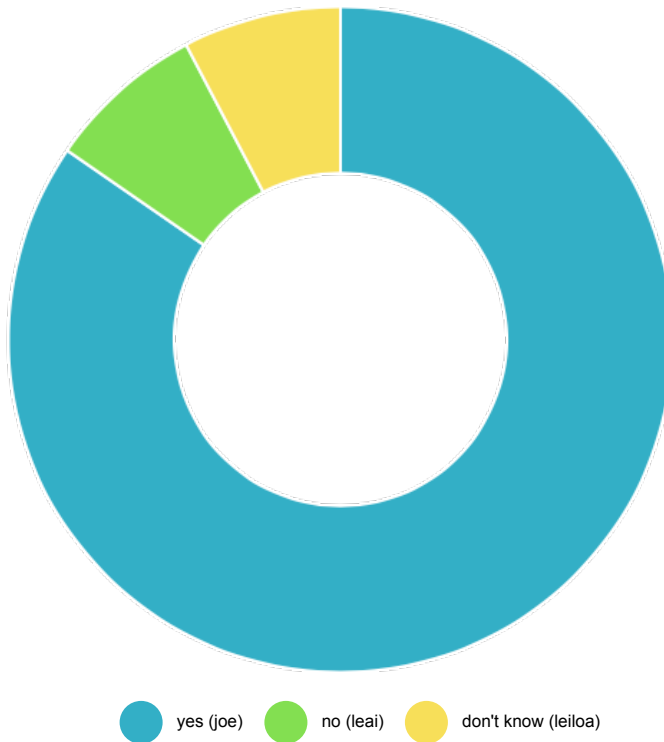
2b. If so, please list and explain: (Afai o lea, faamolemole lisi mai ma faamalamalama.)

Text Responses

Self- explanatory

Need another Smart Board in computer lab

I currently use my own laptop we could use an extra one to do my powerpoint slides.

Additional laptops for instructional purposes and an extra projector for rooms w/out a smartboard.

- lab equipments such as the need to order headphones which has been effective for some students especially because majority of these students are ELL(English Language Learners). So, providing them with more hands-on and aids that will enable them to learn math concepts virtually would be best.
-

3a. Does the div/dept/prog 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 (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**11** **(91.67%)**	0 (0%)	1 (8.33%)	4.97	12
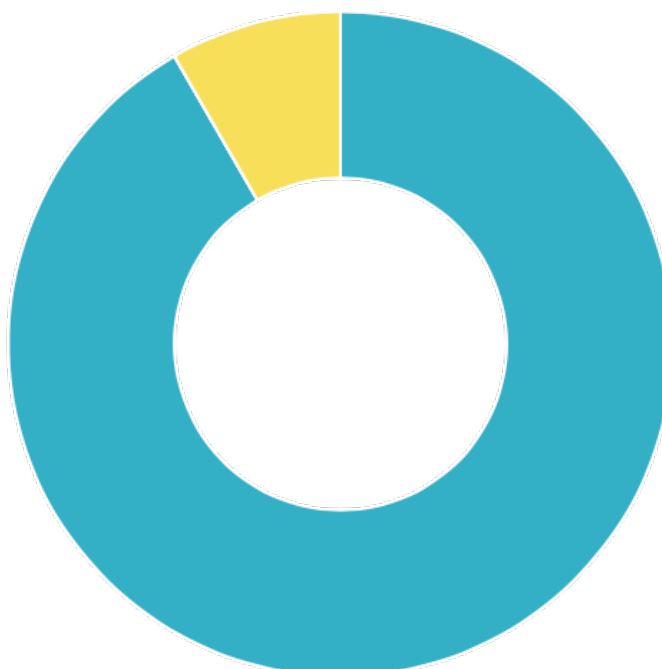
yes (joe)   no (leai)   don't know (leiloa)

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

Text Responses

MIS & Inventory personnel frequent visits to the department.

We take of our equipment well

The business office continues to do their regular inventory check every end of the year. All is accounted for.

Semester meetings review inventory in office.

One individual with the help of the chairperson is responsible for equipments inventory and she's been working collaboratively with the MIS people to update them.

4a. Does the div/dept/prog account for preventive maintenance of its equipment? (O nofo tapena le matagaluega/polokalama/vaega aua le puipuiga ma le faaleleia o ana meafaigaluega. Ioe pe Leai pe Ou te lē Iloa. Faamolemole faamalamalama mai.)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**9** **(69.23%)**	3 (23.08%)	1 (7.69%)	3.4	13

yes (joe)   no (leai)   don't know (leiloa)
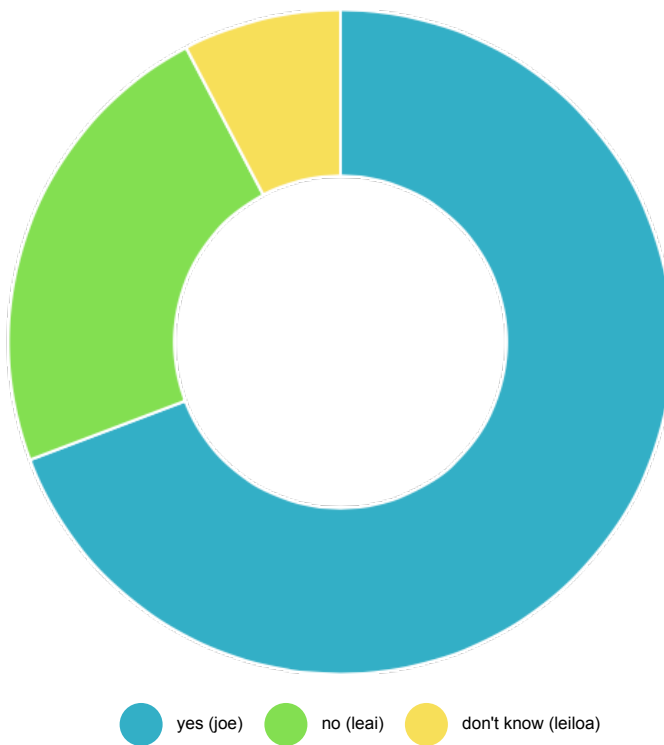
4b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Laptops - sign in sheets are required for students to take responsibility & accountability.

We turn off and thoroughly check equipment before we go home

We have an account.

Most Math personnel are aware of the troubleshooting advantages in regards to computer problems and also prepared to improvise when it comes to limited supplies such as printing papers and expo markers.

It worked in previous semesters.

problems are referred to MIS for help.

5a. Is the equipment used by this dept/prog/div 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 faaaoga i falefaigaluega poo isi kolisi ma iunivesite?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6 (46.15%)**	3 (23.08%)	4 (30.77%)	1.25	13

yes (joe)   no (leai)   don't know (leiloa)
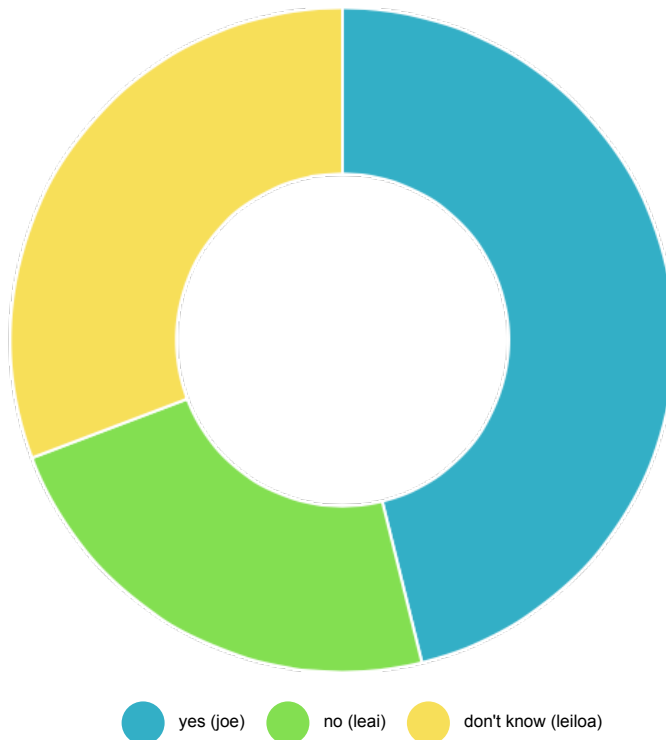
5b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Not quite sure about the current standards.

not heavy duty

Yes, except of the latest equipments available to some higher level institution like the smartboards are not functioning. Math Lab Tutorials are available on campus and are working effectively to support the department/institution's mission.

only perfunctory equipment is available at ASCC

Mostly yes but a need to upgrade.

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 (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**13** **(100%)**	0 (0%)	0 (0%)	6.13	13

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

Text Responses

Lab area need improvement so equipment can be stabilized. Electrical system has some issues.

computer

One thing we could use a scanner

More maintenance and consistent service should ensure saving of money spent on equipment and practice effective thinking skills resource management.

Yes, equipment such as a grid boards made available in the Math classrooms or portable grid boards would definitely support teaching Math 151 and Math 250 lessons when it comes to graphing. Also, providing graphing calculators for all instructors to help in grading and checking their solutions due to the lack of teacher editions as a great tool for Math instructors would be nice. Also, the fact that not all students can afford graphing calculators but are recommended in most lessons provided in the textbook used as a resource.

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

|	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6** **(46.15%)**	6 (46.15%)	1 (7.69%)	2.36	13

yes (joe)   no (leai)   don't know (leiloa)
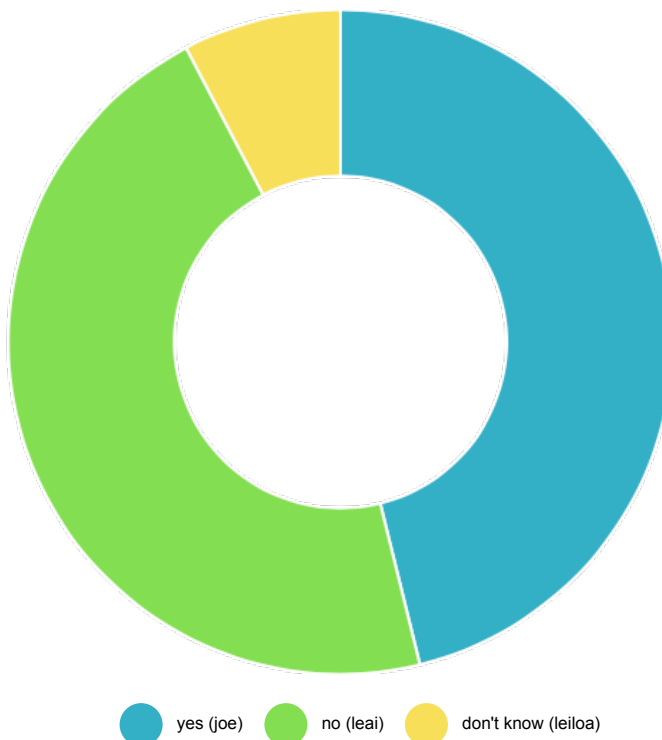
1b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

There's no periodic summary report disseminated to the personnel.

We have a grant and no one knows even our own Chairperson

The Dean has this information available to us.

Indirectly available but it is freely provided upon request. Most of the time it is pass down through chairperson and then to instructors.

Dean of Academic Affairs is mainly responsible for budget information, mainly because of confidentiality of faculty income.

Lab fees are shared with Chairpersons that have lab fees. All departments have allocated funds that can be shared with department chairpersons.

Any needed items from departements that have used up allocated funds will be charged under the Academic Affairs' funds for instructional supplies.

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	3 (23.08%)	**10** **(76.92%)**	0 (0%)	4.19	13

yes (joe)   no (leai)   don't know (leiloa)
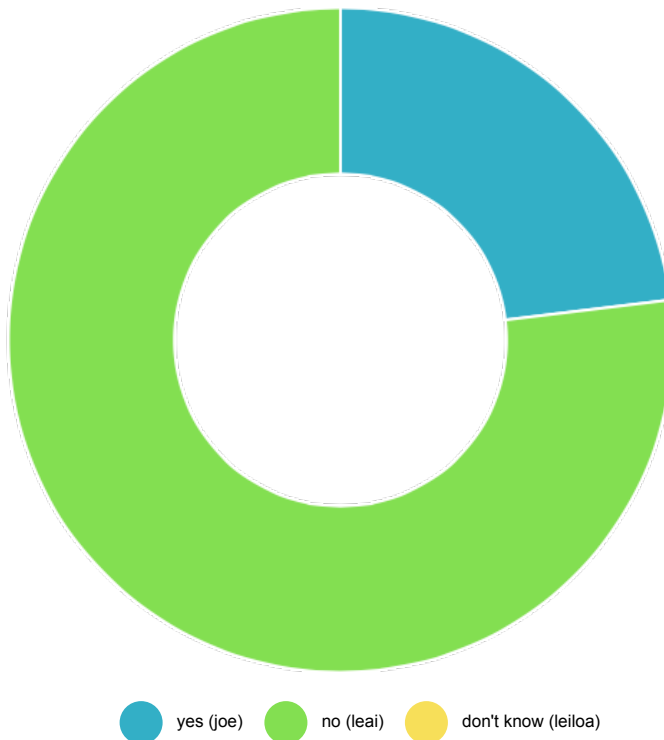
2b. Please explain: Fa'amolemole fa'amatala)

Text Responses

Not quite - the supervisors mostly do budget planning.

Never invited to any discussion

Indirectly through the committees such as TCO, Curriculum Committee and Faculty Senate.

Indirectly, through program review input, as these results are used as justifications for needed resources to achieve student learning outcomes and missions of departments.

Request for the budget is received with the set amount. Last participation in budget planning was 8 years ago.

3a. Does the dept/prog/div 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 (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	2 (15.38%)	**10 (76.92%)**	1 (7.69%)	4.03	13

● yes (joe)   ● no (leai)   ● don't know (leiloa)
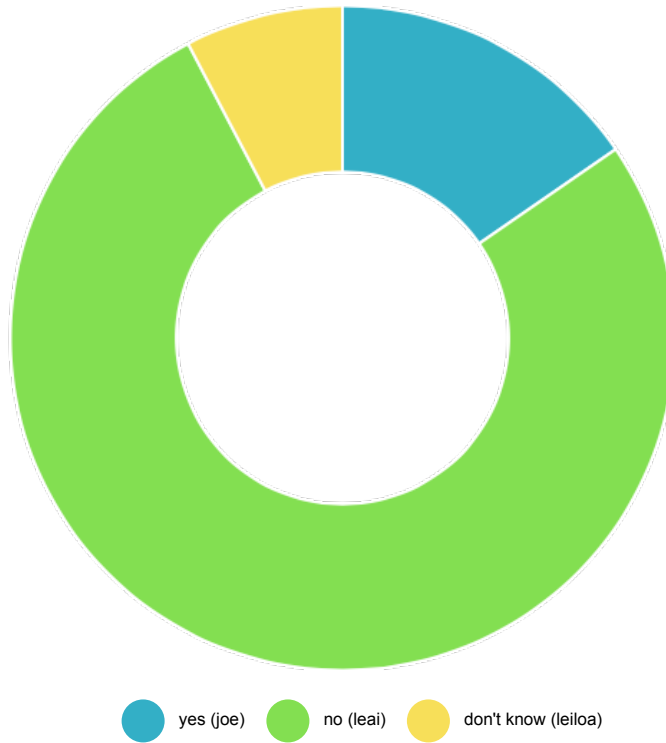
3b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Not quite, as the admin supervisors usually do all these.

someone takes care of our budget

It would be a good idea to provide guidance.

Yes, through presentations with Administration.

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

	yes (ioe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**9** **(69.23%)**	3 (23.08%)	1 (7.69%)	3.4	13

yes (ioe)   no (leai)   don't know (leiloa)
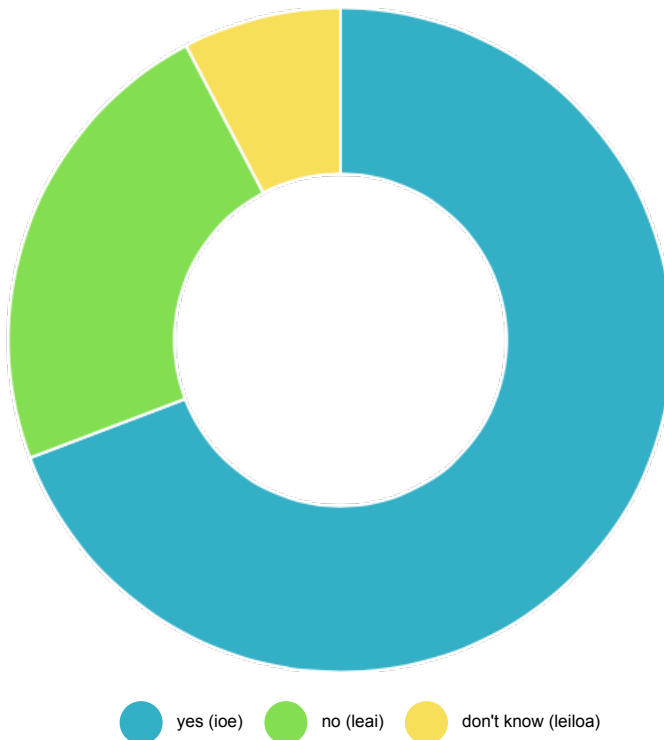
4b. Please explain: (Fa'molemole fa'amatala)

Text Responses

Don't know how this is assessed.

Grant provides for program

I don't know where all the money goes to be honest. but if its possible it would be nice to have a budget for the department.

Yes and No.

There is money available each semester whenever the department requests for office supplies.

5a. Does the dept/prog/div 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 manulautī?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**10** **(76.92%)**	1 (7.69%)	2 (15.38%)	4.03	13

yes (joe)   no (leai)   don't know (leiloa)
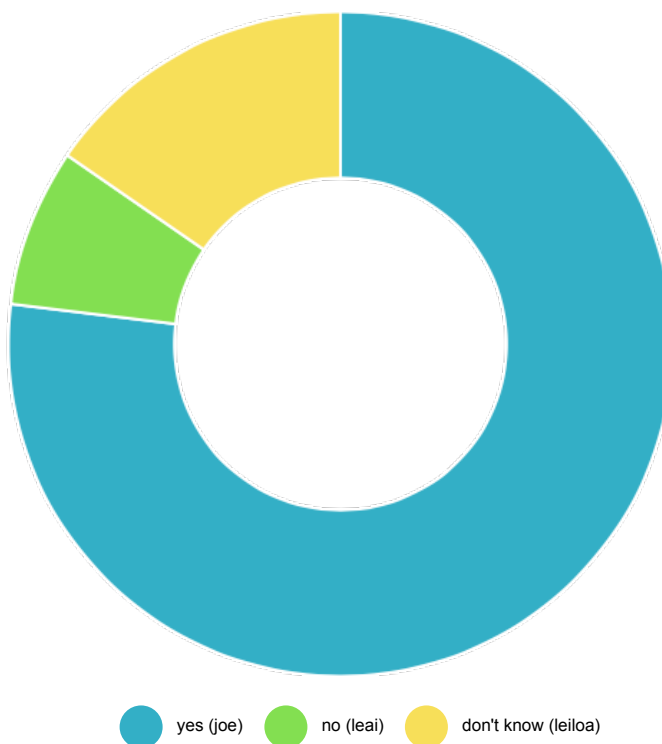
5b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Not so sure about it. Professional development does not seem to be part of the main planning.

This stuff we are using really belongs to the students if you think about it.

Protocols in placed definitely explains the processes.

I believe so, as everything we do and use is in the best interest of the student.

Lab fees have been used to order new equipment still on its way.

6a. Does the dept/prog/div 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 (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	6 (46.15%)	5 (38.46%)	2 (15.38%)	1.7	13

yes (joe)   no (leai)   don't know (leiloa)
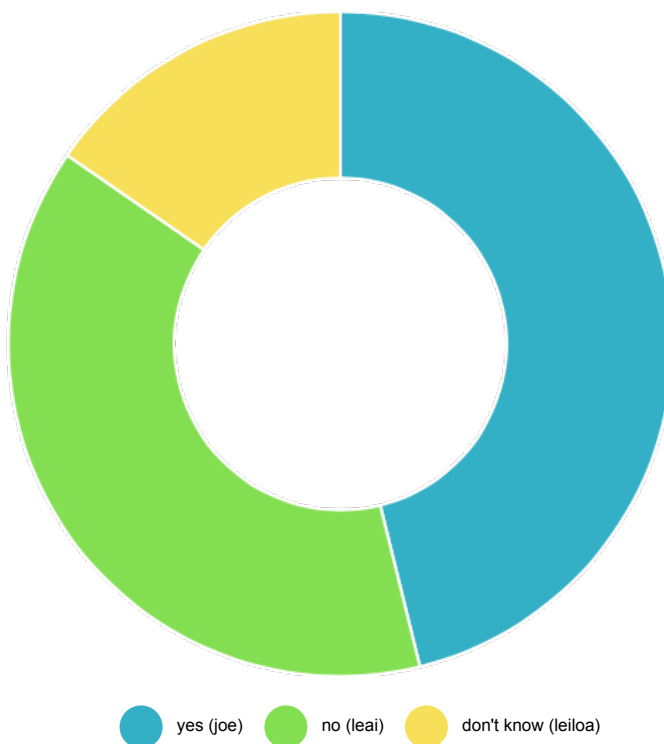
6b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Not sure.

no say about budget

I spend money from my pocket if I have to, other than that I think the social science department rely on the Academic Affairs for the financial needs.

Through the Academic Affairs Division,

We rely on the Academic Affairs Division for all of our budgetary needs.

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**12 (92.31%)**	1 (7.69%)	0 (0%)	5.44	13

yes (joe)   no (leai)   don't know (leiloa)

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

Text Responses

Mostly, yes.

Computer lab

SIA Center, the Lab, and the Library.

Need upgrade

With the rise of the technology nowadays, it is important to the department to have equipments available to help improve student learning and services.

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

	Available/Accessible (Avanoa/Faigofie ona maua)	Appropriate (Talafeagai)	Current (Tekonolosi o le taimi nei)	Standard Deviation	Responses	Weighted Average
ASCC Online Systems (Moodle, Compliance Assist, Colleague, Webmail, Website etc.) (Sisitema a le Kolisi Tuufaatasi (polokalama e fai ai vasega)	**7 (53.85%)**	5 (38.46%)	1 (7.69%)	2.49	13	1.54 / 3
Software (Microsoft Office, SPSS, CAD, Autodesk, etc..) (Poloklama tau komepiuta)	6 (46.15%)	**7 (53.85%)**	0 (0%)	3.09	13	1.54 / 3
Internet Connectivity (speed, etc.) (Fesootaiga tau initaneti)	**6 (46.15%)**	5 (38.46%)	2 (15.38%)	1.7	13	1.69 / 3
						1.59 / 3

Other technologies used:(Ma isi tekonolosi faaaoga)

Text Responses

DVD/VCR Player,

Math lab softwares

big screen T.V. used for video/computer presentations

Smart Board, wireless

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?)

	Computer Labs (Potu Komepiuta)	Counseling (All types of Counseling) (Faufautua (Soo se Ituaiga)	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)	Library (Faletusi)	Academic Tutoring (Fesoasoani i meaaoga)	Academic Advising (ex. Online Information, Faculty Availability) (Faufautua i mataupu tau'ave (ftg. Faamatalaga i le Upega, avanoa of aiaoga)	Campus Life (ex. Security, Extra Curricular, etc.) (Olaga Faakolisi: (ftg. Malu o le Kolisi, Mataupu/faatinoga faaopoopo ma isi)	Admissions and Records (Application, Transcripts, etc.) (Ofisa Faaulufale ma Faamaumauga (Tusi talosaga, Faamaumauga aloaia o togi maua ma isi)	Responses
All Data	**13 (100%)**	12 (92.31%)	13 (100%)	13 (100%)	13 (100%)	13 (100%)	12 (92.31%)	13 (100%)	13

🔵 Computer Labs (Potu Komepiuta) 🟢 Counseling (All types of Counseling) (Faufautua (Soo se Ituaiga)

🟡 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)

🟠 Library (Faletusi) 🔴 Academic Tutoring (Fesoasoani i meaaoga)

🟣 Academic Advising (ex. Online Information, Faculty Availability) (Faufautua i mataupu tau'ave (ftg. Faamatalaga i le Upega, avanoa of aiaoga)

🟪 Campus Life (ex. Security, Extra Curricular, etc.) (Olaga Faakolisi: (ftg. Malu o le Kolisi, Mataupu/faatinoga faaopoopo ma isi)

⚫ Admissions and Records (Application, Transcripts, etc.) (Ofisa Faaulufale ma Faamaumauga (Tusi talosaga, Faamaumauga aloaia o togi maua ma isi)

1a. Does your dept/prog/div help to ensure safety awareness and emergency procedures for its personnel, students and community? (ex. 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? (ftg. Fagu tineimu, fuafuaga faataatia mo le tuua o le nofoaga, Fesoasoani Muamua, ma isi)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	6 (46.15%)	**7** **(53.85%)**	0 (0%)	3.09	13

yes (joe)   no (leai)   don't know (leiloa)

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

Text Responses

Evacuation plans...

Discuss sometimes in Dept. meeting

We were never told by the Head Security of any evacuation plans, and each instructor provide own First-Aid Kit.

More needs to be done for these safety measures to be readily "visual" to students and those working at ASCC.

Exit evacuation plans are posted in almost every classroom and doors to assure personnel safety. Implementing fire drills and tsunami drills must be done to provide awareness to all stakeholders especially newcomers