

AMERICAN SAMOA COMMUNITY COLLEGE



# Divisional Assessment SPR 2014

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Trades and Technology Department

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## Divisional Assessment SPR 2014

Trades and Technology Department

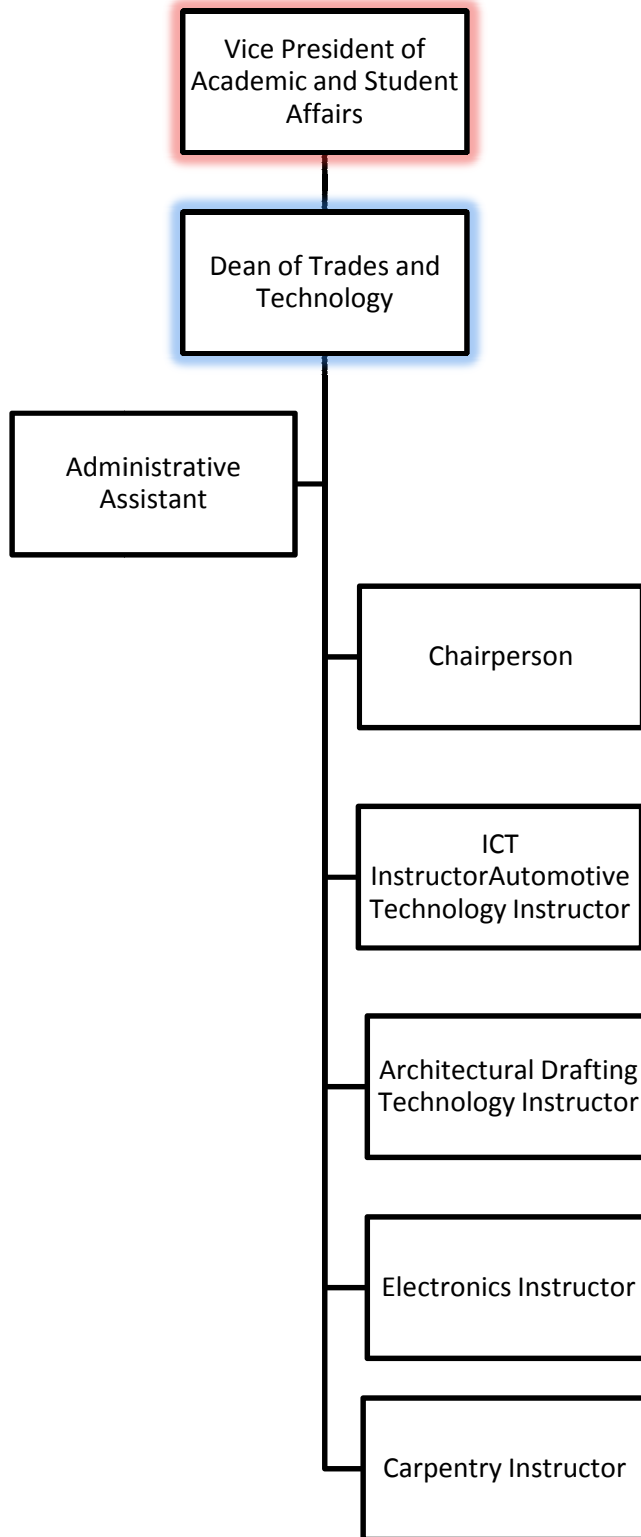
### Trades and Technology Department Mission

The mission of the Trades and Technology Division (TTD) is to equip students with knowledge and technical skills in their vocational specialties, through the issuance of certificate of proficiencies (COP) and Associate of Science (AS) degrees, based on national standards, with input from local, public and private entities. In addition, TTD develops programs that prepare students for entry-level employment and upgrade skills of incumbent workers, and prepare them for professional licensure and certification. The Trades and Technology Division provides preparatory training for students to further their education and training beyond ASCC.

### TTD Administration

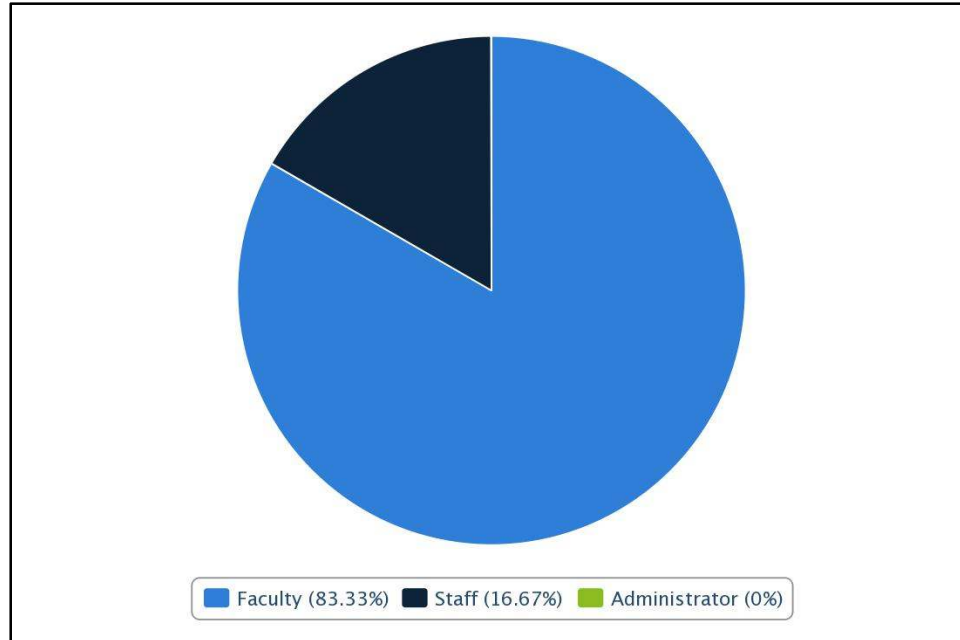
<b>Dean</b>	<b>Michael Leau</b>
<b>Department Chairperson</b>	<b>Fred Suisala</b>

TTD Organizational Chart



## **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:**

- The Electronics program is designed to provide training for individuals interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities. Electrical training most of which is hands-on will include such topics as AC/DC theory, basic wiring practices, the National Electric Code and other subjects as local needs require. Graduates should qualify for a variety of jobs in the Electronics field as an on-the-job trained or apprentice, assisting in the layout, installation, and maintenance of electronic systems.
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- The mission of the Trades and Technology Division (TTD) is to equip students with knowledge and technical skills in their vocational specialties, through the issuance of certificate of proficiencies (COP) and Associate of Science (AS) degrees, based on national standards, with input from local, public and private entities. In addition, TTD develops programs that prepare students for entry-level employment and upgrade skills of incumbent workers, and prepare them for professional licensure and certification. The Trades and Technology Division provides preparatory training for students to further their education and training beyond ASCC.
- train local population for employment in the local workforce
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### 3) List the outcomes for your Dept/Prog/Div:

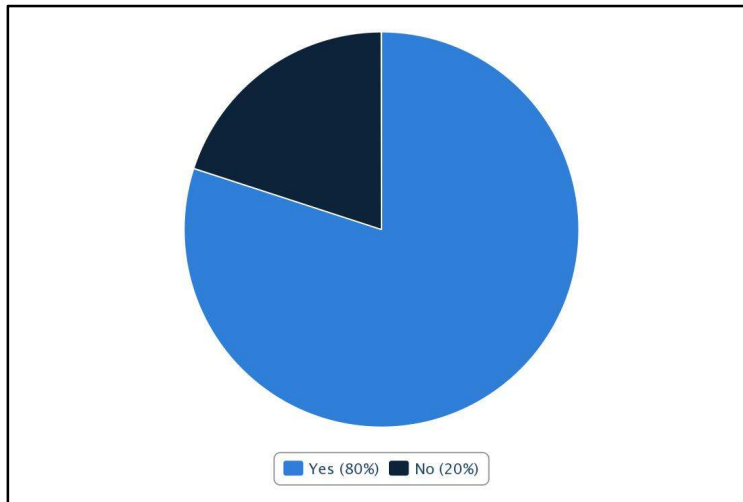
- 1. Demonstrate working knowledge of safety procedures, test instruments, and tools and equipment of their discipline. Therefore, to obtain, analyze and synthesize gathered information necessary to complete an assigned task(s). 2. Attain skills for entry-level employment in their chosen field of study and related fields including work ethics to be a successful employee. 3. To utilize appropriate technological tools, terminology and procedures for personal, academic, and career tasks, include access, evaluate from a variety of sources and contexts, including technology. 4. Information Communication: To think critically in evaluating information, solving problems and making decisions; in addition to read and listen actively to learn and communicate.
- buy brea
- Demonstrate working knowledge of safety procedures, test instruments, and tools and equipment of their discipline. Therefore, to obtain, analyze and synthesize gathered information necessary to complete an assigned task (s). 2. Attain skills for entry-level employment in their chosen field of study and related fields including work ethics to be successful employee. 3. Utilize appropriate technological tools, terminology and procedures for personal, academic, and career tasks, include access, evaluate from a variety of sources and contexts, including technology. 4. Think critically in evaluating information, solving problems and making decisions; in addition to read and listen actively to learn and communicate.
- individuals may communicate using computer technology individuals may use the WWW to conduct research individuals may intelligently select computer equipment
- 1. Demonstrate working knowledge of safety procedures, test instruments, and tools and equipment of their discipline. Therefore, to obtain, analyze and synthesize gathered information necessary to complete an assigned task (s). 2. Attain skills for entry-level employment in their chosen field of study and related fields including work ethics to be successful employee. 3. Utilize appropriate technological tools, terminology and procedures for personal, academic, and career tasks, include access, evaluate from a variety of sources and contexts, including technology. 4. Think critically in evaluating information, solving problems and making decisions in addition to read and listen actively to learn and communicate.
- To prepare students for entry-level employment and to upgrade skills of incumbent workers, as well as prepare them for professional licensure and certification.

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

- Awareness of Samoa and the Pacific
- Research and extension in human and natural resources
- Successful entry into the workforce
- The mission of the American Samoa Community College is to foster successful student learning by providing high quality educational programs and services that will enable students to achieve their educational goals and to contribute to the social, cultural, political, economic, technological, and environmental well-being of American Samoa. To fulfill this mission, the College, as an open admissions United States accredited, open admissions, Land Grant institution, provides access to associate degree and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or nontraditional for: Transfer to institutions of higher learning
- jum
- Transfer to institution of higher learning Successful entry into the workforce
- train students to use computer technology for coursework train people to enter the workforce
- Transfer to Institution of Higher Learning Successful Entry into the Workforce
- The mission and outcomes of the Trades & Technology Division supports the institution's mission, through preparation of its students and incumbents for successful entry into the workforce.

## 2. PERSONNEL DATA

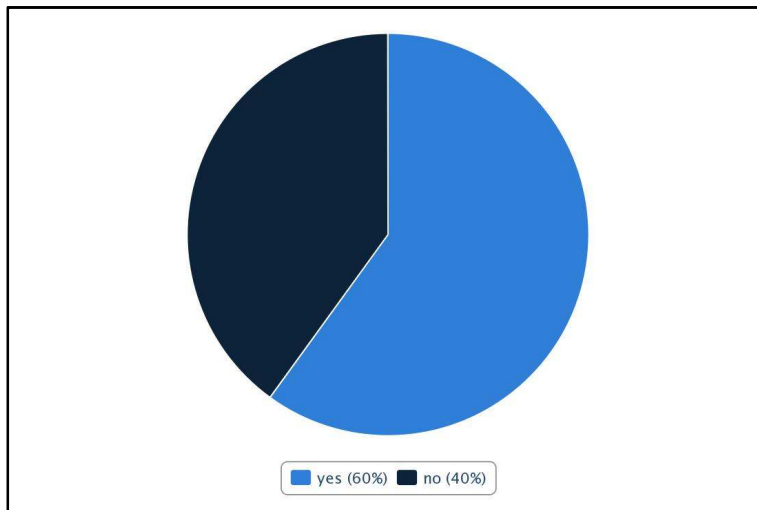
Is the number of personnel adequate to support your Dept/Prog/Div?



If "no", please explain:

- There are offered program courses which will eventually require faculties to facilitate. However, in the mean time there is adequate personnel in support of the division.

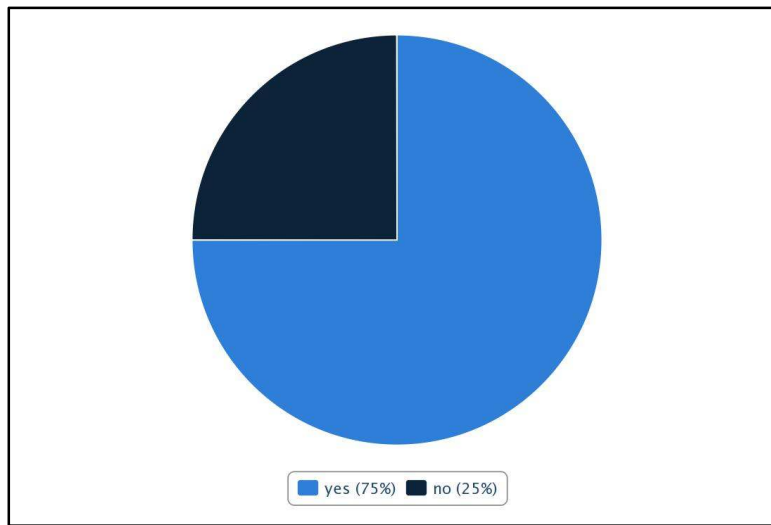
Do personnel possess all specialized skills or credentials required to support the Dept/Prog/Div?



If "no", please explain:

- Personnel should be required to update knowledge of respective specialized skills frequently based on the accelerating trends and new developments of their fields and content areas.

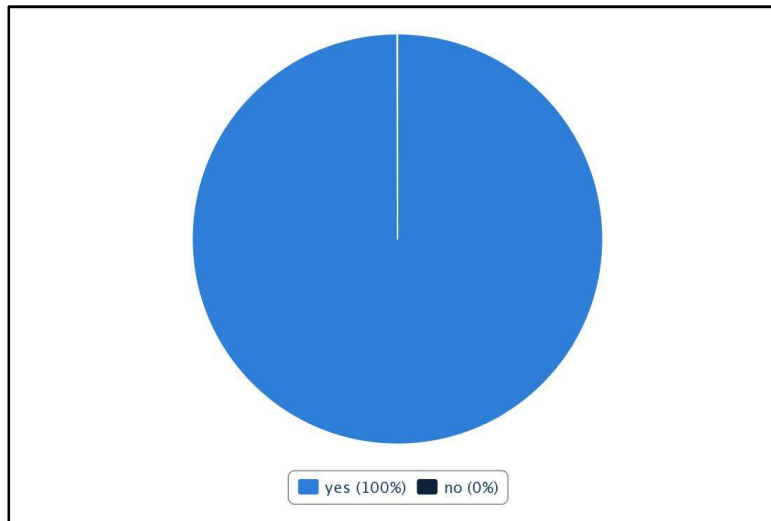
Are all proper documentation (degrees, certificates, etc.) on file continuously updated?



If "no", please explain:

Not all updated certifications are on file, yet it needs to be enforced for credibility purposes for both programs and the institution as a whole.

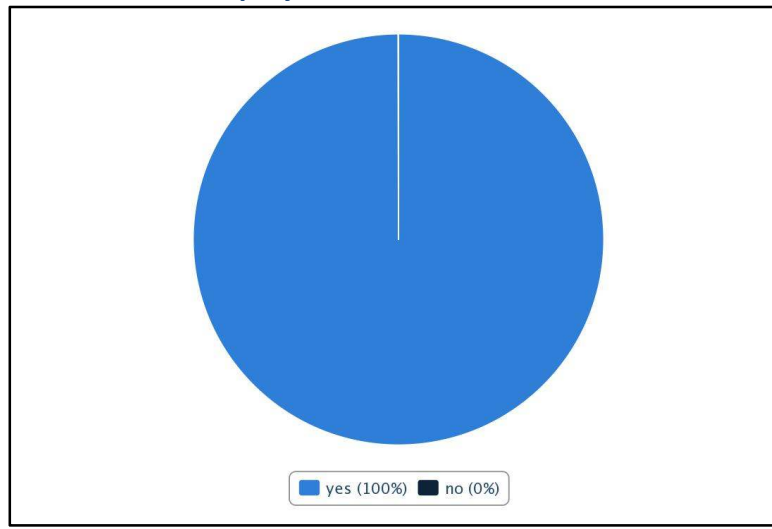
Are all personnel in this Dept/Prog/Div? careful in protecting the security, confidentiality and integrity of student information according to FERPA?





### **3. FACULTY ROSTER**

Are you a Full time or Part time employee?



Number of Courses you teach:

- 8
- 15 credit load
- 1
- 15 credits
- NA

Degrees, Coursework and other publications:

- Associates of Science in Electronics FCC License in GROL - General Radio Operator License KH8AX - Technician License Electrician License Computer Technician License Electronic License 15 Years of Teaching Experience
- Occupational/Industrial Master Certification
- USNA - BS, Naval Science ( Operations Analysis) USC - MS, Systems Management US Navy Instructor training
- Masters Certification
- Associate of Science in Architectural Drafting (ASCC) Bachelor of Science in Public Management (GGU) Expected Date of Completion - June 2014: Master of Science in Organizational Leadership (Argosy)

Other qualifications not listed in previous question:

- → →ASE certified Master Automobile Technician →Mazda President Guild Award →Mazda Master Automotive Technician →Mazda Senior Automotive Technician →Ford Certified Technician →California Certified Smog Inspectors License →Kia Certified Technician →ASE A/C Certified (understanding chlorofluorocarbons (CFC) and its affect on ozone depletion as well as laws and regulations regarding handling and storage of CFC's). →ASCC Certificates – Automotive

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### Trades and Technology Department

Technology →DeAnza College – Certificates in Automotive Fuel Management and Emission Systems → Ford Factory Training Certificate →Skyline College – Certificates in Engine Computer Control and Fuel management Systems and Emission Systems. American Samoa Tradesman License (Automotive

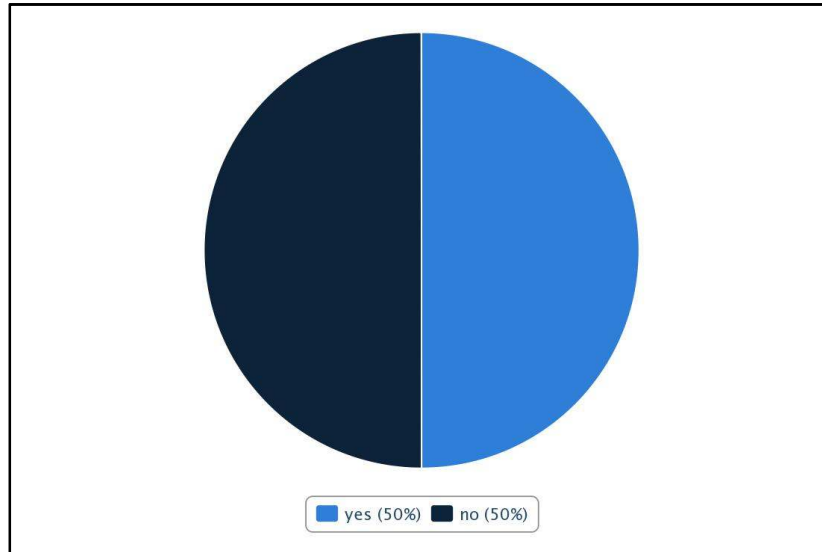
- Scheduling Engineer with Santa Fe Engineering
- Tradesmen Licenses: Construction, Draftsmen, Electrical (2004) USDA Graduate Certificates: Federal Acquisitions (2005-2006) FEMA Training Certificate: Incident Command System (2006)

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

- Member of the Senate Member of the Student Learning Accreditation Committee
- Curriculum Committee, Self Study Committee, Grievance Committee.
- Self-Study Committee: Finance Resources & Instruction Programs

#### **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?

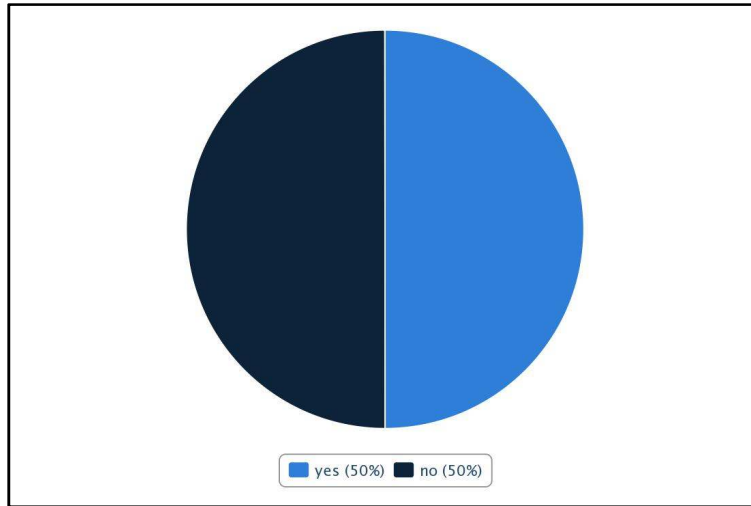


If "no", please explain:

*Summarized comments:*

In service Training only = 2 comments  
Need more training in Specialty areas = 3 comments

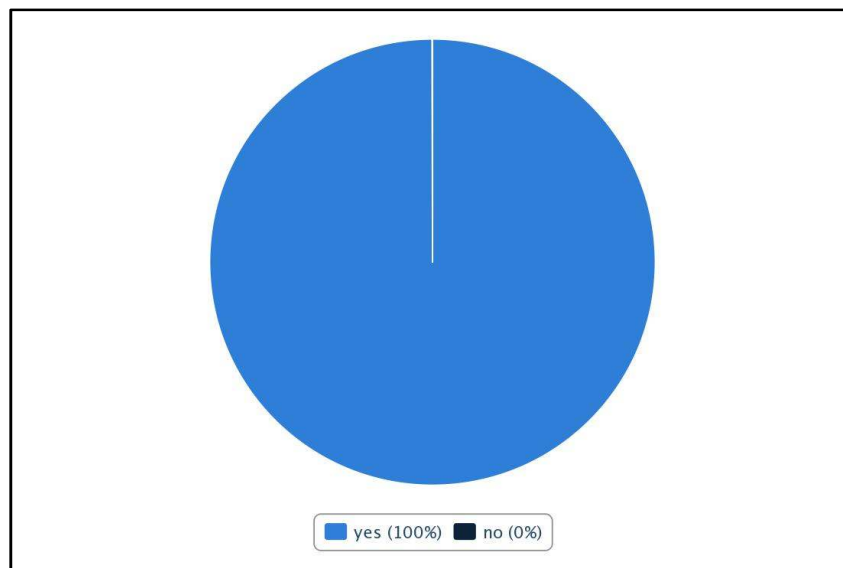
Are there any unmet needs for professional development among personnel in this Dept/Prog/Div?



If "yes", please explain:

- Instructors shall be sent for update training and certifications in their respective fields to keep abreast with today's cutting edge technology.
- Office Etiquette Training: Fundamental Principles; Empowerment of employees with decision makings;

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

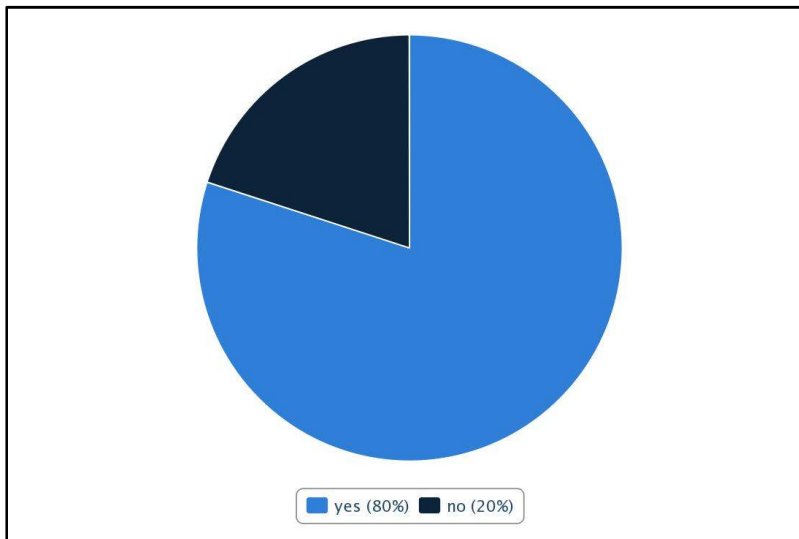


## **5. FACILITIES, EQUIPMENT and BUDGET**

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

- The TTD have three main buildings which houses all 8 class rooms and 5 offices.
- Classrooms, offices and computer labs and workshops for trade programs.
- 2 buildings housing 3 computer labs, automobile workshop, welding workshop, 4 classrooms and 5 offices
- Classrooms, labs are adequate at this time. Office space are needed by some instructors who are using their classrooms.
- Few classrooms such as computer labs have been renovated and repaired during the ARRA. However, three classrooms located in the Shop with offices require immediate attention. The classrooms need major repairs due to poor repairs during the ARRA projects, which compounded by a deteriorated roofing structure that continues to cause leaks within the offices, classrooms and laboratory.

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



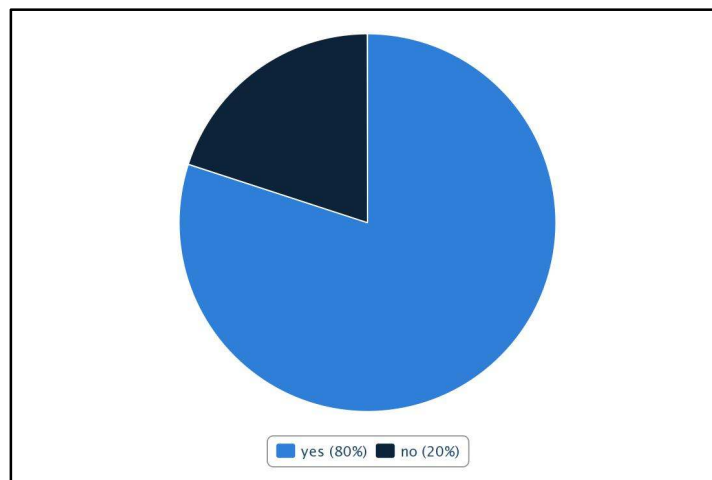
**If "no", please explain:**

- Division needs manpower from the Physical Facility Maintenance to complete an office space under construction, which will house the Main and Central Office for TTD accessible to its current and potential students.

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

- In the electronic alone, we use Oscilloscope and multimeteres. There is a need for more equipment.
- Computer and related equipments etc. Tools, diagnostic equipments and special tools. Need to be updated to meet current trends.
- using ASCC computers for labs and instruction
- Adequate
- Majority of equipments currently used by the programs are outdated. Yet, in the mean time suffices the programs as instructors are armed with the skills and ability to improvise. However, with updated skills within the workforce, the need exists for proper equipments and materials to instill the best practices to the students.

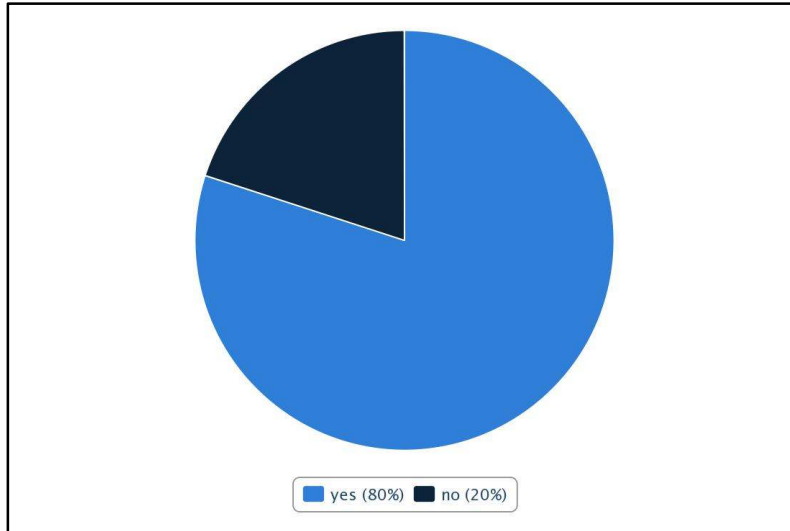
**Are additional facilities or equipment required to support this Dept/Prog/Div?**



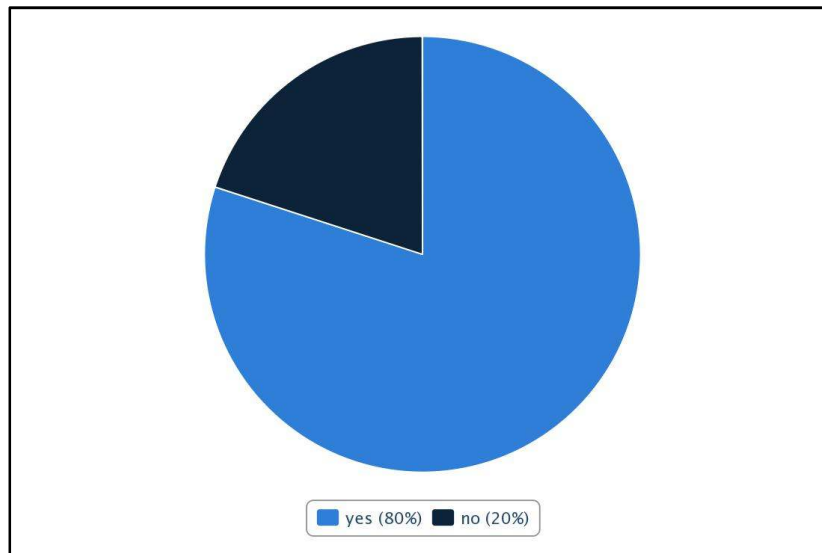
**If so, please list and explain:**

- Updated diagnostic and repair equipments for trade programs.
- students should buy their own computers
- Office space
- Identified Classrooms need major repairs; Office spaces for instructors to serve the students rather than offices located in classrooms; Central office accessible for all current and potential students;

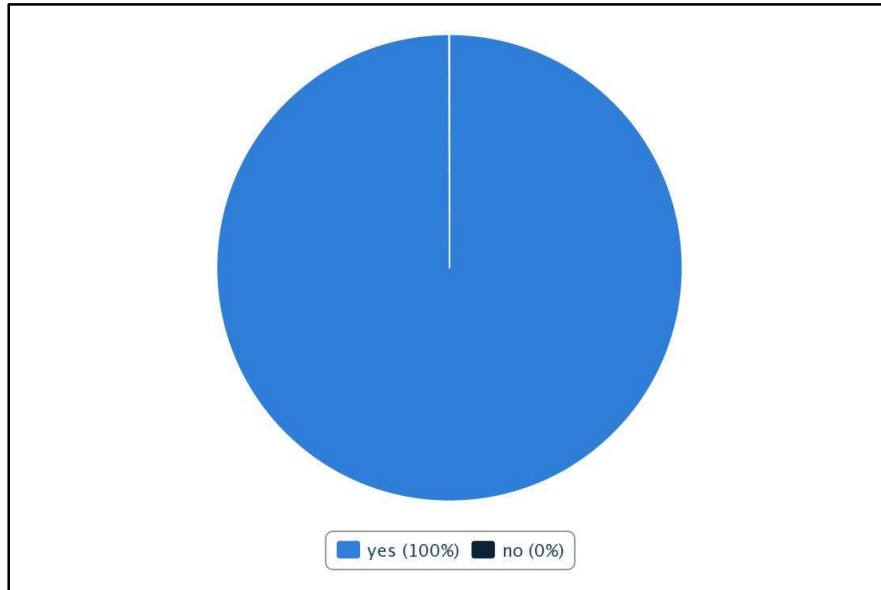
Does the institution operate and maintain physical facilities that are adequate to serve the needs of this Dept/Prog/Div?



Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this Dept/Prog/Div?



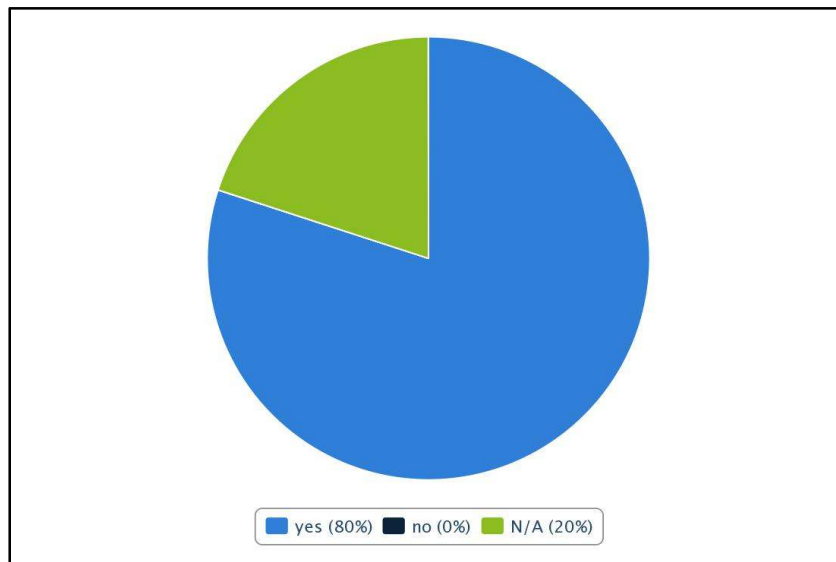
Are the physical facilities accessible to persons with disabilities?



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

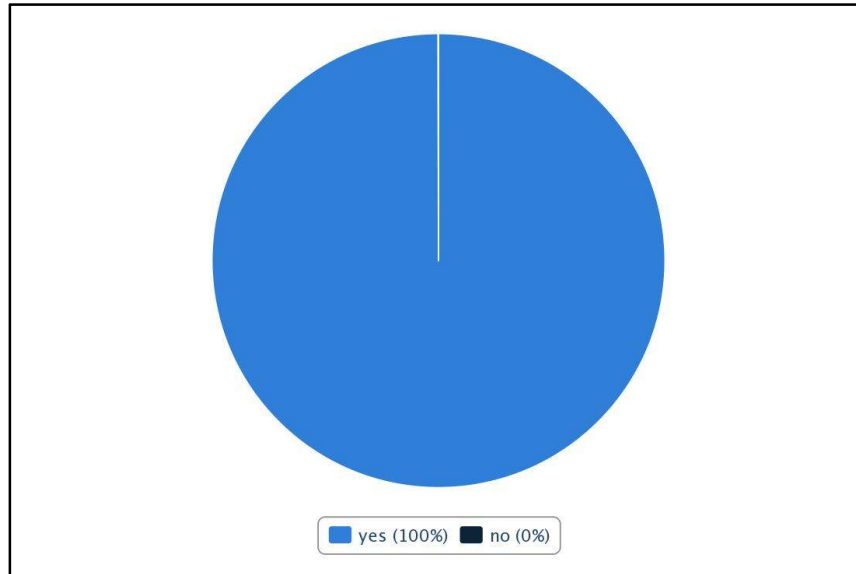
No answers

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

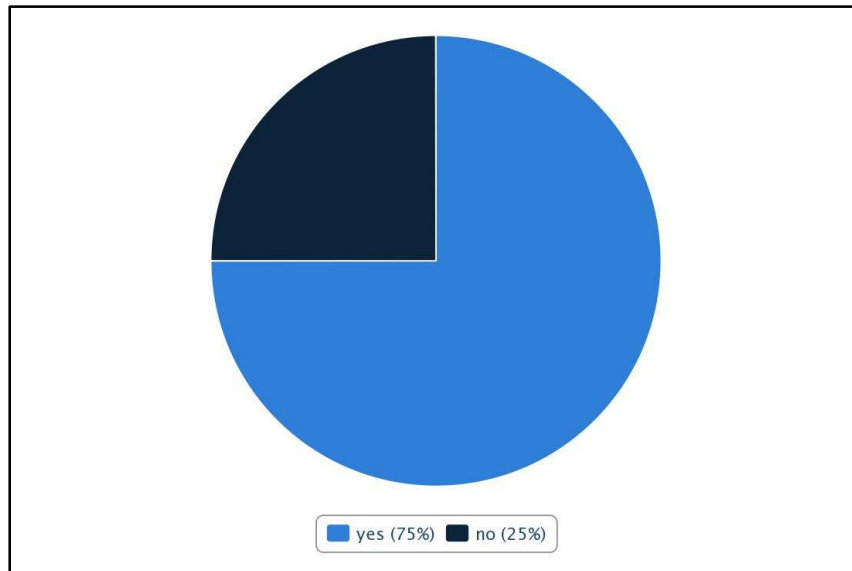




Is the budget information available to this Dept/Prog/Div?



Is adequate financial support available to meet the needs of this Dept/Prog/Div?

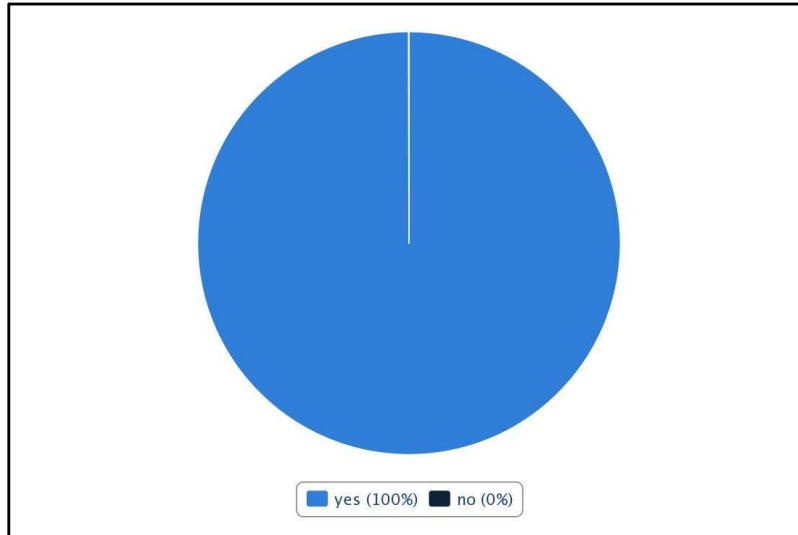


If "no", please explain:

- There is a need for an office for the electronic and architectural drafting departments. Books are needed and Lab supplies.

## **6. TECHNOLOGY and LIBRARY**

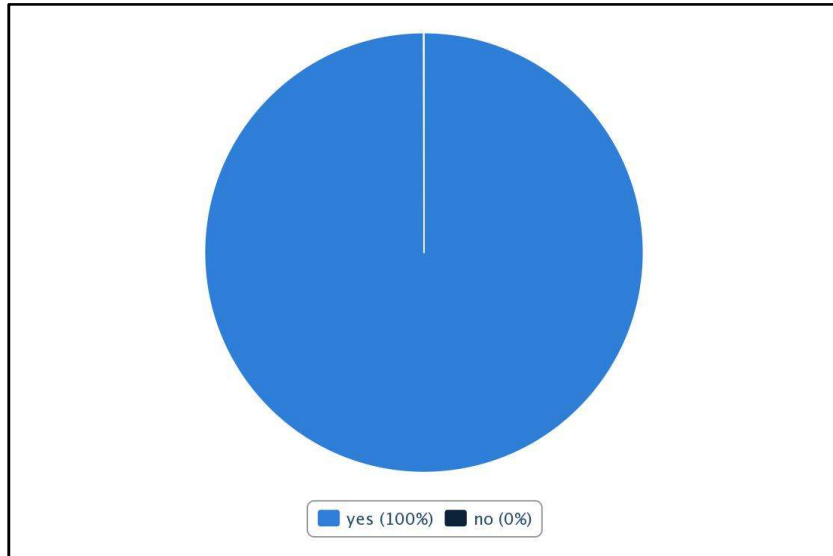
**Are Web enhancements and other technology used to improve student learning and services (i.e. Compliance Assist, Datatel, Moodle, Webmail, Smart Board Applications etc.)?**



**If "yes", please list or if "no", please explain:**

- Webmail, Moodle Smart Board applications
- yes -Moodle and smartboard apps -we're just waiting for the MIS to install our wifi gadget/box and we'll be fine =than God for smartboards and moodles etc
- Moodle used by one of our instructors Each employee has an ASCC email SmartBoard machine in the Samoan Studies M4 and M3 building ePathways program for Samoan online courses (a project that is currently on hold due to funding)
- Moodle, Smart Board
- Smart boards, moodle, webmail etc
- There is an effort at this, but it is inadequate. For example, there are smart boards in some classrooms, but the software is not available to load onto faculty laptops. There are computer labs for students, but availability is limited both in time and in number of computers. Internet is available, but bandwidth is inadequate and this makes it hard for students or faculty/staff to use efficiently or usefully.
- The computer's at the library's computer lab allow students access to the web. Instructors utilize the smart board to help broaden and simplify subject matter being taught as well as to display supplemental material such as educational videos and documentaries.
- Webmail MOODLE for Samoan Coursee Smart board application

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

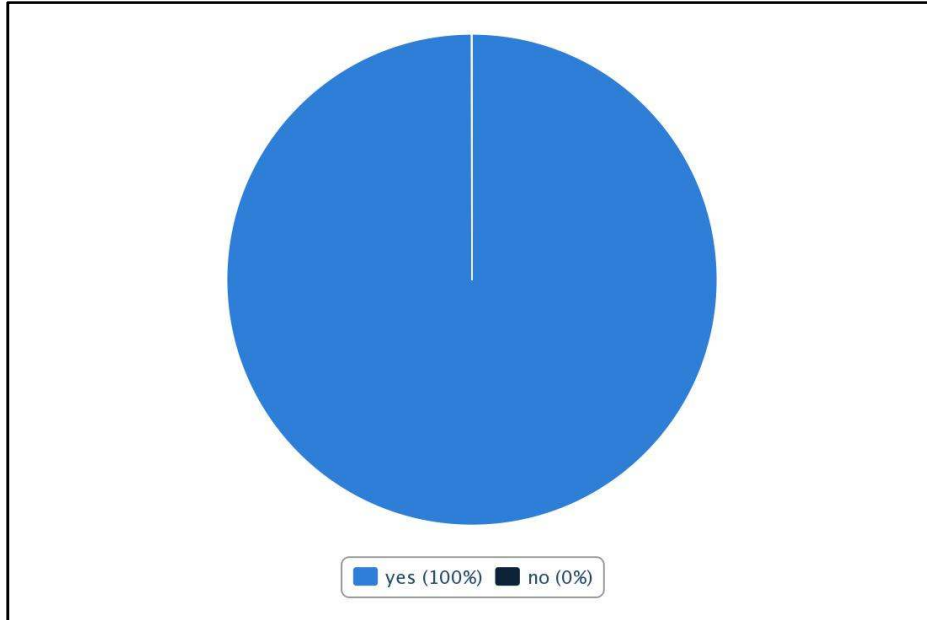


If "no", please explain:

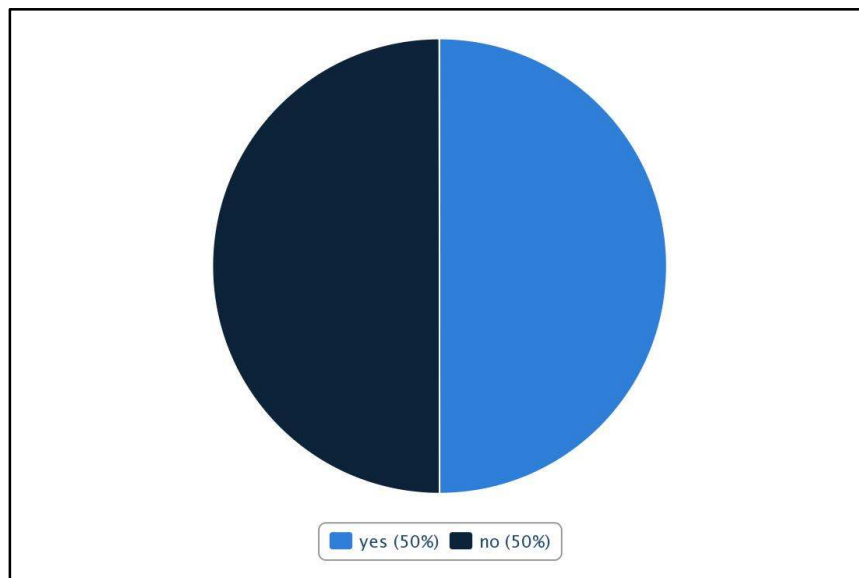
- No answers

## **6. EVALUATION AND IMPROVEMENT**

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



Are research-based evaluation processes (e.g., surveys, interviews, analysis of data) used for assessing this Dept/Prog/Div?



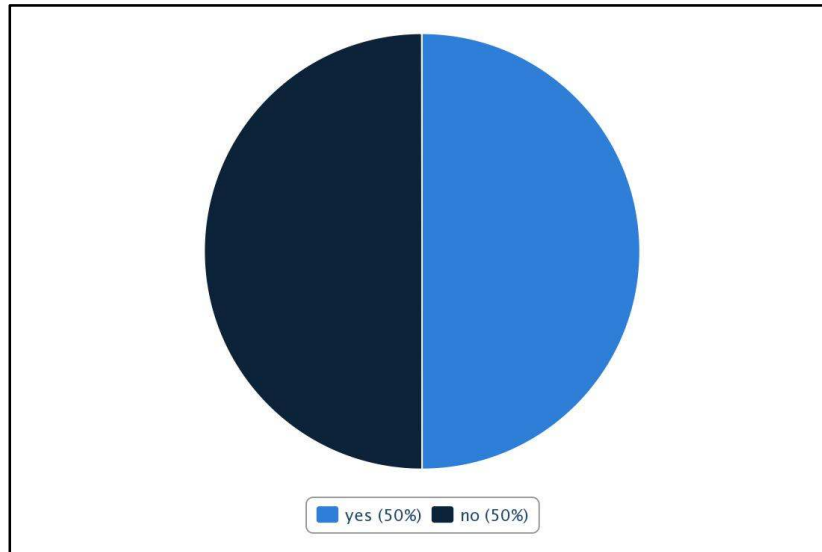
## Divisional Assessment SPR 2014

### Trades and Technology Department

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%)	2 (40.00%)	3 (60.00%)	0 (0.00%)	5	3.60 / 5
Quarterly Reports	0 (0.00%)	0 (0.00%)	2 (40.00%)	3 (60.00%)	0 (0.00%)	5	3.60 / 5
Bi-Weekly Reports	0 (0.00%)	0 (0.00%)	2 (40.00%)	3 (60.00%)	0 (0.00%)	5	3.60 / 5
Student Learning Outcome Reports	0 (0.00%)	0 (0.00%)	3 (60.00%)	2 (40.00%)	0 (0.00%)	5	3.40 / 5
Institutional Strategic Plan	0 (0.00%)	0 (0.00%)	3 (60.00%)	2 (40.00%)	0 (0.00%)	5	3.40 / 5
Performance Evaluation	0 (0.00%)	0 (0.00%)	0 (0.00%)	3 (60.00%)	2 (40.00%)	5	4.40 / 5
Institutional Program Review	0 (0.00%)	0 (0.00%)	2 (40.00%)	2 (40.00%)	1 (20.00%)	5	3.80 / 5
Course Evaluation	0 (0.00%)	0 (0.00%)	0 (0.00%)	4 (80.00%)	1 (20.00%)	5	4.20 / 5
Student Satisfaction Survey	0 (0.00%)	1 (20.00%)	0 (0.00%)	4 (80.00%)	0 (0.00%)	5	3.60 / 5
Fact Sheets/ Books	0 (0.00%)	0 (0.00%)	3 (60.00%)	1 (20.00%)	1 (20.00%)	5	3.60 / 5
							<b>3.72 / 5</b>

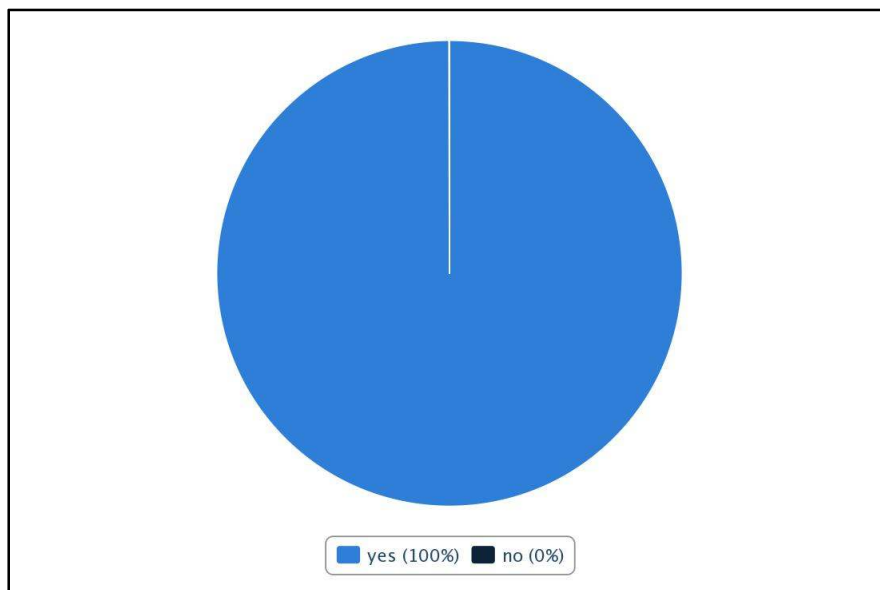
Does the use of evaluation processes result in continuous improvement in this (Dept/Prog/Div)?



If yes, describe some recent improvements that have come about in response to needs identified through these evaluation processes.

- Yes. Evaluation has enabled us to realize what we need to improve on and therefore work on accomplishing that task.
- Proposed revisions to trade programs

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



**What steps are taken when an outcome is not achieved?**

- call a dept mtg to figure out why

**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.**

- The majority of students are able to find the jobs after graduation.
- Re-launching of the Apprenticeship and Workforce Development training program.
- I don't keep track