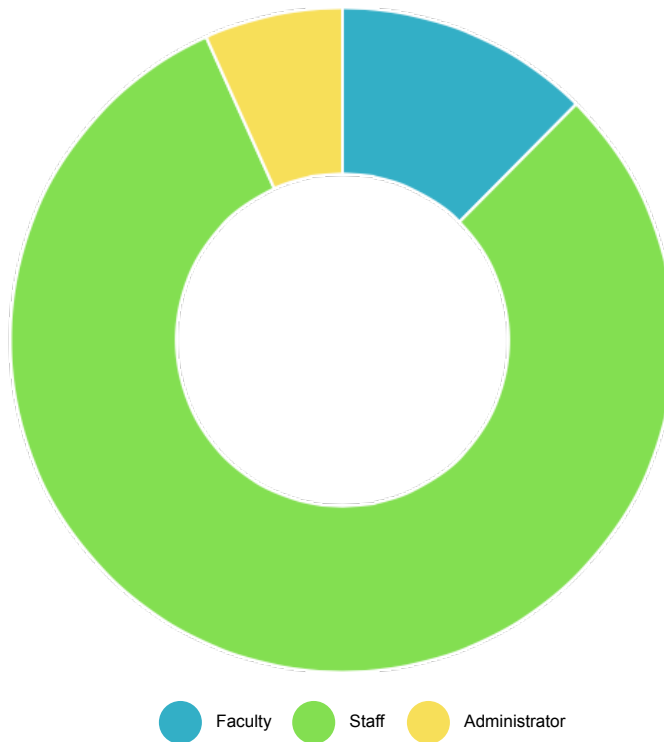


ASCC Program Review: All Divisions

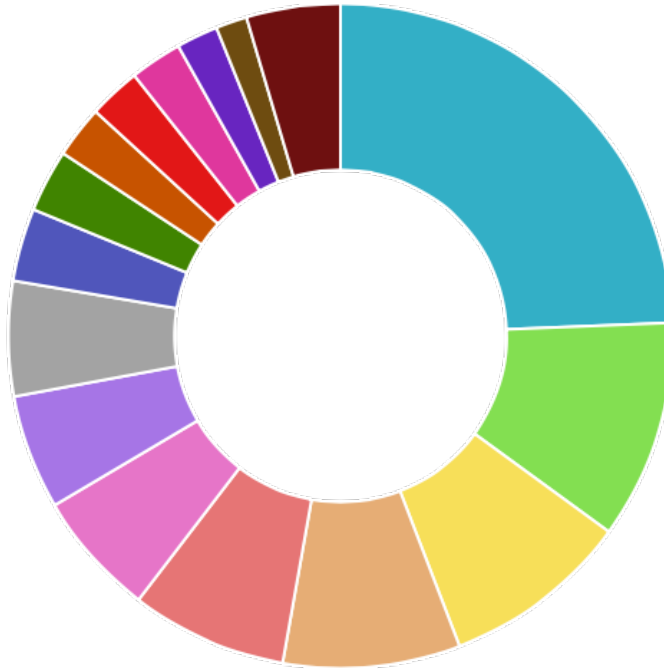
Please indicate your status.

	Faculty	Staff	Administrator	Standard Deviation	Responses
All Data	24 (12.44%)	156 (80.83%)	13 (6.74%)	64.97	193



Please select your division from the dropdown list: (Igoa Aloa'ia o le Matagaluega/Polokalama/Vaega. Lisi uma matagaluega/polokalama/vaega)

	CNR	Finance	ARFAO	Academic Affairs	Physical Facilities Maintenance	Management Information Systems	Samoan Studies Institute	Learning Resources (Library)	Human Resources Office	Student Services	Teacher Education (ASBEP)	Trades and Technology Division	AELEL	Instituti Effective
All Data	48 (24.37%)	21 (10.66%)	18 (9.14%)	17 (8.63%)	15 (7.61%)	12 (6.09%)	11 (5.58%)	11 (5.58%)	7 (3.55%)	6 (3.05%)	5 (2.54%)	5 (2.54%)	5 (2.54%)	4 (2.03%)



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

Text Responses

To collect, disseminate, compile and report on accurate data in a timely manner for the institution's decision making process and to improve services for the students as well as ASCC stakeholders and employees.

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.

Faia galuega lelei mo le ASCC i taimi uma faalelei potu aoga.

E fa'alelei mea ua fa'aleagaina

Outcome 1: Administrators, Faculty, and staff have access to accurate and timely institutional data collected by IE and reported in annual, quarterly, and semester publications.

Outcome 2: Students and stakeholders voice their opinions through surveys distributed by IE which are collected, compiled, and disseminated in a Student Opinion Report and program review surveys disseminated to students and staff.

Outcome 3: Administrators, faculty, and staff have access to a data management system to share, collaborate, and record evidence of institutional processes, reviews, and planning.

Outcome 4: The public is better informed of ASCC activities and accomplishments through ads, articles, and various publications prepared by IE.

Outcome 5: Students, staff and faculty have access to reports on Student Achievement and learning through reports and publication disseminated by IE.

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

Text Responses

IE provides necessary information for improving academic programs and services, by collecting, analyzing and present data for decision making.

To provide support for ASCC students

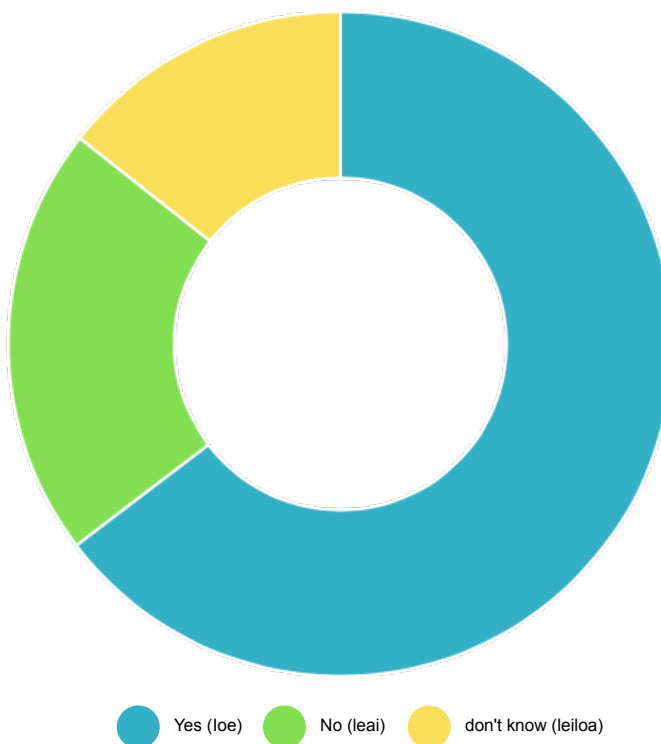
IE's mission and outcomes are to support ASCC's mission by providing access to qualitative and quantitative data to all internal and external stakeholders based on research and evaluation of institutional processes and policies and its impact on decision making for institutional effectiveness.

Saili le atamai

O le taumafai lea e fa'atino lea o galuega e pei ona fa'ataunu'uina

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 (loe)	No (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	117 (64.64%)	38 (20.99%)	26 (14.36%)	40.37	181



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

Text Responses

One way that the institution evaluates their services are through surveys: Course Evaluation Survey and Student Satisfaction Survey that is being conducted every semester. The Course Evaluation Survey evaluates the Courses and the Student Satisfaction Survey evaluates the services.

Through periodic assessment during department meetings.

Safety, repair AC, tables, chairs, classrooms

IE participated in all institutional program review practices however, there is no specific mechanism that IE has for a systematic review of its mission and outcomes.

IE foresees that the institution will provide more guidance towards the monitoring of institutional effectiveness for all academic programs and the provision of administrative services.

E le'i faailoa mai lava.

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

Text Responses

By providing data for the institution to help make decisions on improving our services.

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.

IE provides access and compiles data accordingly to the need of all programs. SOPs are defined by IE for access to Compliance Assist (Data Archive), public releases, and data requests aside from the compiling and review of institutional reports that include: Biweekly Reports, Quarterly Reports, Annual Reports, Fact Sheets, etc.

Fa'alelei potu aoga

Fa'alelei fale taele

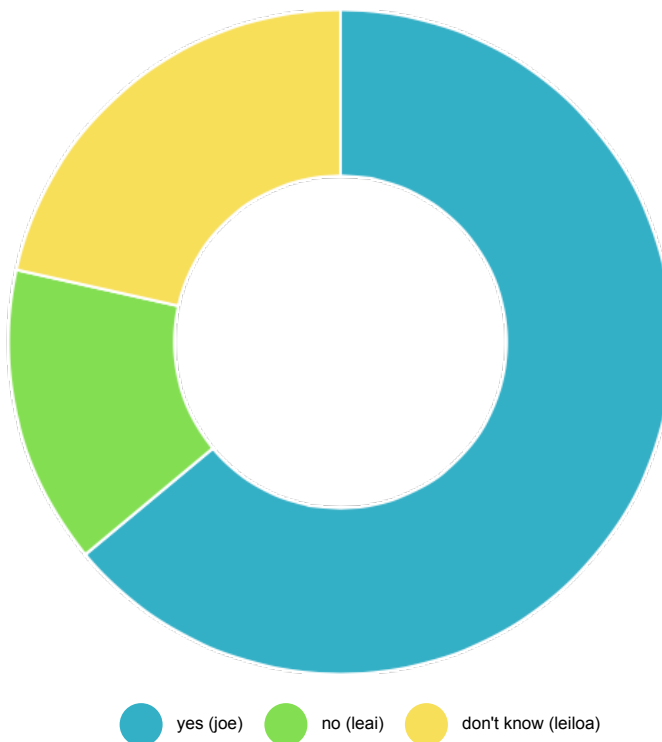
E tatau on faalelei e la'u matagaluega mea e faatino ai galuega a faiaoga pei o potu aoga, ma isi mea e mana'omia.

3. Check the following used for evaluating the effectiveness of the dept/prog/div: Please explain how each is used. (Togi ripoti na faaogā i le iloiloga o le aogā o la outou vaega. Faamolemole faamatala pe faapefea ona faaoga ia ripoti taitasi.)

	Yes	No	Please explain:	Standard Deviation	Responses	Weighted Average
Annual Reports (Ripoti faaletaasaga: loe pe Leai, Faamolemole faamatala.)	102 (62.2%)	62 (37.8%)	0 (0%)	41.96	164	1.38 / 2
Quarterly Reports (Ripoti faalekuata. loe pe Leai, Faamolemole faamatala)	115 (71.43%)	46 (28.57%)	0 (0%)	47.26	161	1.29 / 2
Bi-weekly Reports (Ripoti tai lua vaiaso. loe pe Leai, Faamolemole faamatala.)	135 (79.88%)	34 (20.12%)	0 (0%)	57.33	169	1.2 / 2
Student Learning Outcomes (Agavaa Ausia Tagata Aooga. loe pe Leai, Faamolemole faamatala)	89 (57.05%)	67 (42.95%)	0 (0%)	37.85	156	1.43 / 2
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. loe pe Leai, Faamolemole faamatala)	92 (57.86%)	67 (42.14%)	0 (0%)	38.84	159	1.42 / 2
Performance Evaluation (Iloiloga o Galuega Faatino. loe pe Leai, Faamolemole faamatala)	146 (87.95%)	20 (12.05%)	0 (0%)	64.63	166	1.12 / 2
Program Review (Iloiloga o Polokalama. loe pe Leai, Faamolemole faamatala)	99 (63.06%)	58 (36.94%)	0 (0%)	40.61	157	1.37 / 2
Course Evaluation (Suesuega o Mataupu. loe pe Leai, Faamolemole faamatala)	72 (47.06%)	81 (52.94%)	0 (0%)	36.25	153	1.53 / 2
Student Satisfaction Survey (Suesuega Lotomalie Tagata Aooga. loe pe Leai, Faamolemole faamatala)	72 (47.37%)	80 (52.63%)	0 (0%)	35.98	152	1.53 / 2
Fact Sheets (Pepa o Faamatalaga Moni. loe pe Leai, Faamolemole faamatala)	62 (42.18%)	85 (57.82%)	0 (0%)	35.9	147	1.58 / 2
Other Evidence (Nisi faamaumauga. loe pe Leai, Faamolemole faamatala)	58 (42.34%)	79 (57.66%)	0 (0%)	33.41	137	1.58 / 2
						1.39 / 2

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	110 (63.95%)	25 (14.53%)	37 (21.51%)	37.56	172



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.

Evaluation processes do result to continuous improvements. This allows IE to set is quarterly/annual priorities based on the needs of the institution.

Aua e fono vaega ta'itasi a le Kolisi ona fa'atino ai lea

Fa'ataunuuna ma fa'aleleia mea mo le fa'amatagofie ma tumauina ia lelei

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

Fa'aleaoga/ ofisa

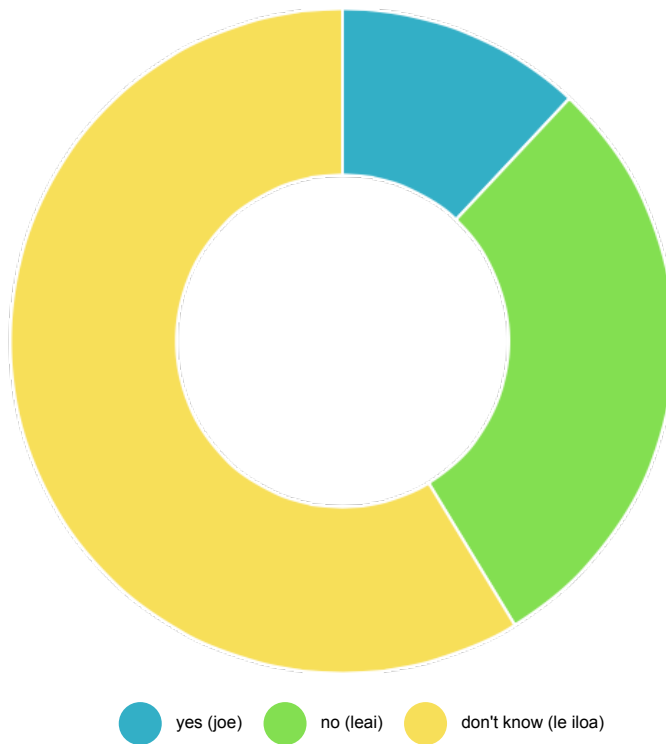
Examples of outcomes that have been improved via evaluation include access to institutional data for internal and external stakeholders, distribution of surveys, access to institutional systems, and services provided to publicizing institutional information.

O le fa'aleleia lea o faleaoga ma potu aoga

Iloa ona faasoasoa lelei mea faigaluega.

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	20 (11.98%)	49 (29.34%)	98 (58.68%)	32.19	167



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

Text Responses

Not updated.

IE has incorporated its needs from the 2014 Divisional Assessment in its annual planning and allocation of resources.

O lo'o fautua ina pea e le taitai le afaigaluega ia faamalos i le galuega.

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

Text Responses

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

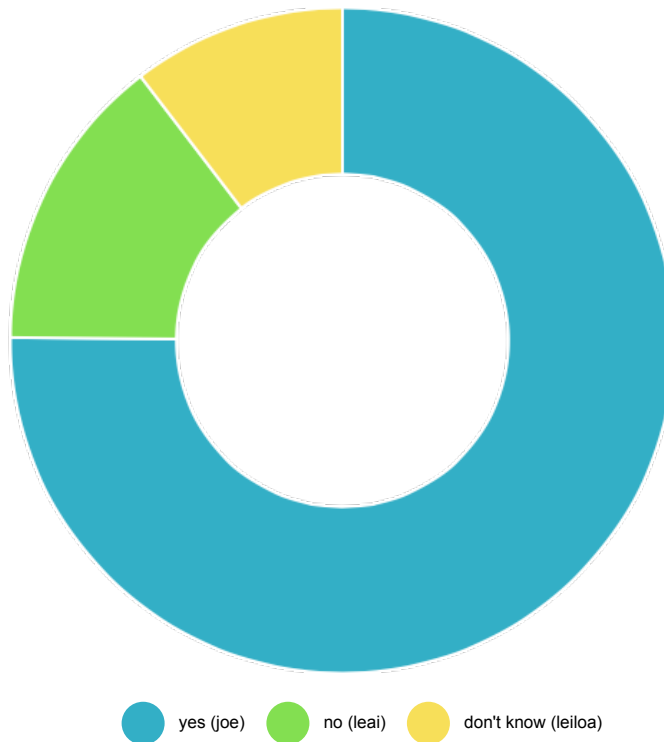
Ramp, classroom (M6 & hud)

One achievement mainly on an institutional perspective is the transfer of IE directly under the President. The transition allowed IE to revert its divisional focus to an institutional focus on monitoring efficacy institutionally. IE's mission before the transfer was more divisional- meaning that IE reviewed its own outcomes without soliciting institutional feedback on the qualities of effectiveness that pertain to degrees/certificates, student support services, administrative services, and the needs of grant programs.

No comment

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 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?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	130 (75.14%)	25 (14.45%)	18 (10.4%)	51.23	173



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

Text Responses

Yes, IE uses any and all feedback from staff and faculty however we also evaluate these feedback according to the type of data that we provide.

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

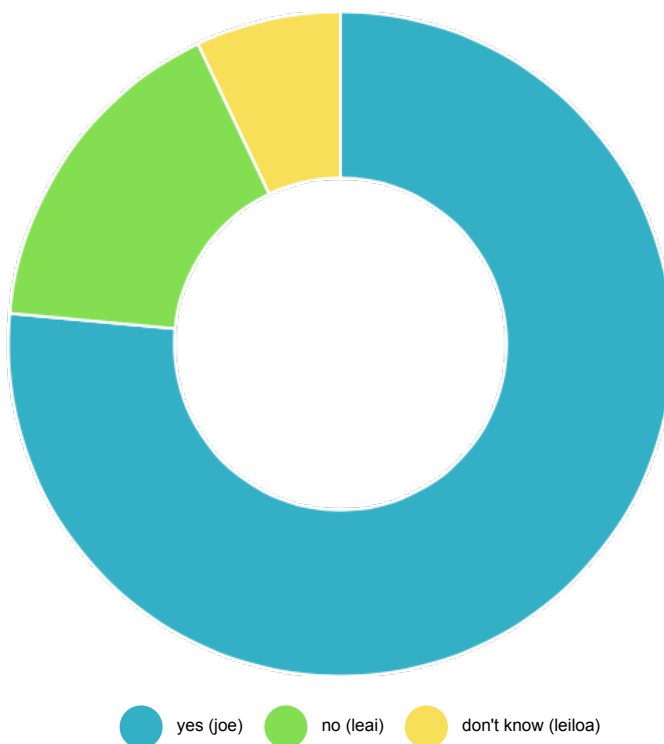
Never happen

E manaomia le galulue faatasi o tagata faigaluega ma faiaoga i taimi uma lava o galuega a le kolisi i le faia o galuega.

Definitely, IE uses feedback from faculty, staff, and administrators to improve mechanisms used to solicit information on academic and service needs. IE spearheads many of the institutional dialogue that centers on planning, participates in curriculum and assessment, and leads the dialogue on program review.

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	130 (76.47%)	28 (16.47%)	12 (7.06%)	52.26	170



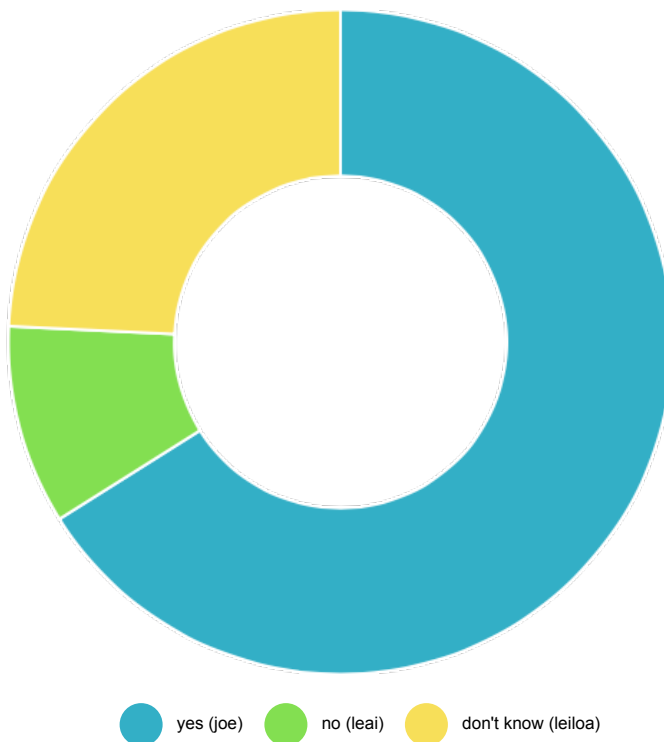
2b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

IE SOP is available in the Gallery on Compliance Assist and was also emailed out to staff and faculty.
 Via correspondence coming from the offices involved and from the immediate supervisor.
 SOP have Deans done.
 Taimi uma lava e faiai le matou fono i taeao e faamatala uma mai ai le faatonu mea uma o polokalama fai a le kolisi.
 Yes, IE staff are the initiators of SOPs. SOPs are then reviewed as a division and then routed accordingly to the nature of the SOP. Depending on the nature of an SOP (divisional or institutional) SOPs are then disseminated accordingly.

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	109 (66.06%)	16 (9.7%)	40 (24.24%)	39.42	165



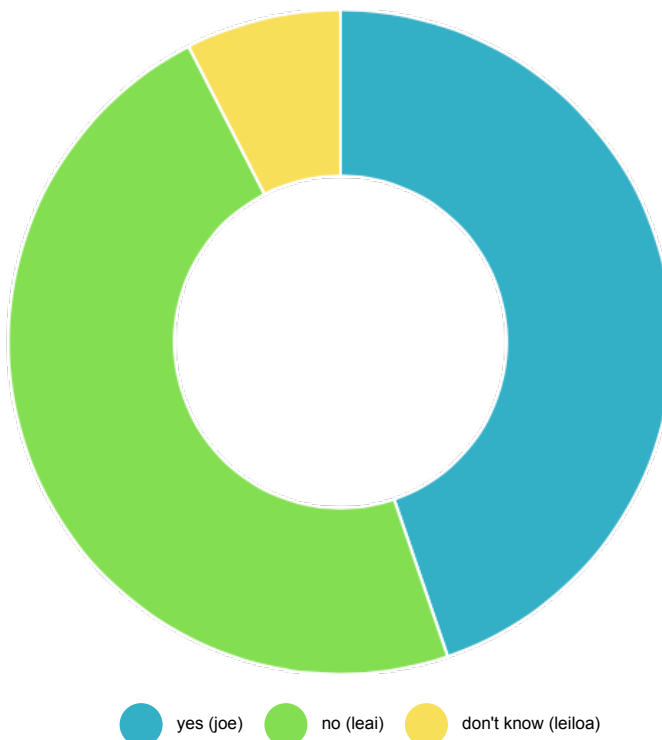
3b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

- Minutes for divisional meetings are available on Compliance Assist.
- There are standard filing system provided in the department for general documents.
- It was explain good to them.
- IE is fully accountable for all/any decisions made that are formalized via planning committees and institutional dialogue that it participates in.
- Ina ia iloa ai le mea na tupu i lea aso ma lea masina ma le tausaga.

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	77 (44.77%)	82 (47.67%)	13 (7.56%)	31.41	172



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.

They are doing more than they were working for.

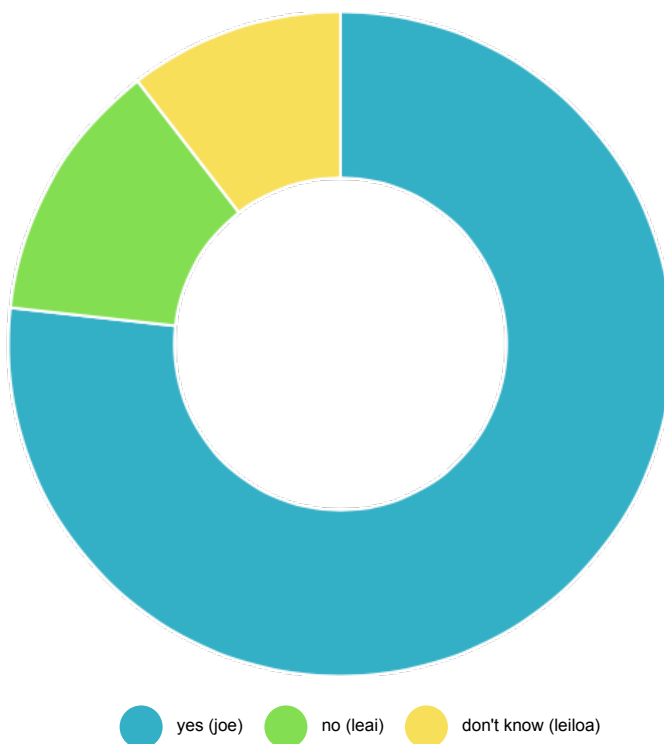
Yes, the number of personnel is adequate to serve the mission of our division.

Aua a fa'aletonu tagata faigaluega o le aso ona leai lea o nisi e fa'atinoina galuega.

No comment

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	132 (76.74%)	22 (12.79%)	18 (10.47%)	52.82	172



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

No time for them to credential required.

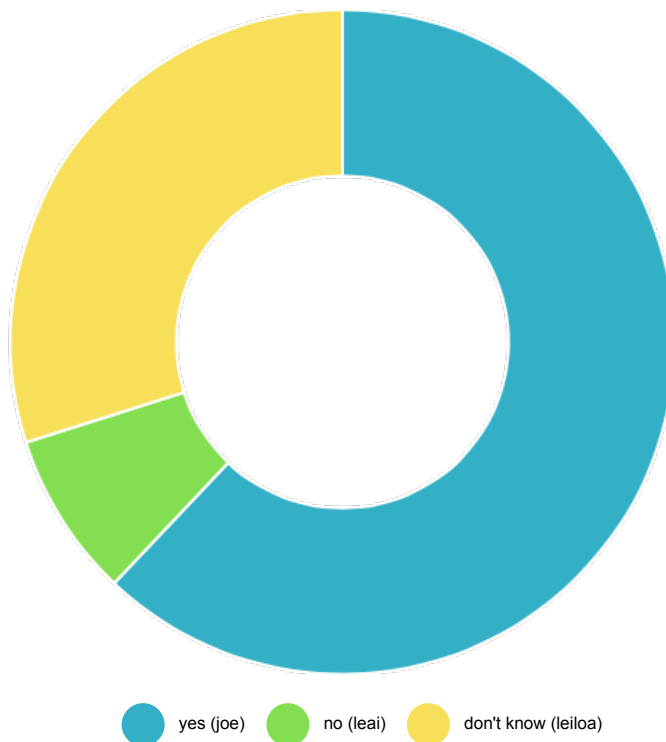
At this time 'yes'. As IE continues to solicit institutional input on institutional focus and effectiveness, the need/expertise may increase.

Need training.

We have to support our PFM.

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	108 (62.07%)	14 (8.05%)	52 (29.89%)	38.61	174



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

Text Responses

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

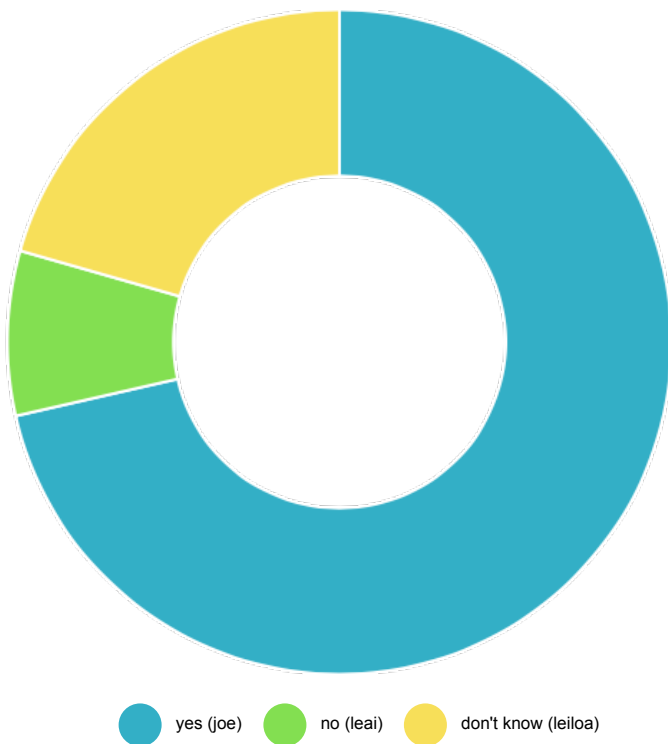
Ask HR

Yes, as an administrator, I make sure that all documents reach include degrees and certificates are updated during the evaluation of IE staff.

E le'o fa'atino ina e la'u matagaluega

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	125 (71.43%)	14 (8%)	36 (20.57%)	47.99	175



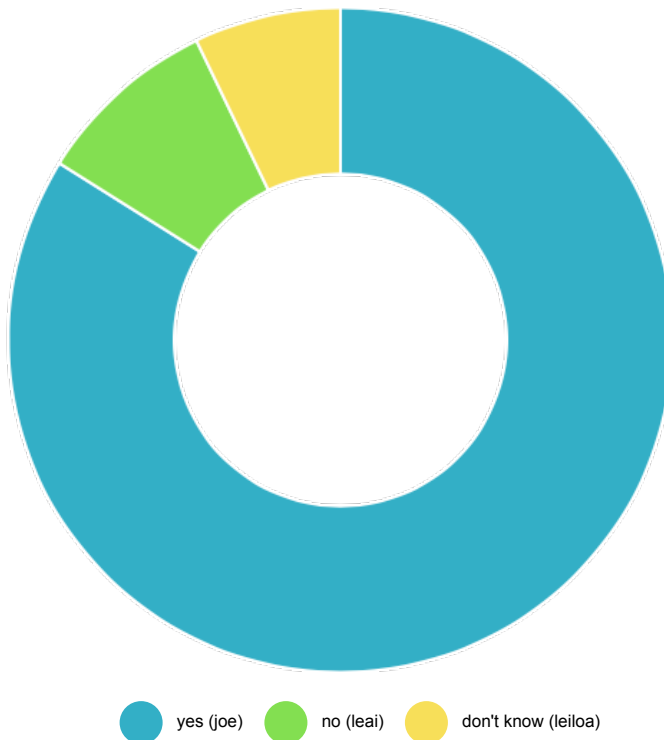
4b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

- Confidentiality, Security and Integrity is part of IE.
- Professionalism calls for it and with the understanding that all instructors are professional on this issue.
- They do not know anything about FERPA.
- All IE staff are held accountable for information confidentiality that concerns data collected from the institution.
- No comment

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	141 (83.93%)	15 (8.93%)	12 (7.14%)	60.12	168



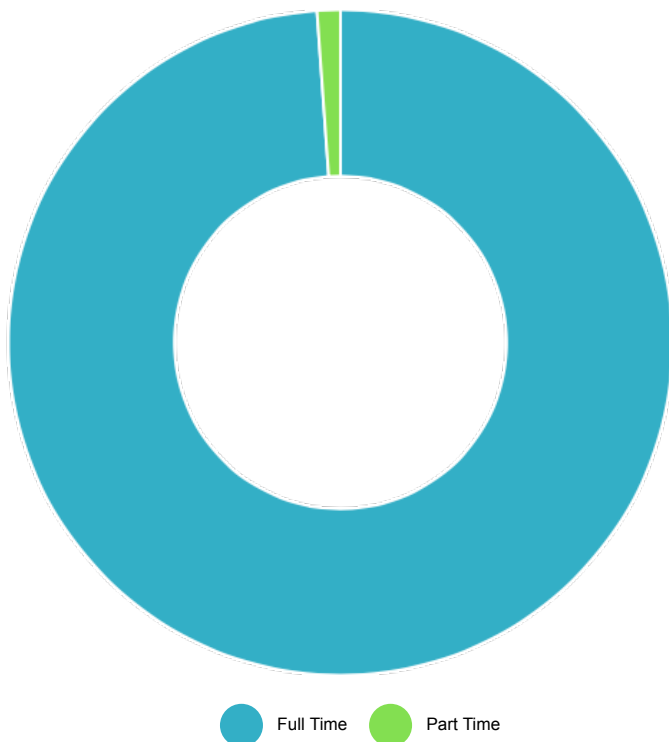
5b. Please explain how it can improve: (Faamolemole faamalamalama mai i lalo pe faapefea ona faaleleia.)

Text Responses

- Each personnel in IE has an outcome that ties to the mission.
- More qualified instructors are being picked to handle this situation I believe. But just cannot say more.
- Yes, we make all of them to work.
- All IE staff are fully responsible via divisional SOPs.
- E tatau lava ona fa'atino lelei galuega ma usitai i tulafono a le Kolisi.

Are you a full time or Part Time employee?

	Full Time	Part Time	Standard Deviation	Responses
All Data	175 (98.87%)	2 (1.13%)	86.5	177



Number of Courses you teach:

Text Responses

- None
- Summer: 2 in dept & 1 for TED
- The IE Director at this time only serves as adjunct faculty.
- None
- No

Degrees, Coursework, and or Publications

Text Responses

Bachelors in Business Administration
Associates of Science in Business Management
MBA
BEd (English Major)
TESOL Certificate ESL Qualifying
AA: ASCC
B.Ed. Elementary Education
MA. Ed. Teaching and Learning/Simulation Technologies
Doctoral Student
No

Other Qualifications not listed in previous question:

Text Responses

College academic awards, if applicable:
(ASCC College Biggest Sweetheart 2011)
Alpha Epsilon Xi Chapter Member (Education)
Golden Key International Member

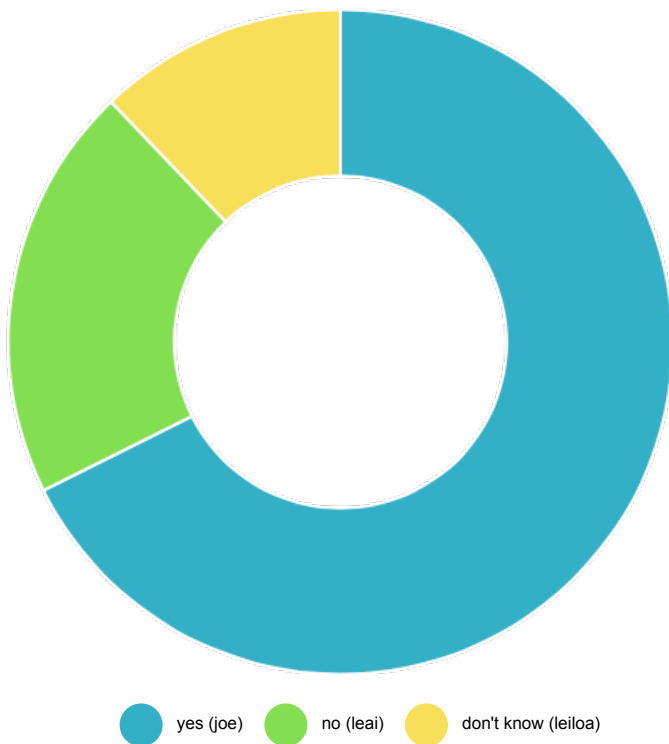
List involvement in college/instruction'community activivites (i.e club sponsorships, committees, boards, organizations, etc.)

Text Responses

Faculty Senator
CAPP Eng Dept Sec/Treas
Tennis Association
Chairman, Institutional Planning Core Committee
Curriculum Committee Member
Member of the President's Advisory Council
Assessment Committee Member

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	117 (67.63%)	35 (20.23%)	21 (12.14%)	42.34	173



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

Text Responses

SOP presentations by the Finance
Sexual Harassment training annually

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

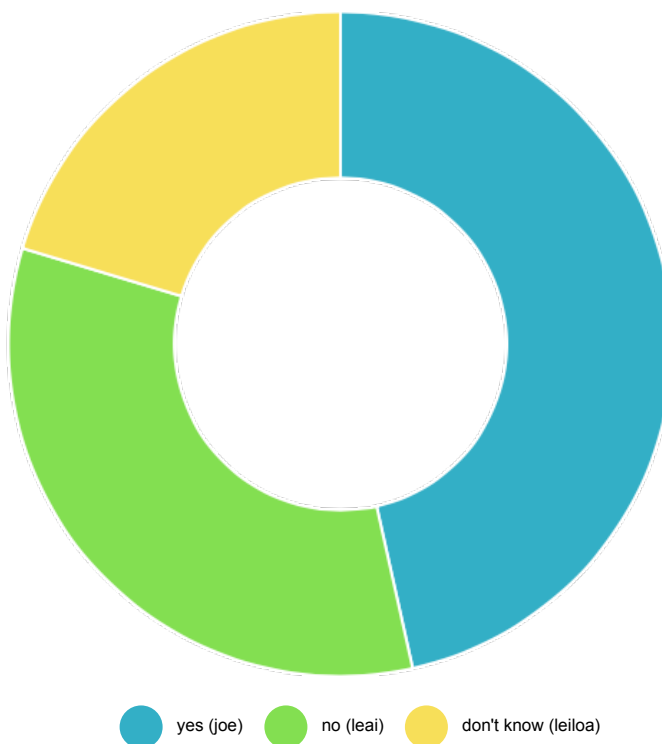
Institutional Researcher- IPEDS Professional Development off-island (Refer to Planned Purchases)
IE Director: Participated in off-island workshop on Accreditation (ALO)
Staff Assessment Development: (Refer to Meeting Minutes and Presentations)
Staff Presentations to the Institution: (Refer to Institutional Planning Presentation on Student Achievement Institutional Standards)

1. Taimi o fa'auuga.
2. " e afaina ai kolisi i mafuie.

No comment

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 afaigaluega a lau matagaluega/polokalama/vaega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	80 (46.51%)	57 (33.14%)	35 (20.35%)	18.37	172



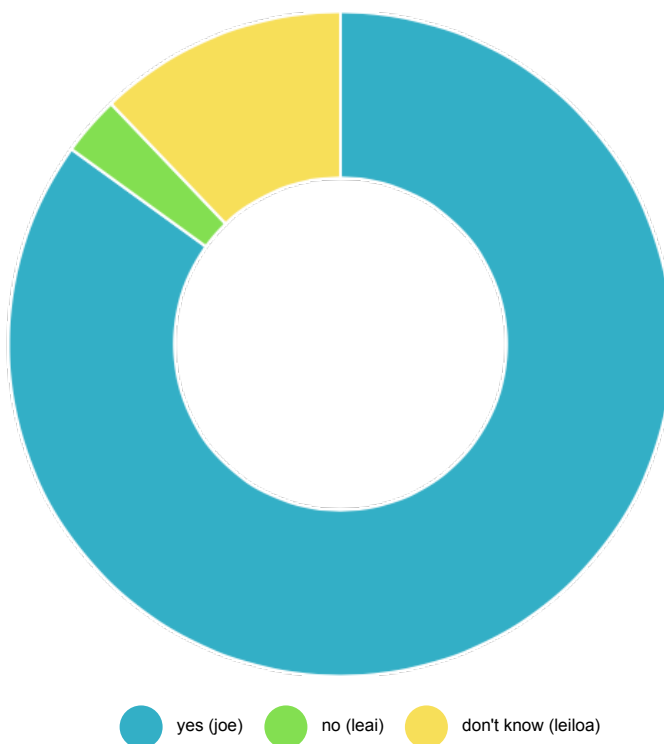
2b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

- Continuity issues - Professional development should be essential to improve teaching efficiency & strategies.
- Never have professional development.
- E manaomia polokalama a le kolisi tau aoga.
- TTD Apprenticeship
- At this time, it is critical that we continue to see needs of the institution via program review. This will also serve as a formal indicaton for the needs of IE staff.

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	147 (84.97%)	5 (2.89%)	21 (12.14%)	63.51	173



3b. Please explain:

Text Responses

- This is part of the annual performance evaluation.
- Per HR stipulated contractual conditions
- Yes, all staff are evaluated annually.
- No comment

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	112 (63.64%)	40 (22.73%)	26 (14.77%)	176



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

Text Responses

Irregular time frame, most often late.

N/A

HR emails the evaluation before the increment due date, but does not follow up on the timeline as indicated in the policies. Information pertaining to the policies on evaluation should be emphasized and disseminated to the institution on a semester basis.

Aua e mulimulita'i i tulafono a le Kolisi ona fesiligia lea pe aisea ua le faia ai.

No comment

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

Text Responses

IE occupies M-11 with the VP of Administrative Services and Academic Affairs; it has 7 offices, 3 bathrooms, 1 conference room and a kitchen.

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

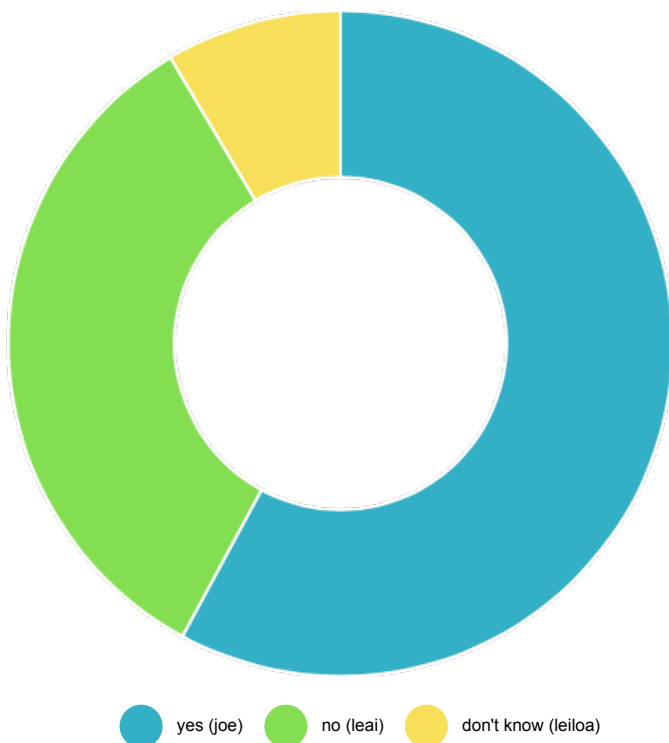
IE has four offices. Three offices are occupied by the Director of IE, Press Officer, and the Institutional Researcher. One office is shared by three staff which includes two Data Specialists, and the Administrative Assistant. All offices are in good condition. IE also has a Training Room and Conference Room for institutional training and meetings. IE also has a kitchen.

Need more classroom.

No

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	88 (57.89%)	51 (33.55%)	13 (8.55%)	30.62	152



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

Text Responses

Kindly refer to 2a.

Currently our facilities are accurate however, IE will need space for institutional archiving.

Need more room.

We need new office and house for our supplies.

Mana'omia se potu e tu'u iai meafaigaluega e fa'aaoga i taimi o la matou galuega.

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. loe pe Leai poo le Ou te lē iloa)

	yes (joe)	no (leai)	don't know (leiloa)	Responses
All Data	100 (63.69%)	41 (26.11%)	19 (12.1%)	157



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

Text Responses

Yes & No: Need improvement

IE has a budget (\$5,000) to maintain its facilities and is accountable in its planned purchases for FY 2015.

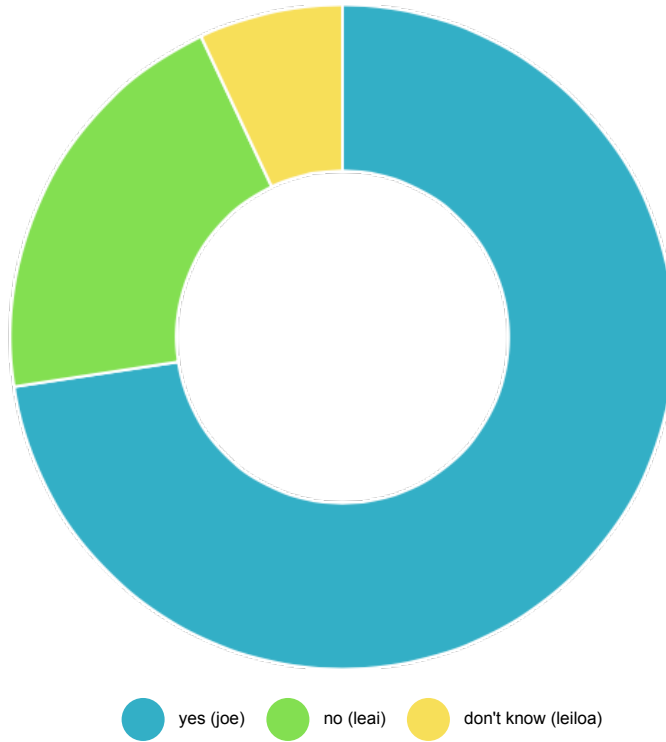
Need new and more facilities.

Aua foi o lo'o tele lava le fa'alapisi i totonu o potu. E a'ai i totonu toe tusitusi totonu o potu.

No comment

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 malupuipua mo lenei matagaluega/polokalama/vaega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	114 (72.61%)	32 (20.38%)	11 (7.01%)	44.44	157



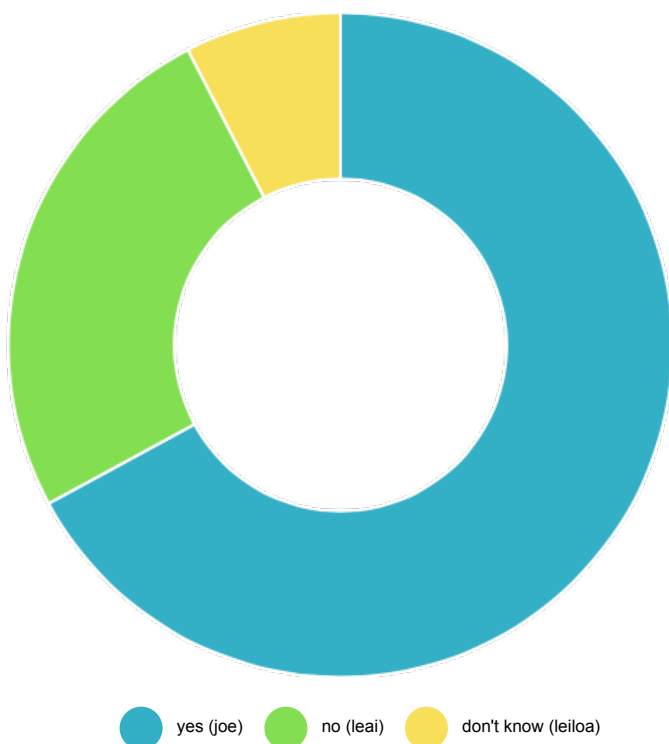
4b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

- Yes, but hope it does not take long to achieve the mission.
- Yes. The facility is well maintained by its Supervisor and staff.
- They are trying their best.
- Aua foi o lea foi ua fa'amalosia le ulaula i totonu o le aoga
- No comment

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	106 (67.09%)	40 (25.32%)	12 (7.59%)	39.41	158



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

- Not sure - some areas still need safe ramps
- Aua foi ua iai lava potu fa'apitoa mo i latou ia.
- No comment
- Lelei mea uma ma malupuipua i taimi uma lava.

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	78 (50.65%)	43 (27.92%)	33 (21.43%)	19.29	154



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

Text Responses

Refer to previous explanations.

Space for archiving institutional documents is needed. IE which now serves as the institutional data bank will need to archive many/all institutional documents.

We need house for our supplies.

1. Briefly describe current equipment used by your dept/prog/div 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

6 desktop computers

5 laptops

1 projector

1 smartboard

1 VTC

2 binding machines

1 teleconference

1 fax

2 printers

etc....

Need more smart boards.

Desktop Computers (5 PCs) and (2 Apple): Use for data input

Xerox Machines: Copies

Fax Machine (1): Sending Documents

Printers (4): Printing

Teleconference System (1): Communication

Binder Machines (2): Binding Documents

Scanner (1): Scan Documents for Archiving

Telephones (5 extensions) and (1 private line)

TV (1): (Teleconferencing)

Laptops (4 PC) and (2 Apple)

Scantron (1)

Smartboard (1)

Vacuum (1)

Digital Camera (1)

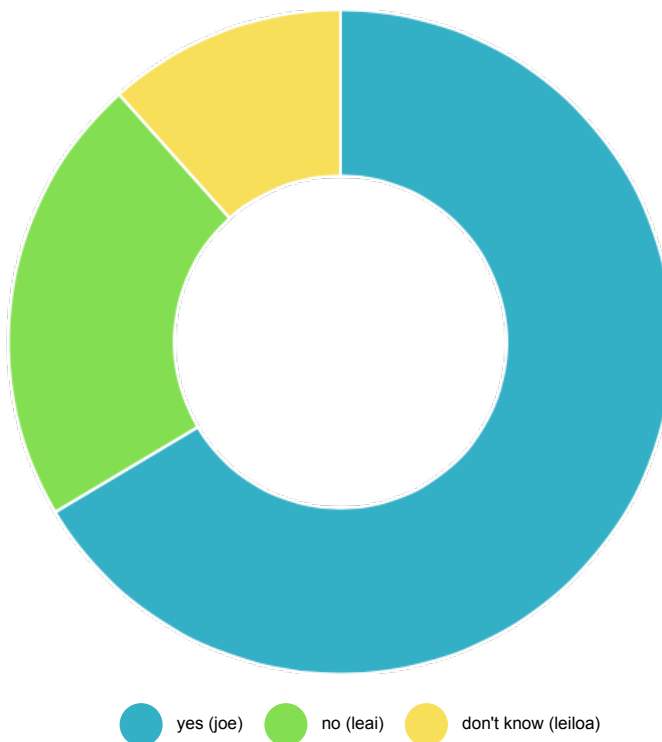
Multimedia Projector (1)

Update equipment.

Mana'omia

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	103 (66.45%)	34 (21.94%)	18 (11.61%)	36.88	155



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

Text Responses

scantron machine with software
SPSS

Self- explanatory

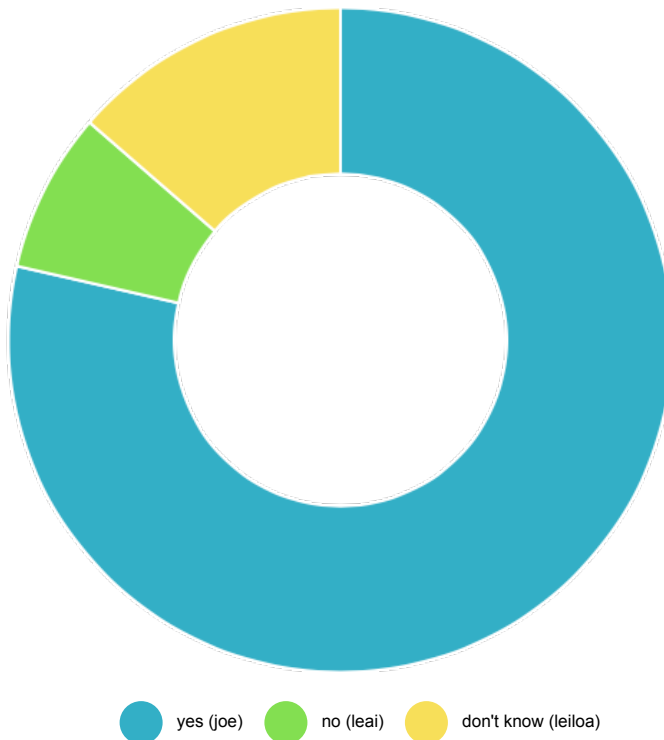
Laptops, for institutional training on Compliance Assist (Data Dissemination, Access, inputting information)

Aua foi sei vagana lava ua mana'omia

Mana'omia: e le lava meafaigaluega e fa'aaoga.

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	121 (78.57%)	12 (7.79%)	21 (13.64%)	49.4	154



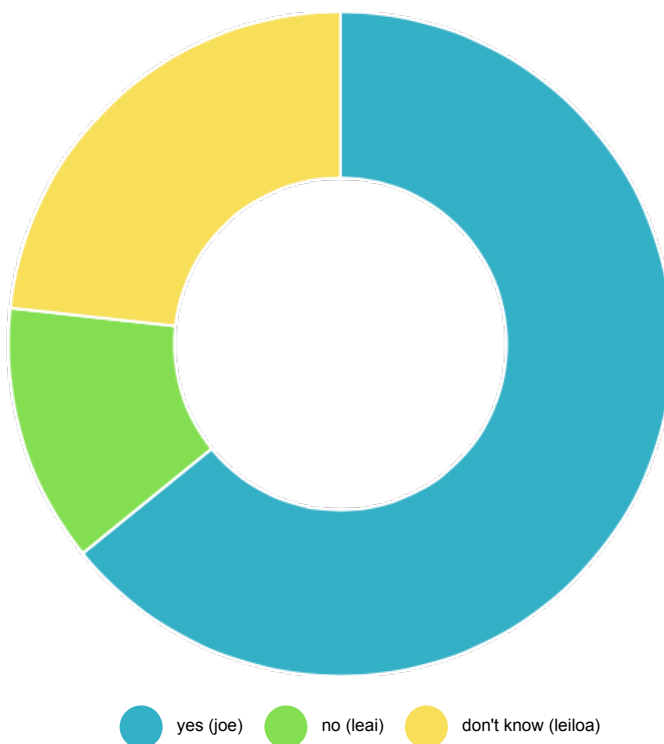
3b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

We have a log that keeps the log of outgoing equipments like our Outgoing Log.
 MIS & Inventory personnel frequent visits to the department.
 Yes, IE has a check out list that all staff are accountable for. What is needed at this time is an account for all IE inventory.
 They are the one who is using.
 Aua foi e leai ni suega oloa e faia e iloa ai le mea ua alu aia meafaigaluega.

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	102 (64.15%)	20 (12.58%)	37 (23.27%)	35.34	159



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

Text Responses

We try to update our equipment as technology updates. Like, replacing our lenovo laptops with Mac laptops.

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

We have a service plan in 2015 Planned Purchases for equipment maintenance for the (Xerox Machine, Printer, and Smartboard) All other maintenance is done by MIS.

Aua e iloa e le sueina

Yes, each employee should always have their equipment, supplies and materials and also the things they use for work at all times.

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	94 (60.26%)	23 (14.74%)	39 (25%)	30.41	156



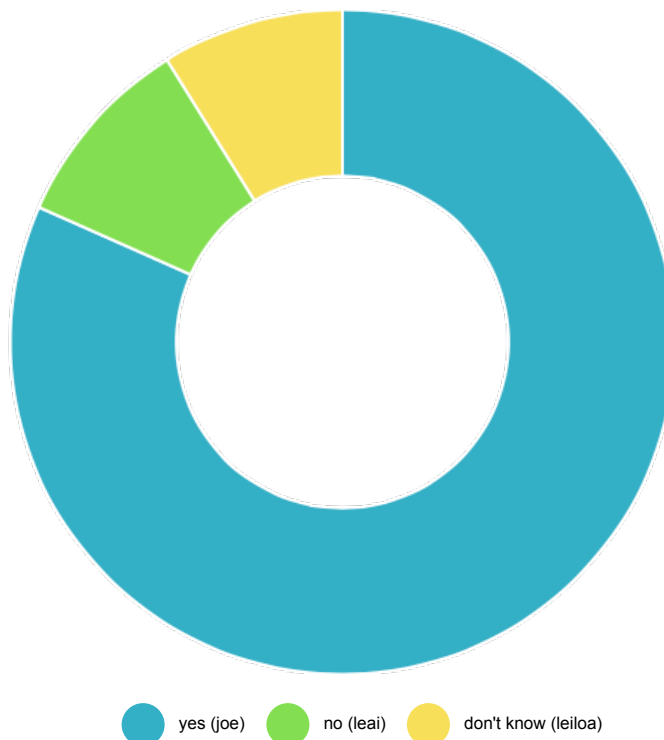
5b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

- Not quite sure about the current standards.
- Regarding IE's scope of work, I am unsure.
- E le tutusa, e lei maua uma e le ASCC meafaigaluega e fai ai galuega.
- Most of the things we need is to do our work with what we have and go to the store to see if they have it. But mostly everything we have to order from off-island.

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	129 (81.65%)	15 (9.49%)	14 (8.86%)	53.98	158



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

Text Responses

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

Our Ricoh Xerox Machine has passed its 10 year mark. We have been experiencing a lot of issues this semester and may need to replace. The Ricoh is used widely by the institution not limited to the compiling of documents for external purposes.

More than upgrade.

Not enough.

E manaomia e fa'aaoga i taimi lava e fai ai galuega.

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	72 (47.06%)	45 (29.41%)	36 (23.53%)	15.3	153



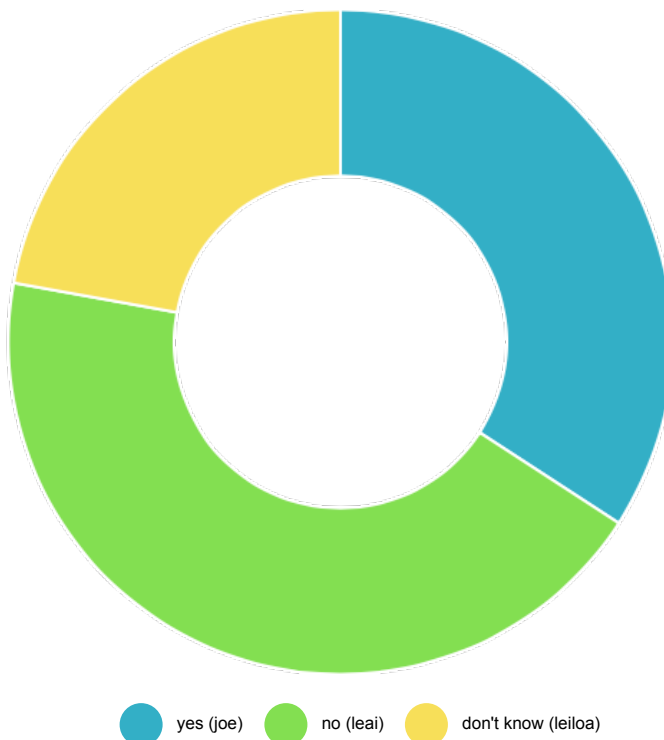
1b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

- There's no periodic summary report disseminated to the personnel.
- All IE staff are included in our budget planning and are given full access to IE's annual budget.
- Only the Director

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	54 (34.18%)	69 (43.67%)	35 (22.15%)	13.91	158



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

Text Responses

IE has a meeting to discuss the budget.

Not quite - the supervisors mostly do budget planning.

IE's planning priorities impact resource allocation. Based on its priorities the IE division collectively plan its budget which includes the shifting of funds to different accounts based on the priorities.

Only CEO and Director does the budget

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	53 (33.76%)	56 (35.67%)	48 (30.57%)	3.3	157



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

Text Responses

IE Director works with the staff with the budget preparation, analysis and process for fiscal year.

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

Yes, our model is identified priorities - review of previous budget - shuffling of funds based on planned priorities - submission of budget for approval.

It all depends with CEO that knows and understand about our budget.

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	59 (37.34%)	51 (32.28%)	48 (30.38%)	4.64	158



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

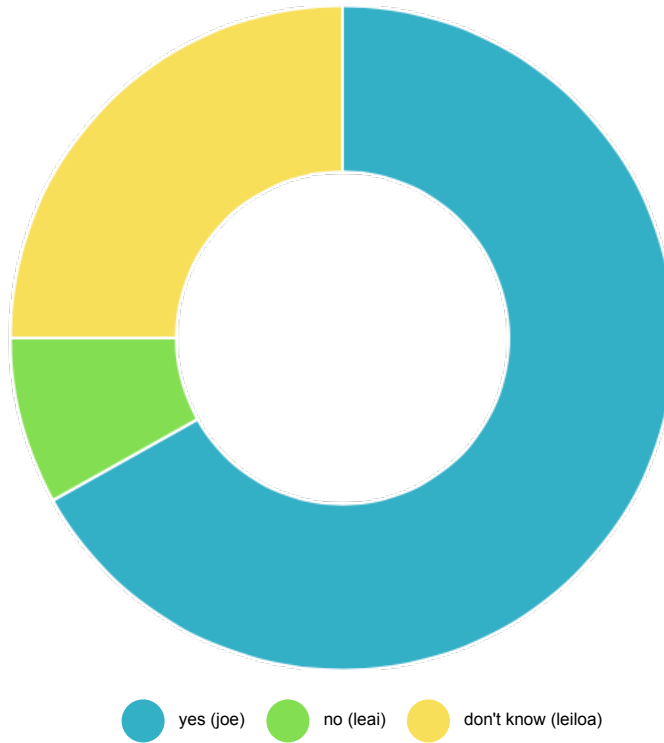
Text Responses

Don't know how this is assessed.

There are areas that include institutional planning, program review, and assessment that will need more funding based on participation, scope and load.

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 manulauti?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	107 (66.88%)	13 (8.13%)	40 (25%)	39.52	160



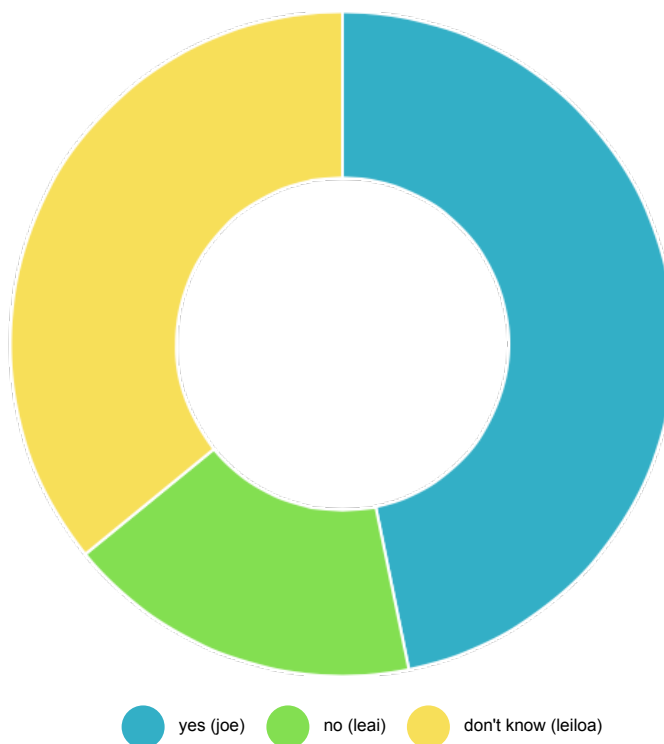
5b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

- Not so sure about it. Professional development does not seem to be part of the main planning.
- Through its outcomes and SOPs, all financial resources are accounted for. (Referencing Planned Purchases 2015)
- It takes too long.
- Yes, but use it wisely

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	73 (46.79%)	27 (17.31%)	56 (35.9%)	18.99	156



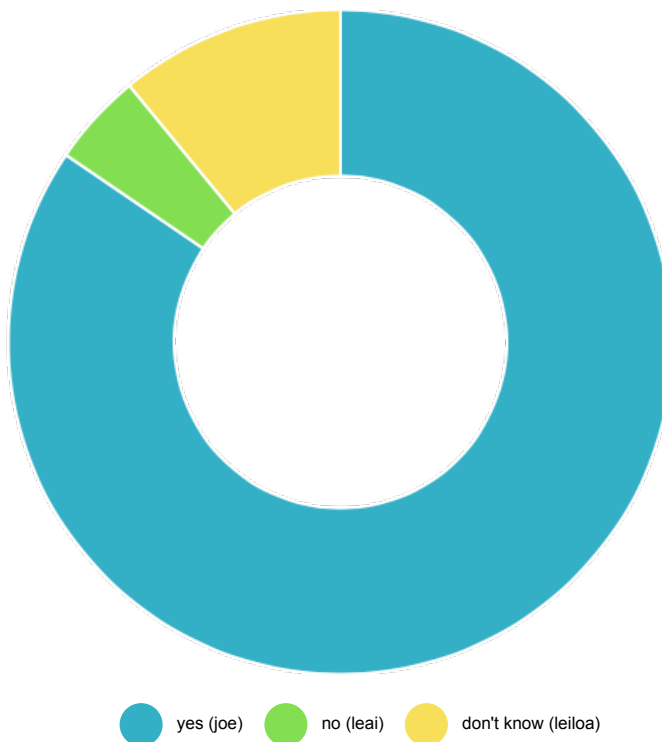
6b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

- Not sure.
- Institutional Planning, Program Review, and Assessment. (Publication)
- As of now, the budget proceeds financially

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

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	131 (84.52%)	7 (4.52%)	17 (10.97%)	56.25	155



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

Text Responses

Mostly, yes.

Internet Access: Access to Institutional Planning, Program Review, Accreditation, Planning via Compliance Assist

Computers: Data Input

Smartboard: Committee Presentations and meetings for institutional dialogue

Email: Dissemination of Information

Printers & Xerox: Publications/Info. Dissemination

Long Distance Phone Line: Teleconferencing

Website: Institutional Transparency of Information

Laptops: Training

Yes, to help the following ASCC students when applying for jobs to experience their techniques.

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)	90 (63.83%)	28 (19.86%)	23 (16.31%)	30.47	141	1.52 / 3
Software (Microsoft Office, SPSS, CAD, Autodesk, etc..) (Poloklama tau komepiuta)	80 (55.56%)	43 (29.86%)	21 (14.58%)	24.34	144	1.59 / 3
Internet Connectivity (speed, etc.) (Fesootaiga tau initaneti)	72 (50.35%)	42 (29.37%)	29 (20.28%)	18.01	143	1.7 / 3
						1.61 / 3

Other technologies used:(Ma isi tekonolosi faaoga)

Text Responses

Statistical Package for the Social Science (SPSS)

Labs and Library

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

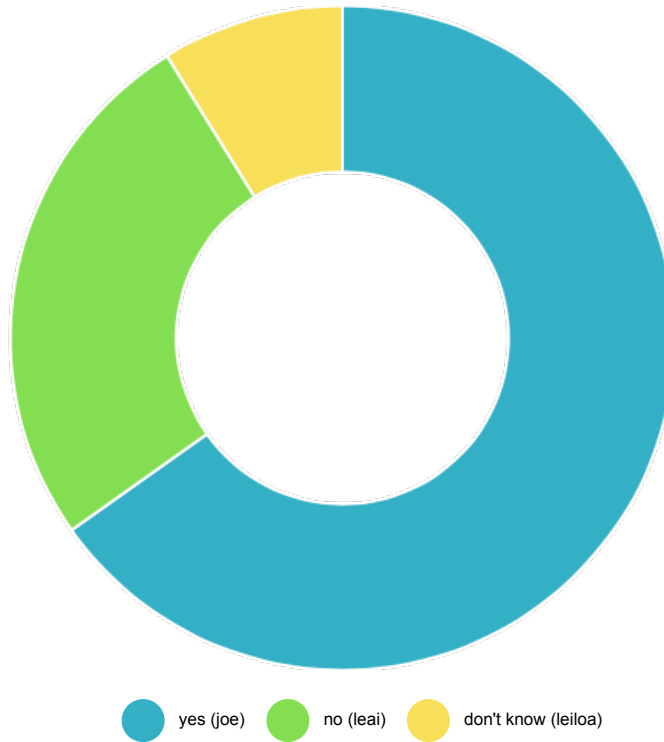
	Computer Labs (Potu Komepiuta)	Counseling (All types of Counseling) (Faufautua (Soo se Ituaiga)	Financial Assistance (ex. Financial Aid, Work-Study, Scholarship, Deferred Payment Plans) (Fesoasoani Tau Tupe (ftg Fesoasoani Tau Tupe mai le Malo Tele, Polokalama Galue ma Aoga, Sikolasipi, Fuafuaga tau 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 Faamaumaga (Tusi talosaga, Faamaumaga aloaia o togi maua ma isi)	Responses
All Data	127 (94.78%)	108 (80.6%)	113 (84.33%)	116 (86.57%)	108 (80.6%)	109 (81.34%)	101 (75.37%)	107 (79.85%)	134



- 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 Faamaumaga (Tusi talosaga, Faamaumaga 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	103 (65.19%)	41 (25.95%)	14 (8.86%)	37.26	158



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

Text Responses

- IE does not have a fire extinguisher and first-aid, but it has an evacuation plan on both front and back doors. Evacuation plans...
- IE does not have any fire extinguishers or first aid kits. Access to ASCC's evacuation plan should be available to all ASCC personnel.
- Ua tapena le matou vaega i so'o se faalavelave.
- E tatau lava ona malu puipuia mea e fa'atino ai le galuega, ina ia maua ai e tagata le soifua ola maloloina.