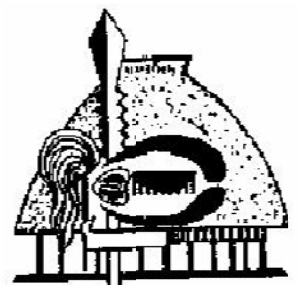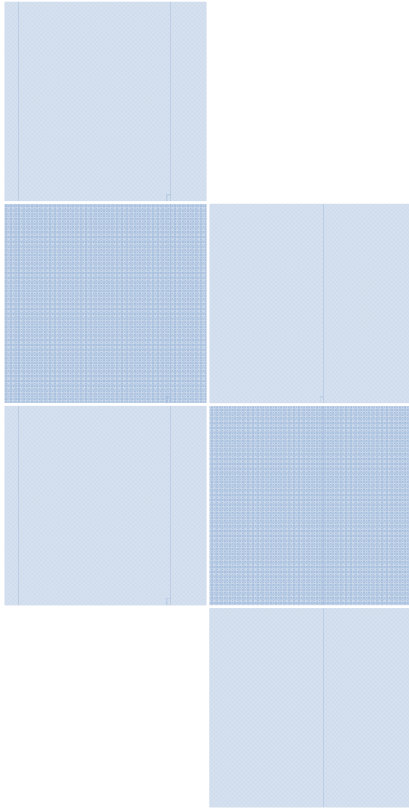**AMERICAN SAMOA COMMUNITY COLLEGE**

2009-2010

GOALS AND OBJECTIVES

Saili le Atamai
Seek the Knowledge

ASCC Mission

The mission of the American Samoa Community College is to foster successful student learning by providing educational programs and high quality 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 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 non-traditional 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.

ASCC Administration

Dr. Seth Galea'i,
ASCC President

Dr. Dan Aga,
Director; Land Grant /Community & Natural Resources

Mr. John Ah Sue,
Director; ASCC Research Foundation

Mr. Falema'o Pili,
Chief Financial Officer

Academic and Student Affairs

Dr. Kathleen Kolhoff-Belle,
Vice President of Academic and Student Affairs

Dr. Irene Helsham,
Dean of Academic Affairs

Dr. Emilia Le'i,
Dean of Student Services

Moefa'auo Bill Emsley,
Dean of Trades and Technology

Dr. Lina Gaela'i-Scanlan,
Director of Teacher Education

Mrs. Okenaisa Fauolo,
Director of Samoan Studies Institute

Mr. Roy Fua,
Program Director for GEAR UP

Dr. Repeka Nu'usa,
Program Director for Student Support Services

Mrs. Elizabeth Leuma,
Program Director for Upward Bound

Mr. Fale Tauvela,
Director of Adult Education, Literacy and Extended Learning

Administrative Services

Mr. Mikaele Etuale,
Vice President of Administrative Services/Finance

Mrs. Rosevonne Pato,
Director; Office of Institutional Effectiveness

Mr. Kenape Aumavae,
Director Physical Facilities Management

Ms. Grace Tulafono,
Chief Information Officer

Mrs. Komiti Emmsley,
Director of Human Resources

Mrs. Hillary Fraser,
Director of Financial Aid

Ms. Tafa Tupuola,
Program Director for UCEDD

Mr. Herbert Thweatt,
Director of Small Business Development Center

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Academic And Student Affairs

Administrative Services/ Finance

COMMUNITY AND NATURAL RESOURCES

Mission

To provide the people of American Samoa appropriate science based and timely information and services in the areas of Community and Natural Resources. We treat our clients, students and colleagues with respect and empower them to be equal partners in their own success. Our words and actions show an appreciation for diversity and exemplify the finest of the Fa'a-Samoa.

COMMUNITY AND NATURAL RESOURCES

CNR-AY10G1: Academic Excellence

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1-Obj.4**

CNR-Obj.1.1
CNR will strive to effectively develop and implement <u>Research</u> Programs.

CNR- Obj.1.2
CNR will strive to effectively develop and implement its <u>Extension</u> Programs.

CNR-Obj.1.3
CNR will strive to effectively develop and implement its <u>Instructional</u> Programs.

CNR-AY10G2: Technology

> **In alignment with ASCC Institutional Strategic Plan:**
> **II. Technology Goal 4-Obj.1**

CNR-Obj.2.1
CNR will seek Federal Funding under the Resident Instruction legislation to develop Distance Learning in Agriculture, Forestry, and Life Sciences.

CNR-AY10G3: Physical Facilities Management

> **In alignment with ASCC Institutional Strategic Plan:**
> **III. Facilities Goal 1**

CNR-Obj.3.1
Building the " American Samoa Nutrition, Exercise, Health & Wellness Community Research Center"

CNR-Obj.3.2
Construction of a new CNR facility to house and safely store hazardous materials and chemicals

CNR-Obj.3.3
Construct the new CNR "Fruits of Life" greenhouse

CNR-Obj.3.4
Seek funds under federal and local grants for CNR construction

CNR-Obj.3.5
Seek to re-establish ASCC land boundaries

CNR-Obj.3.6
Seek to purchase property for Forest Legacy Program

CNR-AY10G4: Staffing

**In alignment with ASCC Institutional Strategic Plan:
IV. Staffing Goal 1- Obj.1**

CNR-Obj.4.1
Continue ADAP Professional Development

CNR-Obj.4.2
Continue CariPac Scholarship Program.

**In alignment with ASCC Institutional Strategic Plan:
IV. Staffing Goal 3- Obj.1**

CNR-Obj.3.6
CNR must budget so as to offer competitive salaries that attract PhD-level researchers from off-island; attract extension agents from off-island; and develop Human Resources policies that allow for the safe recruitment of non- US or non-Us Nationals. This includes CNR's organizational restructuring and the development of a long-term financial management plan to allocate resources toward program objectives and not disproportionately to overhead or direct costs.

RESEARCH FOUNDATION

Mission

Establish perpetual funding resources through the network of contacts including but not limited to the ASCC Alumnus, Data Base Donors and Charitable Organizations for short and long-term projects of the American Samoa Community College.

RESEARCH FOUNDATION

RF-AY10G1: **Designate the Foundation Board as prescribed in the By-laws.**

RF-AY10G2: **Draw-up a Fundraising Plan for the entire year for the Foundation Boards approval**

RF-AY10G3: **Work with ASCC Alumni Association for local donation from local businesses.**

RF-AY10G4: **Solicit sources for Scholarships from off and on-island for ASCC Students who are not eligible for Financial Aids.**

RF-AY10G5: **Work with various ASCC Departments on programs that need to be funded by grants, financial assistance from other sources and devise a plan to request funds to fund these programs.**

DEPARTMENT OF FINANCE

Mission

To develop a high-performance organization one that would earn the respect of the federal grantors for our ability to timely file required reports, for the management to receive monthly financial reports, to the safeguarding assets of ASCC, and timely disbursement of students' PELL grants; one that puts people first- in a way that delights those who are employees of the department and those who enter the halls of the department working environment; and so the overall vision and the mission of the College might fully be accomplished.

DEPARTMENT OF FINANCE

FIN-AY10G1: **To provide fiscal support to enable the instructional and administrative components of the American Samoa Community College (ASCC) to function effectively and responsibly by providing ways of accessing budgetary financial information instantaneously to authorized personnel before the end of the first quarter of the fiscal 2010.**

- **FIN-Obj.1.1**
  To work closely with the MIS Division to ensure that all system interfaces are operational by January 31st 2010.

- **FIN-Obj.1.2**
  To collaborate with MIS the require training schedule of various levels of authorize individuals to access the system by January 15th 2010.

- **FIN- Obj.1.3**
  To hold training with responsible individuals as to how to read and access financial information and reports by December 31st, 2009.

FIN-AY10G2: **To stabilize the incessant shortage of cash to run ASCC financial operations in order to meet the Institutional strategic directions by March 31st, 2010.**

- **FIN-Obj2.1**
  To implement recommendation previously presented to Management with respect to various scenarios on restructuring tuition and other student fees by January 31st, 2010.

- **FIN-Obj.2.2**
  To implement recommendation previously presented to Management before the Summer Term in July 2010 of restructuring curriculum schedule to bring the existing semesters closer together and add another semester, thus assist in early cash in flow to the college instead of the current dilemma of waiting for at least 2 months before any significant cash infusion is received to run the ASCC operations.

- **FIN-Obj.2.3**
  To lobby with the main frame of government – the Governor and the Fono Leadership, to implement their proposed plans to aid the only Institution of Higher Education in the Territory by earmarking additional funds to increase the present financial subsidy by January 31st, 2010.

- **FIN-Obj.2.4**
  To prepare alternative plans by January 31st, 2010 should objectives 2.1, 2.2 and 2.3 fail to materialize.

- **FIN-Obj.2.5**
  To encourage stakeholders to patronize the Bookstore for greater returns to help contribute to the ailing cash flow at ASCC

FIN-AY10G3: To monitor the approved Budgets for each Department by providing appropriate reports relating to budgeted and actual expenditures to Management by the 10th of each month.

- **FIN-Obj.3.1**
  To ensure all monthly closing procedures are functioning and operational within the various divisions of the Department of Finance. This effort will avail timely preparation of monthly reports for review by the Chief Financial Officer by the 8th and subsequent distribution of reports to the various departments by the 10th of each month.

- **FIN-Obj.3.2**
  To ensure that the pre & post audit review procedures of all transactions are properly follow by having periodic compliance review by the Compliance Officer with a full report to the Chief Financial Officer on the 1st of each month.

FIN-AY10G4: To strengthen existing internal controls and procedures appertaining to document and workflow within each Division by applying random review on the monthly basis of various transactions throughout the financial environment by Compliance Officer; this effort would prevent any potential impropriety that might surface to hinder the integrity of the financial environment within the Department.

- **FIN-Obj.4.1**
  To revisit internal control procedures for the purpose of strengthening and improving controls to safeguard the integrity of the inherent system controls by the Compliance Officer and with the task to be completed by the end of December 31st, 2009.

- **FIN-Obj.4.2**
  To develop guidance to help perpetuate the review process on a quarterly basis.

FIN-AY10G5: To reduce outstanding Accounts Payable by 60% at the end of May 2010.

- **FIN-Obj.5.1**
  To closely monitor the cash flow to allow for the retiring of payables by 60% at the end May 2010.

- **FIN-Obj.5.2**
  To strategize payment plans with vendors to allow for extended payment timeline.

<u>FIN-AYG6:</u> **To reduce outstanding Accounts Receivable (AR) by 60% by September 30th, 2010.**

- **FIN-Obj.6.1**
  To collect $500,000 by September 30th, 2010.

- **FIN-Obj.6.2**
  To work with students with delinquent accounts by following payment plans on the monthly basis with reports to the CFO on a weekly basis.

- **FIN-Obj.6.3**
  To implement and monitor the established collection procedures in order to successfully meet the AY10G6.0 of 60% reduction in AR balances at 9/30/10.

- **FIN-Obj.6.4**
  To constantly send out reminder letters to the delinquent students to allow the legal proceedings properly take its course in order to collect the delinquent balances; and this should be monitor closely on a monthly basis and report to the CFO on a weekly basis on all activities against these accounts.

ACADEMIC AFFAIRS

Mission

As the learning outcome centered division, the Academic Affairs Division is in alignment with the ASCC Catalog to provide the highest levels of quality academic services for students through on-going analysis, assessment, and improvement of instructional programs and personnel.

ACADEMIC AFFAIRS

SECTION 1

AA-AY10G1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1 - Obj.1,2,3, and 5**

- **AA-Obj.1.1**
  To recruit faculty and adjunct to fill vacant positions.

- **AA–Obj.1.2**
  To increase the number of faculty positions in specialized/high need areas.

- **AA–Obj.1.3**
  To emphasize the alignment of Course Learning Outcomes and Program Learning Outcomes to the Institutional Learning Outcomes.

- **AA-Obj.1.4**
  Assess and Revise/Restructure (recommendations to improve) Curriculum

- **AA–Obj.1.5**
  Emphasize High Quality Teaching and Services

- **AA–Obj.1.6**
  Increase the Quality and Availability of Educational Technology

- **AA-Obj.1.7 (Admissions and Records)**
  Assure accurate and accessible student records.

AA-AY10G2:   ASCC will support Faculty and Staff Performance Commitment

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 2 - Obj.1**

- **AA-Obj.2.1**
  Provide a work environment that encourages professional growth, recognizes and supports excellence in services and provides advancement opportunities.

- **AA-Obj.2.2 (Library)**
  Provide a work environment that encourages **professional growth**, recognizes and supports **excellence in services,** and provides **advancement opportunities**.

STUDENT SERVICES DIVISION

Mission

The mission of the Student Services Division is to support the educational pursuit of all students attending ASCC characterized by a concern for high quality services, student access, learning, progress, and success.

STUDENT SERVICES DIVISION

SS-AY10G1: **Student Services Division will enhance and deliver innovative effective education and support programs to facilitate Student Academic Success**

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1 - Obj.6**

- **SS-Obj.1.1**
  Deliver/Provide Academic Support by strengthening services (Academic Counseling, Tutoring, Finances, Resources and Campus Life).

- **SS-Obj.1.2**
  Enhance opportunities for Student Academic, Career and Personal Success

- **SS-Obj.1.3**
  Assess and Revise/Restructure (recommendations to improve) Student Services. Continue and complete Program Review for all Student Services

- **SS-Obj.1.4**
  Emphasize High Quality Student Services.

SS-AY10G2: **SS will support Staff Performance Commitment**

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 2 - Obj.1**

- **SS-Obj.2.1**
  Provide a Work Environment that encourages professional growth, recognizes and supports excellence in services and provides advancement opportunities.

SS-AY10G3: **SS will work with ASCC in the implementation of the construction of the Multipurpose Facility**

> **In alignment with ASCC Institutional Strategic Plan:**
> **III. Facilities Goal 1 - Obj.1**

- **SS-Obj.3.1**
  To lend assistance in the construction of the Multipurpose Facility to accommodate the Student Services Division.

SS-AY10G4: **Invest in and promote professional and employee development to enhance institutional effectiveness.**

> **In alignment with ASCC Institutional Strategic Plan:**
> **IV. Staffing Goal 1 - Obj.1**

- **SS-Obj. 4.1**
  Provide professional development training and degree opportunities supported by the institution to enhance and retain employees with competencies that promote high quality of services.

INSTITUTE OF TRADES AND TECHNOLOGY

Mission

The mission of ITT is three fold:

- Prepare students for entry level employment;
- Prepare incumbent workers to receive certification and professional licensures; and,
- Prepare students to transfer to other higher institutes of learning outside of American Samoa.

INSTITUTE OF TRADES AND TECHNOLOGY

ITT-AY10G1: **ITT intends to revise, enhance and upgrade its current program/course curriculum leading up to an Associate of Science Degree and/or Certificate of Proficiency (COP)**

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1 - Obj.1and 2**

- **ITT-Obj.1.1**
  By the end of Academic Year, ITT will have re-organized and re-structured ITT's faculty and staff duties and responsibilities to align with ITT's new workload and priorities

- **ITT-Obj.1.2**
  By the end of Academic Year, ITT Chairperson will have prepared and submitted the following courses/programs to the Curriculum Committee for review and approval in preparation for the upcoming catalog:

  - Autobody Repair Program (existing);
  - Welding Technology Program (existing);
  - Electronics Engineering Technology Program (new); and,
  - Mechanical Engineering Technology Program (new)

- **ITT-Obj.1.3**
  By the end of Academic Year, ITT Chairperson will have submitted exploratory courses (below 100 levels) to the Curriculum Committee for review and approval to give ELI students a "foreview" in preparations for their career paths.

- **ITT-Obj.1.4**
  By the end of Academic Year, ITT Chairperson will have conducted a series of training sessions (at least 4) on the development of SLOs at all levels of ITT courses/programs to align with and on par to Institutional LO—this includes the formulation of Course LO, Program LO, Division LO

ITT-AY10G2: **ITT intends to introduce and integrate the Apprenticeship Training Program (ATP) to its current program/course curriculum enhancing the workforce skills of students leading up to a certification and/or professional licensure issued by United States Department of Labor (USDOL)**

In alignment with ASCC Institutional Strategic Plan:
                    I. Academic Excellence Goal 1 - Obj.1, 4, and 8

- **ITT-Obj.2.1**
  By the end of Academic Year, ITT Apprenticeship MOU will have been signed and program formalized by the Governor

- **ITT-Obj.2.2**
  By the end of Academic Year, ITT have prepared and submitted an apprenticeship program budget for future funding when the stimulus sources are expired

- **ITT-Obj.2.3**
  By the end of Academic Year, ITT will have recruited and hired a full time Apprenticeship Coordinator (AC) to administer, operate and monitor the program; and will have hired additional instructors for the apprenticeship program

- **ITT-Obj.2.4**
  By the end of Academic Year, AC will have attended training sessions with USDOL, understanding the process of administering, monitoring and reporting of the Apprenticeship program.

- **ITT-Obj.2.5**
  By the end of Academic Year, AC will have conducted a series of training sessions (at least 4) with private industries and public sectors about the apprenticeship training program

ITT-AY10G3: **ITT intends to introduce and integrate "Night Classes" (of non-credit) to its current program/course curriculum enhancing the community's academic and occupational skills leading up to a Certificate of Completion (COC) promoting self-sufficiency and self-reliance**

In alignment with ASCC Institutional Strategic Plan:
                    I. Academic Excellence Goal 1 - Obj.1, 4, and 8

- **ITT-Obj.3.1**
  By the end of Academic Year, ITT will have recruited and hired instructors to teach community "night school" courses.

- **ITT-Obj.3.2**
  By the end of Academic Year, ITT will have made facilities available for "night-school"

- **ITT-Obj.3.3**
  By the end of Academic Year, ITT will have sufficiently promoted "night-school" for the benefit of the community at large

ITT-AY10G4: **ITT intends to engage in a comprehensive outreach, promotion and recruitment campaign to increase the enrollment of students entering ITT programs**

In alignment with ASCC Institutional Strategic Plan:
I. Academic Excellence Goal 1 - Obj.4 and 8

- **ITT-Obj.4.1**
  By the end of Academic Year, ITT will have recruited and hired a full time community outreach person

- **ITT-Obj.4.2**
  By the end of Academic Year, ITT will have developed and implemented a comprehensive recruitment and promotional plan for ITT

- **ITT-Obj.4.3**
  By the end of Academic Year, ITT will have developed a scholarship program for ITT from the private sector

- **ITT-Obj.4.4**
  By the end of Academic Year, ITT will have developed an ITT website and upgrade its current ITT Newsletter

ITT-AY10G5: **ITT intends to implement a professional development plan for its management, staff and faculty**

In alignment with ASCC Institutional Strategic Plan:
IV. Staffing Goal 1 - Obj.1

- **ITT-Obj.5.1**

  By the end of Academic Year, will have determined the required certification and educational requirements for staff and faculty

- **ITT-Obj.5.2**

  By the end of Academic Year, will have met with appropriate officials (such as, VP and Director of 4-year teacher's training program) to develop and implement a professional development plan specifically, tailored to ITT

- **ITT-Obj.5.3**

  By the end of Academic Year, will have submitted a new professional plan to proper authorities for review and approval

- **ITT-Obj.5.4**

  By the end of Academic Year, will have begun to implement the approved professional development plan

ITT-AY10G6: **ITT intends to propose and establish a re-classification system that reflects the uniqueness and special of qualifications and experiences required of instructors who will teach at ITT**

> **In alignment with ASCC Institutional Strategic Plan:**
> **IV. Staffing Goal 3-Obj.1**

- **ITT-Obj.6.1**
  By the end of Academic Year, will have reviewed current re-classification study and make adjustments to align with ITT requirements, accordingly

- **ITT-Obj.6.2**
  By the end of Academic Year, ITT will have met with appropriate officials (such as, VP and Director of HRD) to develop and implement a classifications system that is accurate, equitable and reflective of ITT requirements

- **ITT-Obj.6.3**
  By the end of Academic Year, ITT will have submitted a new re-classification plan to proper authorities for review and approval

- **ITT-Obj.6.4**
  By the end of Academic Year, ITT will have begun to implement and finalize the approved classification system for ITT

ITT-AY10G7: **ITT intends to recruit, hire and retain qualified instructors (faculty and adjuncts) to teach at ITT**

> **In alignment with ASCC Institutional Strategic Plan:**
> **IV. Staffing Goal 3-Obj.1**

- **ITT-Obj.7.1**
  By the end of Academic Year, ITT will have reviewed, modified and upgraded all of ITT's Position descriptions

- **ITT-Obj.7.2**
  By the end of Academic Year, ITT will have recruited and hired additional faculty and staff, as needed in accordance to internal ASCC procedures, to fill vacancies

ITT-AY10G8: **ITT intends to propose improvement of its current facilities by renovating, repairing and building of new and old facilities respectively including classrooms and lab spaces to meet its growing needs of ITT**

> **In alignment with ASCC Institutional Strategic Plan:**
> **III. Facilities Goal 1-Obj.1; Goal 3-Obj.1**

- **ITT-Obj.8.1**
  By the end of Academic Year, ITT will have (when resources are available), developed its own facilities "master plan" to accommodate traditional, apprenticeship and night-school programs, in order to meet classroom and lab space requirements for instructional purposes

- **ITT-Obj.8.2**
  By the end of Academic Year, ITT will have upgraded all of ITT facilities to ensure they are in compliance with OSHA requirements as industrial workplace.

- **ITT-Obj.8.3**
  By the end of Academic Year, ITT will have upgraded all of ITT facilities to ensure they are in compliance with ADA requirements

AMERICAN SAMOA BACHELORS IN EDUCATION PROGRAM

Mission

The mission of the American Samoa Bachelors in Education Program is to meet the professional development needs of pre-services and in-services teachers enabling them to effectively teach in American Samoa and within the context of the global demands of the twenty first century.

TEACHER EDUCATION/ AMERICAN SAMOA BACHELORS IN EDUCATION PROGRAM

TED/ASBEP – AY10G1: **TED/ASBEP will continue to deliver its TED and 3rd Year Proposed ASBEP degree and certificate programs effectively and in alignment to ASCC curriculum requirements.**

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1 - Obj.1, 2, and 3**

- **TED/ASBEP-Obj.1.1**
Review and make appropriate changes to catalog information for 2010-2012

- **TED/ASBEP-Obj.1.2**
Evaluate Assessment Plan and how results are used for instructional improvements

- **TED/ASBEP-Obj.1.3**
Review and encourage effective instructional activities such as Service Learning Projects, Field Work, and other effective instructional activities

- **TED/ASBEP–Obj.1.4**
Devise an effective method for recruiting and retaining students majoring in Teacher Education

TED/ASBEP-AY10G2: **TED/ASBEP will effectively maintain and develop its Computer and Server assets and services to internal and external stakeholders by setting up a teacher education computer lab for teacher education majors.**

> **In alignment with ASCC Institutional Strategic Plan:**
> **II. Technology Goal 1- Obj.1 and 2; Goal 3- Obj.1**

- **TED/ASBEP-Obj.2.1**
To continue to work on partnership with GEAR UP and Teacher Education on Teacher Quality grant to support Teacher Education and the 3rd Year Program

TED/ASBEP-AY10G3: **TED/ASBEP will improve our services through renovations and utilization and allocation of resources.**

> **In alignment with ASCC Institutional Strategic Plan:**
> **III. Physical Facilities and Maintenance Goal 2- Obj.1**

- **TED/ASBEP-Obj.3.1**
Renovate TED building to accommodate teacher education lab and or courses with low enrollment

- **TED/ASBEP- Obj. 3.2**
Upgrade computer equipment to meet the needs of teacher education technology used in DOE classrooms and in compliance with NCATE, INTASC

TED/ASBEP – AY10G4: **TED/ASBEP will invest and promote professional and employee development to enhance institutional effectiveness and department effectiveness.**

> **In alignment with ASCC Institutional Strategic Plan:**
> **IV. Staffing Goal 1-Obj.1; Goal 3-Obj.1**

- **TED/ASBEP-Obj.4.1**
Encourage Professional Development for staff and faculty

TED/ASBEP – AY10G5: **TED/ASBEP will continue to seek candidacy for 3rd and 4th Year proposed B.Ed. program by continuing to develop 300 & 400 level coursework, course descriptions, course and program learning outcomes, assessment tools for outcomes.**

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1-Obj.1, 2 & 8**

- **TED/ASBEP-Obj.5.1**
Seek candidacy for 3rd year Program and authorization to offer ED 400 courses for ASBEP Program

SAMOAN STUDIES INSTITUTE

Mission

To ensure and promote the continuity of the Samoan culture, traditions, language and heritage through and inter-disciplinary, comprehensive educational approach that focuses on three major areas: (1) Academic, (2) Cultural Extension, and (3) Research.

SAMOAN STUDIES INSTITUTE

SSI – AY10G1: SSI will continue to deliver its Samoan Studies degree and certificate programs effectively and in alignment to ASCC curriculum requirements.

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1-Obj.2**

- **SSI-Obj.1.1**
  Review and make appropriate changes to catalog information for 2010-2012

- **SSI-Obj.1.2**
  Evaluate Assessment Plan and how results are used for instructional improvements

- **SSI-Obj.1.3**
  Review and encourage effective instructional activities such as Service Learning Projects, Research projects, Le Manu E-pathway project, Annual Samoan Day and others

- **SSI – Obj.1.4**
  Devise an effective method for recruiting and retaining students majoring in Samoan Studies

SSI-AY10G2: SSI will ensure and promote effective Community and Cultural Extension Programs

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1-Obj.4**

- **SSI-Obj.2.1**
  Review and maintain current SSI MOU with other Agencies such as TAOA, SIT, Tafesilafai, ASCCN, SSI Advisory Committee, National Parks,

- **SSI-Obj.2.2**
  Ensure completion of current SSI community survey

- **SSI-Obj.2.3**
  Provide support for staff involvement in different community projects and other services such as Translations

SSI-AY10G3: **Samoan Studies Institute will continue to develop and implement research projects and publications**

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1-Obj.4**

- **SSI-Obj.3.1**
  Collect and disseminate information and publications on Samoan Literature

- **SSI-Obj.3.2**
  Continue publications and research projects

SSI – AY10G4: **SSI will review and upgrade its multimedia services**

> **In alignment with ASCC Institutional Strategic Plan:**
> **II. Technology Goal 3-Obj.1**

- **SSI-Obj.4.1**
  Review current media equipment

- **SSI-Obj.4.2**
  Upgrade media equipment and room for safety of resources

- **SSI-Obj.4.3**
  Expand and advertise media services SSI is capable of providing

SSI – AY10G5: **SSI will review and upgrade its facilities to accommodate human and physical expansions of its services**

> **In alignment with ASCC Institutional Strategic Plan:**
> **III. Staffing Goal 1-Obj.1;**
> **IV. Facilities Goal 2-Obj. 2)**

- **SSI-Obj.5.1**
  Encourage Professional Development for staff and faculty

- **SSI-Obj.5.2**
  Review and Plan accordingly SSI Facility/Building

- **SSI-Obj.5.3**
  Continue and complete Program Review for all SSI services

GEAR UP

Mission

To significantly increase the number of students in American Samoa prepare to enter and succeed post-secondary education.

GEAR UP

GU-AY10G1: **Significantly increase the number of students in American Samoa prepared to enter and succeed in postsecondary education.**

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1**
> **II. Technology Goal 2, 3, &4**
> **III. Physical Facilities & Maintenance Goal 2**
> **IV. Staffing Goal 2**

- **GU-Obj.1.1**
  Implement GUAS activities to successfully meet and sustain program outcomes.

- **GU-Obj.1.2**
  Train 50 teachers each year to improve outcomes of GUAS cohort students.

- **GU-Obj.1.3**
  Conduct process and outcome evaluation of GUAS.

- **GU- Obj.1.4**
  Increase targeted students' academic performance and preparation for post-secondary education.

- **GU-Obj. 1.5**
  Increase the rate of high school graduation and participation in post-secondary education.

- **GU-Obj.1.6**
  Increase students' and families' knowledge of post-secondary education options, preparation and financing.

- **GU-Obj.1.7**   Increase the daily attendance and on time promotion to successive grade levels for GUAS students**.**

- **GU-Obj.1.8**
  Increase the number of GUAS students who expect to graduate from high school.

STUDENT SUPPORT SERVICES

Mission

To encourage and assist students who are traditionally under-represented in post secondary education because of income, family educational background, disability, in the preparation for, entry to, and completion of post-secondary education.

STUDENT SUPPORT SERVICES

SSS-AY10G1: To reduce the attrition of participants from 40% to 25%

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1-Obj.6**

- **SSS-Obj.1.1**
  At least 150 eligible SSS students will be identified, selected, and enrolled in SSS by February 30th and September 30th every semester.

- **SSS-Obj.1.2**
  Fifty (50 %) of newly admitted project participants will have their needs assess and place in academic/tutorial skill levels within four weeks of acceptance.

- **SSS-Obj.1.3**
  Hundred (100%) of all active participants will receive a minimum of one academic advising contact and ten (10) academic or personal support contact hours.

SSS-AY10G2: To retain and graduate participants at rates equal to or better than students who test directly into the college-level English program.

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1-Obj.6**

- **SSS-Obj.2.1**
  At least 70% of participants who receive a minimum of five (5) tutorial sessions will pass their ELI courses.

- **SSS-Obj.2.2**
  A minimum of fifty (50) participants will increase their social skills through participation in SSS activities, workshops, and cultural events as measured through students' evaluations and behavioral observations by SSS staff.

SSS-AY10G3: **80% of the participants will be in good academic standing at the end of each project year.**

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1-Obj.6**

- **SSS-Obj.3.1**
  SSS participants will pass at least one (1) ELI course to qualify for the grant aid.

- **SSS-Obj.3.2**
  Instructors and SSS staff will work collaboratively in distributing the 2009-2010 Student Grant Aid

- **SSS-Obj.3.3**
  At least 50% of SSS participants will participate in special projects and receive grant aid

- **SSS-Obj.3.4**
  At least sixty (60%) of participants in the SSS program (excluding transfers, and those who exit for the reasons of work, military, health, family, or death) will be retained at ASCC.

SSS-AY10G4: **To increase the transfer rate of eligible students from two-year to four-year institutions.**

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1-Obj.7**

- **SSS-Obj.4.1**
  20% of the ASCC graduates who participated in the Student Support Services Program will transfer to a four-year institution off-island.

- **SSS-Obj.4.2**
  To work closely with Student Services in providing counseling activities to assist students in applying for admission to and obtaining financial assistance for enrollment in, a four year program of post secondary education.

- **SSS-Obj.4.3**
  Recognize SSS graduates in end of semester banquet.

SSS-AY10G5: **To maintain an institutional climate supportive of the success of eligible students. (***Academic Excellence Plan: Goal 2: Obj. 1)***

In alignment with ASCC Institutional Strategic Plan:
I. Academic Excellence Goal 2-Obj.1

- **SSS-Obj.5.1**
  College SSS alumni will serve as tutors and mentors for SSS participants

- **SSS-Obj.5.2**
  The SSS Club will comprise of 50% of SSS active participants.

- **SSS-Obj.5.3**
  Conduct activities design to acquaint students with the range of career options available to them.

- **SSS-Obj.5.4**
  Provide at least (1) cultural event not usually available to SSS participants.

UPWARD BOUND PROGRAM

Mission

To meet the needs of the selected population of students serviced; will manage and operate both academic and extracurricular program activities based on the following objectives as approved by the U.S. Department of Education-TRIO programs federal guidelines.

UPWARD BOUND

UPB-AY10G1: To meet Federal stipulated Grant Proposal Objectives

> **In alignment with ASCC Plan:**
> **Academic Excellence Goal 1 and 2 - Obj. 1,2,3,4**

- **UPB-Obj.1.1**
  Identify, evaluate, enroll and assess twice a year the academic, educational and motivational needs of at least 50 eligible Pacific Island high school students;

- **UPB-Obj.1.2**
  To provide 50 (100%) eligible Pacific Island high school students, during the school year, with appropriate tutoring sessions in three major areas such as English (reading, writing and literature); Mathematics (algebra, geometry and pre-calculus) and Science (biology, physics and chemistry). These subject areas will extend to a 6 weeks summer program with additional classes in the areas of computer, foreign language, critical thinking, cultural literacy and exploration.

- **UPB-Obj.1.3**
  At least 90% of the participants will improve their academic cumulative grade point average (G.P.A) by at least 50% average at the end of each school year and 95% of project participants will enter postsecondary institution.

UPB-AY10G2: To continue collaboration efforts with college administrators, faculty and staff including high school personnel (both public and private) in meeting program objectives.

> **In alignment with ASCC Plan:**
> **Academic Excellence Goal 1 and 2 - Obj. 1,2,3,4**

- **UPB-Obj.2.1**
  Conduct training for both college and high school administrators/staff to recognize and secure support for program activities, goals and objectives;

- **UPB-Obj.2.2**
  Request for staff development or training on advising process and SLO's from college personnel to assist with postsecondary matriculation and alignment of goals and objectives with institution mission and vision;

UPB-AY10G3: **To secure full compliance with Federal Guidelines both legislations and regulations to meet federal requirements of program, and in alignment with institution guidelines.**

> **In alignment with ASCC Institutional Strategic Plan:**
> **Academic Excellence Goal 1 and 2 - Obj. 1,2,3,4**

- **UPB-Obj.3.1**
  Review Site Visit requirements to secure program policies and procedures

UPB-AY10G4: **To conduct research on other resources for additional funding to supplement program activities.**

> **In alignment with ASCC Institutional Strategic Plan:**
> **Academic Excellence Goal 1 and 2 - Obj. 1,2,3,4**

- **UPB-Obj.4.1**
  Submit grant proposal for separate UB application for Manu'a,
  UB Math and Science and Veteran Upward Bound.

UPB-AY10G5:

> **In alignment with ASCC Institutional Strategic Plan**
> **Staffing Goal 1- Obj. 1; Goal 2-Obj.1; Goal 3-Obj.1**

- **UPB-Obj.5.1**
  Trio grants including Upward Bound, Student Support Services (to name a few) has been in existence with the hosting institution for more than 10 years and provided the required assistance to high school students in matriculation to postsecondary education;

ADULT EDUCATION LITERACY & EXTENDED LEARNING (AELEL)

MISSION

To enable every adult learner in American Samoa to acquire the necessary basic skills, reading, writing, computation, speaking, and listening – to complete successfully in today's workplace, strengthen family foundation, and exercise full citizenship.

ADULT EDUCATION, LITERACY, AND EXTENDED LEARNING

AELEL-AY10G1: **To provide high quality curricula and educational opportunities in a learning-centered environment to meet the needs of students and the community.**

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 2-Obj.1,2,3, and 4**

- **AELEL-Obj.1.1**
  Provide quality academic programs and courses for AELEL students who plan to complete their formal education at ASCC or other colleges or universities.

- **AELEL-Obj.1.2**
  Provide Quality adult basic education for individuals who wish to acquire a general education diploma.

- **AELEL-Obj.1.3**
  Provide quality courses to broaden awareness, enrich personal development, and encourage life-long learning.

- **AELEL-Obj.1.4**
  Enhance student learning by adopting and applying the philosophy and practices that define a Learning Centered Program.

AELEL-AY10G2: **To provide quality programs and services that support and enhance recruitment, retention and recognition of students, faculty and staff.**

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1-Obj.2, 7, & 8; Goal 2-Obj.1**
> **IV. Staffing Goal 1-Obj.1**

- **AELEL-Obj.2.1**
  Provide the support, resources and professional development opportunities that faculty and staff need to be successful in their various roles and to promote student learning.

- **AELEL-Obj.2.2**
  Review and improve recruiting practices.

- **AELEL-Obj.2.3**
  Promote student retention and progression through systematic review and enhancement of programs and services.

- **AELEL-Obj.2.4**
  Develop and improve evaluation and recognition systems.

AELEL-AY10G3: **To comply with federal guidelines and regulations on the implementation of the adult education & family literacy act of 1998 (AEFLA).)**

> **In alignment with ASCC Institutional Strategic Plan:**
> > **I. Academic Excellence Goal 1-Obj.1,2,3,4,5,6,8; Goal 2-Obj.1**
> > **II. Technology Goal 2-Obj.1; Goal 4-Obj.1**
> > **III. Facilities Goal 2-Obj.1**

- **AELEL-Obj.3.1**
  Develop an Advisory Council for the Adult Education Literacy and Extended Learning Division.

- **AELEL-Obj.3.2**
  Develop and improve course offering at the Tafuna Correctional Facility in coordination with the Commissioner of Public Safety and Warden.

- **AELEL-Obj.3.3**
  Solicit Service Providers from the community to expand the services offered by the Adult Education Literacy and Extended Learning Division.

- **AELEL-Obj.3.4**
  Prepare and submit by December 31, 2009 the Financial, Statistical, and Narrative report to the Office of Vocational & Adult Education (OVAE).

AELEL-AY10G4: **to provide a tentative state plan in compliance with any new reauthorization of the adult education & family literacy act by congress.**

> **In alignment with ASCC Institutional Strategic Plan:**
> > **I. Academic Excellence Goal 1-Obj.2,4,5 & 6**
> > **II. Technology Goal 4-Obj.1**

- **AELEL-Obj.4.1**
  Collect data that is applicable in the development of a state plan that is compatible with the propose changes in the reauthorization of the AEFLA of 1998.

- **AELEL-Obj.4.2**
  Develop an Extension/New State Plan for American Samoa base on the outcome of the proposed law with the US Congress.

AELEL-AY010G5: **To expand aelel service in the community including manu'a and aunuu islands.**

In alignment with ASCC Institutional Strategic Plan:
   I. Academic Excellence Goal 1-Obj.1,4,7,8
   II. Technology Goal 2-obj.1; Goal 3-obj.1; Goal 4-obj.1
   III. Staffing Goal 1-obj.1; Goal 3-obj.1

- **AELEL-Obj.5.1**
  Increase the awareness in the community through aggressive advertisement on the various media available.

- **AELEL-Obj.5.2**
  Improve on existing AELEL partners and create new partners to expand the services provided by AELEL.

- **AELEL-Obj.5.3**
  Explore the possibility of providing some form of Distance Learning on Manu'a and Aunuu islands.

OFFICE OF INSTITUTIONAL EFFECTIVENESS

Mission

It is the mission of the Office of Institutional Effectiveness to support the college by providing information necessary for improvement of academic programs and provision of administration services. The office is responsible for collecting data for research and evaluation. It is also responsible for analyzing and presenting results for program planning. The Office of Institutional Effectiveness provides information and analysis of data, programs, and services in support of the overall mission of ASCC.

DIVISION OF INSTITUTIONAL EFFECTIVENESS

IE-AY10G1: **To improve communications and collaborate with all division and departments in facilitating the collection of data for research and evaluation**

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1-Obj. 3, 4, 6**

- **IE-Obj.1.1**
  Standardize /revise the request procedure for public relations

- **IE-Obj.1.2**
  Establish intra-office and inter-office procedures for dissemination and collection of data to include SLO data, Faculty evaluations, Course evaluations, etc.

- **IE-Obj.1.3**
  Create a template or method to ease / simplify / improve the collection and submission of information (photos, articles, information, reference,)

IE-AY10G2: **To gain direct access to data systems**

> **In alignment with ASCC Institutional Strategic Plan:**
> **II. Technology Goal 1-Obj. 1 & 2; Goal 2-Obj.1**

- **IE-Obj.2.1**
  Work with MIS to receive direct access to student outcome data, achievement data, and student /course/ faculty directory information

- **IE-Obj.2.2**
  Purchase membership / licensing / passwords for IPEDS

- **IE-Obj.2.3**
  Update all computers and technology / equipment for data entry and analysis

IE-AY10G3: **To provide quality service and program support to all divisions of the college in the areas of evidence based reporting, program review, and evaluation**

In alignment with ASCC Institutional Strategic Plan:
IV. Staffing Goal 1-Obj. 1

- **IE-Obj.3.1**
  Conduct training to ASCC individuals or divisions on data collection, data analysis, report writing

- **IE-Obj.3.2**
  Attend off-island conferences and training to promote professional development in research, evaluation, program review, report writing

- **IE-Obj.3.3**
  Meet regularly for intra-office training and sharing of accomplishments and challenges

- **IE-Obj.3.4**
  Provide support to all IE staff through flexible time, professional growth, and degree advancement

IE-AY10G4: **To provide ASCC stakeholders with information regarding activities, events, reports, personnel, development, and research**

In alignment with ASCC Institutional Strategic Plan:
I. Academic Excellence Goal 1-Obj.5 & 6

- **IE-Obj.4.1**
  Revive the Campus Connections (biweekly publication)

- **IE-Obj.4.2**
  Revisit the responsibilities of IE or other division(s) with the archives

IE-AY10G5: **To provide ASCC divisions with opportunities toward research and advancement by increasing opportunities for intercollegiate communications and professional development training via teleconferencing and high tech networking.**

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1-Obj.3;**
> **III. Facilities Goal 2-Obj.1**

- **IE-Obj.5.1**
  To renovate the existing conference rooms to include video teleconference capabilities and e – room settings.

- **IE-Obj.5.2**
  Maximize the office space to include section/ space for records and documents

PHYSICAL FACILITIES MANAGEMENT

MISSION

To maintain and support quality services in the areas of maintenance, landscaping, and a clean environment seen on campus, housing area, facilities and grounds. It is also the mission of the Physical Facilities Management Department to hire qualified personnel, to improve the quality of the work environment for employees, and to protect and secure the safety of students, college personnel, property, and the visiting public.

PHYSICAL FACILITIES MANAGEMENT

PFM-AY10G1: **To complete preparations for the new multi-purpose building**

> **In alignment with ASCC Institutional Strategic Plan:**
> **III. Facilities Goal 1-Obj. 1**

- **PFM-obj.1.1**
  To comply with Federal andlocal requirement/regulations.(NEPA, EPA, Land permits, Building Codes, etc)

PFM-AY10G2: **Plan preparation for the new multipurpose building**

> **In alignment with ASCC Institutional Strategic Plan:**
> **III. Facilities Goal 1-Obj. 1**

- **PFM-obj.1.1**
  Draw down of funds from CIP and Stimulus package

- **PFM-obj.1.1**
  Aquire plans from designer

PFM-AY10G3: **Storage facility for college properties**

> **In alignment with ASCC Institutional Strategic Plan:**
> **III. Facilities Goal 2-Obj.1**

- **PFM-Obj. 3.1:**
  Centralized storage area to store all of the college properties, such as furnitures, classroom equipments, etc…

PFM-AY10G4: To purchase a backhoe, and dump truck to be utilized by the maintenance crew

> **In alignment with ASCC Institutional Strategic Plan:**
> **III. Facilities Goal 2-Obj.1**

- **PFM-Obj. 4.1:**
To maintain drainage areas all around campus

- **PFM-Obj. 4.2:**
To transport rubbish and trash from campus to the Futiga dump yeard

PFM-AY10G5: ADA accessibility and overhead cover on campus

> **In alignment with ASCC Institutional Strategic Plan:**
> **III. Facilities Goal 2-Obj.1**

- **PFM-Obj. 5.1:**
To build ramps and overhead cover to better accommodate the disabled students.

PFM-AY10G6: Air Conditioning Maintenance

> **In alignment with ASCC Institutional Strategic Plan:**
> **III. Facilities Goal 3-Obj.1**

- **PFM-Obj. 6.1:**
Continue with current contractor
- **PFM-Obj. 6.2:**
Hire a permanent A/C repairman

PFM-AY10G7: Convert vacant housing to classrooms/ offices

> **In alignment with ASCC Institutional Strategic Plan:**
> **III. Facilities Goal 2-Obj.1; Goal 3-Obj.1**

- **PFM-Obj. 7.1**
  The Teacher ED Program can utilize these housing units as classrooms instead of new building.

PFM-AY10G8: Implement a Safety Plan

> **In alignment with ASCC Institutional Strategic Plan:**
> **III. Facilities Goal 1-Obj.1**

- **PFM-Obj. 8.1**
  Conduct safety drill once every quarter
- **PFM-Obj. 8.2**
  Conduct safety awareness training during orientation for faculty, students and staff
- **PFM-Obj. 8.3**
  Form an evacuation committee with a representative from each building to be responsible in giving out information in case of a natural disaster

PFM-AY10G9: Minimize College Entrances

> **In alignment with ASCC Institutional Strategic Plan:**
> **III. Facilities Goal 1-Obj.1**

- **PFM-Obj. 9.1**
  Need more security personnel to carry out patrol on campus
- **PFM-Obj. 9.2**
  ID and parking stickers for students, faculty and staff
- **PFM-Obj. 9.3**
  Deputize security personnel
- **PFM-Obj. 9.4**
  Need to identify college boundaries by securing a fence to surround the college campus.

PFM-AY10G10: **Training on Safety Hazards and the use of Toxic Chemicals**

In alignment with ASCC Institutional Strategic Plan:
III. Facilities Goal 1-Obj.1; Goal 3-Obj. 1

- **PFM-Obj. 9.1**
  Conduct training for security personnel on safety hazards
- **PFM-Obj. 9.1**
  Train personnel in the use of toxic chemicals
- **PFM-Obj. 9.1**
  Purchase of safety signs and fire extinguishers for every building on campus/

MANAGEMENT INFORMATION SYSTEMS

Mission

The primary mission of the Management Information System (MIS) Department is to provide the American Samoa Community College (ASCC) community access to a modern and secure computing infrastructure that enables them to make efficient use of information technologies in their respective tasks. MIS is concerned with assessing new technologies and working towards applying these in innovative ways to the support and furtherance of ASCC's mission and goals.

MANAGEMENT INFORMATION SYSTEMS

MIS-AY10G1: **To provide quality computer technology and support to ASCC stakeholders.**

> **In alignment with ASCC Institutional Strategic Plan:**
> **II. Technology Goal 1- Obj. 1**
> **III. Facilities: Goal 2- Obj.1**
> **IV. Staffing Goal 3- Obj.1**

- **MIS-Obj.1.1**
  To develop and implement a computer accessibility plan:
  a. Complete the purchase and installation of computers to accommodate student-to-computer ratio (10:1) as recommended by the Technology plan.
  b. complete renovation of Rooms 15 and 16 to accommodate additional computers.

- **MIS-Obj.1.2**
  To complete proposal for expansion of current MIS offices to include more space of staff and servers due to growth in MIS staff and in technology to support the college.

- **MIS-Obj1.3**
  To complete draft and submit for approval for following plans:
  a. computer and server purchasing / maintenance plan
  b. institutional computer replacement / disposal plan

- **MIS-Obj1.4**
  To provide opportunities for computer training on the following topics:
  a. computer basics
  b. Colleague software
  c. specialized software (specific to different departments - SSI; ITT; CNR)

- **MIS-Obj.1.5**
  To actively document and manage support tickets through the use of Trackit software.

- **MIS-Obj.1.6**
  Complete hire of System Administrator to oversee backend installations and maintenance.

MIS-AY10G2: **To Plan and Provide for Future Technology Needs of ASCC**

> **In alignment with ASCC Institutional Strategic Plan:**
> **II. Technology Goal 1- Obj. 2**
> **IV. Staffing Goal 3- Obj.1**

- **MIS-Obj.2.1**
  To integrate use of technology campus-wide
  - a. provide access to Colleague (WebAdvisor) for budgeting purposes
  - b. complete purchase of servers to support integration

- **MIS-Obj.2.2**
  To research and plan for funding for existing ASCC initiatives
  - a. create plan for implementation for stimulus funding
  - b. identify and complete activities under Broadband Mapping grant for FY2010
  - c. identify computer / server total cost of ownership for the life of the technology
  - d. identify costs covered under student technology fee
  - e. identify costs covered by the MIS budget to support campus technology
  - f. research and propose surcharge on all computers / server purchases

- **MIS-Obj.2.3**
  Complete hiring of 4 positions under Broadband Mapping Grant:
  - a. ASCC Project Manager
  - b. GIS Specialist
  - c. GIS Instructor
  - d. ASCC Planning Coordinator

- **MIS-Obj.2.4**
  Complete hiring of 2 positions under MIS for ASCC:
  - a. Help Desk Supervisor
  - b. System Administrator

MIS-AY10G3: **To increase network and telecommunications connectivity for ASCC campus (ISP - Technology Plan G2O1).**

> **In alignment with ASCC Institutional Strategic Plan:**
> **II. Technology Goal 2- Obj. 1**

- **MIS-Obj.1.1**
  Complete connectivity activities to re-connect and revive Video Teleconferencing (VTC) services.

- **MIS-Obj.1.2**
  To plan and implement upgrade to campus-wide local area network (LAN) using variety of network media.
  - a. Standardize and centralize all campus external connections.
  - b. Design and implement fiber network backbone that includes provision of maximum connectivity to remote areas on campus.
  - c. Design and implement wireless hot spots on campus.

- **MIS-Obj.1.3**
  To complete research on alternative communications technology
  - a. research moving telephone support under MIS
  - b. research alternatives for phone system (VOIP)

MIS-AY10G4: To Provide Continuous Access and Support for ASCC Campus Multimedia and Peripheral Services

> **In alignment with ASCC Institutional Strategic Plan:**
> **II. Technology Goal 3- Obj. 1**
> **III. Facilities: Goal 2- Obj.1**
> **IV. Staffing Goal 3- Obj.1**

- **MIS-Obj4.1**
  To develop and propose an access plan for available multimedia services.
    a. complete comprehensive list of what is available on campus
    b. develop an institutional policy for multimedia accessibility and support
    c. complete proposal for renovation to expand current MIS office space to include multimedia center

- **MIS-Obj4.2**
  To develop and propose a maintenance and support plan for all ASCC multimedia services.

- **MIS-Obj4.3**
  Complete proposal for staffing needs for current multimedia support provided by MIS.

MIS-AY10G5: To Improve ASCC On-Line Services

> **In alignment with ASCC Institutional Strategic Plan:**
> **II. Technology Goal 4- Obj. 1**
> **IV. Staffing Goal 3- Obj.1**

- **MIS-Obj.5.1**
  To develop and implement an asynchronous online resource plan.
    a. research and propose online significance to smart classrooms
    b. complete plan for implementing online registration
    c. propose committee to approve online content and representatives to edit portal information

- **MIS-Obj.5.2**
  Complete proposal for Web editing and maintenance

- **MIS-Obj.5.3**
  Complete staffing proposals for Web activities

HUMAN RESOURCES
Mission

To support American Samoa Community College's (ASCC) goals by providing comprehensive and timely human resources services with respect to recruitment and employment, benefits administration, classification and salary administration, staff development and training, and employee relations for all staff employees subject to the ASCA and ASCC Personnel Governance.

HUMAN RESOURCES OFFICE

HRO-AY10G1: Develop/Implement Performance Management Program

Provide a systematic communication tool for mangers and their employees to mutually define job expectations, evaluate/reward performance and help develop employees to their fullest potential.

> **In alignment with ASCC Plan:**
> **I. Academic Excellence Goal 1-Obj.1 and 3; Goal 2-Obj.1;**
> **IV. Staffing Goal 2-Obj.1**

Performance Evaluation Program. – Adopt management by objectives and results as the cornerstone of Performance Management Program and tie it directly to the goals of ASCC's Strategic Plan.

- **HRO-Obj.1.1**
  Conduct focus groups to develop job specific performance evaluation criteria. (Spring 2010)

- **HRO-Obj.12**
  Develop performance evaluation tool to include job related goals and job elements. (Summer 2010)

- **HRO-Obj.1.3**
  Train on the use of performance evaluation program. (Fall 2010)

- **HRO-Obj.1.4**
  Implement Performance Evaluation Program FY 2011.

HRO-AY10G2: Develop/Implement Job   Classification Program

Provide a guide to aid management in understanding the process of classification and

> **In alignment with ASCC Plan:**
> **I. Academic Excellence Goal 1-Obj.1 and 3; Goal 2-Obj.1;**
> **IV. Staffing Goal 2-Obj.1**

reclassification of existing and newly developed positions.

Organize the Classification of all existing budgeted position within ASCC.

- **HRO-Obj.2.1**
  Conduct a study to develop job descriptions and job specifications. (Spring 2010).

- **HRO-Obj.2.2**
  Review and assess the classification of upgraded job descriptions by a panel of qualified HR individuals to place them properly within the classification and job specifications.

- **HRO-Obj.2.3**
  Prepare a classification handbook.

- **HRO-Obj.2.4**
  Train management of the use of the classification handbook.

- **HRO-Obj.2.5**
  Implement the classification of all current and existing budgeted positions.

HRO-AY10G3: Update the HR Policies/Procedures Manual

To provide a guide for management to assist in implementation of effective/productive relationships among all employees.

> **In alignment with ASCC Plan:**
> **IV. Staffing Goal 1- Obj.1 and 8**

- **HRO-Obj.3.1**
  Finalize draft and submit to the Vice President and President for approval. (Spring 2010)

- **HRO-Obj.3.2**
  Prepare the Employee Handbook (Summer 2010)

- **HRO-Obj.3.3**
  Conduct information sessions for management and employee. (Fall 2010)

HRO-AY10G4: Training and Development

> **In alignment with ASCC Plan:**
> **I. Academic Goal 1-Obj.1, 3, 4, 5, &6; Goal 2-Obj.1;**
> **II. Technology Goal 1- Obj.1 and 2; Goal 3-Obj. 1;**
> **III. Facilities: Goal 1-Obj. 1;**
> **IV. Staffing Goal 1- Obj.1;**

Develop training programs to address specific management/ supervisory/employee needs.

- **HRO-Obj.4.1**
  Evaluate principal job duties of each employee and assign correct job title. (Spring 2010)

- **HRO-Obj.4.2**
  Establish official list of all job titles and respective pay rates (Spring 2010)

- **HRO-Obj.4.3**
  Implement new pay scales as approved by the Board of Higher Education. (Fall 2010).

HRO-AY10G5: Training and Development

Develop training programs to address specific management/ supervisory/employee needs.

> **In alignment with ASCC Plan:**
> **I. Academic Goal 1-Obj.1, 3, 4, 5, and 6; Goal 2-Obj.1**
> **II. Technology Goal 1- Obj. 1, 2; Goal 3- Obj.1**
> **III. Facilities: Goal 1- Obj.1**
> **IV. Staffing Goal 1- Obj.1;**

- **HRO-Obj.5.1**
  Establish a training committee to assist HR in developing a standard employee training development plan. (Spring 2010)

- **HRO-Obj.5.2**
  Develop an ASCC employee orientation training for new personnel. (Spring and Fall 2010)

- **HRO-Obj.5.3**
  Provide college wide customer service and diversity training annually. (Spring and Fall 2010)

- **HRO-Obj.5.4**
  Develop/implement employee development program.

HRO-AY10G6: Recruitment and Staffing

Develop recruitment strategies to attract and hire quality candidates in a timely manner.

> **In alignment with ASCC Institutional Strategic Plan:**
> I. Academic Goal 1-Obj.1, 3, 4, 5, and 6
> II. Technology Goal 1- Obj. 2; Goal 3- Obj.1
> III. Facilities: Goal 2- Obj.2
> IV. Staffing Goal 2- Obj.1; Goal 3-Obj.1

- **HRO-Obj.6.1**
  Revise Screening Committee guidelines to allow more flexibility in hiring process (Spring 2010)

- **HRO-Obj.6.2**
  Assist in developing a plan for recruitment of faculty and technical (IT) candidates.

- **HRO-Obj.6.3**
  Revisit HR process in hiring and selection of prospective employees.

FINANCIAL AID

Mission

The mission of the Financial Aid Department is to provide assistance to students, who, without such aid, would be unable to begin or continue education at American Samoa Community College. Promoting and assuring higher education access and opportunity are the basic tenets of the student financial assistance administration. The office maximizes student participation in federal and local student financial aid programs and promotes fiscal responsibility among its clients while providing high quality financial aid services.

FINANCIAL AID

FA-AY10G1: **Promote dissemination of consumer information concerning financial aid programs expenses, requests for reconsideration of financial aid results, application requirements, eligibility criteria, award procedures, and student rights and responsibilities.**

> **In alignment with ASCC Plan:**
> **I. Academic Excellence Goal 1-Obj.3 and 6;**
> **II. Technology Goal 3-Obj.1;**
> **IV. Staffing Goal 1-Obj.1**

- **FA-Obj.1.1**
  Update Financial Aid Handbook and brochures every academic year and disseminate to various high schools and campus departments, for general distribution to the students and parents.

- **FA-Obj.1.2**
  Conduct Financial Aid Workshops for prospective students and parents twice every academic year.

- **FA-Obj.1.3**
  Advertise FWS opportunities and services each semester.

- **FA-Obj.1.4**
  Collaborate with the ASCC Admissions and Counseling staff on recruitment programs and initiatives every semester.

FA-AY10G2: **Maintain up to date policies and procedures in compliance with federal and local regulations.**

> **In alignment with ASCC Plan:**
> **I. Academic Excellence Goal 1-Obj.6 and 7;**
> **II. Technology Goal 1-Obj.1;**
> **III. Staffing Goal 1-Obj.1 and Goal 3-Obj.1**

- **FA-Obj.2.1**
  Work with a consultant regarding auditing financial aid packaging. Read and keep abreast current and updated federal and local policies and procedures and conduct training on a need basis.

- **FA-Obj.2.2**
  Provide up to date training and information opportunities to all financial aid office staff through in-house training and attendance at professional organizational training meetings/workshops.

FA-AY10G3: **Establish essential manual and automated processes to support awarding financial aid to qualified students, according to institutional and federal requirements, and in a timely manner.**

In alignment with ASCC Plan:
> **I. Academic Excellence Goal 1-Obj.3 and 6**
> **II. Technology Goal 1-Obj.1**
> **III. Staffing Goal 1-Obj.1**

- **FA-Obj.3.1**
  Observe and monitor current office policies and procedures to detect any inefficiency, make recommendations and implement a plan on a need basis.
- **FA-Obj.3.2**
  Hire adequate staff to accommodate the workload within the financial aid office operations.
- **FA-Obj.3.3**
  Reconciliation of federal financial aid grants disbursed executed during every semester.

- **FA-Obj.3.4**
  Complete and submit the FISAP and PPA before the federal deadline.

FA-AY10G4: **Provide responsive and efficient service in a student centered environment.**

In alignment with ASCC Plan:
> **I. Academic Excellence Goal 1-Obj.6 and 7;**
> **II. Technology Goal 2-Obj.1;**
> **III. Staffing Goal 1-Obj.1;**
> **IV. Facilities Goal 2-Obj.1**

- **FA-Obj.3.1**
  Hire adequate staff to accommodate the workload within the financial aid office operations.
- **FA-Obj.3.1**
  Instruct and train staff on the importance of customer service and its link to the ASCC mission statement twice every academic year.
- **FA-Obj.3.1**
  Strive for efficiency by having incentives for staff members that are responsive and efficient (evident in the student satisfaction survey)

- **FA-Obj.3.1**
  Offer appropriate counseling for students and parents with special financial situations, done on a need basis.

FA-AY10G5: **Maintain active working relationships and communication with all ASCC offices involved in the provision of financial assistance to students with external agencies, organizations and individuals. This includes the Admissions and Records Office, Business Office and the Management Information Systems Department, any and all ASCC departments offering in-house scholarships, as well as external agencies, such as the PACFAA, WASFAA, NASFAA, local government agencies offering scholarships to ASCC students and local private businesses offering scholarships to ASCC students.**

> **In alignment with ASCC Plan:**
> **I. Academic Excellence Goal 1-Obj.4 and Goal 2-Obj.1;**
> **II. Technology Goal 2-Obj.1;**
> **III. Staffing Goal 3-Obj.1**

- **FA-Obj.5.1**
  Correspond on a weekly basis with the ASCC Admissions and Records Office, Business Office, MIS Department.

- **FA-Obj.5.2**
  Collaborate with the US DOE COD and Region IX regarding student's financial aid records reconciliation and federal report deadlines.

- **FA-Obj.5.3**
  Correspond with various in-house departments, local government agencies and those in the private sector in trying to meet the COA for ASCC students.

- **FA-Obj.5.4**
  Adhere to all PACFAA, WASFAA, NASFAA and the US DOE announcements and trainings for federal updates.

UNIVERSITY CENTER FOR EXCELLENCE ON DEVELOPMENTAL DISABILITIES

Mission

To improve the quality of life for persons with developmental disabilities of all ages. This supported through the University Center for Excellence on Developmental Disabilities activities relating to quality assurance, education and early intervention, child care, health, employment, housing, transportation, recreation, community supports, assistive technology, and cultural integrity, and address the needs of persons with disabilities and their families.

UNIVERSAL CENTER FOR EXCELLENCE
AND DEVELOPMENTAL DISABILITIES

UCEDD-AY10G1:   Interdisciplinary Preservice Preparation and Continuing Education

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1-Obj.4**

- **UCEDD-Obj.1.1**
  Provide education and early intervention interdisciplinary training preservice and continuing education training.

- **UCEDD-Obj.1.2**
  Provide community living interdisciplinary preservice preparation and continuing education.

UCEDD-AY10G2: Community Services : Training, Technical Assistance, Demonstration & Model Activities

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1-Obj.4**

- **UCEDD-Obj.2.1**
  Provide education and early intervention training and technical assistance to schools and early intervention programs.

- **UCEDD-Obj.2.2**
  Provide community living training to support the quality of life and self-determination to live inclusive lives in their communities.

UCEDD-AY10G3: Research

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1-Obj.4 and 6**

- **UCEDD-Obj.3.1**
  Conduct research over the first two years of the grant to develop a surveillance system and gather/collect information on people with developmental disabilities throughout the jurisdiction.

- **UCEDD-Obj.3.2**
  Conduct research to improve the quality of life and self-determination of persons with disabilities to live inclusive lives in their communities;

UCEDD-AY10G4: Dissemination of Information

In alignment with ASCC Institutional Strategic Plan:
I. Academic Excellence Goal 1-Obj.4

- **UCEDD-Obj.4.1**
  Disseminate information gathered on people with disabilities, numbers, services needed, priorities to local service agencies/service providers and general public.

- **UCEDD-Obj.4.2**
  Disseminate information concerning best practices to support the quality of life and self-determination of persons with disabilities in inclusive lives in their communities

- **UCEDD-Obj.4.3**
  Through dissemination build awareness and knowledge of people with disabilities, their parents, family members and service agencies in the CNMI, AS and in the Freely Associated States (Republic of the Marshall Islands, Republic of Palau, and Federated States of Micronesia) to address the needs of people with developmental disabilities and their families to participate in the design of and have access to needed community services, individualized supports and assistance that enable people with developmental disabilities to live productive lives integrated into their communities.

SMALL BUSINESS DEVELOPMENT CENTER

Mission:

To assist small businesses in achieving their goals by utilizing educational resources and modern technology and provide training, consultation, assisting in attaining entry into the market place, and by providing continual assistance in all areas of the business.

SMALL BUSINESS DEVELOPMENT CENTER

SBDC-AY10G1: **Provide service to 15 Extended Engagement Clients**
(Contact = 5 to 10000 hrs)

SBDC-AY10G2: **Provide service to 17 Long Term Clients**
(Prep + Contact = 5 to 10000 hrs)

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1**

- **SBDC-Obj.1.1/2.1**
  To provide counseling and assistance to **4** clients per quarter with 5 hours or more contact time

- **SBDC-Obj.1.2/2.1**
  To provide counseling and assistance to **5** clients per quarter with 5 hours or more prep plus contact time

SBDC-AY10G3: **Assist in the creation of 6 new businesses**

> **In alignment with ASCC Institutional Strategic Plan:**
> **I. Academic Excellence Goal 1**

- **SBDC-Obj.3.1**
  To help and assist at least 2 clients per quarter start their businesses.

SBDC-AY10G4: Accountability for business capital infusion of $200,000 or more

In alignment with ASCC Institutional Strategic Plan:
I. Academic Excellence Goal 1

- **SBDC-Obj.4.1**
  To be accountable for at least $50,000 business capital infusion per quarter

SBDC-AY09G5: Create one new Training Seminar to Support the Need for Management Training for Small Businesses.

In alignment with ASCC Institutional Strategic Plan:
I. Academic Excellence Goal 1
II. Technology Goal 1 and 4
IV. Staffing Goal 1

- **SBDC-Obj.5.1**
  To train **93** people per quarter in different areas such as Business Start-Up, Grant Writing, Supervisor Training, Marketing and Customer Service and QuickBooks