Divisional Assessment SPR 2014

American Samoa College Research Foundation

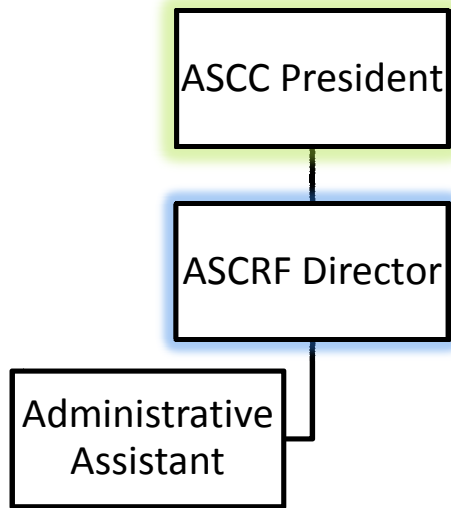American Samoa College Research Foundation

American Samoa College Research Foundation
Mission

The promote the American Samoa Community College's quality programs and services by raising philanthropic support while strengthening relationships with the community for the benefit of the students.
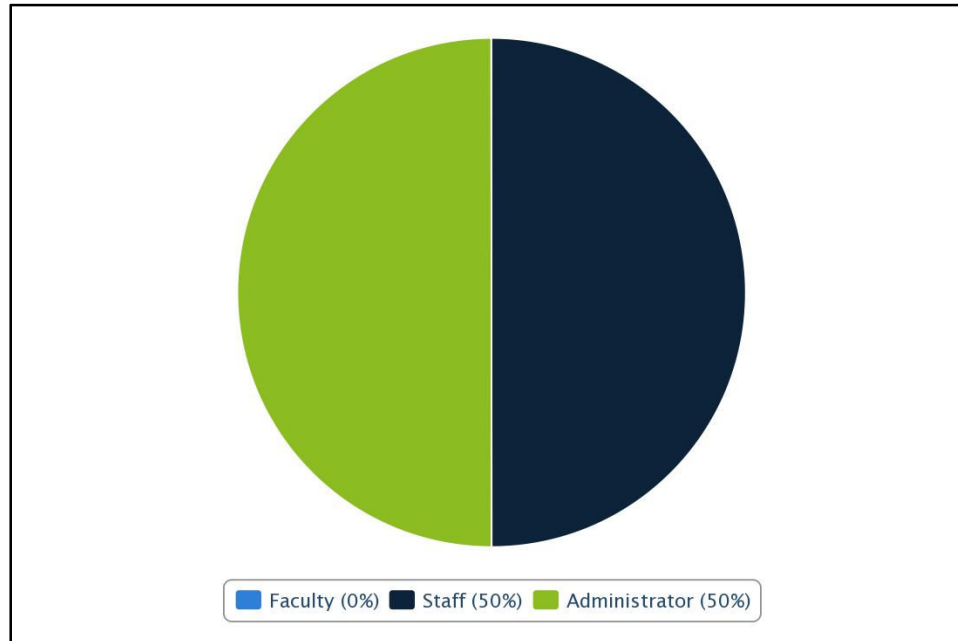
ASCRF Administration

Director	Matesina Willis

ASCRF Organizational Chart

```
            ┌──────────────────┐
            │  ASCC President  │
            └────────┬─────────┘
                     │
            ┌────────┴─────────┐
            │  ASCRF Director  │
            └────────┬─────────┘
        ┌────────────┴──┐
        │ Administrative │
        │   Assistant    │
        └────────────────┘
```

1. DEPARTMENT/PROGRAM /DIVISION DATA

1) Status of participants in this division that completed survey:

2) Please type in the purpose or mission statement for this Dept/Prog/Div:

- To promote the American Samoa Community College's quality programs and services by raising philanthropic support while strengthening relationships with the community for the benefit of the students.
- Mission: To promote the American Samoa College's quality programs and services by raising philanthropic support, while strengthening relationships with the community for the benefit of the students.

3) List the outcomes for your Dept/Prog/Div:

- 1. Develop and implement internship and scholarship opportunities while partnering with community organization and ASCC Alumni 2. The Foundation plans annual fundraising to target institutional needs. a. promoting new programs b. prepare a strategic plan including Fundraising proposal. 3. The Foundation has supportive relationships with charitable public grantee(s), corporate donors, local and off-island aluminus to supplement funds for ASCC to improve its program and services. 4.Assemble and cultivate a working relationship with the ASCRF Board of Trustee(s). 5. Develop and implement internal office SOP. 6. ASCRF to complete tax exemption form.
- 1. Develop and implement internship and scholarship opportunities while partnering with community organizations and ASCC Alumni 2. The Foundation plans annual fundraising to target

institutional needs. 3. The Foundation has supportive relationships with charitable public grantee(s), corporate donors, local and off-island alumnus to supplement funds for ASCC to improve its program and services 4. Assemble and cultivate a working relationship with the ASCRF Board of Trustees 5. Develop and implement internal office SOP's 6. ASCRF to complete tax exemption form

4) Explain how your mission and outcomes support the institution's mission:

- The mission and outcome of the American Samoa College Research Foundation support the mission of the institution because we do exist to support the American Samoa Community College mission but all for the benefit for the students.
- I believe that our mission and our outcomes are aligned with the institution's mission as we work toward promoting the current services of ASCC for the benefit of the students. Just as the mission of ASCC is to "enable students to achieve their educational goals and to contribute to the social, cultural, political, economic, technological, and environmental well being of American Samoa." We at the Foundation hope to strive toward achieving not only the department's mission, but the mission of the institution in which we were founded to support, all for the benefit of our students attending ASCC.

2. PERSONNEL DATA

Is the number of personnel adequate to support your Dept/Prog/Div?

Yes (0%) No (100%)
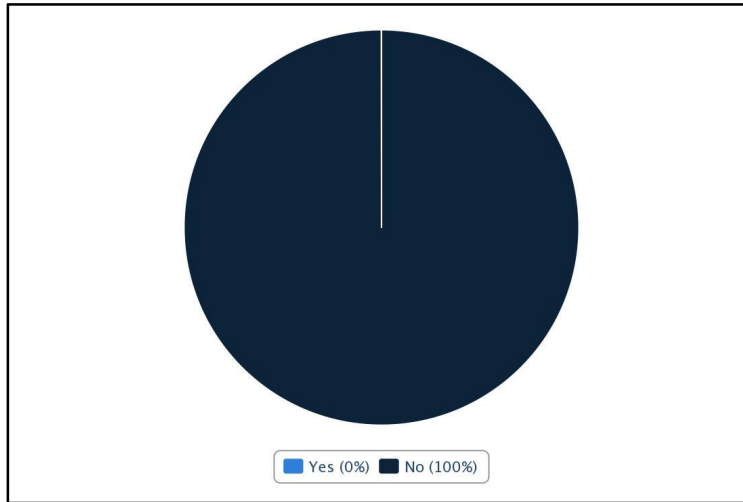
If "no", please explain:

- Having two staff to run the department is a challenge. We were able to get assistance from work study students as well as the student club in creating a website, as well as brochure and other necessary strategies to market the American Samoa College Research Foundation. Eventually we will be looking at hiring another staff member when we have funds available for it.
- As a non profit organization recognized by the Government of Am. Samoa. The ASCRF once completely functional with a Board of Trustees will require individuals in Finance, Marketing and Management. At the moment there are only two employees of the Foundation. All organization of planning and finances are currently being done between the Director and Admin. Assistant along with volunteers.

**Do personnel possess all specialized skills or credentials required to support the Dept/Prog/Div?**
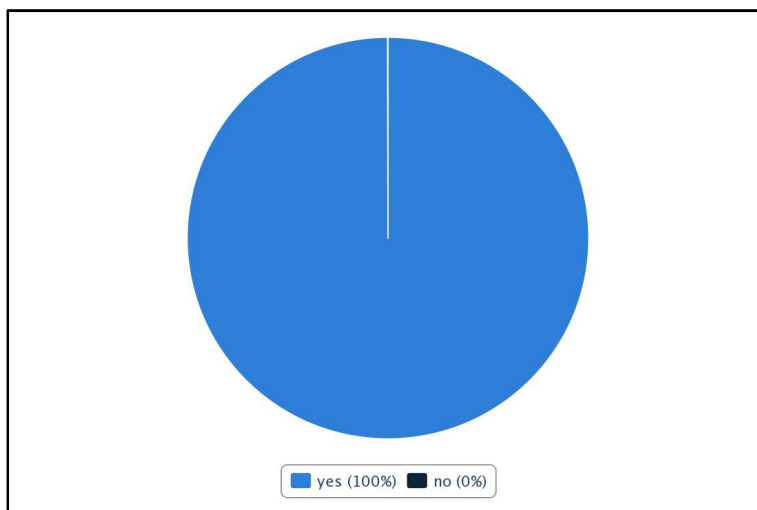
yes (100%) no (0%)

If "no", please explain:

- One of the staff have more than ten years of working experience and the other staff have credentials (degrees on file. both staff have experience and are capable in moving American Samoa College Research Foundation to the next level.

Are all proper documentation (degrees, certificates, etc.) on file continuously updated?

yes (50%) ■ no (50%)
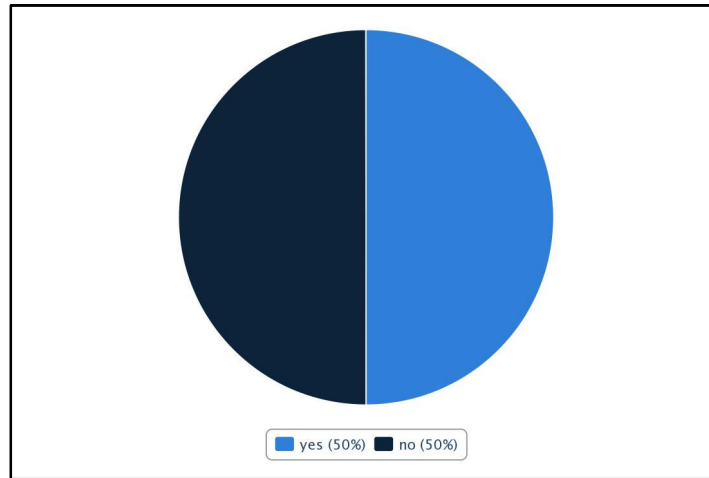
If "no", please explain:

- Due to the Foundation having been dormant, all documents are dated back quite a few years; however they are documents that are valid. These documents need to be updated, and continuously filed with the local Government. Efforts are being made to revitalize the Foundation and its Board of Trustees, once completed, all documents are to be reviewed by the incoming Board members for updating purposes.

Are all personnel in this Dept/Prog/Div? careful in protecting the security, confidentiality and integrity of student information according to FERPA?

yes (100%) ■ no (0%)
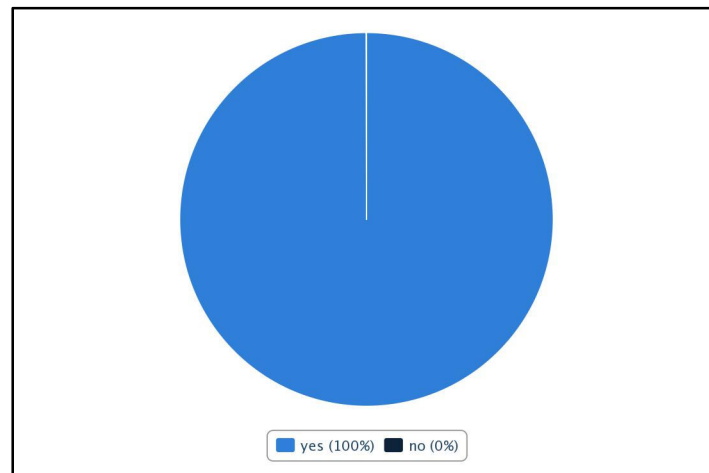
3. FACULTY ROSTER

Are you a Full time or Part time employee?

Full Time (100%)   Part Time (0%)
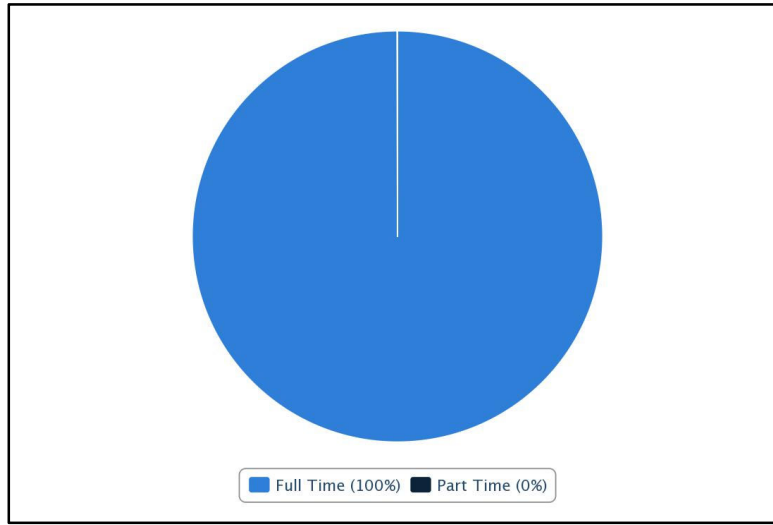
Number of Courses you teach:
- NA
- na

Degrees, Coursework and other publications:

- * Bachelor of Business Administration * MBA in Accounting * Ongoing with a Doctorate Degree since March 2013.
- N/A

Other qualifications not listed in previous question:

- * Leadership training with Bank of Hawaii.

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

- support other departments in term of promoting their programs. Student Services -Student Government Association, ASCC CNR -Wellness Program.
- A staff adviser for the ASCRF student club, committee member and secretary of the Standard II B. Student Services Self Study committee, Chairperson and member of the 2014 ASCC Appreciation Day committee, member of the Data Committee through the Foundation Department and also the Secretary of the ASCC Administrative Staff,Secretary, Clerical organization

4. STAFF DEVELOPMENT

Does the evidence exist to show that faculty/staff in this Dept/Prog/Div have involved themselves in in-service training and other professional development?


Yes (100%) No (0%)
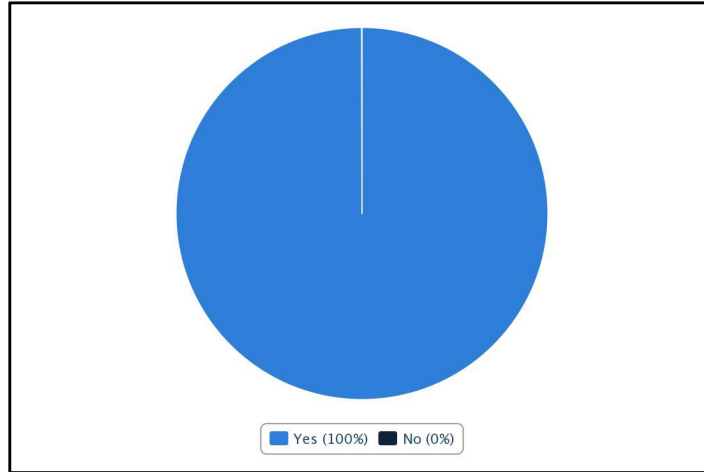
If "no", please explain:

- No answers

Are there any unmet needs for professional development among personnel in this Dept/Prog/Div?

yes (100%) no (0%)

American Samoa College Research Foundation
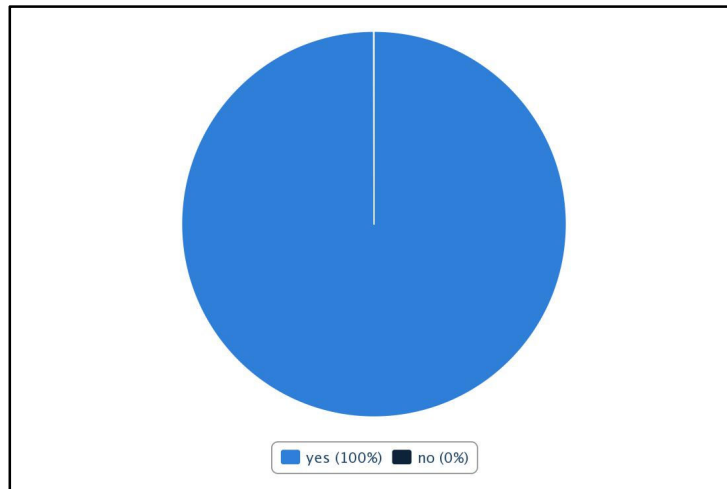
If "yes", please explain:

- At this time, the space is sufficient for the Foundation's work.
- Professional development is necessary to continue to stay updated with what is required by all Foundation's including networking with other outside entities.

Are faculty/staff evaluated on an annual basis by the immediate supervisor (i.e.: Director, Dean, Vice President)?


Yes (100%)   No (0%)
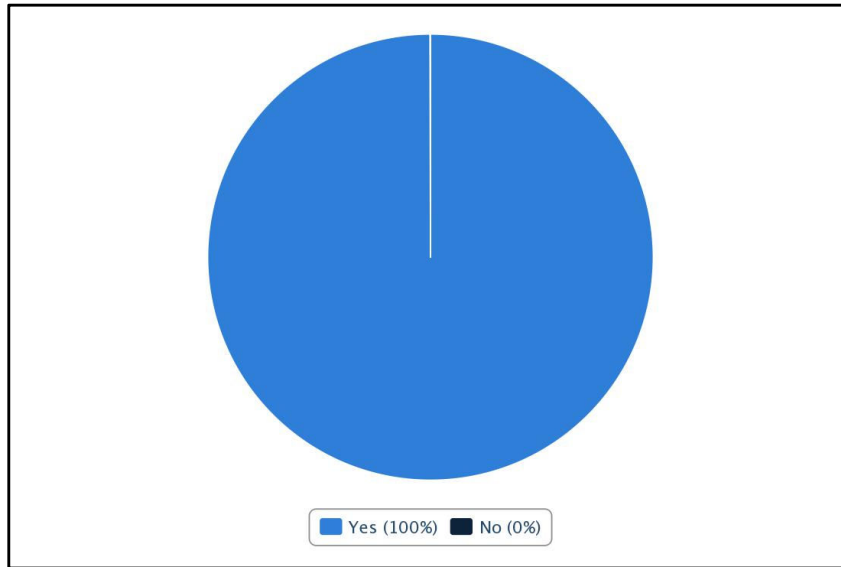
5. FACILITIES, EQUIPMENT and BUDGET

Briefly describe the facilities occupied by this Dept/Prog/Div (i.e., classrooms, offices, labs, etc.)

- Quad Rm 22 and former ASTEP office is utilized by the American Samoa College Research Foundation.
- The current office which the Foundation occupies, is manageable; however due to the increase in volunteers and projects, the Foundation has been able to acquire a second office which is located in a separate area. This does cause a problem for only two active employees working with the office and trying to manage many of the volunteers.

Are all facilities adequate to support the mission of your Dept/Prog/Div?


yes (100%) no (0%)
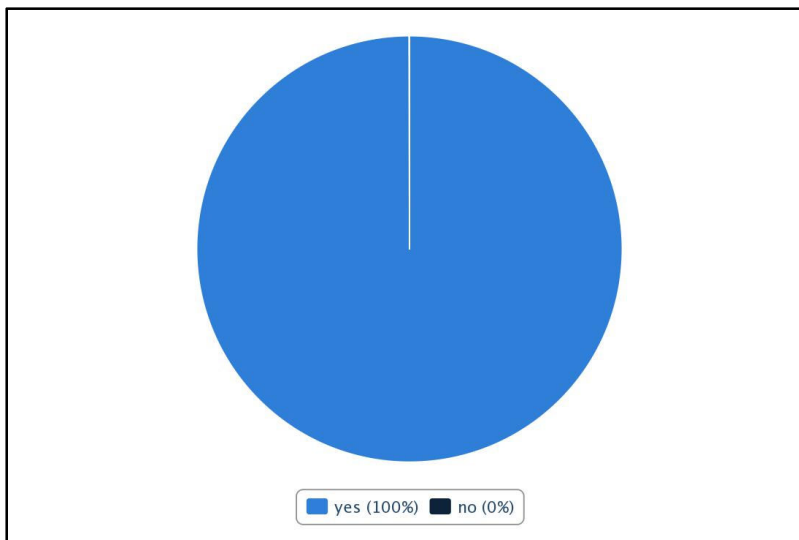
If "no", please explain:

- At present the space made available is sufficient at this time.
- at this time

Briefly describe current equipment used by this Dept/Prog/Div and indicate whether it is adequate or inadequate.

- The equipment used are inadequate due to limited budget however the staff is seeking assistance from other departments at ASCC in terms of computers and a xerox machine.
- Due to the number of volunteers and projects that have begun to increase awareness of the department within the institution and throughout our community, the Foundation is in need of computers to complete projects, adequate office supplies.

Are additional facilities or equipment required to support this Dept/Prog/Div?


yes (100%)   no (0%)
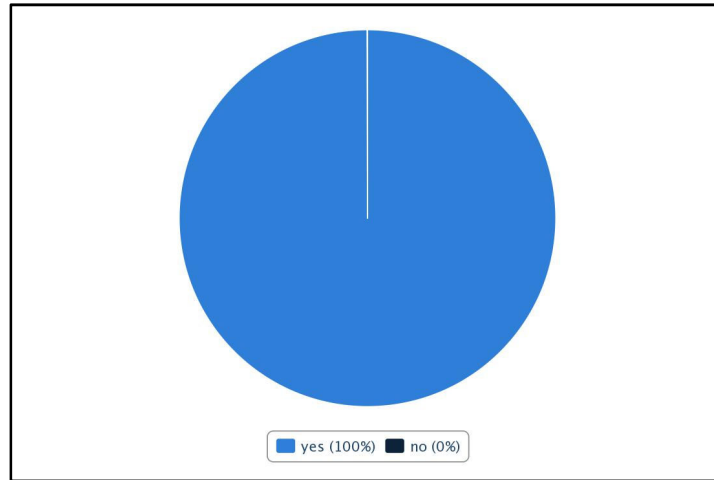
If so, please list and explain:

- yes having xerox equipments will allow us to print manuscript, newsletter and flyers
- An additional office space has been made available to the ASCRF department as we have acquired volunteers to assist the Foundation in trying to achieve its outcomes and current goals.
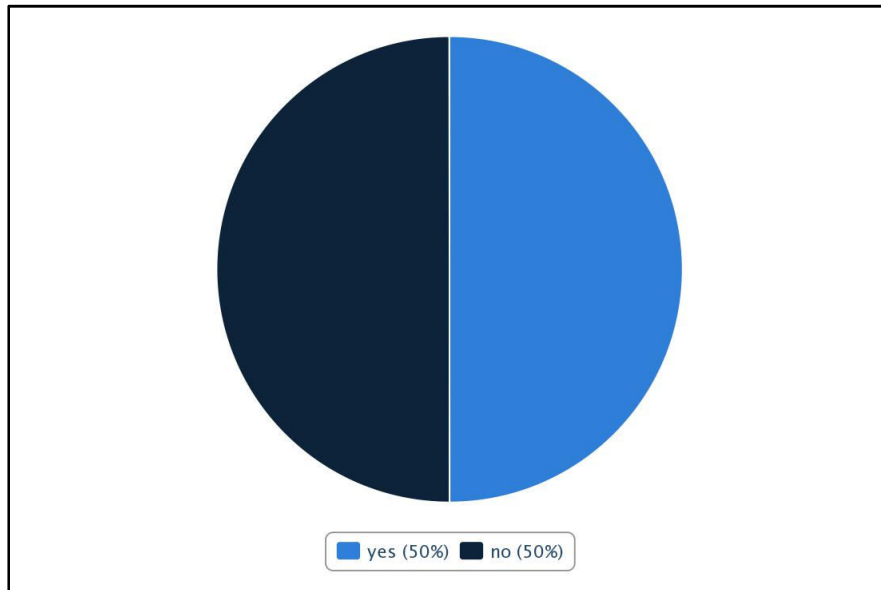
Does the institution operate and maintain physical facilities that are adequate to serve the needs of this Dept/Prog/Div?

yes (100%)   no (0%)
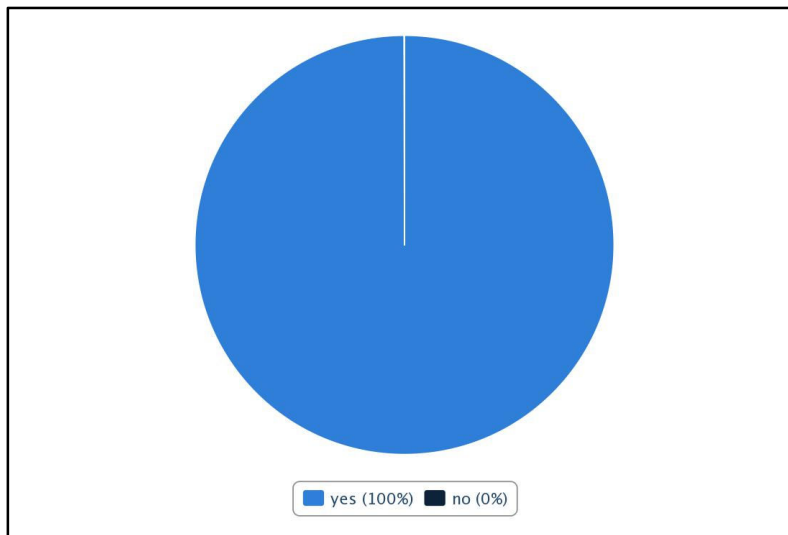
Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this Dept/Prog/Div?

Yes (100%) No (0%)
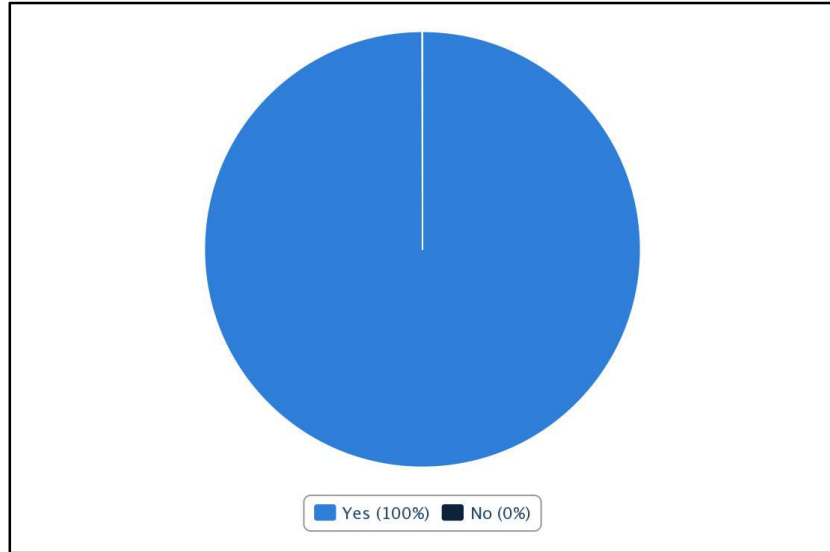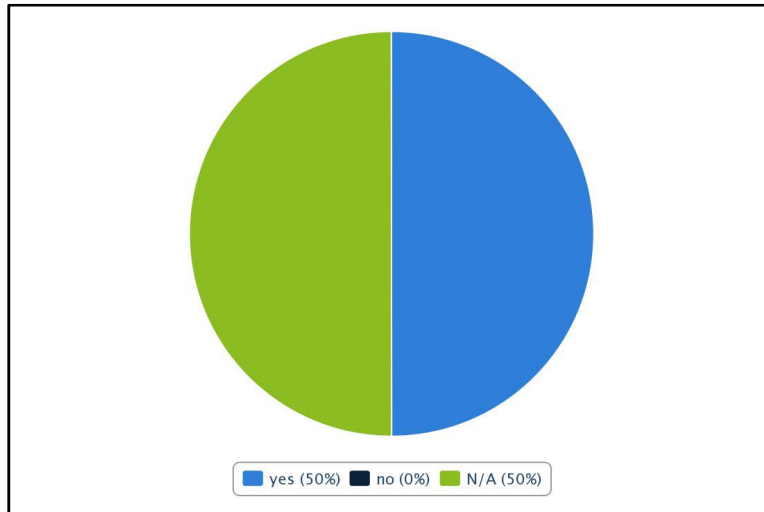
Are the physical facilities accessible to persons with disabilities?


yes (50%) no (50%)

**If "no", please describe below what is needed to make your area accessible.**

- automatic doors, and proper flooring

Is there equipment used by this Dept/Prog/Div similar to that used in the workplace or at a higher level institution?

yes (50%) ■ no (0%) ■ N/A (50%)

Is the budget information available to this Dept/Prog/Div?

Yes (100%) ■ No (0%)

American Samoa College Research Foundation
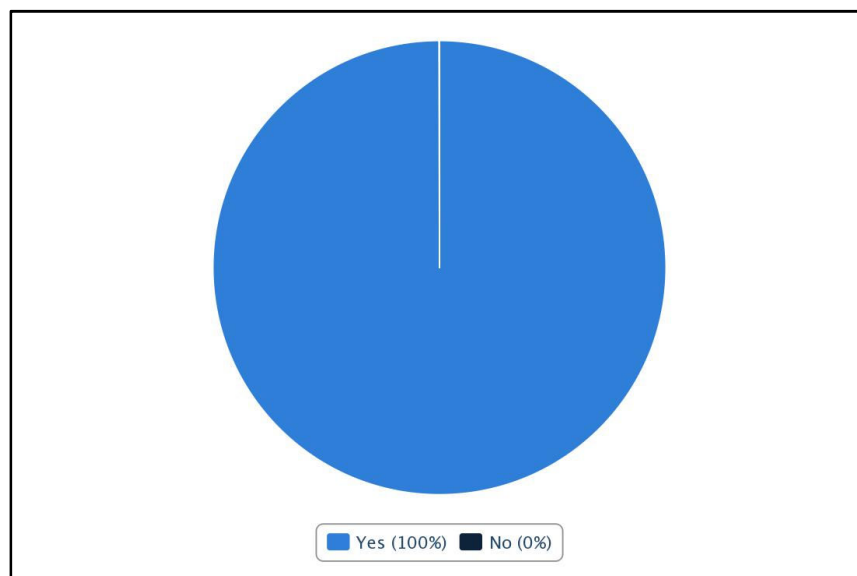
Is adequate financial support available to meet the needs of this Dept/Prog/Div?


yes (50%)   no (50%)
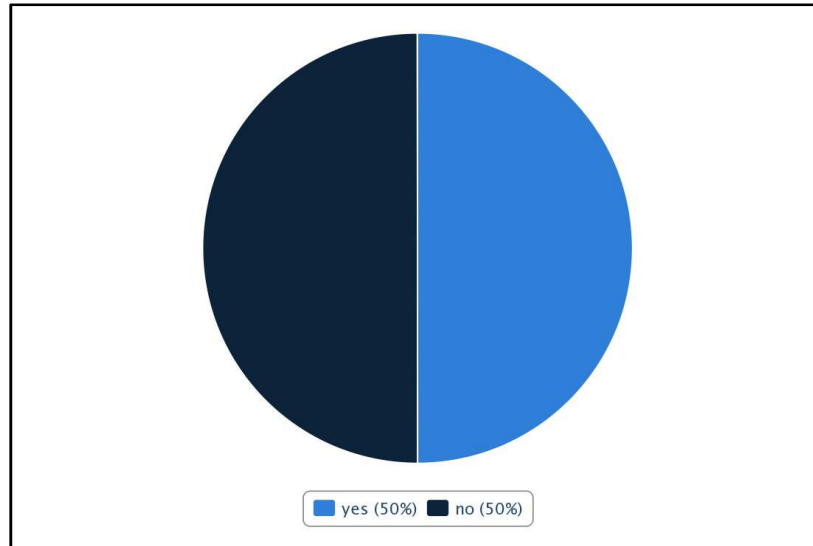
If "no", please explain:

- Our department is currently in need of proper equipment to serve the ASCRF Board of Trustees so that we are also able to begin bringing in the proper funding necessary to assist ASCC and its students

6. TECHNOLOGY and LIBRARY

Are Web enhancements and other technology used to improve student learning and services (i.e. Compliance Assist, Datatel, Moodle, Webmail, Smart Board Applications etc.)?

yes (100%) no (0%)
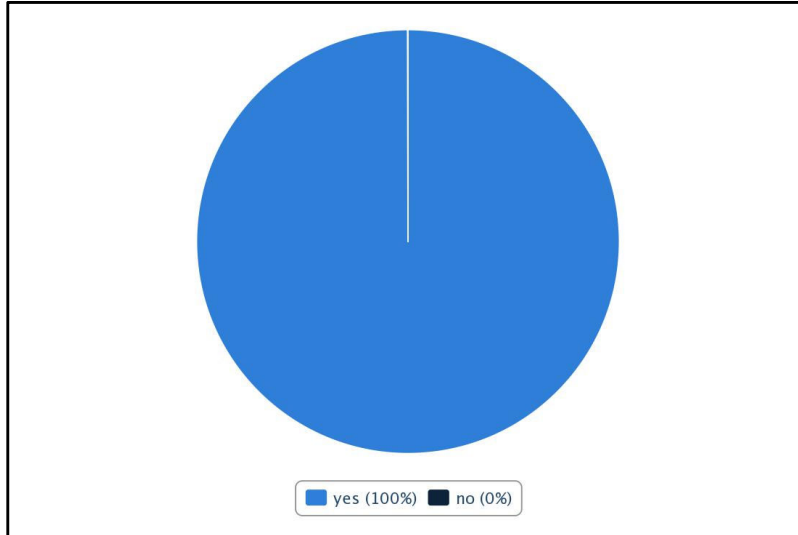
If "yes", please list or if "no", please explain:

- All current technology will assist in keeping our students up to date and preparing them to attend other colleges and universities

Is the library available and accessible to students (day, evening, online) at their time of need?

yes (100%) no (0%)
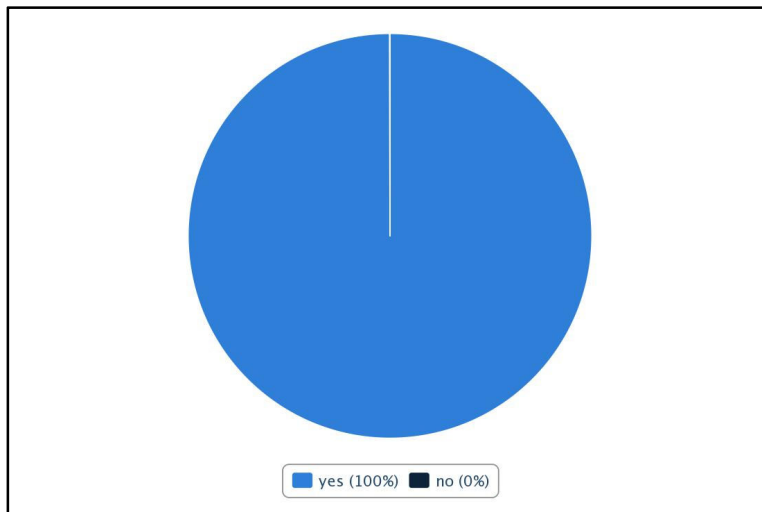
If "no", please explain:

- No text answers to display.

American Samoa College Research Foundation
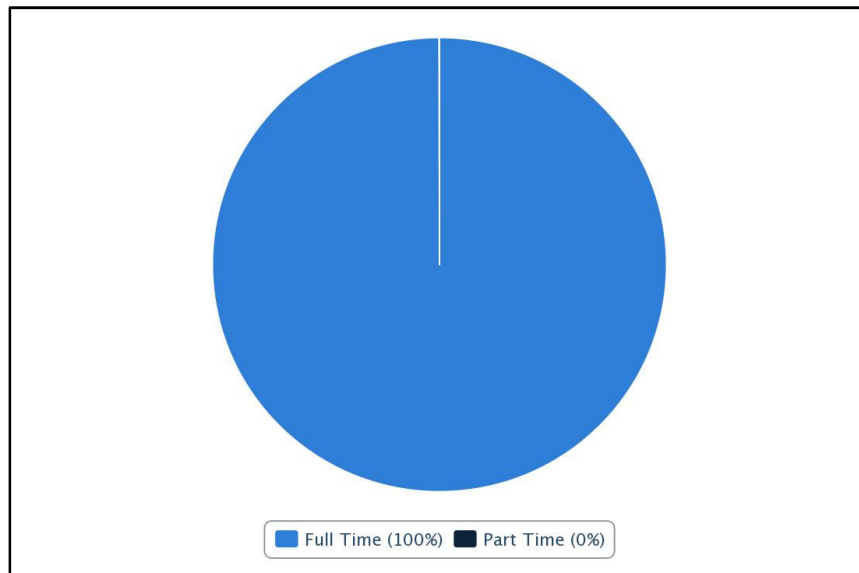
6. EVALUATION AND IMPROVEMENT

Is there evidence that the effectiveness of instruction and services are periodically evaluated?

Yes (100%)   No (0%)
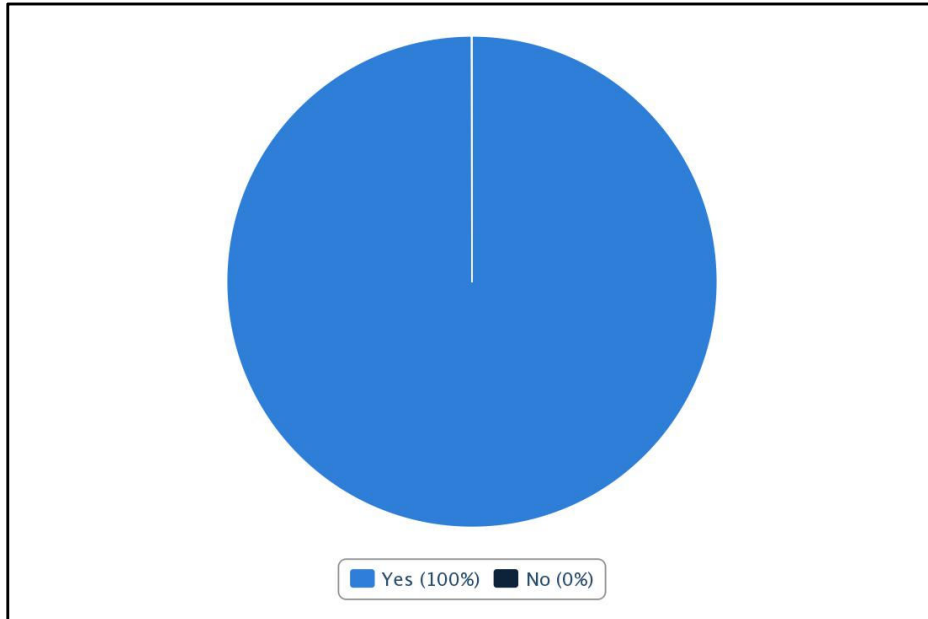
Are research-based evaluation processes (e.g., surveys, interviews, analysis of data) used for assessing this Dept/Prog/Div?


Full Time (100%)   Part Time (0%)

American Samoa College Research Foundation

Listed below are Institutional Surveys, Instruments, Data, and other processes for evaluating Dept/Prog/Div effectiveness. Please indicate which instruments are frequently used for evaluating effectiveness of this Dept/Prog/Div.

|	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Responses	Weighted Average
Annual Reports	0 (0.00%)	0 (0.00%)	0 (0.00%)	1 (50.00%)	1 (50.00%)	2	4.50 / 5
Quarterly Reports	0 (0.00%)	0 (0.00%)	0 (0.00%)	1 (50.00%)	1 (50.00%)	2	4.50 / 5
Bi-Weekly Reports	0 (0.00%)	0 (0.00%)	0 (0.00%)	1 (50.00%)	1 (50.00%)	2	4.50 / 5
Student Learning Outcome Reports	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	1 (100.00%)	1	5.00 / 5
Institutional Strategic Plan	0 (0.00%)	0 (0.00%)	0 (0.00%)	1 (50.00%)	1 (50.00%)	2	4.50 / 5
Performance Evaluation	0 (0.00%)	0 (0.00%)	0 (0.00%)	1 (50.00%)	1 (50.00%)	2	4.50 / 5
Institutional Program Review	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	1 (100.00%)	1	5.00 / 5
Course Evaluation	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	1 (100.00%)	1	5.00 / 5
Student Satisfaction Survey	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	1 (100.00%)	1	5.00 / 5
Fact Sheets/ Books	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	1 (100.00%)	1	5.00 / 5
							4.67 / 5

American Samoa College Research Foundation

Does the use of evaluation processes result in continuous improvement in this (Dept/Prog/Div)?

Yes (100%)   No (0%)
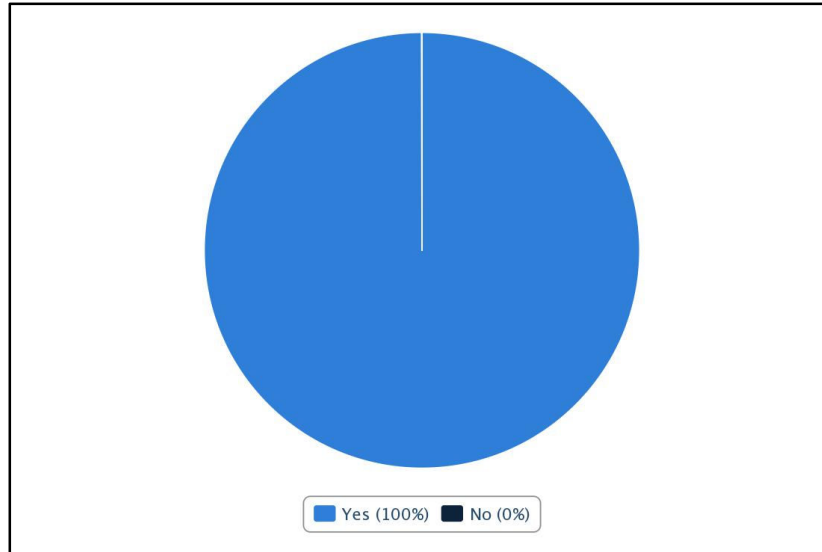
If yes, describe some recent improvements that have come about in response to needs identified through these evaluation processes.

- Space has been made available after having to report the number of projects that the Foundation and student club are currently working on and not having the space available to accommodate all the volunteers.

Does this Dept/Prog/Div identify expected outcomes; assess whether it achieves these outcomes; and provide evidence of improvement based analysis of those results?

yes (100%)   no (0%)
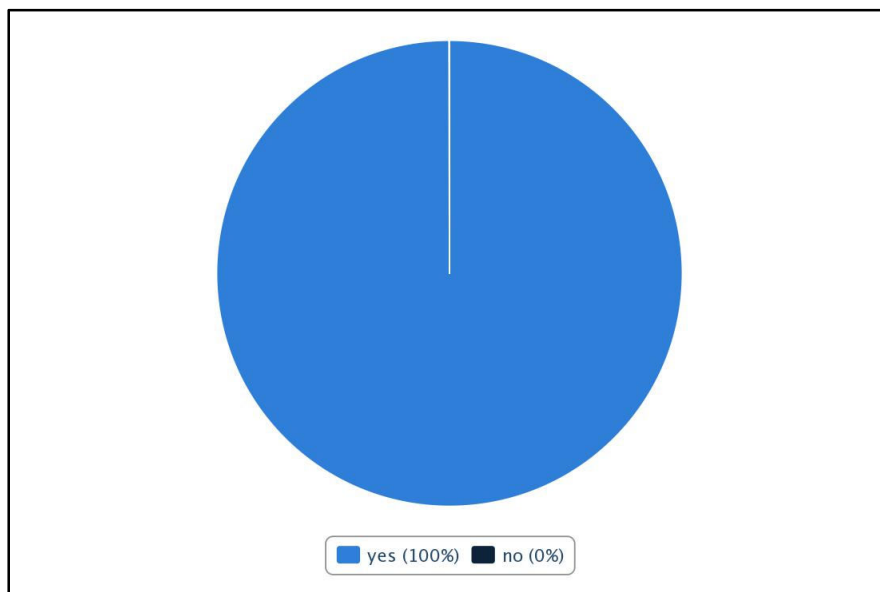
What steps are taken when an outcome is not achieved?

- Re assess and evaluate the reasons why and how can you move forward in implementing it.
- Re evaluation of the outcome is assessed and continued by creating new goals to try to again reach the outcome of the department.

Provide an overview of significant results, honors, awards and milestones achieved, as well as enhancements made to this Dept/Prog/Div over the past three years.

- At this point one of the staff is working on a graduate degree to learn more about leadership to assist with the Department goals and mission. The staff assistant is also looking at taking a degree to better herself in her job but also help the Foundation grow.
- Within the past year, a new Director was assigned to the Foundation and since this time, the Foundation has been able to set outcomes, work on goals and strive toward re establishing the ASCRF Board of Trustees. Working directly with legal counsel has allowed the Foundation to better understand the previous operation and move forward in re establishing the Foundation.