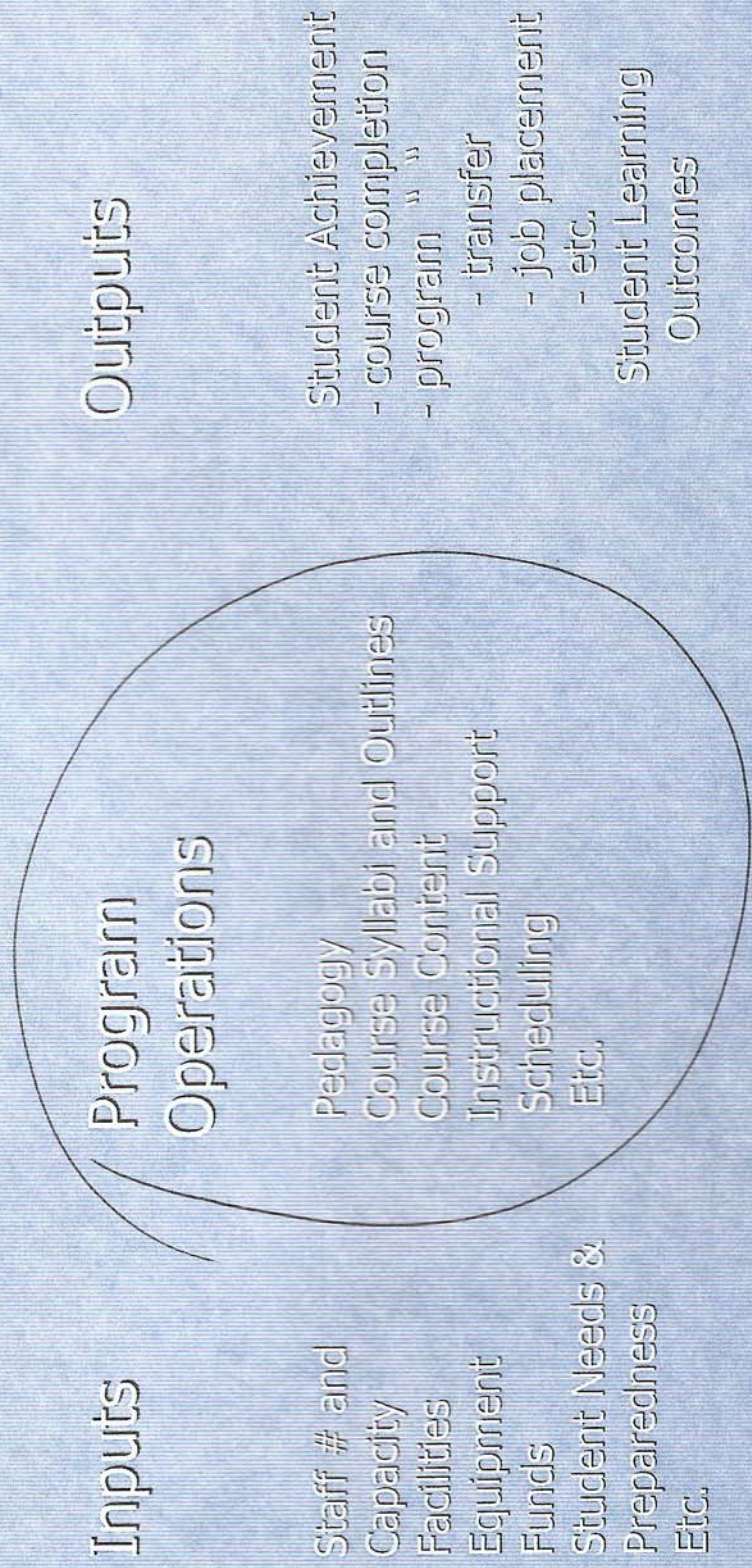


Elements in a Program Review



Given these outputs, what needs to be changed or improved?

PROGRAM OPERATIONS	YES	NO	DON'T KNOW	List or Explain
MISSION				
Do you know the mission of your division?				
Did you participate in the development of the mission of your division?				
How does the mission of your division support the College's mission?				
<i>For Land Grant and Grant Programs Only</i> What is the role of the Advisory Council in the development of the program's mission?				
GOALS				
Do you know the goals of your division?				*
Did you participate in the development of the goals of your division?				
Are you directly involved in the implementation of the goals of your division?				
<i>For Land Grant and Grant Programs Only</i> What is the role of the Advisory Council in the development of the program's goals?				
OBJECTIVES				
Do you know the objectives of your division?				
Did you participate in the development of the objectives of your division?				
Are you directly involved in the implementation of the objectives of your division?				
<i>For Land Grant and Grant Programs Only</i> What is the role of the Advisory Council in the development of the program's objectives?				
PROCESS				
How many units are within your division?				*
What is the function of each unit in the division?				*
How does each unit of the division support the division's mission?				*
Are you involved in the budget planning of your unit or division? If yes, please explain.				*
JOB DESCRIPTIONS				
Number of years in this current position.				*
How many years have you worked for ASCC?				*
Do you know your current job description?				*
Do most of your duties fall within your job description? If no, explain.				*
What role do you play in supporting student learning?				*
TIME ON TASK				
Does your unit have a flow chart?				

Responsibilities of your division?				*
What is the length of time you spend on a particular task in your scope of work? Describe the task and the time it takes.				*
What is expected of you to complete at the end of the day? The week?				*
What prevents you from effectively performing your duties?				*
What other duties are you involved in that occupy your time on task?				*

PROGRAM OPERATIONS	YES	NO	DON'T KNOW	List or Explain
<u>MISSION</u>				
Do you know the mission of your division?				
Did you participate in the development of the mission of your division?				
How does the mission of your division support the College's mission?				
<i>For Land Grant and Grant Programs Only</i> What is the role of the Advisory Council in the development of the program's mission?				
<u>GOALS</u>				*
Do you know the goals of your division?				
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Are you directly involved in the implementation of the goals of your division?				
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<u>PROCESS</u>				
How many units are within your division?				*
What is the function of each unit in the division?				*
How does each unit of the division support the division's mission?				*
Are you involved in the budget planning of your unit or division? If yes, please explain.				*
<u>JOB DESCRIPTIONS</u>				
Number of years in this current position.				*
How many years have you worked for ASCC?				*
Do you know your current job description?				*
Do most of your duties fall within your job description? If no, explain.				*
What role do you play in supporting student learning?				*
<u>TIME ON TASK</u>				
Does your unit have a flow chart?				

responsibilities of your division?

What is the length of time you spend on a particular task in your scope of work? Describe the task and the time it takes.

*

What is expected of you to complete at the end of the day? The week?

*

What prevents you from effectively performing your duties?

*

What other duties are you involved in that occupy your time on task?

*

American Samoa Community College
Program Reviews

Output Measures

Institutional Mission:

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, economical, technological, and environmental well-being of American Samoa.

To fulfill this mission, the College as an open admissions United States accredited 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
- Successful entry into the workforce
- Research and extension in human and natural resources
- Awareness of Samoa and the Pacific

Questions	Explain	List Evidence
Mission		
1. A. List the achievements of each goal and objectives within your division.		
B. What do you use to measure 'each' achievement?		
2. A. What goals and objectives 'were not' achieved within your division?		
B. What impediments contributed to not achieving these goal and objectives?		
3. A. Identify how your achievements are connected (aligned) to:		
• provide high quality program and services?		
• transfer to institutions of higher learning?		
• successful entry into the workforce?		

• research and extension in human and natural resources?		
• awareness of Samoa and the Pacific?		
Effectiveness		
1. A. What services/programs does your division provide that affect: <i>(must respond to all areas)</i>		
• Academic/Education?		
• Staffing?		
• Technology (high or low tech)?		
• Facilities?		
• Budgeting?		
• Other resources?		
2. A. How is feedback from internal/external stakeholders used to make changes or improvements?		
B. What other methods (data, reports, memo's and etc.) are used to make changes to improve your division?		
C. Identify the changes or improvements made as a result of feedback or methods used?		
D. How are these changes communicated to internal/external stakeholders for quality assurance?		
3. How do you evaluate your services?		
4. How will your division use program review results to evaluate your program or services?		

Evaluation, Planning, and Improvement

