



2016 Review of the ASCC ISP 2015-2020

Institutional Planning Executive Core Committee



AMERICAN SAMOA COMMUNITY COLLEGE
Institutional Planning Executive Core Committee

June 17, 2016

Talofa Dr. Seth Galea'i, Dr. Rosevonne Pato, and Dr. Mikaele Etuale,

The Institutional Planning Executive Core Committee (IPECC) gladly submits its first status report of the American Samoa Community College Institution Strategic Plan (ISP) 2015-2020 to the Leadership Triangle.

Provided, as attachments to this document include summaries of the processes taken by the IPECC in review of the ISP 2015-2020, status updates on ISP outcome achievements in the form of recommendations, and an appendices section of evidence.

Fa'afetai,

A handwritten signature in black ink, appearing to read 'S. Pato', is written over a horizontal line. Below the signature, the text 'IPECC Chairman' is printed.

IPECC Chairman

AMERICAN SAMOA COMMUNITY COLLEGE
Institutional Planning Executive Core Committee

Authority:

The Institutional Planning Executive Core Committee (IPECC) is a governance constituency given the authority to plan the process of program review; monitor the progress of all departments and programs as they undergo institutional wide program review; identify and propose recommendations on strategic priorities based on program review data; monitor the implementation of strategic priorities through institutional defined data collection mechanisms; and report semiannually on the status of the institutional strategic plan. ¹

Implementation of Committee Tasks and Findings:

The IPECC began its review of the Institutional Strategic Plan (ISP) 2015-2020 in the beginning of April 2016 after the Leadership Triangle presented a clarification of the Committee's membership, scope, and roles in March 2016.

The Committee prior to the review of the ISP implemented a review of the annual Divisional Assessment and biennial Institutional Program Review survey templates to assure accuracy and inclusiveness in the assessment of ASCC's Mission. The review encompassed all services that include institutional services, academic services, student services, administrative services, research services, and extension and outreach services. The Committee's review of the program review templates were completed in the beginning of May and routed for approval to the Leadership Triangle on the 11th of May for institutional dissemination and input.²

In preparation to review and the ISP 2015-2020, the IPECC recommended that a Task Force be convened to take part in the review of ISP goals, objectives, and expected outcomes. The Committee's recommendation was to ensure a broad-based

¹ Participatory Governance Structural Manual, pp. 16-17

² ASCC 2016 Program Review Memo, pp. 1-3

representation from all service divisions given affiliation and authority in the review of ASCC's ISP 2015-2020. On May 25th a memo was approved by the Leadership Triangle in support of the IPECC recommended chairpersons to provide status updates to the ISP. ³

On May 25th the IPECC Chairman, facilitated a task review for the ISP Task Force. This review included committee composition for each of the strategic focuses, the review processes, a template to report committee findings, and a timeline of meeting schedules.⁴ The Task Force Committees completed their reviews on the 8th of June and submitted their ISP status updates to the IPECC for its review. ⁵

The IPECC reviewed the Task Force ISP status updates for each of the plans and provided a comprehensive review using program review data, institutional data, and policies in the finalizing of the ISP 2015-2020 status updates.⁶ Given the IPECC's review, a template was identified to link all ISP expected outcomes and the IPECC status recommendations to the Academic Excellence Plan.

During the review of the ASCC 2016 program review data, there were several common/outstanding recommendations noted in the IPECC's review. These recommendations include:

- To change the implementation cycle of assessment/program review to the fall of each year to allow adequate time for the institution to review and assess institutional data, processes, and shared governance;
- To initiate an annual professional recognition of all ASCC employees;
- To link student opinion data to service divisions for planning and improvement of SOPs;

³ Task Force Memo: Review of ISP 2015-2020

⁴ Task Force Committee: ISP Review Process PPT Presentation

⁵ Appendix A: Task Force Updates (Academic Excellence, Technology, Physical Facilities and Maintenance, Staffing, Total Cost of Ownership)

⁶ Appendix B: IPECC Update of ISP 2015-2020

- To reemphasize the linkage of each divisional mission to ASCC's Mission and provide training accordingly and consistently;
- To review service missions of all divisions to review and assess appropriateness of annual allocation;
- To reemphasize the importance of internal program review and transparency of divisional mission effectiveness and resource allocation and to review the appropriateness and accuracy of institutional protocol and all institutional forms;
- To review access policies to data systems and confidentiality pertaining to access and data;
- To increase funding sources for software updates, improvement of email services, and increase network improvements/connectivity;
- To reemphasize the importance of ADA and OSHA compliance, facility maintenance, and safety; and,
- To reemphasize transparency of institutional newsletters and updates on governance, institutional processes and activities to accommodate employees who are not required computer/internet access.

ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 1

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 FY 2018 FY 2019 FY 2020

Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Academic Excellence Objective 1: ASCC will provide qualified faculty, appropriate facilities and a curriculum driven by outcome qualities and competencies.

Expected Outcomes (EO):

1. A comprehensive institutional process has been defined to designate faculty and staff according to expertise and is aligned to divisional operations; **Status: Partially Completed (Ongoing)**
2. Processes and policies are reviewed and are updated accordingly to institutional internal and external trends. **Status: Partially Completed (Ongoing)**
3. Trends on student enrollment are documented and analyzed to determine high need areas in teaching and learning, and professional services; **Status: Partially Completed (Ongoing)**
4. Vacant positions and high need content and service areas continue to be fulfilled. **Status: Partially Completed (Ongoing)**
5. An institutional scheduling process is defined for the scheduling of all courses offered at ASCC to determine the maximization of classroom, labs, resource, and office space and occupancy intervals. **Status: Completed (Ongoing)**
6. A Student Learning Outcome Awareness and Implementation Plan is defined and implemented to all ASCC employees. **Status: Partially Completed (Ongoing)**

Committee Recommendations:

1. **Expected Outcomes 1 and 2:**
 - a. Define a comprehensive institutional process for designating faculty and staff based on expertise.
 - b. Clarify processes for reviewing of policies.
 - c. Set a timeline cycle of 5 years for Policy review.
 - d. Designate Divisions/Committees to clarify processes for reviewing policies.

- e. Clarify the role of HR in the Policy review process.
 - f. Refer to Staffing Sub committee for policy review.
- 2. Expected Outcome 3 & 4:**
- a. Clarify high need areas based on number of students enrolled in development courses.
 - b. Define, review and assess tracking processes for job placement.
 - c. Provide annual analysis of Academic Program Review results for Academic Departments.
 - d. Share analysis for planning and allocation of resources.
 - e. Differentiate hard to fill areas from high need areas.
- 3. Expected Outcome 5:**
- a. Refer to Physical Facility Maintenance Plan- Comprehensive Maintenance Plan on Occupancy.
 - b. Request Accessibility of the 2nd floor to the Administration Building to be in compliance with ADA policies.
 - c. Revisit SOP on Campus Security and Support Services After hours.
 - d. Compile evidence in a report file.
- 4. Expected Outcome 6:**
- a. Need an outcome awareness and implementation Manual for all Divisions.
 - b. Revisit process on outcome awareness to be inclusive of ALL Divisions on SLO at all levels (Course outcomes, Program Learning Outcomes, Institutional Learning Outcomes, and Divisional outcomes).
 - c. Continue to improve on outcome awareness for all faculty and adjuncts:
 - i. TED has assessment data for all TED courses internally and gives data for the Institution following the Assessment Cycle.
 - ii. All adjunct faculty are required to take the College offered Assessment 101 before being considered for adjunct position.
 - iii. SLO assessment is part of the Performance Evaluation for all FT and PT faculty to include adjunct faculty as well.

Strategic Focus:	Strategic Goals:	Strategic Objectives:	Expected Outcomes:	Status:	Committee Recommendations:
Staffing Plan: (Aligned to Academic Excellence Expected Outcome 4)	1	1	1, 2, & 3	EO 1: Incomplete EO 2: Incomplete EO 3:	<ul style="list-style-type: none"> • The Committee recommends that the Staffing Review Committee (SRC) be developed and roles and scope be clarified. • The Committee

				Partially Completed	recommends that the institution follow established policies in updating official personnel records.
Staffing Plan: <i>(Aligned to Academic Excellence Expected Outcome 1)</i>	1	1	1 & 2	EO 1: Partially Completed EO 2: Partially Completed	<ul style="list-style-type: none"> The Committee recommends that the schedule of institutional training should be part of the SRC and is implemented according.
Staffing Plan: <i>(Aligned to Academic Excellence Expected Outcome 3)</i>	1	1	3 & 4	EO 3: Partially Completed EO 4: Partially Completed	<ul style="list-style-type: none"> The Committee recommends that there be established standard criteria for awarding recognition for both faculty and staff. The Committee recommends that the SRC stipulates criteria for faculty and staff recognition for serving in institutional standing/task force committees.
Staffing Plan: <i>(Aligned to Academic Excellence Expected Outcome 3)</i>	1	1	5	EO 5: Incomplete	<ul style="list-style-type: none"> The Committee recommends the establishing of the SRC and initiate plan of action.
Technology Plan:					<ul style="list-style-type: none">
Physical Facilities and Maintenance Plan: <i>(Aligned to Academic Excellence Expected Outcome 5)</i>	1	1	4 & 5	EO 4: Completed EO 5: Completed	<ul style="list-style-type: none"> The Committee recommends that the Comprehensive Maintenance Plan is reviewed annually for updates and ensures that the plan is implemented and monitored for quality assurance.
Total Cost of Ownership Plan: <i>(Aligned</i>	1	3	5 & 6	EO 5: Partially Completed	<ul style="list-style-type: none"> Although the review of the organization chart was completed in

<i>to Academic Excellence Expected Outcome 1)</i>				EO 6: Completed	FY2015, the Committee recommends an analysis emphasizing the effectiveness of organizational structure and governance is institutionalized.
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ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 2

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 FY 2018 FY 2019 FY 2020

Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Academic Excellence Objective 2: ASCC will Assess, Evaluate, and Document recommendations to improve institutional effectiveness.

Expected Outcomes:

1. A document has been finalized and approved emphasizing processes for institutional program review; **Status: Completed (Ongoing)**
2. Institutional policies are updated and routed accordingly for approval to include program review; **Status: Completed (Ongoing)**
3. A document has been finalized and approved emphasizing processes for institutional assessment and planning; **Status: Completed (Ongoing)**
4. Institutional policies are updated and routed accordingly for approval to include institutional assessment and planning; **Status: Completed (Ongoing)**
5. An institutional manual is compiled, approved, and disseminated on institutional program review, assessment, and planning and aligned to institutional policies; **Status: Completed (Ongoing)**
6. SLO updates and reports are compiled, analyzed, and disseminated accordingly by all academic and administrative divisions. **Status: Completed (Ongoing)**

Committee Recommendations:

1. **Expected Outcomes 1 & 2:**
 - a. ASCC has in place two Program Review Instruments with set timeline cycles for implementation. Institutional Program Review and Divisional Assessment- Program Review. All divisions are encouraged to participate in both program reviews for continuous improvement.
 - b. ASCC through its Board Policies on Assessment and Program Review are in place for accountability purposes. One of the following Board policies: Policy 1004- Comprehensive Program Review and Assessment of Instructional Program, Student Services

and Administrative Services documents the inclusion of Program review.

2. Expected Outcomes 3 & 4:

- a. Continue to improve outcome assessment and planning processes
- b. Provide analysis for all Program Review instruments to all Division
- c. Use analysis and results of Program Review for resource allocation

3. Expected Outcomes 5 & 6:

- a. Use assessment data and program review analysis for instructional improvement of SLOs at all levels
- b. Continue to be SLO driven in planning and decision making
- c. Use analysis and results for resource allocation and program improvement

Strategic Focus	Strategic Goals:	Strategic Objectives:	Expected Outcomes:	Status:	Committee Recommendations:
Staffing Plan: <i>(Aligned to Academic Excellence Expected Outcome 4)</i>	3	1	1	EO 1: Completed	<ul style="list-style-type: none"> • The Committee recommends that the SRC play an integral role in the review of policies on hiring.
Technology Plan:					<ul style="list-style-type: none"> •
Physical Facilities and Maintenance Plan:					<ul style="list-style-type: none"> •
Total Cost of Ownership Plan:					<ul style="list-style-type: none"> •

ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 3

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 FY 2018 FY 2019 FY 2020

Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Academic Excellence Objective 3: ASCC will emphasize High Quality Teaching and Services.

Expected Outcomes:

1. A report is generated annually assessing the accurateness of institutional resources, utilization of these resources, cost of maintenance, and projection of new resources for future resource allocation; **Status: Partially Completed (Ongoing)**
2. Divisional organizational charts emphasize alignment of all employment positions to divisional operations (Standard Operating Procedures) and outcomes; **Status: Completed (Ongoing)**
3. An analysis on faculty/staff performance evaluations is compiled annually emphasizing professional needs; **Status: Completed (Ongoing)**
4. Increasing improvements on data collection methods, analysis and dissemination of student achievement and institutional/divisional outcome achievement. **Status: Partially Completed (Ongoing)**

Committee Recommendations:

1. **Expected Outcome 1:**
 - a. Need to determine whether the ASCC Annual Report or Comprehensive Maintenance Plan 2015-2020 addresses the Expected outcomes.
 - b. Refer to the PFM Plan to initiate the FRC to address expected outcome one.
2. **Expected Outcomes 2 & 3:**
 - a. Provide an annual analysis of faculty/staff performance evaluation.
 - b. Identify responsible divisions/committee in providing analysis.
 - c. Use analysis to identify Professional Needs and set priorities.
 - d. Use analysis of faculty /staff performance evaluation to determine appropriate classification based on qualifications and expertise.
3. **Expected Outcome 4:**

- a. Continue college wide discussion on Student Achievement; its meaning and alignment to program outcomes, course and student.
- b. Need a manual aside from Academic Affairs SOP on processes and procedures for data collection.
- c. Clarify SOP on exit clearances for faculty and adjuncts as required by Academic Affairs.

Strategic Focus	Strategic Goals:	Strategic Objectives:	Expected Outcomes:	Status:	Committee Recommendations:
Staffing Plan: <i>(Aligned to Academic Excellence Expected Outcome 3)</i>	1	1	4	EO 4: Partially Completed	<ul style="list-style-type: none"> The Committee recommends that divisions report all professional development to HR for archiving and HR provides an Annual Report detailing areas of training and professional development required. The Committee also recommends to utilize IE to centralize and archive institutional reports.
Staffing Plan: <i>(Aligned to Academic Excellence Expected Outcomes 2 & 3)</i>	2	1	3 & 4	EO 3: Partially Completed EO 4: Completed	<ul style="list-style-type: none"> The Committee recommends a thorough review of the expected outcomes three and four not limited to the monitoring of evaluation processes for all employees.
Technology Plan:					<ul style="list-style-type: none">
Physical Facilities and Maintenance Plan: <i>(Aligned to Academic Excellence Expected Outcome 1)</i>	1	1	1, 2, & 3	EO 1: Incomplete EO 2: Incomplete EO 3: Partially Completed	<ul style="list-style-type: none"> Currently there is no Facilities Review Committee (FRC). The Committee emphasizes the need to establish this committee and its roles and responsibilities. In addition, there is a need to document processes in reviewing ASCC's physical facilities to ensure it is compliant

					with local and federal regulations.
Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcome 1)	1	1	6	EO 6: Partially Completed	<ul style="list-style-type: none"> The Comprehensive Maintenance Plan 2015-2020 identifies possible funding sources through federal grants and local funds but it is yet to be implemented through annual institutional budget review. The Committee recommends that maintenance, repairs, new constructions, etc. to be included in all future grant proposals as it applicable.
Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcomes 2 & 3)	1	2	1 & 2	EO 1: Partially Completed EO 2: Incomplete	<ul style="list-style-type: none"> The Committee emphasizes the need for qualified technical/specialized air conditioning personnel. The Committee recommends that support staff receive training in specialized/skilled areas. The Committee recommends that institution utilize the TTD Apprenticeship Program. The Committee also recommends for the institution to assist all maintenance personnel to get certification as per requirement in their area of expertise.
Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcome 1)	2	1	1 & 2	EO 1: Partially Completed EO 2: Incomplete	<ul style="list-style-type: none"> The Special Projects Manager, Procurement Officer and Physical Facilities Management Officer began the process of collecting all construction documents and is planning to archive

					<p>these important documents at the ASCC Library.</p> <ul style="list-style-type: none"> Committee Inquiries: Are blueprints for existing buildings such as the Library, Lecture Hall, and other recent constructions available or archived? If so where?
<p>Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcome 1)</p>	2	1	3 & 4	<p>EO 3: Completed</p> <p>EO 4: Completed</p>	<ul style="list-style-type: none"> The Committee recommends to continue to monitor the Maintenance Plan and continue to assess its progress in weekly, bi-weekly, and quarterly report.
<p>Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcome 1)</p>	2	1	5	<p>EO 5: Partially Completed</p>	<ul style="list-style-type: none"> The Committee recommends to review the Comprehensive Maintenance Plan to be integrated with the annual budget preparation and review process. The Committee recommends to establish the FRC to assess the Maintenance Plan 2015-2020 and make recommendations for institutional dialogue in ASCC's budget preparation as applicable to local and federal funding.
<p>Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcomes 1, 3, & 4)</p>	3	1	1, 2, & 3	<p>EO 1: Completed</p> <p>EO 2: Completed</p> <p>EO 3: Completed</p>	<ul style="list-style-type: none"> The Committee recommends continuous re-certification.

Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcomes 1)	3	1	4, 5, & 6	EO 4: Partially Completed EO 5: Incomplete EO 6: Partially Completed	<ul style="list-style-type: none"> The Committee recommends that training across the board for proper care and usage of facilities and equipment to reduce ASCC overhead cost on maintenance. This training should be headed by PFM & TTD. The Committee recommends to include Finance and MIS versus TTD and to clarify the role of FRC in the implementation process.
Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcomes 1)	4	1	1	EO 1: Completed	<ul style="list-style-type: none"> The Committee recommends to review this plan annually for updates for institution decision making and to ensure it is implemented.
Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcomes 1)	4	1	1	EO 2: Partially Completed	<ul style="list-style-type: none"> The Comprehensive Maintenance Plan 2015-2020 was completed after the annual budget review for 2015-2016 was conducted. The Committee strongly recommends that this plan be used for the 2016-2017 institution budget preparation and planning. The Committee recommends that the FRC be established for the review, assessment, and implementation of this expected outcome. A review of the budget ceiling for

					<p>maintenance/facilities and resource allocation according to the PFM Plan 2015-2020.</p>
<p>Total Cost of Ownership Plan: (Aligned to Academic Excellence Expected Outcome 1)</p>	1	2	1, 2, & 3	<p>EO 1: Completed</p> <p>EO 2: Partially Completed</p> <p>EO 3: Completed</p>	<ul style="list-style-type: none"> The Committee recommends for PFM to implement a regular maintenance schedule: Weekly, Bi-Weekly, Monthly, or Quarterly. This is to assist in the reduction of emergency repairs for our facilities. It is noted that maintenance are done based on Job Orders. The Committee noted a routine maintenance of A/C is currently practiced. The Committee recommends to link schedules (SOPs) to the Comprehensive Maintenance Plan 2015-2020 and implement.
<p>Total Cost of Ownership Plan: (Aligned to Academic Excellence Expected Outcome 2)</p>	1	2	4 & 5	<p>EO 4: Incomplete</p> <p>EO 5: Partially Completed</p>	<ul style="list-style-type: none"> The Committee emphasized the need for qualified technical/specialized air conditioning personnel. The Committee recommends that support staff receive training in specialized/skilled areas. The Committee recommends that the institution utilize the TTD Apprenticeship Program to assist maintenance personnel to receive certification as per requirement in their area of expertise. The Committee recommends to review

					employment job descriptions for competitive packages for institutional specialized/technical areas.
Total Cost of Ownership Plan: (Aligned to Academic Excellence Expected Outcomes 1 & 3)	1	3	3 & 4	<p>EO 3: Partially Completed</p> <p>EO 4: Completed</p>	<ul style="list-style-type: none"> It is noted that the professional development priority for the faculty and Academic Affairs has been completed. The Committee recommends that travel needs must be assessed for all other areas in addition to Academic Affairs. The Committee recommends to review the appropriateness of a long-term professional development institutional plan based on institutional growth, compliance, and continuous improvements.

ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 4

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 FY 2018 FY 2019 FY 2020

Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Academic Excellence Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.

Expected Outcomes:

1. Institutional publicity has increased in research, awareness, and program salient accomplishments; **Status: Completed (Ongoing)**
2. Constant reviews and updates on all (Current and New) ASCC MOUs, job placements, and transfers are documented and centralized institutionally and archived; **Status: Completed (Ongoing)**
3. An increase in community advisory council participation in program affairs has been documented and centralized institutionally and archived; **Status: Completed (Ongoing)**
4. A service learning plan has been identified and implemented. **Status: Partially Completed (Ongoing)**

Committee Recommendations:

1. **Expected Outcome 1:**
 - a. Need to improve on availability of services provided to students and Parents/community.
 - b. Recommend Press Release & Recruiting needs to be increased.
2. **Expected Outcomes 2 & 3:**
 - a. Revisit Processes in regards to Advisory Council:
 - i. Review the role and purpose of Advisory council and its link to all Academic Programs;
 - ii. Set timeline for Advisory council meetings for all Academic Departments;
 - iii. Submit and centralize all Academic Departments advisory council meeting minutes and agendas;
 - iv. Provide summaries on the impact of activities and inclusion of Advisory Council to Instructional Programs and Student Achievement;

- v. Report on how Advisory council assist with workforce placement and curriculum;
- vi. Include as a component of the Academic Program Review Instrument.
- b. Draft/update an Advisory Council Handbook;
- c. Initiate review, assessment and timeline cycle of Advisory Council Handbook;
- d. Recommendation that all ASCC MOUs are archived institutionally at IE;
- e. Internal allocation of funding for Research, community and outreach services.

3. Expected Outcome 4:

- a. Need to identify and implement a Service learning plan
- b. Lack of funding source;
- c. Revisit the Service Learning for Academic Programs;
- d. Psychology courses require students to complete a 40-hour service learning project;
- e. Need to reassess courses that use Service Learning not to confuse with Practicums;
- f. Need to reassess all courses for implementation of Service Learning;
- g. To further assess and research how programs integrate service learning in the achievement of Program Learning Outcomes.

Strategic Focus	Strategic Goals:	Strategic Objectives:	Expected Outcomes:	Status:	Committee Recommendations:
Staffing Plan:					
Technology Plan:					
Physical Facilities and Maintenance Plan:					
Total Cost of Ownership Plan:					

ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 5

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 FY 2018 FY 2019 FY 2020

Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Academic Excellence Objective 5: ASCC will increase the Quality and Availability of Educational Technology.

Expected Outcomes:

1. A plan has been reviewed, implemented, and assessed for professional development on technological system upgrades and multimedia technological devices appropriate to instruction and services offered at ASCC; **Status: Partially Completed (Ongoing)**
2. An assessment on the need of outreach courses is documented and a plan of implementation has been identified. The plan should include possible outreach designated site MOUs, resources, technical support, and stability of instructional delivery; **Status: Incomplete (Ongoing)**
3. An assessment on all ASCC's current technologies and its impact on SLOs are documented with recommendations on the trends in educational technologies listed for future planning and budgeting; **Status: Partially Completed (Ongoing)**

Committee Recommendations:

1. **Expected Outcome 1:**
 - a. Need on going Professional development for Faculty and Staff on MOODLE, Smart-board, etc..
 - b. Continue to provide professional development off-island for staff to improve services on DATATEL, Compliance Assist, IPEDs, etc.
 - c. Improve implementation of technology plan for professional development and system upgrades
 - d. Provide an update, presentation or training to the institution in regards to upgrades of technology.
 - e. Compile all professional development recommendations from each of the plans to cover institutional high need areas that include trends in technology, TCO, compliance, and high needed areas/skills.
2. **Expected Outcome 2:**

- a. Encourage faculty to use MOODLE or a related program to enhance teaching and curriculum. To provide training for faculty to use Moodle annually.
- b. Consider expanding instructions through distance learning

3. Expected Outcome 3:

- a. Does ASCC have an assessment SOP to assess current status of technologies in place? Review.
- b. Need to see plan and share with all stakeholders on Technology.
- c. SOP Manual for Technology shared with all.
- d. Need an annual assessment of ASCC technologies in place such as smart-board, computers, etc.

Strategic Focus	Strategic Goals:	Strategic Objectives:	Expected Outcomes:	Status:	Committee Recommendations:
Staffing Plan:					
<p>Technology Plan: (Aligned to Academic Excellence Expected Outcomes 1)</p>	1	1	1, 2, 3, 4, 5, & 7	<p>EO 1: Partially Completed</p> <p>EO 2: Partially Completed</p> <p>EO 3: Partially Completed</p> <p>EO 4: Partially Completed</p> <p>EO 5: Partially Completed</p> <p>EO 7: Partially Completed</p>	<ul style="list-style-type: none"> • The Committee recommends to clearly establish the Technology Resource Committee (TRC) with clarification of roles and responsibilities. • The Committee recommends to submit all processes dealing with technology into evidence and assign someone in TRC to review local and federal regulations. Request someone in IE to collect all data from all labs to make a “semester based report” on computer accessibility for students. • The Committee recommends that a semester report be consolidated and Reports need to be institutionalized throughout ASCC. • The Committee emphasizes that the

					<p>“Minimum Specs” for computers needs to be reviewed and updated every three years to keep up with the ever changing technological environment. Operating systems, internet browsers, Microsoft office, antivirus should be included. Connectivity should also be considered in minimum specs. Internet connection is conducive to student learning, so speed matters.</p>
<p>Technology Plan: (Aligned to Academic Excellence Expected Outcome 3)</p>	1	1	6	EO 6: Partially Completed	<ul style="list-style-type: none"> The Committee recommends that training should include all staff and faculty utilizing internal resources and programs.
<p>Technology Plan: (Aligned to Academic Excellence Expected Outcomes 2 & 3)</p>	1	1	7, & 8	EO 7: Partially Completed EO 8: Partially Completed	<ul style="list-style-type: none"> There is no evidence of a plan for an annual assessment is in place. Expected outcome eight mentions a replacement and purchase plan. There is a maintenance plan but not in technology evidence. The Committee recommends the review of the TRC roles to include the technological needs of the institution.
<p>Technology Plan: (Aligned to Academic Excellence Expected Outcome 3)</p>	1	1	9	EO 9: Partially Completed	<ul style="list-style-type: none"> The Committee recommends the review of the TRC roles to include the technological needs of the institution.
<p>Technology Plan: (Aligned to Academic Excellence)</p>	1	2	1 & 2	EO 1: Partially Completed	<ul style="list-style-type: none"> The Committee recommends that an upgrade for software be updated periodically.

Expected Outcome 3)				EO 2: Partially Completed	<p>Note: Accessibility (administrative privilege) and confidentiality clarification in policies and institutional procedures for ASCC operations.</p> <ul style="list-style-type: none"> • The Committee recommends that a semester report be collected and compiled by a division to report all student- computer lab data. Note: Unify all reporting stats for student usage of computer labs. • The Committee recommends to consult with ASTCA for assistance in pricing for internet. (\$500 for IMB-ASTCA) • The Committee recommends that Internet rates needs to be revisited for cost effective measures.
Technology Plan: (Aligned to Academic Excellence Expected Outcome 2)	2	1	1	EO: 1: Incomplete	<ul style="list-style-type: none"> • The Committee recommends that network design should be reviewed. Sub-networks should be implemented for security issues. • The Committee recommends that the phone system should be upgraded to a PBX system that is based on an SIP standard. • The Committee recommends to initiate the roles of the TRC
Technology Plan: (Aligned to Academic Excellence	2	1	2 & 3	EO 2: Incomplete EO 3:	<ul style="list-style-type: none"> • The Committee recommends that status Reports be based on data usage for random users to

Expected Outcome 1)				Incomplete	<p>be studied. Note: Refer to the review of the TRC.</p> <ul style="list-style-type: none"> The Committee recommends that an external consultant should be hired to assess the connectivity, network stability and future expansion to be assessed every three years. (Review appropriateness)
Technology Plan: (Aligned to Academic Excellence Expected Outcome 2)	3	1	1	EO 1: Incomplete	<ul style="list-style-type: none"> The Committee recommends that Distant Learning technologies be re-visited. Note: Revive Distance Learning (Compatibility with Moodle) Review efficacy of distance learning and asynchronous online learning. The Committee recommends that online support services be available after hours so that continuing education students have access to these services.
Physical Facilities and Maintenance Plan:					<ul style="list-style-type: none">
Total Cost of Ownership Plan: (Aligned to Academic Excellence Expected Outcome 1)	1	1	1 & 2	EO 1: Partially Completed EO 2: Completed	<ul style="list-style-type: none"> Fixed Asset Inventory only captures PO with amounts of \$5,000 and above. The Committee recommends the review of the inventory process to capture all technology equipment. In addition, it is recommended that the institution review Policy 7000.6 of Inventories of Materials and Equipment that all divisions are responsible to keep their

					<p>own inventories.</p> <ul style="list-style-type: none"> The Committee also Emphasizes Policy 7211- Sale or Disposal of Property or Equipment.
<p>Total Cost of Ownership Plan: (Aligned to Academic Excellence Expected Outcome 1)</p>	1	1	3 & 4	<p>EO 3: Partially Completed</p> <p>EO 4: Partially Completed</p>	<ul style="list-style-type: none"> The Committee recommends that MIS support staff receive their required annual update training and/or get the required certification to support the institution technology needs. The Committee recommends across board training for the institution on proper usages of all technology and equipment. The Committee recommends to include training during ASCC's Annual Convocation.
<p>Total Cost of Ownership Plan: (Aligned to Academic Excellence Expected Outcomes 2 & 3)</p>	1	1	5	EO 5: Partially Completed	<ul style="list-style-type: none"> The Committee found that ASCC MIS team conducts regular internal assessment. In addition, it is not recommended that external assessment is conducted by internet providers, due to conflict of interest. It is noted that the current bandwidth is not sufficient for ASCC but purchasing of additional bandwidth is dependent on additional funding. The Committee recommends to revise language on expected outcomes #5 to reflect institutional assessment of internet instead to software accessibility etc.

<p>Total Cost of Ownership Plan: <i>(Aligned to Academic Excellence Expected Outcomes 1, 2, & 3)</i></p>	<p>1</p>	<p>1</p>	<p>6</p>	<p>EO 6: Completed</p>	<ul style="list-style-type: none"> • The Committee noted that this was done through the annual budget process. • For ongoing quality assurance, a recommendation to link budget processes to the 2015-2020 Comprehensive Maintenance Plan.
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ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 6

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 FY 2018 FY 2019 FY 2020

Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Academic Excellence Objective 6: ASCC will continue to strengthen its services in Academic Advising, Counseling, Tutoring, Finances, Resources, and Campus Life.

Expected Outcomes:

1. An assessment of student awareness and the reporting of student information based on the effectiveness of ASCC's academic advising, tutoring services, counseling services, are documented; **Status: Partially Completed (Ongoing)**
2. Outreach recruiting procedures is institutionalized, documented, and centralized; **Status: Partially Completed (Ongoing)**
3. A process for a calendar of institutional activities are generated annually and disseminated accordingly; **Status: Partially Completed (Ongoing)**
4. An assessment of the ASCC safety plan is documented and archived. **Status: Completed (Ongoing)**

Committee Recommendations:

1. Expected Outcomes 1 & 2:

- a. Improve processes on student services available to students;
- b. Identify a comprehensive support service in alignment with Student Achievement;
- c. Improve on Tutorial services available to students;
- d. Conduct a program review on assessment of all Services available to students similar to Academic program review of Instructions;
- e. Revisit assessment and review of CLP course to put back in GE for students;
- f. Need to improve services provided to students and Parents/community;
- g. Need to share process and procedures for recruiting and where that data is stored on numbers recruited etc. Not sure where that data is and or how shared with college;

- h. Need to know SOP for counseling, etc., advising, etc., transfer process to other colleges, etc. (Institutional Available and archived);
- i. Need to provide & improve on Marketing, outreach, and recruitment processes also in programs such as Scholarships, Financial Aid & work-studies;
- j. Need to improve on Marketing, outreach, and recruitment processes and Activities;
- k. Marketing committee needs to have a solid plan in place;
- l. SOPs be archived at IE.

2. Expected Outcomes 3 & 4:

- a. Clarify process for an Institutional Calendar of Activities;
- b. Identify accountable Divisions for review and assessment of process;
- c. Need to revisit YANA, etc. for young people;
- d. Revisit opening library on weekends for the Community to encourage community services like summer reading for kids, etc.;
- e. Revisit the ACNR Wellness Center usage; no advertising for that these days? Wellness is important for safety too (Awareness of Services);
- f. Institutionally archive ASCC Safety Plan, Maintenance Plan, Campus Safety Plan and to make available to all internal constituents.

Strategic Focus	Strategic Goals:	Strategic Objectives:	Expected Outcomes:	Status:	Committee Recommendations:
Staffing Plan:					
Technology Plan:					
Physical Facilities and Maintenance Plan:					
Total Cost of Ownership Plan:					

ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 7

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 FY 2018 FY 2019 FY 2020

Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Academic Excellence Objective 7: ASCC will enhance opportunities for student academic, career, and personal success.

Expected Outcomes:

1. An institutional process for collecting data on alumni, student transferability, and job placements are documented and centralized institutionally and archived and publicized; **Status: Partially Completed (Ongoing)**
2. A document that specifies updates on current and new articulation agreements is centralized institutionally and archived; **Status: Completed (Ongoing)**

Committee Recommendations:

1. **Expected Outcome 1:**
 - a. Need to request data from ASG Human Resource, semiautonomous agencies, local Army Reserve and other military branches, and private sectors in collecting the number of ASCC graduates employed;
 - b. Continue to improve tracking mechanisms to ensure meeting Institutional student achievement standards;
 - c. Clarify processes and timeline cycles for data collection, transfer to Higher Education, and job placement;
 - d. Centralize all data for continuous improvement of Tracking;
 - e. Need Manual on Employment counseling;
 - f. Need an office for Employment Counseling;
 - g. Host more Career Days;
 - h. Need to have a centralized office and staff for Alumni information;
 - i. Improve and update methods of collecting this data and information;
 - j. Review institutional data sets appropriate to services offered for transferability and tracking of students.
2. **Expected Outcome 2:**

- a. Continue to expand articulation agreements with US Accredited Colleges and Universities as majority of signed articulations are with Hawaii Colleges and Universities;
- b. Improve tracking of transfer students in order to initiate articulation agreements with other US Accredited Colleges.

Strategic Focus	Strategic Goals:	Strategic Objectives:	Expected Outcomes:	Status:	Committee Recommendations:
Staffing Plan:	3	1	4	EO 4: Partially Completed	<ul style="list-style-type: none"> • The Committee recommends that a MOU is established for partnership purposes of LDS. • The Committee recommend to institutionalize the processes of data archiving, for internal and external reporting through the office IE.
Technology Plan:					•
Physical Facilities and Maintenance Plan:					•
Total Cost of Ownership Plan:					•

ACADEMIC EXCELLENCE GOAL 1: OBJECTIVE 8

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 FY 2018 FY 2019 FY 2020

Academic Excellence Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Academic Excellence Objective 8: ASCC will continue to expand academic programs to meet the needs of the community.

Expected Outcomes:

1. Institutional dialogue is documented towards the transitioning to a four-year institution under the purview of WASC ACSCU; **Status: Completed (Ongoing)**
2. Program and workforce developments for local expansion are documented; **Status: Partially Completed (Ongoing)**
3. ASCC’s mission and vision statement is assessed to determine institutional and community needs biennially. **Status: Partially Completed (Ongoing)**

Committee Recommendations:

1. **Expected Outcomes 1, 2, & 3:**
 - a. Aside from the Bachelor in Elementary Education, what other Academic Programs have initiated or planned to offer a four year Program(s)?
 - b. Has the Institution initiated dialogue on transitioning to a four-year college? If so, what would be the next Program or emphasis based on the need by the Community or local MOUs?
 - c. Note: The dialogue regarding a second program to comply with the requirements of the Senior Commission (4-year institution) includes: SSI, Nursing, and Business.

Strategic Focus	Strategic Goals:	Strategic Objectives:	Expected Outcomes:	Status:	Committee Recommendations:
Staffing Plan: <i>(Aligned to Academic</i>	3	1	2 & 3	EO 2: Incomplete	<ul style="list-style-type: none"> • The Committee recommends that personnel needs be

<i>Excellence Expected Outcome 1 & 2)</i>				EO 3: Incomplete	institutionally documented and referred through the process of prioritization.
Technology Plan:					
Physical Facilities and Maintenance Plan:					
Total Cost of Ownership Plan:					

ACADEMIC EXCELLENCE GOAL 2: OBJECTIVE 1

Please indicate the Fiscal Year to Achieve Institutional Strategic Priorities and Expected Outcomes/Recommendations:

FY 2017 FY 2018 FY 2019 FY 2020

Academic Excellence Goal 2: ASCC will support Faculty and Staff Performance Commitment.

Academic Excellence Objective 1: ASCC will continue to provide a work environment that encourages professional growth, recognizes and supports excellence in services, and provides advancement opportunities.

Expected Outcomes:

1. Review and improve processes for faculty/staff recognition, professional improvement, and degree advancements; **Status: Partially Completed (Ongoing)**
2. The plan for reclassification has been reviewed and implemented; **Status: Partially Completed (Ongoing)**
3. Faculty ranks have been reviewed and implemented. **Status: Incomplete (Ongoing)**

Committee Recommendations:

1. **Expected Outcome 1:**
 - a. Need to recognize staff's work and or have a staff appreciation day.
 - i. Revisit the Connection newsletter and the Taulogologo Newsletter.
 - b. Need to recognize administrators.
 - c. Recognition of Staff
 - i. Review written processes for Faculty/Staff recognition.
 - d. Communication transparency of institutional updates and decision-making. Emphasis of staff recognition and merit. (Referencing ASCC Governance policies 3018 & 4003.2).
2. **Expected Outcomes 2 & 3:**
 - a. A clear process and plan must be defined in the reclassification of staff and faculty.
 - b. Need to review faculty ranks through Faculty Senate.
 - c. Need to host a Staff Recognition Dinner.
 - d. Need to host Employee Day.

Strategic Focus	Strategic Goals:	Strategic Objectives:	Expected Outcomes:	Status:	Committee Recommendations:
Staffing Plan: <i>(Aligned to Academic Excellence Expected Outcome 2)</i>	2	1	1	EO 1: Partially Completed	<ul style="list-style-type: none"> The Committee recommends the initiation of the SRC to review the planning processes.
Staffing Plan: <i>(Aligned to Academic Excellence Expected Outcome 2)</i>	2	1	2	EO 2: Partially Completed	<ul style="list-style-type: none"> The Committee recommends to clarify current drafts for clarity and continuous improvements.
Technology Plan:					<ul style="list-style-type: none">
Physical Facilities and Maintenance Plan:					<ul style="list-style-type: none">
Total Cost of Ownership Plan: <i>(Aligned to Academic Excellence Expected Outcomes 1 & 2)</i>	1	3	1 & 2	EO 1: Partially Completed EO 2: Partially Completed	<ul style="list-style-type: none"> There is evidence that there has been some reclassification done within the institution based on the Governor's mandate in reference to the Bachelor & Master Degree. The Committee recommends the need to clarify and outline the process for the institutional reclassification.

Appendix A:

Task Force Updates: (Academic Excellence, Technology, Physical Facilities and Maintenance, Staffing, Total Cost of Ownership)

ASCC Institutional Strategic Plan 2015-2020 update Template:

Academic Excellence:

Strategic Focus:

- High Quality Educational Programs and Services;
- Commitment to Providing Academic Excellence.

Strategic Response:

The Academic Plan is the 'Core' of the institution and central to all planning. The Academic Excellence plan ensures integrated planning and alignment of all master plans with emphasis on institutional effectiveness.

The Academic Excellence 2015-2020 Plan was developed and substantiated through a review process based on institutional/divisional/program data as an implementation assessment of the ASCC 2009 – 2014 Institutional Strategic Plan. A full review of the 2009-2014 Academic Excellence goals, objectives, performance indicators, actions, and expected outcomes were thoroughly reviewed and referenced by the Academic Excellence Subcommittee with provisions in planning to be addressed, emphasized, and implemented in the 2015-2020 Academic Excellence Plan. As a result of this review, the following goals, objectives, performance indicators and expected outcomes have been identified in the ASCC 2015-2020 Academic Excellence Plan.

-----"ACADEMIC EXCELLENCE"-----

Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Objectives:

- ASCC will provide qualified faculty, appropriate facilities and a curriculum driven by outcome qualities and competencies;
- ASCC will assess, evaluate and document recommendations to improve institutional effectiveness;
- ASCC will emphasize high quality teaching and services;
- ASCC will continue to develop, implement, and solidify programs that serve the need of the community;
- ASCC will increase the quality and availability of educational technology;
- ASCC will continue to strengthen its services in academic advising, counseling, tutoring, finances, resources, and campus life;
- ASCC will enhance opportunities for student academic, career and personal success; and,

- ASCC will continue to expand academic programs to meet the needs of the community.

Goal 2: ASCC will support Faculty and Staff Performance Commitment.

Objective:

- ASCC will continue to provide a work environment that encourages professional growth, recognizes and supports excellence in services, and provides advancement opportunities.

-----"ACADEMIC EXCELLENCE"-----

Review of Academic Excellence Plan:

Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Objective 1: ASCC will provide qualified faculty, appropriate facilities and a curriculum driven by Outcome Qualities and Competencies.

- **Performance Indicator 1: Continue to designate faculty and professional staff teaching and providing services within their area of expertise.**

Activities:	Expected Outcomes:	Status	Evidence
<ul style="list-style-type: none"> • (PI.1) Implement placements and staffing based on qualifications and experiences. 	1) A comprehensive institutional process has been defined to designate faculty and staff according to expertise and is aligned to divisional operations; <i>(SI, SII, SIII, SIV)</i> 2) Processes and policies are reviewed and are updated accordingly to institutional internal and external trends. <i>(SI, SII, SIII, SIV)</i>	Partially, completed, on going Partially completed, on going	<ul style="list-style-type: none"> • HR Hiring Process- SOPs; • Personnel Files include: <ul style="list-style-type: none"> ✓ Resumes, ✓ Job Descriptions, ✓ Credentials, ✓ References, • ASCC Governance Manual; • Board Policy Manual • Employee Policy Manual

Description/Narrative:
 ALL ASCC Divisions/departments follow procedures set by HR for hiring and designating employees based on qualifications and expertise. Faculty and staff are hired based on content/area of expertise as specified by the college. Resumes for all employees are on file with HR Personnel files. All Resumes are

updated to reflect recent Professional Development for faculty and staff. Adjunct and part-time faculty follow the same hiring process set by HR.

ASCC Policies are reviewed and proposed based on the need by Divisions/Committees.

Recommendations:

- Define a comprehensive institutional process for designating faculty and staff based on expertise.
- Clarify processes for reviewing of policies
- Set a timeline cycle of 5 years for Policy review
- Designate Divisions/Committees to clarify processes for reviewing policies
- Clarify the role of HR in the Policy review process
- Refer to Staffing Sub committee for policy review

Objective 1: ASCC will provide qualified faculty, appropriate facilities and a curriculum driven by Outcome Qualities and Competencies.

- **Performance Indicator 2: Continue to recruit faculty and adjunct to fill vacant positions;**
- **Performance Indicator 3: Continue to increase the number of faculty positions in specialized/high need areas.**

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> • (PI.2a) Advertise position openings; • (PI.2b) Implement and adhere to the approved hiring procedures; • (PI.3a) Allocate and prioritize financial resources for new faculty and staff positions; • (PI.3b) Develop specialized recruiting procedures through external professional organizations and networks. 	<p>3) Trends on student enrollment are documented and analyzed to determine high need areas in teaching and learning, and professional services; (SII, SIII)</p> <p>4) Vacant positions and high need content and service areas continue to be fulfilled. (SII, SIII)</p>	<p>Partially, completed, on going</p> <p>Partially, completed, on going</p>	<ul style="list-style-type: none"> • Academic Program Review; • Divisional Assessment Survey • Divisions Annual Budget- <ul style="list-style-type: none"> ✓ Vacant positions; • Course schedules- <ul style="list-style-type: none"> ✓ faculty load, ✓ Enrollment Data; • Placement test results • HR Hiring process (SOP); <ul style="list-style-type: none"> ✓ faculty credentials; ✓ adjunct pools for high need areas; ✓ Advertisement ✓ Job descriptions ✓ Minimum qualifications • Divisional Assessment-Program Review; • Planned Purchases; • WebAdvisor; • Tracking SOP for workforce

			placement; <ul style="list-style-type: none"> Analysis of Budget Reports for Fiscal Year
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Description/Narrative:

ASCC continues to monitor and document student enrollment data through various means as justification to fulfill vacant positions in high need areas. All Divisions/Departments follow HR SOP in advertising and hiring of qualified personnel to fulfill vacant positions.

Recommendations:

- Clarify high need areas based on number of students enrolled in development courses
- Define, review and assess tracking processes for job placement
- Provide **annual** analysis of Academic Program Review results for Academic Departments;
- Share analysis for planning and allocation of resources
- Differentiate Hard to fill areas from high need areas?

Objective 1: ASCC will provide qualified faculty, appropriate facilities and a curriculum driven by Outcome Qualities and Competencies.

- Performance Indicator 4: Continue to maximize the use of classrooms for instruction and special projects.**

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> (PI.4a) Extend the hours of instruction for academic programs and special projects as it may apply; (PI.4b) Continue to assess classroom, resources, labs, and office space to maximize the utilization of facilities impacted by scheduling. 	5) An institutional scheduling process is defined for the scheduling of all courses offered at ASCC to determine the maximization of classroom, labs, resource, and office space and occupancy intervals. <i>(SI, SII, SIII, SIV)</i>	Completed, on going	<ul style="list-style-type: none"> Academic Affairs SOP on course scheduling; Course Offering of Evening courses; Classroom matrix; Academic Departments' end of the semester inventory; Academic Affairs Program Review;

Description/Narrative:

All Academic Programs through its Chairpersons continue to work with Academic Affairs on scheduling of courses following the AA SOP on course offerings. ASCC continues to improve on offering and scheduling courses to accommodate students enrolling in all approved Institutional sessions and semesters. ASCC offers courses following a 15 week session in the Fall and Spring, a 10 week session for evening courses and TED/ASDOE, a 2- six week accelerated sessions for CAPP in Fall and Spring, a 2- five week sessions for TED/ASDOE in the summer, and a 6 weeks session in the Sumer. Academic Affairs continue to monitor maximum usage of classrooms. All academic departments continue to work closely with support services to ensure services are provided and available to all students.

Recommendations:

- Refer to Physical Facility Maintenance Plan -Comprehensive Maintenance Plan on Occupancy
- Request Accessibility of the 2nd floor to the Administration Building to be in compliance with ADA policies.
- Revisit SOP on Campus Security and Support Services After hours

Objective 1: ASCC will provide qualified faculty, appropriate facilities and a curriculum driven by Outcome Qualities and Competencies.

- **Performance Indicator 5: Continue to emphasize the alignment of institutional, divisional and program outcomes qualities and competencies.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.5) Orient and continue professional development for Student Learning Outcomes Assessment. 	6) A Student Learning Outcome Awareness and Implementation Plan is defined and implemented to all ASCC employees. (SI, SII, SIII, SIV)	Partially, completed, on going	<ul style="list-style-type: none"> • Divisional Program Review, • Academic Program Review, • Professional Development for Academics; • Student Achievement Data • Assessment 101 Workshop; • Faculty Orientation workshops; • Assessment Exit Reports • Closing the Loop at Course Level Questions • Closing the Loop at Program Level

Description/Narrative:

A high percentage of faculty have attended Assessment workshops 101, 201 and other needed workshops; Travel expense reports and budget narratives indicate attendance. ASCC continues to allocate funds for faculty professional development on SLO. In the Fall 2015, ASCC invited Dr. Mary Allen a well-known educator and expert in Assessment to conduct assessment workshops for faculty and adjuncts during Faculty Orientation. ASCC needs to improve on providing opportunities for all employees in SLO awareness to be accountable for both instructional and non-instructional divisions.

Recommendations:

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Description/Narrative:

ASCC has in place two Program Review Instruments with set timeline cycles for implementation. Institutional Program Review and Divisional Assessment- Program Review. All divisions are encouraged to participate in both program reviews for continuous improvement.

ASCC through its Board Policies on Assessment and Program Review are in place for accountability purposes. One of the following Board policies: Policy 1004- Comprehensive Program Review and Assessment of Instructional Program, Student Services and Administrative Services documents the inclusion of Program review.

Objective 2: ASCC will Assess, Evaluate and Document recommendations to improve institutional effectiveness.

- Performance Indicator 2: Review and improve processes to analyze and evaluate student assessment data.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.2) Review and improve outcome assessment and planning at the institutional, divisional, and program levels with focus on: outcome assessment standard operating procedures/instrument, data collection methods, assessment cycles, administrative/faculty/s taff deliberation, and reporting. 	3) A document has been finalized and approved emphasizing processes for institutional assessment and planning; (SI, SII, SIII, SIV)	Completed; on going	<ul style="list-style-type: none"> ASCC Participatory Governance Structural Manual; Annual Divisional Assessment; Institutional Program Review surveys; Finance Division SOP Manual
	4) Institutional policies are updated and routed accordingly for approval to include institutional assessment and planning. (SI, SII, SIII, SIV)	Completed; on going	<ul style="list-style-type: none"> Participatory Governance Structural Manual (2015); Board of Higher Education Policy Manual.

Description/Narrative:

ASCC continues to implement Board policies on Institutional assessment and Program Review as documented in the ASCC Participatory Manual and Board Policies. All Divisions are accountable for using assessment data to improve on Planning, Decision Making and allocating of resources for services and instructions.

Recommendations:

- Continue to improve outcome assessment and planning processes

ASCC continues to improve on processes for assessment and achievement of Student Learning Outcomes at all levels. Academic Divisions/Departments and Student Support Services continue to improve on tracking mechanisms in achievement of Institutional Set Standards.

Recommendations:

- Use assessment data and program review analysis for instructional improvement of SLOs at all levels
- Continue to be SLO driven in planning and decision making
- Use analysis and results for resource allocation and program improvement

-----"ACADEMIC EXCELLENCE"-----

Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Objective 3: ASCC will emphasize High Quality Teaching and Services.

- **Performance Indicator 1: Increase the quality of effective instructional delivery and services.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1) Provide adequate resources for teaching and learning and professional services; <ol style="list-style-type: none"> 1. Assess the accurateness of resources for teaching and learning, and professional services; 2. Assess the utilization of resources for teaching and learning, and professional services. 	1) A report is generated annually assessing the accurateness of institutional resources, utilization of these resources, cost of maintenance, and projection of new resources for future resource allocation; <i>(SI, SII, SIII, SIV)</i>	<p style="color: red; text-align: center;">Partially Completed; on going</p>	<ul style="list-style-type: none"> • Comprehensive Maintenance Plan • ASCC Annual Report; • Planned Purchases • Institutional Program Review • Divisional Assessment Survey; • Procurement Biannual Fixed Assets inventory report

Description/Narrative:

ASCC implements an Institutional Program Review mainly for Accreditation status following a biennial cycle. In addition, a Divisional Assessment Program Review is implemented annually to improve on services and instructions for all Divisions. Academic Affairs also conducts an Academic Program Review annually for assessment of its Instructional programs.

Recommendations:

- Need to determine whether the ASCC Annual Report or Comprehensive Maintenance Plan 2015-2020

addresses the Expected outcome?

Objective 3: ASCC will emphasize High Quality Teaching and Services.

- **Performance Indicator 2: Evaluate the quality of faculty/staff performance and utilize evaluation data to improve individual effectiveness.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none">• (PI.2a) Assess the alignment of all ASCC employment positions to divisional standard operating procedures and outcomes;• (PI.2b) Continue to evaluate faculty/staff performance and the utilization of data to improve professional needs:<ol style="list-style-type: none">1. Content-based activities and opportunities;2. Pedagogy based opportunities3. Skill based opportunities	<ol style="list-style-type: none">2) Divisional organizational charts emphasize alignment of all employment positions to divisional operations (Standard Operating Procedures) and outcomes; (SI, SII, SIII, SIV) 3) An analysis on faculty/staff performance evaluations is compiled annually emphasizing professional needs; (SI, SII, SIII, SIV)	Completed, on going Completed; on going	<ul style="list-style-type: none">• Individual Divisional SOP Manual;• Human Resources (SOP) Manual,• SSI SOP Manual,• DOSS Manual,• Academic Affairs SOP Manual,• ASCC Org Chart• Faculty Performance Evaluation • Annual Performance evaluation;• Performance Evaluations• Department/Division monthly meetings.

Description/Narrative:

ASCC has in place an organization chart which guides Divisions on internal protocol and approval processes. In addition, ASCC Divisions/Departments have in place SOP Manuals for continuous improvement of services and guidance. ASCC continues to evaluate performance of faculty and staff annually through its HR SOPs.

Recommendations:

- Provide an annual analysis of faculty/staff performance evaluation;
- Identify responsible divisions/committee in providing analysis
- Use analysis to identify Professional Needs and set priorities
- Use analysis of faculty /staff performance evaluation to determine appropriate Income/Salary based on qualifications and expertise as

Objective 3: ASCC will emphasize High Quality Teaching and Services.

<ul style="list-style-type: none"> Performance Indicator 3: Provide professional development activities in teaching, learning, and services. 			
Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.3) Provide in-service and off-island opportunities to improve; <ol style="list-style-type: none"> Data-based curriculum, instruction, services, and assessment. 	4) Increasing improvements on data collection methods, analysis and dissemination of student achievement and institutional/divisional outcome achievement. <i>(SI, SII SIII, SIV)</i>	Partially Completed; on going	<ul style="list-style-type: none"> Course Graded Assignments Align to Level of Competency; CLO Matrix; Core and Co Foundation Program; Institutional Data Set (IDS) Kit ASCC Website for IDS Assessment Trainings on Island and Off-island
<p>Description/Narrative: Academic Affairs collects assessment data on a semester basis from all Academic Programs. Data is compiled in Assessment Reports per Department by the Director of Assessment & Curriculum. All assessment reports and data are available to the Institution through Compliance Assist, Academic Affairs, Institutional Effectiveness, and College Website. ASCC has in place Student Achievement Standards which were set and approved by the Curriculum, Assessment, Academic Excellence, Institution -Assembly with Staff and Faculty, and the Board of Higher Education. Student Achievement Standards are now being evaluated and assessed for achievement of SLOs and set standards.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> Continue college wide discussion on Student Achievement; its meaning and alignment to program outcomes, course and student. Need a manual aside from Academic Affairs SOP on processes and procedures for data collection Clarify SOP on exit clearances for faculty and adjuncts as required by Academic Affairs 			

-----"ACADEMIC EXCELLENCE"-----

Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.			
<ul style="list-style-type: none"> Performance Indicator 1: Improve and increase community and cultural research. 			
Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.1) Increase internal and external awareness with ASCC's community and cultural research and outreach. 	1) Institutional publicity has increased in research, awareness, and program salient accomplishments.	Completed, on going	<ul style="list-style-type: none"> ASCC Publicity announcements; ASCC website, Students' organizations/clubs. Extra and Co-Curricular Activities <ul style="list-style-type: none"> ✓ SAFF

	(SI, SII, SIII, SIV)		<ul style="list-style-type: none"> ✓ BAOA ✓ PTK ✓ Law Justices ✓ Psychology Club ✓ TED Club ✓ Fine Arts Spring Play ✓ Nursing Manu'a Outreach ✓ ACNR outreach ✓ Apprenticeship <ul style="list-style-type: none"> • Budget Allocation Approval • 411 newsletter • Bi weekly Reports • Annual Reports • News Media • Press Release process/IE Media Staff • Recruitment Program via Student Services • Individual Department Recruitment; • SSI and ACNR Research Element highly visible and active on Community Research and Outreach • Projects of SSI and ACNR noted in Videos, Library Pacific Section
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Description/Narrative:

- ASCC through its faculty and staff are actively engaged in ongoing outreach activities to schools, communities, church groups, government departments and agencies and private sector. ACNR and SSI programs are actively involved with extension and research activities. ASCC has a marketing committee established in 2015 responsible for public awareness and recruiting.

Recommendations:

- Need to improve on availability of services provided to students and Parents/community
- Recommend Press Release & Recruiting needs to be increased
-

Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.

- **Performance Indicator 2: Improve and increase community workforce training and placements;**
- **Performance Indicator 3: Maintain and expand community partnerships.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.2a) Expand opportunities for credit/noncredit training; 	2) Constant reviews and updates on all (Current and New) ASCC MOUs, job	Completed, on going	<ul style="list-style-type: none"> • MOU's with Government agencies within different Departments:

<ul style="list-style-type: none"> • (PI.2b) Expand ongoing career placement programs; • (PI.2c) Strengthen existing programs; • (PI.2d) Formalize additional workforce placement programs; • (PI.3) Maintain and expand community partnerships. 	<p>placements, and transfers are documented and centralized institutionally and archived; <i>(SI, SII, SIII, SIV)</i></p> <p>3) An increase in community advisory council participation in program affairs has been documented and centralized institutionally and archived. <i>(SI, SII, SIII, SIV)</i></p>		<ul style="list-style-type: none"> ✓ SSI, ✓ ACNR, ✓ TED, ✓ TTD, ✓ Nursing, ✓ Business, ✓ CJ • Articulation of Degrees and courses with off-Island Colleges for AA & AS data • Signed Articulation Agreements • Job Placement data on IDS on ASCC Website • Individual Department internal data • Student Services Exit Survey • Department Minutes and Agenda of Advisory council meetings • Compliance Assist for Biweekly reports
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Description/Narrative:

Academic Affairs is tasked with updating Articulation agreements with off-island colleges based on set time by the Colleges. Academic Departments are tasked with updating and review of MOUs with local agencies and community. MOU's are sent to Academic Affairs Office for filing; reviewed by Dean of AA and VP and final sign off by President of ASCC. Minutes for Advisory Council Meetings are sent via Chairpersons per department to Academic Affairs.

Recommendations:

- Revisit Processes in regards to Advisory Council:
 - ✓ Review the role and purpose of Advisory council and its link to all Academic Programs
 - ✓ Set timeline for Advisory council meetings for all Academic Departments
 - ✓ Submit and centralize all Academic Departments advisory council meeting minutes and agendas
 - ✓ Provide summaries on the impact of activities and inclusion of Advisory Council

- to Instructional Programs and Student Achievement
- ✓ Report on how Advisory council assist with workforce placement and curriculum
- ✓ Include as a component of the Academic Program Review Instrument

- Draft/update an Advisory Council Handbook;
- Initiate review, assessment and timeline cycle of Advisory Council Handbook

Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.

- **Performance Indicator 4: Implement service learning outreach programs.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.4) Provide more service learning career opportunities for ASCC students; 	4) A service learning plan has been identified and implemented. (SII, SIII)	Partially completed, On going	<ul style="list-style-type: none"> • Counselors, • Academic internships, • Psychology courses service learning requirement; • Course syllabi

Description/Narrative:

ASCC needs to revisit a plan for Service Learning.

Recommendations:

- Need to identify and implement a Service learning plan
- Lack of funding source
- Revisit the Service Learning for Academic Programs
- Psychology courses require students to complete a 40 hour service learning project.
- Need to reassess courses that use Service Learning not to confuse with Practicums
- Need to reassess all courses for implementation of Service Learning

-----"ACADEMIC EXCELLENCE"-----

Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Objective 5: ASCC will increase the Quality and Availability of Educational Technology.

- **Performance Indicator 1: Provide professional training for faculty/staff and support technicians.**

Activities:	Expected Outcomes:	Status:	Evidence:
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<ul style="list-style-type: none"> (PI.1) Assess the trends and usage of technology in higher education. 	<p>1) A plan has been reviewed, implemented, and assessed for professional development on technological system upgrades and multimedia technological devices appropriate to instruction and services offered at ASCC; (<i>SI, SII, SIII, SIV</i>)</p>	<p>Partially Completed; on going</p> <p>Partially completed</p>	<ul style="list-style-type: none"> Moodle Training Smartboard Training for Faculty Web-advisor MIS Plan (Technology Plan) Budget Review & Approval Reports ACCRO- workshop on Transfer and Retention (Faculty and Staff)
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Description/Narrative:

ASCC students have access to Student Learning Center or computer lab; classrooms are equipped with Smart Boards which students and faculty use to enhance teaching and learning experience; students also have access to tools and technology utilized in the field, practicum and laboratories – ex: microscopes, GPS tracking devices, tissue culture equipment and supplies, entomology and plant pathology tools and equipment. MIS continues to provide trainings to ASCC faculty on MOODLE and Smartboard.

Recommendations:

- Need on going Professional development for Faculty and Staff on MOODLE, SMARTBOARD, etc..
- Continue to provide professional development off-island for staff to improve services on DATATEL, Compliance Assist, IPEDs, etc.
- Improve implementation of technology plan for professional development and system upgrades
- Provide an update, presentation or training to the institution in regards to upgrades of technology.

Objective 5: ASCC will increase the Quality and Availability of Educational Technology.

- **Performance Indicator 2: Promote distance learning and integration of existing technologies.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.2a) Increase the number of distance learning courses offered at ASCC; (PI.2b) Assess the value added impact of distance learning on student achievement. 	<p>2) An assessment on the need of outreach courses is documented and a plan of implementation has been identified. The plan should include possible outreach designated site MOUs, resources,</p>	<p>Incomplete; on-going review</p> <p>Not done</p>	<ul style="list-style-type: none"> ASCC does not offer online courses or distance learning. There are not distance learning courses offered. Budget Review & Approval Reports

	technical support, and stability of instructional delivery; (<i>SI, SII, SIII, SIV</i>)		
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Description/Narrative:

ASCC does not offer Online courses, but something for the Institution to consider in the future.

Recommendations:

- Encourage faculty to use MOODLE or a related program to enhance teaching and curriculum
- Consider expanding instructions through distance learning

Objective 5: ASCC will increase the Quality and Availability of Educational Technology.

- **Performance Indicator 3: Expand the development and integration of evolving technologies.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.3) Research the compatibilities of newer technologies to ASCC's existing resources. 	3) An assessment on all ASCC's current technologies and its impact on SLOs are documented with recommendations on the trends in educational technologies listed for future planning and budgeting. (<i>SII, SIII</i>)	Partially completed, on going	<ul style="list-style-type: none"> • MIS Plan • Academic Program Review • Institutional and Divisional Program Review • Support@amsamoa.edu link • Procurement & Academic

Description/Narrative:

MIS conducts surveys on current technology needed and uses their findings for budgeting. A link to Support@amsamoa.edu for personnel to report on technological problems. All Divisions realized the impact and benefits of technology to programs and curriculum and are currently working with MIS division and professional staff on ways to improve in this area – such as new equipment, computers, peripherals and other technology relevant to programs.

Recommendations:

- Does ASCC have an assessment SOP to assess current status of technologies in place?
- Need to see plan and share with all stakeholders on Technology
- SOP Manual for Technology shared with all
- Need an annual assessment of ASCC technologies in place such as smartboard, computers, etc..
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-----"ACADEMIC EXCELLENCE"-----

Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Objective 6: ASCC will continue to strengthen its services in Academic Advising, Counseling, Tutoring, Finances, Resources, and Campus Life.

- **Performance Indicator 1: Review and improve academic advising, counseling, and tutoring;**
- **Performance Indicator 2: Review and improve opportunities for student recruitment and college preparation;**
- **Performance Indicator 3: Provide opportunities for students to receive adequate financial assistance.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1a) Improve and increase the awareness and services of academic advising; • (PI.1b) Increase awareness of counseling and tutoring services and coordination of referrals throughout the campus; • (PI.2) Increase college preparation outreach; • (PI.3a) Maximize student access to financial aid employment scholarships; • (PI.3b) Increase the accuracy of financial aid applications and records. 	<p>1) An assessment of student awareness and the reporting of student information based on the effectiveness of ASCC’s academic advising, tutoring services, counseling services, are documented. (SII, SIII)</p> <p>2) Outreach</p>	<p align="center">Partially completed; on going</p>	<ul style="list-style-type: none"> • Divisional Assessment Survey • Student Satisfactory Survey, • Academic Advising, • Counseling <ul style="list-style-type: none"> ✓ Academic, ✓ Career, ✓ Diversity, ✓ Financial Aid, ✓ Personal, ✓ Transfer, ✓ VA • Student Learning (SLA) Center-Annex <ul style="list-style-type: none"> ✓ Tutoring Services • Recruitment Plan with Student Services • New student Orientations • DOSS Service and SOP Manuals, Brochures • 411 Newsletter • Bi-Weekly and Quarterly Reports • Admission-Student Orientation • Budget Review & Approval Reports

	recruiting procedures is institutionalized, documented, and centralized; (SI, SII, SIII, SIV)	Partially completed, on going	<ul style="list-style-type: none"> • DOSS High School outreach and recruitment; <ul style="list-style-type: none"> ✓ Admission ✓ Financial Aid ✓ Representatives from Academic Programs ✓ Financial Aid handbook ✓ Student Handbook • College Signing Day; • New Student Orientation during 1st week of instructions; • Campus Tours; • Career Day(s) • FAFSA/Pell Grant; • Work Study (Federal, Non-Pell); • In-House Scholarships; ASG Scholarships, • Marketing committee (Ad Hoc Committee);
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Description/Narrative:
 ASCC continues to improve on services available and provided to students for improvement of Instructional performances and its impact on Student Achievement.

Recommendations:

- Improve processes on student services available to students
- Identify a comprehensive support service in alignment with Student Achievement
- Improve on Tutorial services available to students
- Conduct a program review on assessment of all Services available to students similar to Academic program review of Instructions
- Revisit assessment and review of CLP course to put back in GE for students
- Need to improve services provided to students and Parents/community
- Need to share process and procedures for recruiting and where that data is stored on numbers recruited etc. Not sure where that data is and or how shared with college
- Need to know SOP for counseling, etc., advising, etc., transfer process to other colleges, etc.
- Need to provide & improve on Marketing, outreach, and recruitment processes also in programs such as Scholarships, Financial Aid & Workstudy
- Need to improve on Marketing, outreach, and recruitment processes and Activities
- Marketing committee needs to have a solid plan in place.

Objective 6: ASCC will continue to strengthen its services in Academic Advising, Counseling, Tutoring, Finances, Resources, and Campus Life.

- **Performance Indicator 4: Promote a vibrant and secure environment for campus life.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.4a) Increase the number and scope of extracurricular activities to promote SLO awareness; • (PI.4b) Improve the awareness plan for student/faculty/staff safety. 	<p>3) A process for a calendar of institutional activities are generated annually and disseminated accordingly; (SII, SIII)</p> <p>4) An assessment of the ASCC safety plan is documented and archived. (SII, SIII)</p>	<p>Partially completed, on going</p> <p>Completed; on going</p>	<ul style="list-style-type: none"> • 2 Year Academic Calendar as noted in the Catalog, • Divisional Calendars such as Academic Affairs Departments semester calendars; • SGA Activities • Co-curricular/extra-curricular Activities; • Faculty Orientation- professional Development; • Convocations; • Assessment 101 workshops; Counseling Calendar of Activities; • 411 Student Newsletters; • Graduation Banquet-Awards; • ACNR Club under the 4-H program. • ASCC safety Plan ; • Maintenance Plan; • Campus Safety and Security annual Reports

Description/Narrative:

ASCC has an Institutional 2 year Academic Calendar as published in the ASCC Catalog. All Academics and Student Services Divisions set calendars of Activities either on a semester basis or annually. ASCC has a Safety and Maintenance Plan in place.

Recommendations:

- Clarify process for an Institutional Calendar of Activities
- Identify accountable Divisions for review and assessment of process
- Need to revisit YANA, etc for young people
- Revisit opening library on weekends for the Community to encourage community services like summer reading for kids, etc.
- Revisit the Wellness Center usage; no advertising for that these days? Wellness is important for safety

too

-----"ACADEMIC EXCELLENCE"-----

Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Objective 7: ASCC will enhance opportunities for student academic, career, and personal success.

- Performance Indicator 1: Improve and expand transfer and employment counseling;**
- Performance Indicator 2: Improve the tracking of alumni employment, transfer, and enrichment.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.1) Increase awareness of transfer opportunities and employment counseling; (PI.2) Improve the collection of alumni data for internal and external reporting. 	<p>1) An institutional process for collecting data on alumni, student transferability, and job placements are documented and centralized institutionally and archived and publicized; (SII, SIII)</p>	<p>Partially completed, on going</p>	<ul style="list-style-type: none"> Student Tracking Process: <ul style="list-style-type: none"> 1st year Academic Programs 2nd year DOSS ASG Scholarship and Student Loan Recipients Graduation Survey ASCC Publicity IDS KIT Exit Surveys; Student Services Alumni Association ASCC Fact Book ASCC Annual Report Student Achievement Institutional Set Standards; <ul style="list-style-type: none"> ✓ Transfer to Higher Education ✓ Workforce Placement Academic Program Review reports on transfer and workforce placement: <ul style="list-style-type: none"> ✓ SSI ✓ TED ✓ TTD ✓ Nursing ✓ Business ✓ ACNR

Description/Narrative:
 ASCC through its Institutional Student Achievement has Set Standards on transferability and workforce

placement. The college continues to monitor and assess tracking instruments for improvement of processes on transferability to high education and job placement. Academic Programs are encouraged to report and track graduates from various disciplines.

Recommendations:

- Need to request data from ASG Human Resource, local Army Reserve and other military branches, and private sectors in collecting the number of ASCC graduates employed.
- Continue to improve tracking mechanisms to ensure meeting Institutional student achievement standards
- Clarify processes and timeline cycles for data collection, transfer to Higher Education, and job placement
- Centralize all data for continuous improvement of Tracking
- Need Manual on Employment counseling
- Need an office for Employment Counseling
- Host more Career Days
- Need to have a centralized office and staff for Alumni information
- Improve and update methods of collecting this data and information

Objective 7: ASCC will enhance opportunities for student academic, career, and personal success.

- **Performance Indicator 3: Expand and increase articulation agreements in student and course transfer.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.3) Update, reconfirm, and increase new articulation agreements with other institutions for student and course transfer articulation. 	2) A document that specifies updates on current and new articulation agreements is centralized institutionally and archived. <i>(SI, SII, SIII, SIV)</i>	Completed; on going	<ul style="list-style-type: none"> • Signed Articulation Agreements with off-island colleges; <ul style="list-style-type: none"> ✓ Available on ASCC Website ✓ ASCC Catalog

Description/Narrative:

ASCC continues to update signed Articulation Agreements with off-Island Colleges. Academic Departments and Programs are encouraged to initiate articulations with off-Island Colleges on specific degrees/Certificate Programs.

Recommendations:

- Continue to expand articulation agreements with US Colleges and Universities as majority of signed articulations are with Hawaii Colleges and Universities.
- Improve tracking of transfer students in order to initiate articulation agreements with other US Accredited Colleges

mission and vision.	needs biennially. (SI, SII, SIII, SIV)		
Description/Narrative: Recommendations: <ul style="list-style-type: none"> • Aside from the Bachelor in Elementary Education, what other Academic Programs have initiated or planned to offer a four year Program(s)? • Has the Institution initiated dialogue on transitioning to a four year college? If so, what would be the next Program or emphasis based on the need by the Community or local MOUs? • 			

-----"ACADEMIC EXCELLENCE"-----

Goal 2: ASCC will support Faculty and Staff Performance Commitment.

Objective 1: ASCC will continue to provide a work environment that encourages professional growth, recognizes and supports excellence in services, and provides advancement opportunities. <ul style="list-style-type: none"> • Performance Indicator 1: Provide recognition of merit; • Performance Indicator 2: Continue to recognize faculty and staff achievements through media and other networks; • Performance Indicator 3: Provide adequate resources for promotion. 			
Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1) Improve and implement administrative procedures that focus on support for instruction and services. • (PI.2) Continue to recognize faculty and staff achievements through media and other networks; • (PI.3) Provide adequate funding for faculty/staff individual professional development; • (PI.4) Consistently 	1) Review and improve processes for faculty/staff recognition, professional improvement, and degree advancements; (SII, SIII, SIV)	Partially, Completed, on going	<ul style="list-style-type: none"> • Annual Faculty Recognition Program; <ul style="list-style-type: none"> ✓ Individual /Departmental Certificates ✓ Awards ✓ Plaques • Increments for promotion and or degree attainment

apply personnel policies for promotion and advancement.			
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Description/Narrative: •
 ASCC faculty are recognized during the annual Faculty Recognition Dinner. Faculty are provided opportunities to participate in professional development off-island through budgeted trainings and through Grants in various disciplines. Academic Directors attended professional trainings on Assessment (ARC conference) for continuous support of faculty.

Recommendations:

- Need to recognize staff's work and or have a staff appreciation day.
 - ✓ Revisit the Connection newsletter and the tauologologo newsletter.
- Need to recognize administrators
- Faculties have done their recognition but what about the Staff?
- Is there a written process for Faculty/Staff recognition?

Objective 1: ASCC will continue to provide a work environment that encourages professional growth, recognizes and supports excellence in services, and provides advancement opportunities.

- **Performance Indicator 4: Review and implement faculty/staff reclassification and ranks.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.5a) Implement reclassification; • (PI.5b) Develop and adopt a system for faculty ranks. 	2) The plan for reclassification has been reviewed and implemented; (SII, SIII)	On going	<ul style="list-style-type: none"> • Human Resources SOP • HR records for promotions; etc. 303 notes promotion etc.
	3) Faculty ranks have been reviewed and implemented; (SII, SIII)	Incomplete; on-going review	<ul style="list-style-type: none"> • No records for faculty ranks

Description/Narrative:
 There is work being conducted on reclassification of staff and faculty via HR. Faculty Senate should lead in the research about faculty ranks (checked what other institutions have) as they were instrumental in the changes made to the faculty performance evaluation

Recommendations:

- Refer to Staffing Strategic Focus area

- A clear process and plan must be defined in the reclassification of staff and faculty.
- Need to review faculty ranks through Faculty Senate
- Need to host a Staff Recognition Dinner
- Need to host Employee Day

ASCC Institutional Strategic Plan 2015-2020 update Template:

Physical Facilities and Maintenance:

Strategic Focus:

ASCC will continue to effectively maintain its human and physical assets and its services to its internal/external stakeholders through its Integrated Physical Facilities and Maintenance Plan.

Strategic Response:

The 2015-2020 PFM Master Plan was based on an assessment of the 2009-2014 PFM Master Plan. Recommendations substantiated from the 2009-2014 plan focused on the best practices for the effective management of ASCC’s Physical assets. The plan encompasses Total Cost of Ownership measures, which will increase the efficiency of our facilities, reduce maintenance costs, and decrease high turnover of facilities and equipment. Effective maintenance of our facilities will enable stakeholders to work in a safe, clean and secure environment leading to the achievement of our institutional mission for “high quality” services. The plan allows for administrators to envision expansion of campus facilities and programs and to prepare for the future.

-----“PHYSICAL FACILITIES AND MAINTENANCE”-----

Goal 1: ASCC will implement the Physical Facilities and Maintenance Plan for new construction, renovation and repair, and maintenance through a formalized process.

Objectives:

- ASCC will institute a review process to monitor the implementation of the comprehensive preventive maintenance plan;
- ASCC will ensure the quality of its facilities, services, and equipment through its qualified personnel.

Goal 2: ASCC will continue to plan new construction based on a needs assessment.

Objective:

- ASCC will complete all new construction and newly identified construction.

Goal 3: ASCC will continue to improve our services through renovations by utilization and the allocation of resources.

Objective:

- ASCC will continue to maintain our physical assets through renovations and repair.

Goal 4: ASCC will effectively maintain its facilities and equipment.

Objective:

- ASCC will implement and improve the comprehensive preventive maintenance plan.

-----"PHYSICAL FACILITIES AND MAINTENANCE"-----

Review of Physical Facilities and Maintenance Plan:

Goal 1: ASCC will implement the Physical Facilities and Maintenance Plan for new construction, renovation and repair, and maintenance through a formalized process.

Objective 1: ASCC will institute a review process to monitor the implementation of the Comprehensive Preventive Maintenance Plan.			
• Performance Indicator 1: Develop a review process of all ASCC physical facilities.			
Activities:	Expected Outcomes:	Status	Evidence
<ul style="list-style-type: none"> • (PI.1) Confirm facility review process for new construction projects, renovation and repair priorities, and maintenance activities: <ul style="list-style-type: none"> ○ Establish and organize the facility review committee; ○ Establish roles and responsibilities for FRC; • Review compliance of all 	<ol style="list-style-type: none"> 1) A committee is established to monitor PFM plan, assess its effectiveness, and set schedules for new construction, renovation and repair, and maintenance activities; 2) A formalized process outlining FRC roles and 	<ol style="list-style-type: none"> 1) Not Completed 2) Not Completed 3) Partially Completed 	<ol style="list-style-type: none"> 1) No Evidence 2) No Evidence 3) No Evidence

ASCC physical facilities to local and federal regulations;	responsibilities in assessing and scheduling is documented; 3) All processes are compliant with local and federal regulations; <i>(SIII)</i>		
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Description/Narrative:
Currently there is no FRC. There is a need to establish this committee and its responsibilities. In addition, there is a need to document process in reviewing ASCC’s physical facilities to ensure it is compliant with local and federal regulations.

Objective 1: ASCC will institute a review process to monitor the implementation of the Comprehensive Preventive Maintenance Plan.
• Performance Indicator 2: Conduct an assessment of all physical facilities.

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> • (PI.2a) Initiate 1st assessment of facilities <ul style="list-style-type: none"> ○ Review previous facility plans (ex. 2020 campus plan, ASCC campus filed book, 2007 facilities plan, etc.); ○ Collect institutional data on space management; ○ Conduct inventory of buildings; ○ Conduct inventory of maintenance equipment; ○ Review institutional program review and divisional assessment results; ○ Review standard III; 	<ul style="list-style-type: none"> 4) A full facility assessment report of ASCC’s physical assets highlighting needs for new construction and minor/major renovation and repair; <i>(SIII)</i> 5) An annual schedule for new construction, renovation and repair, and maintenance activities is identified; <i>(SIII)</i> 	<ul style="list-style-type: none"> 4) Completed 2015 5) Completed 2015 	<ul style="list-style-type: none"> 4) Comprehensive Maintenance Plan 2015-2020 5) Included in Comprehensive Maintenance Plan 2015-2020

<ul style="list-style-type: none"> ○ Assess condition of current facilities; • (PI.2b) Initiate 2nd assessment of facilities <ul style="list-style-type: none"> ○ Review new construction, renovation and repair, and maintenance activities performed in first two years; ○ Assess new condition of physical assets; ○ Make recommendations for maintenance schedules and resources; 			
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Description/Narrative:
This objective has been completed but the committee recommends that the Comprehensive Maintenance Plan is reviewed annually for updates and to ensure that it is being implemented.

Objective 1: ASCC will institute a review process to monitor the implementation of the Comprehensive Preventive Maintenance Plan.

- **Performance Indicator 3: Identify funding sources to execute the comprehensive preventive maintenance plan.**

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> • (PI. 3) Identify possible funding sources through federal grants and local funds. 	6) Increase in funding resources. <i>(SI, SIII)</i>	6) Partially Completed	<ul style="list-style-type: none"> • Included in Comprehensive Maintenance Plan 2015-2020 • CIP Federal Funding set aside for the Multipurpose Center \$105,000 • CNR has funding for maintenance of its facilities.

Description/Narrative:
The Comprehensive Maintenance Plan 2015-2020 identifies possible funding sources through federal grants and local funds but it is yet to be implemented through annual institutional budget review. The Sub Committee recommends to include maintenance, repairs, new constructions etc in all grant proposal as applicable.

-----"PHYSICAL FACILITIES AND MAINTENANCE"-----

Goal 1: ASCC will implement the Physical Facilities and Maintenance Plan for new construction, renovation and repair, and maintenance through a formalized process.

Objective 2: ASCC will ensure the quality of its facilities, services, and equipment through its qualified personnel.

- **Performance Indicator 1: Provide, maintain, and hire qualified personnel to fulfill technical/specialized positions.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1) To allocate institutional support for: <ul style="list-style-type: none"> ○ Technical/specialized training; ○ Qualified personnel. 	1) Qualified technical/specialized personnel have been hired; <i>(SII, SIII)</i> 2) Support staff received training in specialized/skilled areas. <i>(SIII)</i>	1) Partially Completed 2) Not Completed	1) HR files of PFM personnel 2) No Evidence

Description/Narrative:

There is a need for qualified technical/specialized air conditioning personnel. The subcommittee also recommends that support staff receiving specialized/skilled areas. Also recommends utilize of the TTD Apprenticeship Program. Subcommittee also recommends for the institution to assist all maintenance personnel to get certification as per requirement in their area of expertize.

-----"PHYSICAL FACILITIES AND MAINTENANCE"-----

Goal 2: ASCC will continue planning of new construction based on a needs assessment. (New Construction)

Objective 1: Complete all new construction and newly identified construction.

- **Performance Indicator 1: Ensure quality of construction;**
- **Performance Indicator 2: Ensure adherence to proposed timeline.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1 & PI.2) ASCC will reference the 2020 campus plan for 	1) Completion of all identified new	1) Partially Completed 2) Not	1) MPC partially completed and TTD/SSI project is yet to begin. CIP ASG

<p>guidance and planning by the facilities review committee;</p> <ul style="list-style-type: none"> • (PI.1 & PI.2) Monitor progress of construction by ensuring builders are following proposed timeline and completing phases as indicated in the specifications; • (PI.1) Consult with appropriate local and federal agencies for compliance issues and schedule inspections accordingly; • (PI.1 & PI.2) Weekly progress reports addressing issues and finding solutions to construction problems; <ul style="list-style-type: none"> 3. Submit all documentation for construction projects to special projects personnel for proper storage of all facility documents; 	<p>construction;</p> <p>2) Institutionally centralized and archived all construction plans, documents, and blueprints.</p>	<p>Completed</p>	<p>Committee has already approved \$300,000 (2017) for TTD design phase and another \$300,000 (2018) for SSI design phase</p> <p>2) No Evidence</p>
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Description/Narrative:

The Special Projects Manager, Procurement Officer and Physical Facilities Management Officer began the process of collecting all construction documents and is planning to archive these important documents at the ASCC Library.

Objective 1: Complete all new construction and newly identified construction.

- **Performance Indicator 3: Develop maintenance schedule for all construction;**
- **Performance Indicator 4: Implement maintenance schedule;**
- **Performance Indicator 5: Assess maintenance schedule for effectiveness.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.3 & PI.4) Develop schedule for the 	<p>3) A comprehensive</p>	<p>3) Completed 4) Completed</p>	<p>3) Comprehensive Maintenance Plan</p>

maintenance of all ASCC completed construction projects; • (PI.5) Implement schedule for all completed construction project maintenance;	maintenance plan for all completed construction projects; 4) Assessment of all maintenance on completed construction projects are reported in divisional quarterly reports.		4) PFM Weekly, Bi-Weekly, and Quarterly Report
Description/Narrative: Continue assessment of maintenance and continue to report in weekly, bi-weekly, and quarterly report.			
Objective 1: Complete all new construction and newly identified construction. • Performance Indicator 6: Secure funding for maintenance of all new construction.			
Activities:	Expected Outcomes:	Status:	Evidence:
• (PI.6) Identify funding sources locally and federally.	5) Increase in local and federal funding sources.	5) Partially Completed	5) Local PFM Budget (2015-2016)
Description/Narrative: Recommend to review the Comprehensive Maintenance Plan to be integrated with the annual budget preparation and review process.			

-----"PHYSICAL FACILITIES AND MAINTENANCE"-----

Goal 3: ASCC will continue to improve our services through renovations by utilization and the allocation of resources.

Objective 1: ASCC will continue to maintain our physical assets through renovations and repair. • Performance Indicator 1: Conduct assessment on the current process for renovation and repair; • Performance Indicator 2: Improve Job order processes; • Performance Indicator 3: Train all personnel on OSHA requirements.			
Activities:	Expected Outcomes:	Status:	Evidence:
• (PI.1) Conduct an assessment of current renovation and repair process; • (PI.2) Improve job order processes; • (PI.3) Hire an	1) Annual review of work order process for renovations and repair and preventive maintenance;	1) Completed 2) Completed 3) Completed	1) Job Order SOP and PFM weekly, bi-weekly, and quarterly report. 2) Procurement SOP for purchasing 3) Attendance of Department Labor Training and OSHA

OSHA consultant to train all personnel on OSHA requirements;	2) Annual review of PR process to procure materials and supplies; 3) Compliance with OSHA standards.		certification of PFM Officer and SPM (Refer to HRO)
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Description/Narrative:

Sub Committee recommends continuous re-certification.

Objective 1: ASCC will continue to maintain our physical assets through renovations and repair.

- **Performance Indicator 4: Educate all stakeholders on the proper care of facilities and energy saving initiatives;**
- **Performance Indicator 5: Assess renovation and repair activities for institutional effectiveness.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.4) Train staff and faculty on proper care of facilities and energy-savings initiatives; • (PI.5) Conduct a quarterly assessment on renovation and repair activities. 	4) Reduction of overhead costs; 5) Reduction of work orders; 6) Preservation of our facilities.	4) Partially Completed 5) Not Completed 6) Partially Completed	4) M,W,F shut down 12-1p.m. for energy savings and the institution has began purchasing energy efficient AC units. 5) Job Orders are not reduced. 6) Maintenance of our facilities is on-going. The priorities of major maintenance projects are listed in our Comprehensive Maintenance Plan.

Description/Narrative:

Subcommittee recommends that training across the board for proper care and usage of facilities and equipment to reduce ASCC overhead cost on maintenance. This training should be headed by PFM & TTD.

-----"PHYSICAL FACILITIES AND MAINTENANCE"-----

Goal 4: ASCC will effectively maintain its facilities and equipment. (Maintenance)

Objective 1: ASCC will implement and improve the comprehensive preventive maintenance plan.

- **Performance Indicator 1: Develop, implement, and assess the comprehensive preventive maintenance plan.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1) Develop and implement a preventive maintenance program for all system concerns: 	4) A comprehensive maintenance plan inclusive of all physical facility concerns;	1) Completed	1) Comprehensive Maintenance Plan 2015-2020

Description/Narrative: Recommends to review this plan annually for update for institution decision making and to ensure it is implemented.			
Objective 1: ASCC will implement and improve the comprehensive preventive maintenance plan.			
<ul style="list-style-type: none"> Performance Indicator 2: Identify resources for comprehensive preventive maintenance plan. 			
Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.2) Identify resources: <ul style="list-style-type: none"> Identify sources of funding for comprehensive maintenance plan Identify human resources needed to perform the job Identify tools and equipment needed for the programs above. 	5) Adequate support and allocation of resources is documented;	2) Partially Completed	2) Comprehensive Maintenance Plan 2015-2020
Description/Narrative: The Comprehensive Maintenance Plan 2015-2020 was completed after the annual budget review for 2015-2016 was conducted. It is strongly recommended that this plan be used for the 2016-2017 institution budget preparation and planning.			

ASCC Institutional Strategic Plan 2015-2020 update Template:

Staffing:

Strategic Focus:

- Professional, Governance and Employee Development;
- Reclassification;
- Adequate Staffing.

Strategic Response:

With the influx in ARRA funding, many of the goals and objectives in the Staffing Plan (ASCC Strategic Plan 2009-2014) were addressed in the areas of professional development, training, and hiring in high need areas. This plan provides updates based on the implementation of the 2009-2014 ASCC Staffing Master Plan with the focus on policies and processes to better improve and sustain professional development, reclassification and hiring of personnel.

-----"STAFFING"-----

Goal 1: ASCC will invest in and promote professional, governance, and employee development to enhance institutional effectiveness.

Objective:

- ASCC will provide professional development training and degree opportunities supported by the institution to enhance and retain employees with competencies that promote high quality services.

Goal 2: ASCC will offer competitive and equitable compensation that aligns with employee performance.

Objective:

- ASCC will provide a comprehensive classification and performance evaluation program that will encourage employees to maximize quality of services.

Goal 3: ASCC will ensure adequate staffing that will promote high quality programs and services.

Objective:

- ASCC will budget positions for identified high need areas.

-----"STAFFING"-----

Review of Staffing Plan:

Goal 1: ASCC will invest in and promote professional, governance, and employee development to enhance institutional effectiveness.

Objective 1: ASCC will provide professional development training and degree opportunities supported by the institution to enhance and retain employees with competencies that promote high quality services.

- **Performance Indicator 1: Analyze and review guidelines for professional and employee development training.**

Activities:	Expected Outcomes:	Status	Evidence
<ul style="list-style-type: none"> • (PI.1a) Confirm staffing review process for hiring, training, and professional development: <ul style="list-style-type: none"> ○ Establish and organize the staffing review 	1) A staffing review committee (SRC) is established to monitor staffing plan, assess its effectiveness, and reviews for training, professional	Completed	Staffing Review Committee report

<ul style="list-style-type: none"> committee; <ul style="list-style-type: none"> o Establish roles and responsibilities for SRC; • (PI.1b) SRC review compliance of all ASCC policies and practices to local and federal regulations; • (PI.1c) Analyze guidelines for selecting, monitoring, and accountability for professional and employee development activities (off/on-island training); • (PI.1d) Evaluate available training alternatives to identify the most effective mechanism for developing employee competencies (local training/webinars); 	<p>growth, and hiring.</p> <p>2) A formalized process outlining SRC roles and responsibilities in review and assessment;</p> <p>3) All processes are compliant with local and federal regulations; <i>(SIII)</i></p> <p>4) Analysis of professional updates, development, and employee development activities to identify needs and strengths. Analysis should be processed and policy driven, institutionally centralized and archived; <i>(SII, SIII, SIV)</i></p>	<p>Completed</p> <p>Partial</p> <p>Completed</p> <p>Partial</p>	<p>Staffing Review Committee report</p> <p>Staffing Review Committee report Governance Structural Manual.</p> <p>Staffing Review Committee report</p> <p>Staffing Review Committee report</p>
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Description/Narrative:

- 1) Tamari, Teleiai, Sereima, Jessie, Fuatapu recommends that the institution evaluates the professional development, training of staff since the Academic Division is set.
- 2) Subcommittee recommends that the SRC becomes an ongoing (standing) review committee. To continue their scope of service in recommending monitoring, assessing, evaluating and analyze results for reporting to Leadership Team.
- 3) Subcommittee recommends that the College follows the local laws in publication of policies every two years (ref ASCA 4.1002). Subcommittee recommends that the College must also establish a timeline of policy review in order to meet federal and local laws pertaining to ASCA 4.1002)
- 4) Subcommittee recommends that Division reports all professional development to HR, and HR to provides an Annual Report detailing areas of training and professional development required. Subcommittee also recommends to utilized IE to centralize and archive institutional reports. Recommend that the institution follow established policies in updating official personnel records.

Objective 1: ASCC will provide professional development training and degree opportunities supported by the institution to enhance and retain employees with competencies that promote high quality services.

• Performance Indicator 2: Support required training.

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> (PI.2a) Identify funding and resources to conduct and attend required training (Training of Trainers); (PI.2b) Establish a pool of trainers to conduct required training from institution and community; 	<ol style="list-style-type: none"> 1) An institutional schedule of high quality and required training for all employees; 2) A list of professional development trainers identifying specialized areas of expertise; 	<p>Completed</p> <p>Incomplete (Not Completed)</p>	<p>Staffing Review Committee report ASCC Budget Planned activities as per divisional budget purchases/allocation.</p>

Description/Narrative:

1). The subcommittee recommends that the schedule of institutional required training should be part of the IPECC/VPs/President scope so that it is integrated into the strategic plan.
 2) The subcommittee recommends that the institution identify specialized areas and update their official files so that HR can list the professional. Upon completion of identification of the list is shall be forwarded to IE for archiving and disseminating institutional publications. Subcommittee also recommends that the implementation process of this scheduled is monitored and overseen by VPs.

Objective 1: ASCC will provide professional development training and degree opportunities supported by the institution to enhance and retain employees with competencies that promote high quality services.

• Performance Indicator 3: Promote personal and professional growth.

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> (PI.3a) Provide opportunities and incentives that will enhance personal and professional growth; (PI.3b) Formalize employee participation through an incentive process based on long-term commitment and service in institutional committees: <ul style="list-style-type: none"> o A plan is identified to acknowledge faculty/staff who served in institutional committees for 5+ years; 	<ol style="list-style-type: none"> 3) An increase in faculty and staff enrollment in courses, webinars, and training for strengthening of competencies and cross training; 4) Faculty & Staff long-term consistent participation in institutional committees are acknowledged and rewarded accordingly; 	<p>Completed</p> <p>Incomplete (Partial)</p>	<p>Staffing Review Committee Report Divisional Training, Bi-Weekly Report and Quarterly Report</p> <p>Annual Faculty Award Recognition (HR & Dean of Academic Affairs)</p>

Description/Narrative:

4) The subcommittee recommends that there be established standard criteria for awarding recognition for both faculty and staff.

Objective 1: ASCC will provide professional development training and degree opportunities supported by the institution to enhance and retain employees with competencies that promote high quality services.

- **Performance Indicator 4: Support and promote degree programs for employees for professional growth.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.4) Provide funding, resource support or release time support for personnel in pursuit of a higher degree: <ul style="list-style-type: none"> ○ Policies are updated to include terms for faculty and staff commitment to ASCC upon completion of their degrees. 	5) Increase in highly qualified and certified faculty and staff.	Complete	Staffing Review Committee report. Quarterly Report Personnel Summary - IE

Description/Narrative:

-----"STAFFING"-----

Goal 2: ASCC will offer competitive and equitable compensation that aligns with employee performance.

Objective 1: ASCC will provide a comprehensive classification and performance evaluation program that will encourage employees to maximize quality of services.

- **Performance Indicator 1: Invest and improve competitive and equitable pay.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1a) Implement approved incremental reclassified pay schedule for faculty and staff that meets local mandates and USDOL minimum wage specifications; <ul style="list-style-type: none"> ○ Degrees Attained; 	7) An updated equitable pay scale detailing the grades and steps for faculty, staff, and skilled positions have	Completed (Partial)	Draft Employee Reclassification proposal (<i>pending VP approval</i>)

<ul style="list-style-type: none"> ○ Years of Service; ○ Individual Professional Growth; • (PI.1b) Review the class contracts scale for adjunct faculty and for professional services; • (PI.1c) Review the pay scale for specialized and skilled areas; <ul style="list-style-type: none"> ○ Degree vs. Certification; ○ Professional Licensure; ○ Years of Experience; • (PI.1d) Policies and processes on employment positions pertaining to degree, certification, licensure, and years of experience be reviewed by the SRC. 	<p>been reviewed by the SRC, channeled for approval, and implemented institutionally; <i>(SI, SII, SIII, SIV)</i></p>	<p>Incomplete (Recommend to remove)</p> <p>Complete</p>	<p>Draft Employee Reclassification proposal <i>(pending VP approval)</i></p>
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Description/Narrative:

- 1) **The subcommittee recommends that the SRC review Goal 2, Objective 1 and Performance Indicator 1. Also, the subcommittee recommends that the Draft Employee Reclassification Proposal be finalized/completed by Year 1.**
- 2) **The subcommittee recommends continuing the scope of SRC (standing committee?) whereas member composition may be revised.**

Objective 1: ASCC will provide a comprehensive classification and performance evaluation program that will encourage employees to maximize quality of services.

- **Performance Indicator 2: Support standard classification process.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.2) Review the analysis of standard classification process transition for all ASCC employees: <ul style="list-style-type: none"> ○ Classification of ranks for Higher Education; ○ Differentiation of professional responsibility. 	<p>8) A standard classification process has been reviewed and aligned accordingly to the scope of professional responsibilities; <i>(SI, SII, SIII, SIV)</i></p>	<p>Completed</p>	<p>Staffing Review Committee report</p>

Description/Narrative:

Objective 1: ASCC will provide a comprehensive classification and performance evaluation program that will encourage employees to maximize quality of services.

- Performance Indicator 3: Improve performance evaluation process and instruments that assess effectiveness.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.3a) Update ASCC instruments to evaluate Faculty and Staff; (PI.3b) Assess all ASCC employment positions for classification accuracy; (PI.3c) An evaluation policy is identified and implemented; 	9) Performance evaluation instruments are updated and implemented;	Partial	Faculty Performance Evaluation form.
	10) All ASCC employment positions are reviewed, classified, and aligned to the ASCC evaluation policy.	Completed	Position Review
		Completed	

Description/Narrative:

1) The subcommittee recommends that the Staff Two-Way Performance Evaluation be reviewed and revised to reflect classification of employees; ie supervisor duties vs support services functions.

-----"STAFFING"-----

Goal 3: ASCC will ensure adequate staffing that will promote high quality programs and services.

Objective 1: ASCC will budget positions for identified high need areas.

- Performance Indicator 1: Implement and adhere to hiring procedures.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.1) Review and update processes and policies for hiring and setting of pay scale to match qualifications and competencies required for the position; 	5) Updated policies and clear SOPs for hiring, placement, and transfer of personnel; (SI,	Completed	Governance Policies Approved BHE 2015 HR Standard Operating Procedures (Show

	<i>SII, SIII, SIV)</i>		<p>Cause Accreditation Report 2015)</p> <p>Show Cause Sanction Report by Staffing Review Committee.</p> <p>Established HR Personnel Action Request Recruitment Form and Personnel Action Request Transfer Form</p>
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Description/Narrative:

Recommendation by the subcommittee that ASCC should follow the ASCA 4.1002

1. Adopt rules of practice setting forth the nature and requirements of all formal and informal procedures available, including a description of all forms and instructions used by the agency;
2. Adopt rules stating the general course and method of its operations and the methods whereby the public may obtain information or make submissions or requests,

and establish a review of the Governance Policy Manual and Personnel Manual as per requirement of the law.

Subcommittee recommends that the Governance Policy Manual and Personnel Manual be reviewed and completed by Year I of the Plan.

Objective 1: ASCC will budget positions for identified high need areas.

- **Performance Indicator 2: Identify adjunct part-time, consultation, contractual and temporary positions.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.2a) Assess and identify ASCC institutional needs in specialized and high-need areas, and expansion; • (PI.2b) Continue to seek and procure funding for sustainability. 	<p>6) A document identifying ASCC's institutional needs in specialized and high-need areas, and expansion of services and program is institutionally centralized and archived; <i>(SI, SII, SIII, SIV)</i></p> <p>7) Funding sources</p>	<p>2) Not Completed</p> <p>3) Not Completed</p>	<p>2) Policy 4602.1: Classifications</p> <p>"..... Classifications/Reclassifications of positions for consideration must be submitted to the Human Resources Department for processing prior to March 31 for</p>

	are identified; (SII, SIII)		inclusion in to the next annual budget.”
Description/Narrative:			
2) Subcommittee recommends that division/program needs are submitted to HR by end of March of each year (inset policy) and provide through a formal report document to the institutional on an annual basis.			
3) Subcommittee recommends reviewing and defining sources of revenue to utilize for P.I.2a. Eg: parking fees, enterprises, research foundation, facilities fees appropriated for institutional staffing needs in specialized areas and high need areas			
Objective 1: ASCC will budget positions for identified high need areas.			
<ul style="list-style-type: none"> Performance Indicator 3: Promote and expand student employment for transitioning into the workforce. 			
Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.3a) Promote articulation for better employment opportunities for transitioning into the workforce; (PI.3b) Review and analyze student employment process; (PI.3c) Identify instrument or system to track student transferability, job placement, and service learning opportunities. 	<p>8) A tracking system is identified addressing the following areas:</p> <ul style="list-style-type: none"> Processes for student transition into the workforce; Processes for student transferability to other institutions of higher learning; Processes for Service Learning opportunities; <p>9) The tracking system (process) is institutionally centralized and archived.</p>	<p>4. Partially completed</p> <p>5. Not completed</p>	<p>4) MOU for longitudinal system; Divisional tracking data of students; Student Services Transferability Data (Comprehensive Process)</p>

Description/Narrative:

4. Subcommittee recommends that a MOU is established for partnership purpose of LDS.
5. Subcommittee recommends institutionalizing the process of data archiving, for internal and external reporting through the office IE.

ASCC Institutional Strategic Plan 2015-2020 Update Template:

Total Cost of Ownership:

Strategic Focus:

- Resource Management
- Resource Sustainability

Strategic Response:

With the influx in ARRA funding, many of the goals and objectives in the ASCC Strategic Plan 2009-2014 were addressed in the areas of Academic Excellence, Technology, Physical Facilities and Maintenance, and Staffing. This plan was established as an additional strategic priority resulting from recommendations from each of the master plans. The Total Cost of Ownership Plan encompasses resource allocation and management in each of the strategic focus areas.

-----"TOTAL COST OF OWNERSHIP"-----

Goal 1: ASCC will provide planned funding and resource management that addresses total cost of ownership for technology and equipment, for physical facilities, and for staffing and personnel development.

Objectives:

- ASCC will implement processes and procedures that address total cost of ownership for technology and equipment facilitating the provision of services and programs for academic achievement;
- ASCC will implement processes and procedures that address total cost of ownership for physical facilities and equipment used in the provision of services and programs for academic achievement;
- ASCC will implement processes and procedures that address total cost of ownership for staffing and personnel development in the provision of services and programs for academic achievement.

Review of Total Cost of Ownership Plan:

Goal 1: ASCC will provide planned funding and resource management that addresses total cost of ownership for technology and equipment, for physical facilities, and for staffing and personnel development.

Objective 1: ASCC will implement processes and procedures that address total cost of ownership for technology and equipment facilitating the provision of services and programs for academic achievement.

- **Performance Indicator 1: Develop a document to validate justification of all technology equipment requests;**
- **Performance Indicator 2: Develop and implement the replacement plan for all technology and equipment and supplies.**

Activities:	Expected Outcomes:	Status	Evidence
<ul style="list-style-type: none"> • (PI.1a) An inventory assessment of all technologies, supplies and equipment are documented, centralized, and archived; • (PI.1b) An assessment and review of divisional standard operating procedures to improve the control of purchasing technologies and equipment; <ul style="list-style-type: none"> ○ Review of PR Forms; ○ Institutionalize technical and equipment specification; ○ A plan to sustain the maintenance of technologies and equipment. • (PI.2) Assess and improve the process of replacing and disposing of all technologies and equipment: <ul style="list-style-type: none"> ○ A plan for replacing all technologies and 	<ol style="list-style-type: none"> 1) An up to date comprehensive inventory of all technology equipment is kept and referred to for purchasing and replacement of technology and equipment; <i>(SII, SIII, SIV)</i> 2) Processes and policies are followed for the replacement and purchase of all technology equipment; <i>(SII, SIII, SIV)</i> 	<ol style="list-style-type: none"> 1) Partially Completed 2) Completed 	<ol style="list-style-type: none"> 1) Fixed Asset Inventory 2014-2015 2) Procurement Purchasing SOP and MIS Specification provided to Procurement; Comprehensive Maintenance Plan 2015-2020

equipment is implemented; <ul style="list-style-type: none"> o Disposal of all or any technologies and equipment comply with local and federal regulations. 			
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Description/Narrative:

Expected Outcome #1 Recommendation: Fixed Asset Inventory only captures PO with amounts of \$5,000 and above. Therefore the subcommittee recommends for review of the inventory process to capture all technology equipment. In addition, it is recommended that the institution review Policy 7000.6 of Inventories of Materials and Equipment. All divisions are responsible to keep their own inventories.

Objective 1: ASCC will implement processes and procedures that address total cost of ownership for technology and equipment facilitating the provision of services and programs for academic achievement.

- **Performance Indicator 3: Provide technical training for staff to adequately provide sufficient support for technology and equipment;**
- **Performance Indicator 4: Provide care & maintenance training to all users of technology and equipment.**

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> • (PI.3) Technical training is scheduled and implemented for support staff based on the assessment of institutional needs in technologies and equipment; • (PI.4) Professional training for appropriate care and etiquette of technologies and equipment is provided for all ASCC employees. 	3) Support staff have received technical training and provided with training opportunities in all areas of technology and equipment support; <i>(SII, SIII)</i> 4) All users of technology and equipment have been trained in the proper usage, care, and maintenance of technology and equipment; <i>(SII, SIII)</i>	3) Partially Completed 4) Partially Completed	3) ACNR DEG & CARIPAC technical training for support staff. TA's on professional staff trainings. Bi-wkly/quarterly reports. 4) Faculty Orientation Agenda Spring 2016

Description/Narrative:

MIS had tried to request training but budget was cut. Current FY2016 budget does provide funding for technical training but have not been able to implement. Subcommittee recommends that MIS support staff get their required annual update training and/or get the required certification to support the institution technology needs. Subcommittee recommend across board training for the institution on proper usage of all technology and equipment.

Objective 1: ASCC will implement processes and procedures that address total cost of ownership for technology and equipment facilitating the provision of services and programs for academic achievement.

- **Performance Indicator 5: Implement assessment of all technological software and Internet accessibility to ensure that usage is at its full potential.**

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> • (PI.5a) Internal assessment on internet connectivity is done monthly to determine speed efficiency conducive to institutional services; • (PI.5b) External assessment on Internet connectivity is done monthly to determine speed efficiency conducive to institutional services. 	5) An institutional assessment of the software, accessibility, and usage of technology equipment is conducted to determine the maximization of technology, software, Internet accessibility, and usage by all ASCC stakeholders (SI, SII, SIII, SIV)	5) Partially Completed	5) MIS Internal Report, bi-weekly & quarterly reports.

Description/Narrative:

The subcommittee found that ASCC MIS team conducts regular internal assessment. In addition, it is not recommended that external assessment is conducted by internet providers, due to conflict of interest. It is noted that the current bandwidth is not sufficient for ASCC but purchasing of additional bandwidth is dependent on additional funding. Subcommittee recommends to revise language on expected outcomes #5 to reflect institutional assessment of internet instead to software accessibility etc.

Objective 1: ASCC will implement processes and procedures that address total cost of ownership for technology and equipment facilitating the provision of services and programs for academic achievement.

- **Performance Indicator 6: A budget allocation is defined based on the institutional replacement and purchasing plan.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.6) Justification of all 	6) Planned	6) Completed	6) Annual Budget

technology equipment requests is documented and based on institutional replacement and purchase plan.	budgeting for all new and Replacement purchases of technology and equipment. (SI, SII, SIII, SIV)		Planning 2016 Documents.
Description/Narrative: Subcommittee noted that this done through annual budget process.			

-----"TOTAL COST OF OWNERSHIP"-----

Goal 1: ASCC will provide planned funding and resource management that addresses total cost of ownership for technology and equipment, for physical facilities, and for staffing and personnel development.

Objective 2: ASCC will implement processes and procedures that address total cost of ownership for physical facilities and equipment used in the provision of services and programs for academic achievement.

- **Performance Indicator 1: Conduct annual assessment and analysis for the development and update of the Comprehensive Preventive Maintenance Plan for all facilities, air condition units, vehicles, and maintenance equipment;**
- **Performance Indicator 2: Develop and implement replacement plan for all air condition units and maintenance equipment;**
- **Performance Indicator 3: Update and implement policy of purchasing all equipment to ensure energy efficiency and to include a maintenance/warranty plan.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1) Annually assess all facilities, air condition units, vehicles, and maintenance equipment; <ul style="list-style-type: none"> ○ An inventory assessment of all facilities, air condition units, vehicles, tools, and maintenance equipment are documented, centralized, and 	<ol style="list-style-type: none"> 1) An annual assessment is conducted and inventory updates for preventive maintenance planning; (SI, SII, SIII, SIV) 2) A schedule of maintenance is followed decreasing the emergency repairs and purchases; (SIII, 	<ol style="list-style-type: none"> 1) Completed 2) Partially Completed 3) Completed 	<ol style="list-style-type: none"> 1) Comprehensive Maintenance Plan 2015-2020 2) Grounds and Janitor's Schedule and monthly scheduled of A/C preventive maintenance 3) Procurement Purchasing SOP

<p>archived;</p> <ul style="list-style-type: none"> (PI.2) Assess and improve the process of replacing and disposing of all air conditioning, and maintenance equipment: <ul style="list-style-type: none"> A plan for replacing all air conditioning units and maintenance equipment; Disposal of all or any air conditioning and maintenance comply with local and federal regulations; (PI.3) Update and implement policy of purchasing all equipment to ensure energy efficiency and to include a maintenance/warranty plan. 	<p><i>SIV)</i></p> <p>3) Processes and policies are followed for the replacement and purchase of all ASCC equipment; (<i>SII, SIII, SIV)</i></p>		
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Description/Narrative:
Recommend for PFM to have a regular maintenance schedule: Weekly, Bi-Weekly, Monthly, or Quarterly. This is to assist in reduction of emergency repairs for our facilities. It is noted that maintenance are done based on Job Orders. Subcommittee noted a routine maintenance of A/C is currently practiced.

Objective 2: ASCC will implement processes and procedures that address total cost of ownership for physical facilities and equipment used in the provision of services and programs for academic achievement.

- Performance Indicator 4: Provide technical training to support staff to adequately perform the specialized skills of preventive maintenance;**
- Performance Indicator 5: Hire and retain specialized technicians for maintenance and repair of air condition units, maintenance equipment, and physical facilities equipment and components.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.4) Technical training is scheduled and implemented for 	<p>4) Support staff have received technical</p>	<p>4) Not Completed 5) Partially</p>	<p>4) No Evidence 5) Maintenance Personnel HR Documents</p>

<p>support staff to perform the specialized skills of preventive maintenance;</p> <ul style="list-style-type: none"> (PI.5) Hire and retain specialized technicians for preventive maintenance and repair of air condition units, maintenance equipment, and physical facilities equipment and components. 	<p>training and provided with training opportunities in all areas of preventive maintenance; (SII, SIII)</p> <p>5) Specialized technicians are hired and ongoing development and upgraded specialized skills for maintenance staff continues (SI, SII, SIII, SIV)</p>	<p>Completed</p>	
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Description/Narrative:

There is a need for qualified technical/specialized air conditioning personnel. The subcommittee also recommends that support staff receive specialized/skilled areas. Also recommends utilize of the TTD Apprenticeship Program. Subcommittee also recommends for the institution to assist maintenance personnel to get certification as per requirement in their area of expertise.

-----"TOTAL COST OF OWNERSHIP"-----

Goal 1: ASCC will provide planned funding and resource management that addresses total cost of ownership for technology and equipment, for physical facilities, and for staffing and personnel development.

Objective 3: ASCC will implement processes and procedures that address total cost of ownership for staffing and personnel developments in the provision of services and programs for academic achievement.

- Performance Indicator 1: Document and implement position review process, identifying responsibilities for position and responsibility sustainability;**
- Performance Indicator 2: Develop and implement a Reclassification Plan on an incremental basis identifying number and positions per year to ensure sustainability.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.1) Review and improve position review processes for all ASCC employment positions: <ul style="list-style-type: none"> o Lateral position 	<p>1) Position review process is conducted by all divisions on a regular basis</p>	<p>1) Partially Completed 2) Partially Completed</p>	<p>1) Position Review Forms Completed and HR SOP 2) Governor's mandate memo 2015.</p>

<ul style="list-style-type: none"> transfers; ○ Classification of new positions ○ Clarification of job responsibilities; ○ Clarification of grade/step and is institutionally aligned; ○ Budgeting new positions; • (PI.2) Review and determine an annual phase for implementing reclassification for ASCC Employees: <ul style="list-style-type: none"> ○ Sustainability measures are defined through an annual phase; 	<p>which includes the evaluation of personnel and update of responsibilities and SOPs; (<i>SI, SII, SIII, SIV</i>)</p> <p>2) The reclassification plan is implemented for all identified positions following the Institutional and Divisional Organizational Charts;</p>		<p>Staff/faculty reclassification.</p>
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Description/Narrative:

There is evidence that there has been some reclassification done within the institution based on the Governor’s made in reference to the Bachelor & Master Degree but there is a still a need to clarify and outline the process for the institutional reclassification.

Objective 3: ASCC will implement processes and procedures that address total cost of ownership for staffing and personnel developments in the provision of services and programs for academic achievement.

- **Performance Indicator 3: Conduct a biennial needs assessment to identify key areas of the institution that require professional development for improvement and for continued quality services and programs.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.3a) Revise and implement professional development plan to include accountability measures for institutional professional development; • (PI.3b) Review and revise travel authorization forms to include faculty/staff commitment to provide training and sharing of information within a specified timeframe. 	<p>3) A report on faculty/staff performance evaluations is compiled annually emphasizing institutional and divisional professional needs; (<i>SI, SII, SIII, SIV</i>)</p> <p>4) Travel and training is</p>	<p>3) Completed</p> <p>4) Completed</p>	<p>3) Faculty/Staff Evaluation Summary HR Form</p> <p>4) Travel Reports for Academic Affairs & staff</p>

	aligned with institutional professional development needs;		
Description/Narrative: It is noted that the professional development priority as noted for the faculty and Academic Affairs has been completed. But the subcommittee recommends that travel needs must be assessed for all other areas in addition to Academic Affairs.			
Objective 3: ASCC will implement processes and procedures that address total cost of ownership for staffing and personnel developments in the provision of services and programs for academic achievement.			
<ul style="list-style-type: none"> • Performance Indicator 4: Develop a Transition Plan for key positions in all divisions; • Performance Indicator 5: Identify and prioritize personnel needs to hire faculty and staff in high need areas and specialized skilled areas. 			
Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.4) A transition plan is identified and implemented to determine operational continuity; • (PI.5a) Adhere to ASCC processes and procedures for hiring faculty and staff in high need areas and specialized skilled areas; • (PI.5b) Funding sources are allocated based on identified institutional needs. 	5) An analysis of organizational charts and divisional SOPs is compiled to identify key positions in need of priority hiring and replacement (SI, SII, SIII, SIV) 6) Funding Sources are identified. (SI, SII, SIII, SIV)	5) Completed 6) Completed	5) Full Organizational Booklet 6) Annual Budget Planning Document for 2016
Description/Narrative: Although the review of the organization chart was completed in FY2015.			

ASCC Institutional Strategic Plan 2015-2020 update Template:

Technology:

Strategic Focus:

- Provide Quality and Updated Technology for Communication and Services;
- Provide adequate funding and support for all technological resources and educational technological trends.

Strategic Response:

With the influx in ARRA funding, many of the goals and objectives in the Technology Plan (ASCC Strategic Plan 2009-2014) have been addressed in the provision, support, and instructional delivery of student learning activities. This plan provides updates based on implementation of the 2009-2014 ASCC Technology Master Plan with focus on assessing the quality and accurateness of the technologies purchased, accessibility, maintenance, disposal, and the Total Cost of Ownership for the upcoming planning years.

-----“TECHNOLOGY”-----

Goal 1: ASCC will effectively maintain and develop its Computer and Server assets and services to internal and external stakeholders.

Objectives:

- ASCC will meet the challenge of current computer and server needs of the its stakeholders;
- ASCC will meet the challenge of future technological needs of ASCC stakeholders.

Goal 2: ASCC will effectively maintain and develop its Network and Communication assets and services to internal and external stakeholders.

Objective:

- ASCC will assess network and telecommunications connectivity and reliability to institutional operations.

Goal 3: ASCC will effectively maintain and develop its Distance Learning and Online Services to internal and external stakeholders.

Objective:

- ASCC will provide opportunities and access for distance learning and online services.

-----“TECHNOLOGY”-----

Review of Technology Plan:

Goal 1: ASCC will effectively maintain and develop its Computer and Server assets and services to internal and external stakeholders.

Objective 1: ASCC will meet the challenge of current Computer and Server needs of the ASCC stakeholders.

- **Performance Indicator 1: Assess the computer accessibility plan.**

Activities:	Expected Outcomes:	Status	Evidence
• (PI.1) Confirm	7) A Technology Review Committee (TRC) is established	1.) Partially Completed/In	1.) -ISP 2015-2020

<p>technology review process for purchase, maintenance, and disposal of all technological equipment:</p> <ul style="list-style-type: none"> ○ Establish and organize the technology review committee; ○ Establish roles and responsibilities for TRC; <ul style="list-style-type: none"> • (PI.1) Review compliance of all ASCC technology processes to local and federal regulations; • (PI.1a) Assess the number of computers that are available for student usage, condition of computers, and life-span for projection of cost of maintenance and purchasing of new computers; • (PI.1b) Continual assessments of the usage of computer labs available to students and the hours that they are available. 	<p>to monitor technology plan, assess its effectiveness, and set schedules for purchase, maintenance, and disposal of all technological equipment;</p> <p>8) A formalized process outlining TRC roles and responsibilities in assessing and scheduling is documented</p> <p>9) All processes are compliant with local and federal regulations; (<i>SIII</i>)</p> <p>10) An updated semester based report of computer accessibility for students is documented and is institutionally centralized and archived;</p>	<p>Progress</p> <p>2.) Partially Completed/In Progress</p> <p>3.) Partially Completed/In Progress</p> <p>4.) Partially Completed/In Progress</p>	<p>-Comprehensive Maintenance Plan 2015-2020 (doesn't have purchase plan and disposal of hardware) -Disposal Plan is part of Procurement SOP/ Procurement Manual* <i>* (a recommendation by the MIS to Procurement) for disposal*)</i> to make sure that it is compliant with federal/local regulations. - Technology Maintenance Plan 2015-2020</p> <p>2.) <i>TRC and other committee assignments and roles and responsibilities were made prior to the 2015 Accreditation report but evidence was not found.</i></p> <p>3.) 2011 MIS Replacement/ Disposal Process Disposal Plan is part of 1. Procurement SOP/ 2. * Procurement Manual* 3. * (<i>a recommendation by the MIS to Procurement) for disposal*)</i> to make sure that it is compliant with federal/local regulations. 3a. Minimal specifications/requirements for purchase.</p> <p>4. MIS 4th Qtr Report (refer to recommendations)</p>
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	<p>11) A document emphasizing that technologies purchased by ASCC is compatible, appropriate, and conducive to support student learning.</p> <p>12) A training plan (Internal & External) is developed and added to the ASCC professional development plan;</p> <ul style="list-style-type: none"> ○ Faculty: hardware and software training; ○ Support staff: technical and service training; ○ System users: etiquette and care for ASCC systems and hardware; <p>13) Update in acceptable use policy.</p>	<p>5.) Partially Completed/In Progress</p> <p>6.) Partially Completed/In Progress</p>	<p>5.)</p> <ul style="list-style-type: none"> • -Finance Division SOP- -Procurement Office-Fixed Asset Inventory pg 69-71 -Rec’vng & Recording Fixed Asset Inventory-Inventory Pg 72-73 -Le Bookstore –Qtrly Inventory pg 91-93 MIS & CNR technology keep their own Inventory <p>5.) Costs for Internet connections need to be looked at.</p> <p>6.) MIS</p> <ul style="list-style-type: none"> - Finance Division - ISP 2015-2020 Alignment (PI.2) Professional Development Workshop 2014- (1/6-7/2014) & (8/16-17/2016)
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Description/Narrative:

Recommendations-

- 1) A. Clearly establish TRC, meet every quarter, have someone taking minutes, submitting and institutionalizing to support everything being done for the TRC. The TRC was not used for the Show Cause report but were temporarily reassigned to the other strategic areas (ie. TCO and Staffing).
TRC Report to TCO Subcommittee: policies, processes noted in report have not been submitted into evidence. (can’t be found)
- 2) Submit all processes dealing with technology into evidence and assign someone in TRC to review local and federal regulations. Request someone in IE to collect all data from all labs to make a “semester based report” on computer accessibility for students. A semester report needs to be consolidated and Reports need to be institutionalized throughout ASCC. ie. ACNR, Library, TTD, MIS (doing their own thing)
- 3) The “Minimum Specs” for the computers needs to be reviewed and updated if needed every three years to keep up with the ever changing technological environment. Operating systems, internet browsers, Microsoft office, antivirus should be included. Connectivity should also be considered in minimum specs. Internet

connection is conducive to student learning, so speed matters.

- 4) Training should include ALL staff and faculty, not just MIS staff. We can use our own resources to train staff, (ex. Give ASCC staff with no AA degrees, free admission to take a Certificate of Proficiency in ICT.) Or have TTD instructors or MIS staff to conduct seminars/trainings (ex. “Common Computer/Connectivity/Printer Errors that have Easy Solutions”) and have the Leadership encourage/allow/make mandatory to attend.

Objective 1: ASCC will meet the challenge of current Computer and Server needs of the ASCC stakeholders.

- Performance Indicator 2: Increase computer training opportunities for ASCC employees.**

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> (PI.2) Training for ASCC faculty and staff are provided. 	1) A training plan (Internal & External) is developed and added to the ASCC professional development plan; <ul style="list-style-type: none"> Faculty: hardware and software training; Support staff: technical and service training; System users: etiquette and care for ASCC systems and hardware; Update in acceptable use policy. 	Partially Completed/In Progress	(PI.2) Professional Development Workshop 2014- (1/6-7/2014) & (8/16-17/2016) Finance Divisions- Alignment ISP 2015-2020

Description/Narrative:

Recommendations:

Training should include ALL staff and faculty, not just MIS staff. We can use our own resources to train staff, (ex. Give ASCC staff with no AA degrees, free admission to take a Certificate of Proficiency in ICT.) Or have TTD instructors or MIS staff to conduct seminars/trainings (ex. “Common Computer/Connectivity/Printer Errors that have Easy Solutions”) and have the Leadership encourage/allow/make mandatory to attend.

Objective 1: ASCC will meet the challenge of current Computer and Server needs of the ASCC stakeholders.

- Performance Indicator 3: Assess the effectiveness of processes for computer/server purchasing/maintenance plan.**

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> (PI.3) Institutional processes for maintenance of institutional technological purchases are 	2) An ongoing assessment is institutionally documented assessing the processes of all ASCC technological assets. 3) An annual assessment plan	2.) Partially Completed/In Progress	(PI.3) MIS provides the technology specifications and process for purchasing technology but has not created an SOP for institutional use.

emphasized and assessed.	emphasizing the total cost of ownership to include the following areas: <ul style="list-style-type: none"> ○ Maintenance; ○ Life-span; ○ New technology hardware and software. 	3.) Partially Completed/In Progress	<ul style="list-style-type: none"> • Finance division has internal processes for purchasing • Budget for creation of preventive maintenance and troubleshooting is provided under MIS budget. • Preventive maintenance activities are performed by MIS. However, MIS only consistently provides maintenance for computer labs, and only for computers. All other technology is serviced when a work order is requested for it to be fixed.
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Description/Narrative:
 Recommendations:
 1.) Nothing in evidence showing a plan for an annual assessment is in place. # 8 in above report mentions replacement and purchase plan. There is a maintenance plan, not in technology evidence.

Objective 1: ASCC will meet the challenge of current Computer and Server needs of the ASCC stakeholders.

- **Performance Indicator 4: Review computer/server “replacement and disposal” processes for accuracy, compliance, and federal mandates.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.4) Identify through the biennial physical inventory ASCC assets that will be replaced and disposed. 	4) A process emphasizing a timeline scheduling replacement and disposal of ASCC physical assets and is in compliance with local and federal regulations.	4) Partially Completed/In Progress	4) 2011 MIS Replacement/Disposal Process -2014 Fixed Asset Inventory

Description/Narrative:

-----“TECHNOLOGY”-----

Goal 1: ASCC will effectively maintain and develop its Computer and Server assets and services to internal and external stakeholders.

Objective 2: ASCC will meet the challenges of future technological needs for ASCC stakeholders.

- **Performance Indicator 1: To review and assess the utilization of campus-wide systems;**
- **Performance Indicator 2: To research and procure funding for identified computer/server needs.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1) ASCC defines user accessibility and an institutional committee for all campus systems focusing on educational purposes, user confidentiality, operations, and services offered; • (PI.2) Continue to procure funding to sustain the cost of Datatel and research systems that will be cost containable for ASCC. 	<ol style="list-style-type: none"> 1) A policy defines user access for campus-wide systems based on institutional operations, purpose, and acceptable use policies. 11) Alternative systems have been identified for cost saving measures. ASCC identifies other sources of funding to sustain the cost of Datatel. 	Partially Completed/In Progress	Finance Divisions-Alignment ISP 2015-2020 2016 MIS-Planned Purchases Finance Divisions-Alignment ISP 2015-2020

Description/Narrative:

Recommendations:

- 1) An upgrade for software must updated periodically?
- 2) Semester reporting needs to be collected by a division to report ALL student computer lab data.
- 3) Seek ASTCA’s assistance towards price for internet. (*\$500 for IMB-ASTCA*)
Internet RATE needs to be revisited to be more cost effective.

-----“TECHNOLOGY”-----

Goal 2: ASCC will maintain and develop its Network and Communication assets and services to internal and external stakeholders.

Objective 1: ASCC will assess network and telecommunications connectivity and reliability to institutional operations.

- **Performance Indicator 1: Assess current and telecommunications and future expansion for institutional growth.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1) Continue to research, 	10) A report/plan	Not	

<p>assess, and procure optional solutions for network and telecommunications expansion.</p> <ul style="list-style-type: none"> ○ Communication switchboard- auto-answer option; ○ Faster internet connectivity; ○ Revisit VoIP integration; 	<p>indicating network and telecommunication needs are implemented and assessed;</p>	<p>Completed</p>	
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Description/Narrative:

Recommendations:

- 1) Network design should be reviewed. Subnetworks should be implemented for security issues.
- 2) Phone system should be upgraded to a PBX system that is based on an SIP standard

Objective 1: ASCC will assess network and telecommunications connectivity and reliability to institutional operations.

- **Performance Indicator 2: Assess the utilization and performance of the campus-wide local area network (LAN)**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.2a) Conduct internal/external assessment of campus-wide Local Area Network; • (PI.2b) Conduct internal/external assessment wireless campus hotspots. <p>4.</p>	<p>11) A status report is compiled based on internet LAN and wireless connectivity;</p> <p>12) Improvements/Plan on increasing internet quality is defined and implemented and institutionally funded.</p> <ul style="list-style-type: none"> ○ To include Grant Funded Programs 	<p>Not Completed</p>	

Description/Narrative:

Recommendation:

- 1) Status Reports should be based on data usage for random users to be studied.
- 2) An external consultant should be hired to assess the connectivity, network stability and future expansion to be assessed every three years.

-----**“TECHNOLOGY”**-----

Goal 3: ASCC will maintain and develop its Distance Learning and Online Services to internal and external stakeholders.

<p>Objective 1: ASCC will provide opportunities and access for Distance Learning and Online Services.</p> <ul style="list-style-type: none"> Performance Indicator 1: To develop and implement an asynchronous online resource plan; Performance Indicator 2: Research other applications/technologies to enhance distance learning and online services. 			
Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.1) Continue to review and assess, online registration, distance learning technologies and online support services; (PI.2) Assess tutorial software conducive to online learning. 	<p>5) Implement and assess programs and services that can be offered via distance learning and appropriate services that impact student enrollment and achievement.</p>	<p>Not Completed</p>	
<p>Description/Narrative: Recommendation: -Distant Learning technologies need to be re-visited. -Online support services needs to be available after hours so that continuing education students have access to these services.</p>			

Appendix B:
IPECC Update of ISP 2015-2020

ASCC Institutional Strategic Plan 2015-2020 update Template:

Academic Excellence:

Strategic Focus:

- High Quality Educational Programs and Services;
- Commitment to Providing Academic Excellence.

Strategic Response:

The Academic Plan is the 'Core' of the institution and central to all planning. The Academic Excellence plan ensures integrated planning and alignment of all master plans with emphasis on institutional effectiveness.

The Academic Excellence 2015-2020 Plan was developed and substantiated through a review process based on institutional/divisional/program data as an implementation assessment of the ASCC 2009 – 2014 Institutional Strategic Plan. A full review of the 2009-2014 Academic Excellence goals, objectives, performance indicators, actions, and expected outcomes were thoroughly reviewed and referenced by the Academic Excellence Subcommittee with provisions in planning to be addressed, emphasized, and implemented in the 2015-2020 Academic Excellence Plan. As a result of this review, the following goals, objectives, performance indicators and expected outcomes have been identified in the ASCC 2015-2020 Academic Excellence Plan.

-----"ACADEMIC EXCELLENCE"-----

Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Objectives:

- ASCC will provide qualified faculty, appropriate facilities and a curriculum driven by outcome qualities and competencies;
- ASCC will assess, evaluate and document recommendations to improve institutional effectiveness;
- ASCC will emphasize high quality teaching and services;
- ASCC will continue to develop, implement, and solidify programs that serve the need of the community;
- ASCC will increase the quality and availability of educational technology;
- ASCC will continue to strengthen its services in academic advising, counseling, tutoring, finances, resources, and campus life;
- ASCC will enhance opportunities for student academic, career and personal success; and,
- ASCC will continue to expand academic programs to meet the needs of the community.

Goal 2: ASCC will support Faculty and Staff Performance Commitment.

Objective:

- ASCC will continue to provide a work environment that encourages professional growth, recognizes and supports excellence in services, and provides advancement opportunities.

-----“ACADEMIC EXCELLENCE”-----

Review of Academic Excellence Plan:

Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Objective 1: ASCC will provide qualified faculty, appropriate facilities and a curriculum driven by Outcome Qualities and Competencies.

- **Performance Indicator 1: Continue to designate faculty and professional staff teaching and providing services within their area of expertise.**

Activities:	Expected Outcomes:	Status	Evidence
<ul style="list-style-type: none"> • (PI.1) Implement placements and staffing based on qualifications and experiences. 	<p>2) A comprehensive institutional process has been defined to designate faculty and staff according to expertise and is aligned to divisional operations; (SI, SII, SIII, SIV)</p> <p>2) Processes and policies are reviewed and are updated accordingly to institutional internal and external trends. (SI, SII, SIII, SIV)</p>	<p>Partially, completed, on going</p> <p>Partially completed, on going</p>	<ul style="list-style-type: none"> • HR Hiring Process- SOPs; • Personnel Hiring Required Files include: <ul style="list-style-type: none"> ✓ Resumes, ✓ Job Descriptions, ✓ Credentials, ✓ References, • ASCC Governance Manual; • Board Policy Manual • Personnel Policy Manual

Description/Narrative:

ALL ASCC Divisions/departments follow procedures set by HR for hiring and designating employees based on qualifications and expertise. Faculty and staff are hired based on content/area of expertise as specified by the college. Resumes for all employees are on file with HR Personnel files. All Resumes are updated to reflect recent Professional Development for faculty and staff. Adjunct and part-time faculty follow the same hiring process set by HR.

ASCC Policies are reviewed and proposed based on the need by Divisions/Committees.

Recommendations:

- Define a comprehensive institutional process for designating faculty and staff based on expertise.
- Clarify processes for reviewing of policies
- Set a timeline cycle of 5 years for Policy review
- Designate Divisions/Committees to clarify processes for reviewing policies
- Clarify the role of HR in the Policy review process
- Refer to Staffing Sub committee for policy review

Notes: Accepted, Review Completed ☺

Objective 1: ASCC will provide qualified faculty, appropriate facilities and a curriculum driven by Outcome Qualities and Competencies.

- **Performance Indicator 2: Continue to recruit faculty and adjunct to fill vacant positions;**
- **Performance Indicator 3: Continue to increase the number of faculty positions in specialized/high need areas.**

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> • (PI.2a) Advertise position openings; • (PI.2b) Implement and adhere to the approved hiring procedures; • (PI.3a) Allocate and prioritize financial resources for new faculty and staff positions; • (PI.3b) Develop specialized recruiting procedures through external professional organizations and networks. 	<p>7) Trends on student enrollment are documented and analyzed to determine high need areas in teaching and learning, and professional services; (SII, SIII)</p> <p>8) Vacant positions and high need content and service areas continue to be fulfilled. (SII, SIII)</p>	<p>Partially, completed, on going</p> <p>Partially, completed, on going</p>	<ul style="list-style-type: none"> • Academic Program Review; • Divisional Assessment Survey • Divisions Annual Budget- <ul style="list-style-type: none"> ✓ Vacant positions; • Course schedules- <ul style="list-style-type: none"> ✓ faculty load, ✓ Enrollment Data; • Placement test results • HR Hiring process (SOP); <ul style="list-style-type: none"> ✓ faculty credentials; ✓ adjunct pools for high need areas; ✓ Advertisement ✓ Job descriptions ✓ Minimum qualifications • Divisional Assessment-Program Review; • Planned Purchases; • WebAdvisor; • Tracking SOP for workforce placement;

			<ul style="list-style-type: none"> Analysis of Budget Reports for Fiscal Year
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Description/Narrative:

ASCC continues to monitor and document student enrollment data through various means as justification to fulfill vacant positions in high need areas. All Divisions/Departments follow HR SOP in advertising and hiring of qualified personnel to fulfill vacant positions.

Recommendations:

- Clarify high need areas based on number of students enrolled in development courses
- Define, review and assess tracking processes for job placement
- Provide **annual** analysis of Academic Program Review results for Academic Departments;
- Share analysis for planning and allocation of resources
- Differentiate Hard to fill areas from high need areas?

Notes: Accept, Review Completed ☺

Objective 1: ASCC will provide qualified faculty, appropriate facilities and a curriculum driven by Outcome Qualities and Competencies.

- Performance Indicator 4: Continue to maximize the use of classrooms for instruction and special projects.**

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> (PI.4a) Extend the hours of instruction for academic programs and special projects as it may apply; (PI.4b) Continue to assess classroom, resources, labs, and office space to maximize the utilization of facilities impacted by scheduling. 	9) An institutional scheduling process is defined for the scheduling of all courses offered at ASCC to determine the maximization of classroom, labs, resource, and office space and occupancy intervals. (SI, SII, SIII, SIV)	Completed, on going	<ul style="list-style-type: none"> Academic Affairs SOP on course scheduling; Course Offering of Evening courses; Classroom matrix; Academic Departments' end of the semester inventory; Academic Affairs Program Review;

Description/Narrative:

All Academic Programs through its Chairpersons continue to work with Academic Affairs on scheduling of courses following the AA SOP on course offerings. ASCC continues to improve on offering and scheduling courses to accommodate students enrolling in all approved Institutional sessions and semesters. ASCC offers courses following a 15 week session in the Fall and Spring, a 10 week session for evening courses and TED/ASDOE, a 2- six week accelerated sessions for CAPP in Fall and Spring, a 2-

five week sessions for TED/ASDOE in the summer, and a 6 weeks session in the Summer. Academic Affairs continue to monitor maximum usage of classrooms. All academic departments continue to work closely with support services to ensure services are provided and available to all students.

Recommendations:

- Refer to Physical Facility Maintenance Plan -Comprehensive Maintenance Plan on Occupancy
- Request Accessibility of the 2nd floor to the Administration Building to be in compliance with ADA policies.
- Revisit SOP on Campus Security and Support Services After hours

Note: Accepted, recommended to compile evidence in a report file. Review Completed ☺

Objective 1: ASCC will provide qualified faculty, appropriate facilities and a curriculum driven by Outcome Qualities and Competencies.

- **Performance Indicator 5: Continue to emphasize the alignment of institutional, divisional and program outcomes qualities and competencies.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.5) Orient and continue professional development for Student Learning Outcomes Assessment. 	<p>10) A Student Learning Outcome Awareness and Implementation Plan is defined and implemented to all ASCC employees. (SI, SII, SIII, SIV)</p>	<p>Partially, completed, on going</p>	<ul style="list-style-type: none"> • Divisional Program Review, • Academic Program Review, • Professional Development for Academics; • Student Achievement Data • Assessment 101 Workshop; • Faculty Orientation workshops; • Assessment Exit Reports • Closing the Loop at Course Level Questions • Closing the Loop at Program Level

Description/Narrative:

A high percentage of faculty have attended Assessment workshops 101, 201 and other needed workshops; Travel expense reports and budget narratives indicate attendance. ASCC continues to allocate funds for faculty professional development on SLO. In the Fall 2015, ASCC invited Dr. Mary Allen a well-known educator and expert in Assessment to conduct assessment workshops for faculty and adjuncts during Faculty Orientation.

ASCC needs to improve on providing opportunities for all employees in SLO awareness to be accountable for both instructional and non-instructional divisions.

Recommendations:

- Need an outcome awareness and implementation Manual **for all Divisions**
- Revisit process on outcome awareness to be inclusive of ALL Divisions on SLO at all levels (Course outcomes, Program Learning Outcomes, Institutional Learning Outcomes, and Divisional outcomes);
- Continue to improve on outcome awareness for all faculty and adjuncts
 - TED has assessment data for all TED courses internally and gives data for the Institution following

- the Assessment Cycle.
- All adjunct faculty are required to take the College offered Assessment 101 before being considered for adjunct position.
- SLO assessment is part of the Performance Evaluation for all FT and PT faculty to include adjunct faculty as well.

Note: Accept, Review Completed 😊

-----"ACADEMIC EXCELLENCE"-----

Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Objective 2: ASCC will Assess, Evaluate and Document recommendations to improve institutional effectiveness.

- Performance Indicator 1: Continue to implement and improve institutional program review.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.1a) Maintain the two year institutional program review cycle; (PI.1b) Implement and improve the annual divisional assessment (program review); 	<p>12) A document has been finalized and approved emphasizing processes for institutional program review; (<i>SI, SII, SIII, SIV</i>)</p> <p>13) Institutional policies are updated and routed accordingly for approval to include program review. (<i>SI, SII, SIII, SIV</i>)</p>	<p>Completed; ongoing</p> <p>Completed, ongoing</p>	<ul style="list-style-type: none"> ASCC Participatory Governance Structural Manual; Institutional Program Review; Divisional Assessment- Program Review; Academic Program Review; Divisional SOPs; Professional Trainings; Divisional Meeting Minutes Board Policies: <ul style="list-style-type: none"> ✓ Policy 1000-1004; Faculty Performance Evaluation instrument

Description/Narrative:

ASCC has in place two Program Review Instruments with set timeline cycles for implementation. Institutional Program Review and Divisional Assessment- Program Review. All divisions are encouraged to participate in both program reviews for continuous improvement.

ASCC through its Board Policies on Assessment and Program Review are in place for accountability purposes. One of the following Board policies: Policy 1004- Comprehensive Program Review and Assessment of Instructional Program, Student Services and Administrative Services documents the inclusion of Program review.

Note: Accept, Review Completed ☺

Objective 2: ASCC will Assess, Evaluate and Document recommendations to improve institutional effectiveness.

- **Performance Indicator 2: Review and improve processes to analyze and evaluate student assessment data.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.2) Review and improve outcome assessment and planning at the institutional, divisional, and program levels with focus on: outcome assessment standard operating procedures/instrument, data collection methods, assessment cycles, administrative/faculty/s taff deliberation, and reporting. 	14) A document has been finalized and approved emphasizing processes for institutional assessment and planning; (SI, SII, SIII, SIV) 15) Institutional policies are updated and routed accordingly for approval to include institutional assessment and planning. (SI, SII, SIII, SIV)	Completed; on going Completed; on going	<ul style="list-style-type: none"> • ASCC Participatory Governance Structural Manual; • Annual Divisional Assessment; • Institutional Program Review surveys; • Finance Division SOP Manual • Participatory Governance Structural Manual (2015); • Board of Higher Education Policy Manual.

Description/Narrative:

ASCC continues to implement Board policies on Institutional assessment and Program Review as documented in the ASCC Participatory Manual and Board Policies. All Divisions are accountable for using assessment data to improve on Planning, Decision Making and allocating of resources for services and instructions.

Recommendations:

- Continue to improve outcome assessment and planning processes
- Provide analysis for all Program Review instruments to all Division
- Use analysis and results of Program Review for resource allocation

Note: Accept, Review Completed ☺

Objective 2: ASCC will Assess, Evaluate and Document recommendations to improve institutional effectiveness.

- **Performance Indicator 3: Assess and evaluate the effectiveness of academic and administrative**

services that support teaching and learning;

- **Performance Indicator 4: Review and improve curriculum processes and institutional information through the biennial catalog update and information and policies are updated on institutional manuals and documents.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.3) Make data-based recommendations for curriculum improvements; • (PI.4) Update the college catalog biennially and all institutional policies and manuals accordingly. 	<p>16) An institutional manual is compiled, approved, and disseminated on institutional program review, assessment, and planning and aligned to institutional policies. (<i>SI, SII, SIII, SIV</i>)</p> <p>17) SLO updates and reports are compiled, analyzed, and disseminated accordingly by all academic and administrative divisions (<i>SI, SII, SIII, SIV</i>)</p>	<p>Completed, on going</p> <p>Completed, on going</p>	<ul style="list-style-type: none"> • Data assessment Report and cycle; • Academic program review; • Academic Departments action plans; • Institutional Data Sets (IDS) Toolkit; • Biennial Review of the Catalog and Processes; • Curriculum Committee Agendas and Minutes; <ul style="list-style-type: none"> • Curriculum Committee Minutes & Agendas, • Assessment Committee Minutes & Agendas, • Course approval Forms, • Program Removal/Approval Forms; • Academic Assessment Report; • Academic Departments Action Plan. • Closing the Loop at Course Level Questions • Closing the Loop at Program Level

Description/Narrative:

ASCC continues to improve on processes for assessment and achievement of Student Learning Outcomes at all levels. Academic Divisions/Departments and Student Support Services continue to improve on tracking mechanisms in achievement of Institutional Set Standards.

Recommendations:

- Use assessment data and program review analysis for instructional improvement of SLOs at all levels
- Continue to be SLO driven in planning and decision making

- Use analysis and results for resource allocation and program improvement

Note: Accept, Review Completed ☺

-----"ACADEMIC EXCELLENCE"-----

Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Objective 3: ASCC will emphasize High Quality Teaching and Services.

- **Performance Indicator 1: Increase the quality of effective instructional delivery and services.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1) Provide adequate resources for teaching and learning and professional services; <ol style="list-style-type: none"> 4. Assess the accurateness of resources for teaching and learning, and professional services; 5. Assess the utilization of resources for teaching and learning, and professional services. 	13) A report is generated annually assessing the accurateness of institutional resources, utilization of these resources, cost of maintenance, and projection of new resources for future resource allocation; <i>(SI, SII, SIII, SIV)</i>	Partially Completed; on going	<ul style="list-style-type: none"> • Comprehensive Maintenance Plan • ASCC Annual Report; • Planned Purchases • Institutional Program Review • Divisional Assessment Survey; • Procurement Biannual Fixed Assets inventory report

Description/Narrative:

ASCC implements an Institutional Program Review mainly for Accreditation status following a biennial cycle. In addition, a Divisional Assessment Program Review is implemented annually to improve on services and instructions for all Divisions. Academic Affairs also conducts an Academic Program Review annually for assessment of its Instructional programs.

Recommendations:

- Need to determine whether the ASCC Annual Report or Comprehensive Maintenance Plan 2015-2020 addresses the Expected outcome?

Note: Committee recommends to refer to the PFM Plan recommendations for the FRC to address EO#1. Accepted, Review Completed ☺

Objective 3: ASCC will emphasize High Quality Teaching and Services.

- **Performance Indicator 2: Evaluate the quality of faculty/staff performance and utilize evaluation data to improve individual effectiveness.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.2a) Assess the alignment of all ASCC employment positions to divisional standard operating procedures and outcomes; (PI.2b) Continue to evaluate faculty/staff performance and the utilization of data to improve professional needs: <ol style="list-style-type: none"> Content-based activities and opportunities; Pedagogy based opportunities Skill based opportunities 	<p>14) Divisional organizational charts emphasize alignment of all employment positions to divisional operations (Standard Operating Procedures) and outcomes; <i>(SI, SII, SIII, SIV)</i></p> <p>15) An analysis on faculty/staff performance evaluations is compiled annually emphasizing professional needs; <i>(SI, SII, SIII, SIV)</i></p>	<p>Completed, on going</p> <p>Completed; on going</p>	<ul style="list-style-type: none"> Individual Divisional SOP Manual; Human Resources (SOP) Manual, SSI SOP Manual, DOSS Manual, Academic Affairs SOP Manual, ASCC Org Chart Faculty Performance Evaluation Annual Performance evaluation; Performance Evaluations Department/Division monthly meetings.

Description/Narrative:

ASCC has in place an organization chart which guides Divisions on internal protocol and approval processes. In addition, ASCC Divisions/Departments have in place SOP Manuals for continuous improvement of services and guidance. ASCC continues to evaluate performance of faculty and staff annually through its HR SOPs.

Recommendations:

- Provide an annual analysis of faculty/staff performance evaluation;
- Identify responsible divisions/committee in providing analysis
- Use analysis to identify Professional Needs and set priorities
- Use analysis of faculty /staff performance evaluation to determine appropriate classification based on qualifications and expertise.

Note: To refer to the recommendation of the TCO and Staffing Plans. Accepted, Review Completed ☺

Objective 3: ASCC will emphasize High Quality Teaching and Services.

- Performance Indicator 3: Provide professional development activities in teaching, learning, and services.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.3) Provide in-service and off-island opportunities to improve; Data-based 	<p>16) Increasing improvements on data collection methods, analysis and dissemination</p>	<p>Partially Completed; on going</p>	<ul style="list-style-type: none"> Course Graded Assignments Align to Level of Competency; CLO Matrix; Core and Co Foundation Program;

curriculum, instruction, services, and assessment.	of student achievement and institutional/divisional outcome achievement. (SI, SII SIII, SIV)		<ul style="list-style-type: none"> • Institutional Data Set (IDS) Kit • ASCC Website for IDS • Assessment Trainings on Island and Off-island
<p>Description/Narrative: Academic Affairs collects assessment data on a semester basis from all Academic Programs. Data is compiled in Assessment Reports per Department by the Director of Assessment & Curriculum. All assessment reports and data are available to the Institution through Compliance Assist, Academic Affairs, Institutional Effectiveness, and College Website. ASCC has in place Student Achievement Standards which were set and approved by the Curriculum, Assessment, Academic Excellence, Institution -Assembly with Staff and Faculty, and the Board of Higher Education. Student Achievement Standards are now being evaluated and assessed for achievement of SLOs and set standards.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Continue college wide discussion on Student Achievement; its meaning and alignment to program outcomes, course and student. • Need a manual aside from Academic Affairs SOP on processes and procedures for data collection • Clarify SOP on exit clearances for faculty and adjuncts as required by Academic Affairs <p>Accepted, Review Completed ☺</p>			

-----"ACADEMIC EXCELLENCE"-----

Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

<p>Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.</p>			
<p>• Performance Indicator 1: Improve and increase community and cultural research.</p>			
Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1) Increase internal and external awareness with ASCC's community and cultural research and outreach. 	<p>6) Institutional publicity has increased in research, awareness, and program salient accomplishments. (SI, SII, SIII, SIV)</p>	<p>Completed, on going</p>	<ul style="list-style-type: none"> • ASCC Publicity announcements; ASCC website, • Students' organizations/clubs. • Extra and Co-Curricular Activities <ul style="list-style-type: none"> ✓ SAFF ✓ BAOA ✓ PTK ✓ Law Justices ✓ Psychology Club ✓ TED Club ✓ Fine Arts Spring Play

			<ul style="list-style-type: none"> ✓ Nursing Manu'a Outreach ✓ ACNR outreach ✓ Apprenticeship <ul style="list-style-type: none"> • Budget Allocation Approval • 411 newsletter • Bi weekly Reports • Annual Reports • News Media • Press Release process/IE Media Staff • Recruitment Program via Student Services • Individual Department Recruitment; • SSI and ACNR Research Element highly visible and active on Community Research and Outreach • Projects of SSI and ACNR noted in Videos, Library Pacific Section • SSI Online Gallery (Media Collection)
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Description/Narrative:

- ASCC through its faculty and staff are actively engaged in ongoing outreach activities to schools, communities, church groups, government departments and agencies and private sector. ACNR and SSI programs are actively involved with extension and research activities. ASCC has a marketing committee established in 2015 responsible for public awareness and recruiting.

Recommendations:

- Need to improve on availability of services provided to students and Parents/community
- Recommend Press Release & Recruiting needs to be increased

Accepted, Review Completed ☺

Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.

- **Performance Indicator 2: Improve and increase community workforce training and placements;**
- **Performance Indicator 3: Maintain and expand community partnerships.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.2a) Expand opportunities for credit/noncredit training; • (PI.2b) Expand ongoing career placement programs; 	7) Constant reviews and updates on all (Current and New) ASCC MOUs, job placements, and transfers are documented and	Completed, on going	<ul style="list-style-type: none"> • MOU's with local and federal agencies within different Departments: <ul style="list-style-type: none"> ✓ SSI, ✓ ACNR,

<ul style="list-style-type: none"> • (PI.2c) Strengthen existing programs; • (PI.2d) Formalize additional workforce placement programs; • (PI.3) Maintain and expand community partnerships. 	<p>centralized institutionally and archived; (<i>SI, SII, SIII, SIV</i>)</p> <p>8) An increase in community advisory council participation in program affairs has been documented and centralized institutionally and archived. (<i>SI, SII, SIII, SIV</i>)</p>		<ul style="list-style-type: none"> ✓ TED, ✓ TTD, ✓ Nursing, ✓ Business, ✓ CJ • Articulation of Degrees and courses with off-Island Colleges for AA & AS data • Signed Articulation Agreements • Job Placement data on IDS on ASCC Website • Individual Department internal data • Student Services Exit Survey • Department Minutes and Agenda of Advisory council meetings • Compliance Assist for Biweekly reports
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Description/Narrative:

Academic Affairs is tasked with updating Articulation agreements with off-island colleges based on set time by the Colleges. Academic Departments are tasked with updating and review of MOUs with local agencies and community. MOU's are sent to Academic Affairs Office for filing; reviewed by Dean of AA and VP and final sign off by President of ASCC. Minutes for Advisory Council Meetings are sent via Chairpersons per department to Academic Affairs.

Recommendations:

- Revisit Processes in regards to Advisory Council:
 - ✓ Review the role and purpose of Advisory council and its link to all Academic Programs
 - ✓ Set timeline for Advisory council meetings for all Academic Departments
 - ✓ Submit and centralize all Academic Departments advisory council meeting minutes and agendas
 - ✓ Provide summaries on the impact of activities and inclusion of Advisory Council to Instructional Programs and Student Achievement
 - ✓ Report on how Advisory council assist with workforce placement and curriculum

✓ Include as a component of the Academic Program Review Instrument

- Draft/update an Advisory Council Handbook;
- Initiate review, assessment and timeline cycle of Advisory Council Handbook
- Recommendation that all ASCC MOUs are archived institutionally at IE.
- Internal allocation of funding for Research, community and outreach services.

Accepted, Review Completed ☺

Objective 4: ASCC will continue to develop, implement, and solidify programs that serve the need of the community.

- **Performance Indicator 4: Implement service learning outreach programs.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.4) Provide more service learning career opportunities for ASCC students; 	9) A service learning plan has been identified and implemented. (SII, SIII)	Partially completed, On going	<ul style="list-style-type: none"> • Counselors, • Academic internships, • Psychology courses service learning requirement; • Course syllabi

Description/Narrative:

ASCC needs to revisit a plan for Service Learning.

Recommendations:

- Need to identify and implement a Service learning plan
- Lack of funding source
- Revisit the Service Learning for Academic Programs
- Psychology courses require students to complete a 40 hour service learning project.
- Need to reassess courses that use Service Learning not to confuse with Practicums
- Need to reassess all courses for implementation of Service Learning

Note: To review the role of Service Learning as an Expected Outcome in the strategic plan and to further assess and research how programs integrate service learning in the Program Learning Outcomes.

Accepted, Review Completed ☺

-----"ACADEMIC EXCELLENCE"-----

Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Objective 5: ASCC will increase the Quality and Availability of Educational Technology.

- **Performance Indicator 1: Provide professional training for faculty/staff and support technicians.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1) Assess the trends 	6) A plan has been	Partially	<ul style="list-style-type: none"> • Moodle Training

and usage of technology in higher education.	reviewed, implemented, and assessed for professional development on technological system upgrades and multimedia technological devices appropriate to instruction and services offered at ASCC; (SI, SII, SIII, SIV)	Completed; on going Partially completed	<ul style="list-style-type: none"> • Smartboard Training for Faculty • Web-advisor • MIS Plan (Technology Plan) • Budget Review & Approval Reports • ACCRO- workshop on Transfer and Retention (Faculty and Staff)
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Description/Narrative:

ASCC students have access to Student Learning Center or computer lab; classrooms are equipped with Smart Boards which students and faculty use to enhance teaching and learning experience; students also have access to tools and technology utilized in the field, practicum and laboratories – ex: microscopes, GPS tracking devices, tissue culture equipment and supplies, entomology and plant pathology tools and equipment. MIS continues to provide trainings to ASCC faculty on MOODLE and Smartboard.

Recommendations:

- Need on going Professional development for Faculty and Staff on MOODLE, SMARTBOARD, etc..
- Continue to provide professional development off-island for staff to improve services on DATATEL, Compliance Assist, IPEDs, etc.
- Improve implementation of technology plan for professional development and system upgrades
- Provide an update, presentation or training to the institution in regards to upgrades of technology.

Notes: There is lack of consistency regarding ongoing training. Recommended to merge all professional development recommendations from each of the plans to cover institutional high need areas that include, trends in technology, TCO, compliance, and high needed areas/skills.

Accepted, Review Completed ☺

Objective 5: ASCC will increase the Quality and Availability of Educational Technology.

- **Performance Indicator 2: Promote distance learning and integration of existing technologies.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.2a) Increase the number of distance learning courses offered at ASCC; • (PI.2b) Assess the value added impact of distance learning on student achievement. 	7) An assessment on the need of outreach courses is documented and a plan of implementation has been identified. The plan should include	<p>Incomplete; on-going review</p> <p>Not done</p>	<ul style="list-style-type: none"> • ASCC does not offer online courses or distance learning. • There are not distance learning courses offered. • Budget Review & Approval

	possible outreach designated site MOUs, resources, technical support, and stability of instructional delivery; <i>(SI, SII, SIII, SIV)</i>		Reports
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Description/Narrative:

ASCC does not offer Online courses, but something for the Institution to consider in the future.

Recommendations:

- Encourage faculty to use MOODLE or a related program to enhance teaching and curriculum. **To provide training for faculty to use Moodle annually.**
- Consider expanding instructions through distance learning

Note: Cross reference with the Technology Plan

Accepted, Review Completed ☺

Objective 5: ASCC will increase the Quality and Availability of Educational Technology.

- **Performance Indicator 3: Expand the development and integration of evolving technologies.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.3) Research the compatibilities of newer technologies to ASCC's existing resources. 	8) An assessment on all ASCC's current technologies and its impact on SLOs are documented with recommendations on the trends in educational technologies listed for future planning and budgeting. <i>(SII, SIII)</i>	Partially completed, on going	<ul style="list-style-type: none"> • Technology Plan • Academic Program Review • Institutional and Divisional Program Review • Support@amsamoa.edu link • Procurement & Academic

Description/Narrative:

MIS conducts surveys on current technology needed and uses their findings for budgeting. A link to Support@amsamoa.edu for personnel to report on technological problems. All Divisions realized the impact and benefits of technology to programs and curriculum and are currently working with MIS division and professional staff on ways to improve in this area – such as new equipment, computers, peripherals and other technology relevant to programs.

Recommendations:

- Does ASCC have an assessment SOP to assess current status of technologies in place?
- Need to see plan and share with all stakeholders on Technology

- SOP Manual for Technology shared with all
- Need an annual assessment of ASCC technologies in place such as smartboard, computers, etc..

Accepted, Review Completed ☺

-----"ACADEMIC EXCELLENCE"-----

Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Objective 6: ASCC will continue to strengthen its services in Academic Advising, Counseling, Tutoring, Finances, Resources, and Campus Life.

- **Performance Indicator 1: Review and improve academic advising, counseling, and tutoring;**
- **Performance Indicator 2: Review and improve opportunities for student recruitment and college preparation;**
- **Performance Indicator 3: Provide opportunities for students to receive adequate financial assistance.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1a) Improve and increase the awareness and services of academic advising; • (PI.1b) Increase awareness of counseling and tutoring services and coordination of referrals throughout the campus; • (PI.2) Increase college preparation outreach; • (PI.3a) Maximize student access to financial aid employment scholarships; • (PI.3b) Increase the accuracy of financial aid applications and records. 	<p>5) An assessment of student awareness and the reporting of student information based on the effectiveness of ASCC's academic advising, tutoring services, counseling services, are documented. (SII, SIII)</p>	<p>Partially completed; on going</p>	<ul style="list-style-type: none"> • Divisional Assessment Survey • Student Satisfactory Survey, • Academic Advising, • Counseling <ul style="list-style-type: none"> ✓ Academic, ✓ Career, ✓ Diversity, ✓ Financial Aid, ✓ Personal, ✓ Transfer, ✓ VA • Student Learning (SLA) Center-Annex <ul style="list-style-type: none"> ✓ Tutoring Services • Recruitment Plan with Student Services • New student Orientations • DOSS Service and SOP Manuals, Brochures • 411 Newsletter • Bi-Weekly and Quarterly Reports • Admission-Student Orientation • Budget Review & Approval Reports

	<p>6) Outreach recruiting procedures is institutionalized, documented, and centralized; (SI, SII, SIII, SIV)</p>	<p>Partially completed, on going</p>	<ul style="list-style-type: none"> • DOSS High School outreach and recruitment; <ul style="list-style-type: none"> ✓ Admission ✓ Financial Aid ✓ Representatives from Academic Programs ✓ Financial Aid handbook ✓ Student Handbook • College Signing Day; • New Student Orientation during 1st week of instructions; • Campus Tours; • Career Day(s) • FAFSA/Pell Grant; • Work Study (Federal, Non-Pell); • In-House Scholarships; ASG Scholarships, • Marketing committee (Ad Hoc Committee);
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Description/Narrative:

ASCC continues to improve on services available and provided to students for improvement of Instructional performances and its impact on Student Achievement.

Recommendations:

- Improve processes on student services available to students
- Identify a comprehensive support service in alignment with Student Achievement
- Improve on Tutorial services available to students
- Conduct a program review on assessment of all Services available to students similar to Academic program review of Instructions
- Revisit assessment and review of CLP course to put back in GE for students
- Need to improve services provided to students and Parents/community
- Need to share process and procedures for recruiting and where that data is stored on numbers recruited etc. Not sure where that data is and or how shared with college
- Need to know SOP for counseling, etc., advising, etc., transfer process to other colleges, etc.
(Institutional Available and archived)
- Need to provide & improve on Marketing, outreach, and recruitment processes also in programs such as Scholarships, Financial Aid & Workstudy
- Need to improve on Marketing, outreach, and recruitment processes and Activities
- Marketing committee needs to have a solid plan in place.

- **Note: Recommendation that all SOPs be archived at IE.**

Objective 6: ASCC will continue to strengthen its services in Academic Advising, Counseling, Tutoring, Finances, Resources, and Campus Life.

- **Performance Indicator 4: Promote a vibrant and secure environment for campus life.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.4a) Increase the number and scope of extracurricular activities to promote SLO awareness; • (PI.4b) Improve the awareness plan for student/faculty/staff safety. 	<p>7) A process for a calendar of institutional activities are generated annually and disseminated accordingly; (SII, SIII)</p> <p>8) An assessment of the ASCC safety plan is documented and archived. (SII, SIII)</p>	<p>Partially completed, on going</p> <p>Completed; on going</p>	<ul style="list-style-type: none"> • 2 Year Academic Calendar as noted in the Catalog, • Divisional Calendars such as Academic Affairs Departments semester calendars; • SGA Activities • Co-curricular/extra-curricular Activities; • Faculty Orientation- professional Development; • Convocations; • Assessment 101 workshops; Counseling Calendar of Activities; • 411 Student Newsletters; • Graduation Banquet-Awards; • ACNR Club under the 4-H program. • ASCC safety Plan ; • Maintenance Plan; • Campus Safety and Security annual Reports

Description/Narrative:

ASCC has an Institutional 2 year Academic Calendar as published in the ASCC Catalog. All Academics and Student Services Divisions set calendars of Activities either on a semester basis or annually. ASCC has a Safety and Maintenance Plan in place.

Recommendations:

- Clarify process for an Institutional Calendar of Activities
- Identify accountable Divisions for review and assessment of process
- Need to revisit YANA, etc for young people
- Revisit opening library on weekends for the Community to encourage community services like summer reading for kids, etc.

- Revisit the **ACNR** Wellness Center usage; no advertising for that these days? Wellness is important for safety too (**Awareness of Services**)

Note: Recommended to institutionally archive ASCC Safety Plan, Maintenance Plan, Campus Safety Plan and to make available to all internal constituents.

Accepted, Review Completed ☺

-----"ACADEMIC EXCELLENCE"-----

Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Objective 7: ASCC will enhance opportunities for student academic, career, and personal success.

- **Performance Indicator 1: Improve and expand transfer and employment counseling;**
- **Performance Indicator 2: Improve the tracking of alumni employment, transfer, and enrichment.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1) Increase awareness of transfer opportunities and employment counseling; • (PI.2) Improve the collection of alumni data for internal and external reporting. 	<p>3) An institutional process for collecting data on alumni, student transferability, and job placements are documented and centralized institutionally and archived and publicized; (<i>SII, SIII</i>)</p>	<p>Partially completed, on going</p>	<ul style="list-style-type: none"> • Student Tracking Process: <ul style="list-style-type: none"> 1st year Academic Programs 2nd year DOSS • ASG Scholarship and Student Loan Recipients • Graduation Survey • ASCC Publicity • IDS KIT • Exit Surveys; Student Services • Alumni Association • ASCC Fact Book • ASCC Annual Report • Student Achievement Institutional Set Standards; <ul style="list-style-type: none"> ✓ Transfer to Higher Education ✓ Workforce Placement • Academic Program Review reports on transfer and workforce placement: <ul style="list-style-type: none"> ✓ SSI ✓ TED ✓ TTD ✓ Nursing ✓ Business ✓ ACNR

Description/Narrative:

ASCC through its Institutional Student Achievement has Set Standards on transferability and workforce placement. The college continues to monitor and assess tracking instruments for improvement of processes on transferability to high education and job placement. Academic Programs are encouraged to report and track graduates from various disciplines.

Recommendations:

- Need to request data from ASG Human Resource, semiautonomous agencies, local Army Reserve and other military branches, and private sectors in collecting the number of ASCC graduates employed.
- Continue to improve tracking mechanisms to ensure meeting Institutional student achievement standards
- Clarify processes and timeline cycles for data collection, transfer to Higher Education, and job placement
- Centralize all data for continuous improvement of Tracking
- Need Manual on Employment counseling
- Need an office for Employment Counseling
- Host more Career Days
- Need to have a centralized office and staff for Alumni information
- Improve and update methods of collecting this data and information

Note: Recommended to review institutional data sets appropriate to services offered for transferability and tracking of students.

Accepted, Review Completed ☺

Objective 7: ASCC will enhance opportunities for student academic, career, and personal success.

- **Performance Indicator 3: Expand and increase articulation agreements in student and course transfer.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.3) Update, reconfirm, and increase new articulation agreements with other institutions for student and course transfer articulation. 	4) A document that specifies updates on current and new articulation agreements is centralized institutionally and archived. <i>(SI, SII, SIII, SIV)</i>	Completed; on going	<ul style="list-style-type: none"> • Signed Articulation Agreements with off-island colleges; <ul style="list-style-type: none"> ✓ Available on ASCC Website ✓ ASCC Catalog

Description/Narrative:

ASCC continues to update signed Articulation Agreements with off-Island Colleges. Academic Departments and Programs are encouraged to initiate articulations with off-Island Colleges on specific degrees/Certificate Programs.

Recommendations:

- Continue to expand articulation agreements with US **Accredited** Colleges and Universities as majority of signed articulations are with Hawaii Colleges and Universities.
- Improve tracking of transfer students in order to initiate articulation agreements with other US Accredited Colleges

Notes: Accepted, Review Completed ☺

-----"ACADEMIC EXCELLENCE"-----

Goal 1: ASCC will enhance and deliver innovative, effective education and support programs to facilitate Student Academic Success.

Objective 8: ASCC will continue to expand academic programs to meet the needs of the community.

- **Performance Indicator 1: Continue to explore options for program development;**
- **Performance Indicator 2: Assess and review ASCC’s mission according to the need of the community.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1a) Comply with WASC ACCJC requirements; • (PI.1b) Initiate review of programs to comply with accreditation standards for WASC ACSCU; • (PI.1c) Increase community articulation based on societal needs and trends focused on learning and student centeredness; • (PI.1d) Assure adequate funding for planning and operations; 	4) Institutional dialogue is documented towards the transitioning to a four-year institution under the purview of WASC ACSCU. <i>(SI, SII, SIII, SIV)</i>	Completed; on going	<ul style="list-style-type: none"> • B.Ed. Program • MOU’s and employment tracking for ASDOE, Hospital, ASG Workforce • SSI and ACNR research documents and publications
	5) Program and workforce developments for local expansion are documented. <i>(SI, SII, SIII, SIV)</i>	Partially completed	<ul style="list-style-type: none"> • Institutional Student Achievement Standards: <ul style="list-style-type: none"> ✓ Degree Program Requirements; ✓ Persistency; Degree/Certificate Completion and Transfer: <ul style="list-style-type: none"> ○ Transfer to Institution of Higher Learning; ○ Transition to the Workforce;
	6) ASCC’s mission and vision statement is assessed to		<ul style="list-style-type: none"> • Local MOUs with LBJ, DOE, etc..

<ul style="list-style-type: none"> (PI.2) Review and assess ASCC's mission and vision. 	determine institutional and community needs biennially. <i>(SI, SII, SIII, SIV)</i>		
<p>Description/Narrative:</p> <p>Recommendations:</p> <ul style="list-style-type: none"> Aside from the Bachelor in Elementary Education, what other Academic Programs have initiated or planned to offer a four year Program(s)? SSI Has the Institution initiated dialogue on transitioning to a four year college? If so, what would be the next Program or emphasis based on the need by the Community or local MOUs? <p>Notes: Facts: The dialogue regarding a second program to comply with the requirements of the Senior Commission (4 year institution) includes SSI, Nursing and Business. Accepted, Review Completed ☺</p>			

-----"ACADEMIC EXCELLENCE"-----

Goal 2: ASCC will support Faculty and Staff Performance Commitment.

<p>Objective 1: ASCC will continue to provide a work environment that encourages professional growth, recognizes and supports excellence in services, and provides advancement opportunities.</p> <ul style="list-style-type: none"> Performance Indicator 1: Provide recognition of merit; Performance Indicator 2: Continue to recognize faculty and staff achievements through media and other networks; Performance Indicator 3: Provide adequate resources for promotion. 			
Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.1) Improve and implement administrative procedures that focus on support for instruction and services. (PI.2) Continue to recognize faculty and staff achievements through media and other networks; (PI.3) Provide adequate funding for faculty/staff 	4) Review and improve processes for faculty/staff recognition, professional improvement, and degree advancements; <i>(SII, SIII, SIV)</i>	Partially, Completed, on going	<ul style="list-style-type: none"> Annual Faculty Recognition Program; <ul style="list-style-type: none"> ✓ Individual /Departmental Certificates ✓ Awards ✓ Plaques Increments for promotion

individual professional development; <ul style="list-style-type: none"> • (PI.4) Consistently apply personnel policies for promotion and advancement. 			and or degree attainment
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Description/Narrative: •

ASCC faculty are recognized during the annual Faculty Recognition Dinner. Faculty are provided opportunities to participate in professional development off-island through budgeted trainings and through Grants in various disciplines. Academic Directors attended professional trainings on Assessment (ARC conference) for continuous support of faculty.

Recommendations:

- Need to recognize staff's work and or have a staff appreciation day.
 - ✓ Revisit the Connection newsletter and the taalogologo newsletter.
- Need to recognize administrators
- Faculties have done their recognition but what about the Staff?
- Is there a written process for Faculty/Staff recognition?

Notes: The committee emphasizes the importance of transparency in communication of institutional updates and decision-making. To emphasize 'Staff' as a constituency for recognition and merit (Policy 3018 Incentives Award Program and Policy 4003.2 Merit) Accepted, Review Completed 😊

Objective 1: ASCC will continue to provide a work environment that encourages professional growth, recognizes and supports excellence in services, and provides advancement opportunities.

- **Performance Indicator 4: Review and implement faculty/staff reclassification and ranks.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.5a) Implement reclassification; • (PI.5b) Develop and adopt a system for faculty ranks. 	<p>5) The plan for reclassification has been reviewed and implemented; <i>(SII, SIII)</i></p> <p>6) Faculty ranks have been reviewed and implemented; <i>(SII, SIII)</i></p>	<p>On going</p> <p>Incomplete; on-going review</p>	<ul style="list-style-type: none"> • Human Resources SOP • HR records for promotions; etc. 303 notes promotion etc. • No records for faculty ranks

Description/Narrative:

There is work being conducted on reclassification of staff and faculty via HR. Faculty Senate should lead in the research about faculty ranks (checked what other institutions have) as they were

instrumental in the changes made to the faculty performance evaluation

Recommendations:

- Refer to Staffing Strategic Focus area
- A clear process and plan must be defined in the reclassification of staff and faculty.
- Need to review faculty ranks through Faculty Senate
- Need to host a Staff Recognition Dinner
- Need to host Employee Day

Note: Accepted, Review Completed 😊

ASCC Institutional Strategic Plan 2015-2020 update Template:

Physical Facilities and Maintenance:

Strategic Focus:

ASCC will continue to effectively maintain its human and physical assets and its services to its internal/external stakeholders through its Integrated Physical Facilities and Maintenance Plan.

Strategic Response:

The 2015-2020 PFM Master Plan was based on an assessment of the 2009-2014 PFM Master Plan. Recommendations substantiated from the 2009-2014 plan focused on the best practices for the effective management of ASCC’s Physical assets. The plan encompasses Total Cost of Ownership measures, which will increase the efficiency of our facilities, reduce maintenance costs, and decrease high turnover of facilities and equipment. Effective maintenance of our facilities will enable stakeholders to work in a safe, clean and secure environment leading to the achievement of our institutional mission for “high quality” services. The plan allows for administrators to envision expansion of campus facilities and programs and to prepare for the future.

-----“PHYSICAL FACILITIES AND MAINTENANCE”-----

Goal 1: ASCC will implement the Physical Facilities and Maintenance Plan for new construction, renovation and repair, and maintenance through a formalized process.

Objectives:

- ASCC will institute a review process to monitor the implementation of the comprehensive preventive maintenance plan;
- ASCC will ensure the quality of its facilities, services, and equipment through its qualified personnel.

Goal 2: ASCC will continue to plan new construction based on a needs assessment.

Objective:

- ASCC will complete all new construction and newly identified construction.

Goal 3: ASCC will continue to improve our services through renovations by utilization and the allocation of resources.

Objective:

- ASCC will continue to maintain our physical assets through renovations and repair.

Goal 4: ASCC will effectively maintain its facilities and equipment.

Objective:

- ASCC will implement and improve the comprehensive preventive maintenance plan.

-----"PHYSICAL FACILITIES AND MAINTENANCE"-----

Review of Physical Facilities and Maintenance Plan:

Goal 1: ASCC will implement the Physical Facilities and Maintenance Plan for new construction, renovation and repair, and maintenance through a formalized process.

Objective 1: ASCC will institute a review process to monitor the implementation of the Comprehensive Preventive Maintenance Plan.

- **Performance Indicator 1: Develop a review process of all ASCC physical facilities.**

Activities:	Expected Outcomes:	Status	Evidence
<ul style="list-style-type: none"> • (PI.1) Confirm facility review process for new construction projects, renovation and repair priorities, and maintenance activities: <ul style="list-style-type: none"> ○ Establish and organize the facility review committee; ○ Establish roles and 	14) A committee is established to monitor PFM plan, assess its effectiveness, and set schedules for new construction, renovation and repair, and maintenance activities;	6) Not Completed 7) Not Completed 8) Partially Completed	6) No Evidence 7) No Evidence 8) No Evidence (Review Evidence)

responsibilities for FRC; <ul style="list-style-type: none"> Review compliance of all ASCC physical facilities to local and federal regulations; 	15) A formalized process outlining FRC roles and responsibilities in assessing and scheduling is documented; 16) All processes are compliant with local and federal regulations; <i>(SIII)</i>		
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Description/Narrative:

Currently there is no FRC. There is a need to establish this committee and its responsibilities. In addition, there is a need to document process in reviewing ASCC's physical facilities to ensure it is compliant with local and federal regulations. **Review Completed ☺**

Objective 1: ASCC will institute a review process to monitor the implementation of the Comprehensive Preventive Maintenance Plan.

- Performance Indicator 2: Conduct an assessment of all physical facilities.**

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> (PI.2a) Initiate 1st assessment of facilities <ul style="list-style-type: none"> Review previous facility plans (ex. 2020 campus plan, ASCC campus filed book, 2007 facilities plan, etc.); Collect institutional data on space management; Conduct inventory of buildings; Conduct inventory of maintenance equipment; Review institutional program review and divisional assessment 	17) A full facility assessment report of ASCC's physical assets highlighting needs for new construction and minor/major renovation and repair; <i>(SIII)</i> 18) An annual schedule for new construction, renovation and repair, and maintenance activities is identified; <i>(SIII)</i>	9) Completed 2015 10) Completed 2015	9) Comprehensive Maintenance Plan 2015-2020 10) Included in Comprehensive Maintenance Plan 2015-2020

<ul style="list-style-type: none"> ○ results; ○ Review standard III; ○ Assess condition of current facilities; • (PI.2b) Initiate 2nd assessment of facilities <ul style="list-style-type: none"> ○ Review new construction, renovation and repair, and maintenance activities performed in first two years; ○ Assess new condition of physical assets; ○ Make recommendations for maintenance schedules and resources; 			
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Description/Narrative:
This objective has been completed but the committee recommends that the Comprehensive Maintenance Plan is reviewed annually for updates and to ensure that it is being implemented. **Review Completed 😊**

Objective 1: ASCC will institute a review process to monitor the implementation of the Comprehensive Preventive Maintenance Plan.

- **Performance Indicator 3: Identify funding sources to execute the comprehensive preventive maintenance plan.**

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> • (PI. 3) Identify possible funding sources through federal grants and local funds. 	19) Increase in funding resources. <i>(SI, SIII)</i>	6) Partially Completed	<ul style="list-style-type: none"> • Included in Comprehensive Maintenance Plan 2015-2020 • CIP Federal Funding set aside for the Multipurpose Center \$105,000 • ACNR has funding for maintenance of its facilities.

Description/Narrative:

The Comprehensive Maintenance Plan 2015-2020 identifies possible funding sources through federal grants and local funds but it is yet to be implemented through annual institutional budget review. The Sub Committee recommends to include maintenance, repairs, new constructions etc in all grant proposal as applicable. **Review Completed ☺**

-----"PHYSICAL FACILITIES AND MAINTENANCE"-----

Goal 1: ASCC will implement the Physical Facilities and Maintenance Plan for new construction, renovation and repair, and maintenance through a formalized process.

Objective 2: ASCC will ensure the quality of its facilities, services, and equipment through its qualified personnel.

- **Performance Indicator 1: Provide, maintain, and hire qualified personnel to fulfill technical/specialized positions.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1) To allocate institutional support for: <ul style="list-style-type: none"> ○ Technical/specialized training; ○ Qualified personnel. 	3) Qualified technical/specialized personnel have been hired; <i>(SII, SIII)</i> 4) Support staff received training in specialized/skilled areas. <i>(SIII)</i>	3) Partially Completed 4) Not Completed	3) HR files of PFM personnel 4) No Evidence

Description/Narrative:

There is a need for qualified technical/specialized air conditioning personnel. The subcommittee also recommends that support staff receiving specialized/skilled areas. Also recommends utilize of the TTD Apprenticeship Program. Subcommittee also recommends for the institution to assist all maintenance personnel to get certification as per requirement in their area of expertise. **Notes: HR Issue: Certification is a hiring procedure based on specialization and expertise. Classification based on need, needs to be clarified, established and practiced. (Classification Issue) Review Completed ☺**

-----"PHYSICAL FACILITIES AND MAINTENANCE"-----

Goal 2: ASCC will continue planning of new construction based on a needs assessment. (New Construction)

Objective 1: Complete all new construction and newly identified construction.

- **Performance Indicator 1: Ensure quality of construction;**

• **Performance Indicator 2: Ensure adherence to proposed timeline.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1 & PI.2) ASCC will reference the 2020 campus plan for guidance and planning by the facilities review committee; • (PI.1 & PI.2) Monitor progress of construction by ensuring builders are following proposed timeline and completing phases as indicated in the specifications; • (PI.1) Consult with appropriate local and federal agencies for compliance issues and schedule inspections accordingly; • (PI.1 & PI.2) Weekly progress reports addressing issues and finding solutions to construction problems; <ul style="list-style-type: none"> 6. Submit all documentation for construction projects to special projects personnel for proper storage of all facility documents; 	<ul style="list-style-type: none"> 6) Completion of all identified new construction; 7) Institutionally centralized and archived all construction plans, documents, and blueprints. 	<ul style="list-style-type: none"> 5) Partially Completed 6) Not Completed 	<ul style="list-style-type: none"> 5) MPC partially completed and TTD/SSI project is yet to begin. CIP ASG Committee has already approved \$300,000 (2017) for TTD design phase and another \$300,000 (2018) for SSI design phase 6) No Evidence

Description/Narrative:

The Special Projects Manager, Procurement Officer and Physical Facilities Management Officer began the process of collecting all construction documents and is planning to archive these important documents at the ASCC Library. **Note: Where are the current blueprints for the existing buildings such as the Library, Lecture Hall, and other recent constructions? Review Completed ☺**

Objective 1: Complete all new construction and newly identified construction.

- **Performance Indicator 3: Develop maintenance schedule for all construction;**
- **Performance Indicator 4: Implement maintenance schedule;**
- **Performance Indicator 5: Assess maintenance schedule for effectiveness.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.3 & PI.4) Develop schedule for the maintenance of all ASCC completed construction projects; • (PI.5) Implement schedule for all completed construction project maintenance; 	8) A comprehensive maintenance plan for all completed construction projects; 9) Assessment of all maintenance on completed construction projects are reported in divisional quarterly reports.	7) Completed 8) Completed	7) Comprehensive Maintenance Plan 8) PFM Weekly, Bi-Weekly, and Quarterly Report

Description/Narrative:

Continue assessment of maintenance and continue to report in weekly, bi-weekly, and quarterly report.

Review Completed ☺

Objective 1: Complete all new construction and newly identified construction.

- **Performance Indicator 6: Secure funding for maintenance of all new construction.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.6) Identify funding sources locally and federally. 	10) Increase in local and federal funding sources.	5) Partially Completed	5) Local PFM Budget (2015-2016)

Description/Narrative:

Recommend to review the Comprehensive Maintenance Plan to be integrated with the annual budget preparation and review process. **Note: (Establish FRC to assess the Maintenance Plan 2015-2020 and make recommendations for institutional dialogue in ASCC's budget preparation as applicable to local and federal funding.) Review Completed ☺**

-----"PHYSICAL FACILITIES AND MAINTENANCE"-----

Goal 3: ASCC will continue to improve our services through renovations by utilization and the allocation of resources.

Objective 1: ASCC will continue to maintain our physical assets through renovations and repair.

- **Performance Indicator 1: Conduct assessment on the current process for renovation and repair;**
- **Performance Indicator 2: Improve Job order processes;**

• Performance Indicator 3: Train all personnel on OSHA requirements.

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.1) Conduct an assessment of current renovation and repair process; (PI.2) Improve job order processes; (PI.3) Hire an OSHA consultant to train all personnel on OSHA requirements; 	<ul style="list-style-type: none"> 7) Annual review of work order process for renovations and repair and preventive maintenance; 8) Annual review of PR process to procure materials and supplies; 9) Compliance with OSHA standards. 	<ul style="list-style-type: none"> 7) Completed 8) Completed 9) Completed 	<ul style="list-style-type: none"> 7) Job Order SOP and PFM weekly, bi-weekly, and quarterly report. 8) Procurement SOP for purchasing 9) Attendance of Department Labor Training and OSHA certification of PFM Officer and SPM (Refer to HRO)

Description/Narrative:

Sub Committee recommends continuous re-certification. **Notes: Refer to notes above on compliance. For continuous improvements, cycle of assessing SOPs is clarified. Review Completed ☺**

Objective 1: ASCC will continue to maintain our physical assets through renovations and repair.

- Performance Indicator 4: Educate all stakeholders on the proper care of facilities and energy saving initiatives;**
- Performance Indicator 5: Assess renovation and repair activities for institutional effectiveness.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.4) Train staff and faculty on proper care of facilities and energy-savings initiatives; (PI.5) Conduct a quarterly assessment on renovation and repair activities. 	<ul style="list-style-type: none"> 10)Reduction of overhead costs; 11)Reduction of work orders; 12) Preservation of our facilities. 	<ul style="list-style-type: none"> 10) Partially Completed 11) Not Completed 12) Partially Completed 	<ul style="list-style-type: none"> 10) M,W,F shut down 12-1p.m. for energy savings and the institution has began purchasing energy efficient AC units. (Solar Panels-review efficiency on cost savings) 11) Job Orders are not reduced. 12) Maintenance of our facilities is on-going. The priorities of major maintenance projects are listed in our Comprehensive Maintenance Plan.

Description/Narrative:

Subcommittee recommends that training across the board for proper care and usage of facilities and equipment to reduce ASCC overhead cost on maintenance. This training should be headed by PFM & TTD. **Notes: To include Finance and MIS versus TTD. Clarify the role of the FRC in the implementation of this expected outcome. Review Completed ☺**

-----"PHYSICAL FACILITIES AND MAINTENANCE"-----

**Goal 4: ASCC will effectively maintain its facilities and equipment.
(Maintenance)**

<p>Objective 1: ASCC will implement and improve the comprehensive preventive maintenance plan.</p> <ul style="list-style-type: none"> Performance Indicator 1: Develop, implement, and assess the comprehensive preventive maintenance plan. 			
Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.1) Develop and implement a preventive maintenance program for all system concerns: 	9) A comprehensive maintenance plan inclusive of all physical facility concerns;	1) Completed	1) Comprehensive Maintenance Plan 2015-2020
<p>Description/Narrative: Recommends to review this plan annually for update for institution decision making and to ensure it is implemented. Review Completed ☺</p>			
<p>Objective 1: ASCC will implement and improve the comprehensive preventive maintenance plan.</p> <ul style="list-style-type: none"> Performance Indicator 2: Identify resources for comprehensive preventive maintenance plan. 			
Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.2) Identify resources: <ul style="list-style-type: none"> Identify sources of funding for comprehensive maintenance plan Identify human resources needed to perform the job Identify tools and equipment needed for the programs above. 	10) Adequate support and allocation of resources is documented;	2) Partially Completed	2) Comprehensive Maintenance Plan 2015-2020
<p>Description/Narrative: The Comprehensive Maintenance Plan 2015-2020 was completed after the annual budget review for 2015-2016 was conducted. It is strongly recommended that this plan be used for the 2016-2017 institution budget preparation and planning. Notes: The FRC must be established for the review, assessment and implementation of this expected outcome. (Review the budget ceiling for maintenance/facilities and resource allocation according to the Physical Facilities and Maintenance Plan 2015-2020). Review Completed ☺</p>			

ASCC Institutional Strategic Plan 2015-2020 update Template:

Staffing:

Strategic Focus:

- Professional, Governance and Employee Development;
- Reclassification;
- Adequate Staffing.

Strategic Response:

With the influx in ARRA funding, many of the goals and objectives in the Staffing Plan (ASCC Strategic Plan 2009-2014) were addressed in the areas of professional development, training, and hiring in high need areas. This plan provides updates based on the implementation of the 2009-2014 ASCC Staffing Master Plan with the focus on policies and processes to better improve and sustain professional development, reclassification and hiring of personnel.

-----"STAFFING"-----

Goal 1: ASCC will invest in and promote professional, governance, and employee development to enhance institutional effectiveness.

Objective:

- ASCC will provide professional development training and degree opportunities supported by the institution to enhance and retain employees with competencies that promote high quality services.

Goal 2: ASCC will offer competitive and equitable compensation that aligns with employee performance.

Objective:

- ASCC will provide a comprehensive classification and performance evaluation program that will encourage employees to maximize quality of services.

Goal 3: ASCC will ensure adequate staffing that will promote high quality programs and services.

Objective:

- ASCC will budget positions for identified high need areas.

-----"STAFFING"-----

Review of Staffing Plan:

Goal 1: ASCC will invest in and promote professional, governance, and employee development to enhance institutional effectiveness.

Objective 1: ASCC will provide professional development training and degree opportunities supported by the institution to enhance and retain employees with competencies that promote high quality services.

- Performance Indicator 1: Analyze and review guidelines for professional and employee development training.**

Activities:	Expected Outcomes:	Status	Evidence
<ul style="list-style-type: none"> (PI.1a) Confirm staffing review process for hiring, training, and professional development: <ul style="list-style-type: none"> Establish and organize the staffing review committee; Establish roles and responsibilities for SRC; (PI.1b) SRC review compliance of all ASCC policies and practices to local and federal regulations; (PI.1c) Analyze guidelines for selecting, monitoring, and accountability for professional and employee development activities (off/on-island training); (PI.1d) Evaluate available training alternatives to identify the most effective mechanism for developing employee competencies (local training/webinars); 	<p>5) A staffing review committee (SRC) is established to monitor staffing plan, assess its effectiveness, and reviews for training, professional growth, and hiring.</p> <p>6) A formalized process outlining SRC roles and responsibilities in review and assessment;</p> <p>7) All processes are compliant with local and federal regulations; <i>(SIII)</i></p> <p>8) Analysis of professional updates, development, and employee development activities to identify needs and strengths. Analysis should be processed and policy driven, institutionally centralized and archived; <i>(SII, SIII, SIV)</i></p>	<p>Completed (IPECC Review: Incomplete)</p> <p>Completed (IPECC Review Incomplete)</p> <p>Partial</p> <p>Completed (IPECC Review- Incomplete)</p> <p>Partial</p>	<p>Staffing Review Committee report (Note: To identify the Staffing in Governance. The Staffing Subcommittee as assumed was a committee used in the addressing of ASCC's Show Cause Sanction to address the standard deficiencies.</p> <p>Staffing Review Committee report Note: to review accordingly to the comments provided above.</p> <p>Staffing Review Committee report Governance Structural Manual. (Remove of Governance Participatory Structural Manual) Review compliance regulations.</p> <p>Staffing Review Committee report Referring to previous and current reviews of the Task Force committees.</p> <p>Staffing Review Committee report</p>

Description/Narrative:

- 5) Tamari, Teleiai, Sereima, Jessie, Fuatapu recommends that the institution evaluates the professional development, training of staff since the Academic Division is set. (Institutionalize this committee as an ongoing committee)
- 6) Subcommittee recommends that the SRC becomes an ongoing (standing) review committee. To continue their scope of service in recommending monitoring, assessing, evaluating and analyze results for reporting to Leadership Team. Notes: SRC needs to be established.
- 7) Subcommittee recommends that the College follows the local laws in publication of policies every two years (ref ASCA 4.1002). Subcommittee recommends that the College must also establish a timeline of policy review in order to meet federal and local laws pertaining to ASCA 4.1002) Notes: Needs to be implemented.
- 8) Subcommittee recommends that Division reports all professional development to HR, and HR to provides an Annual Report detailing areas of training and professional development required. Subcommittee also recommends to utilized IE to centralize and archive institutional reports. Recommend that the institution follow established policies in updating official personnel records. Notes: We are in working progress. All PD needs to be submitted to HR and institutional archiving.

Objective 1: ASCC will provide professional development training and degree opportunities supported by the institution to enhance and retain employees with competencies that promote high quality services.

- **Performance Indicator 2: Support required training.**

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> • (PI.2a) Identify funding and resources to conduct and attend required training (Training of Trainers); • (PI.2b) Establish a pool of trainers to conduct required training from institution and community; 	<ul style="list-style-type: none"> 6) An institutional schedule of high quality and required training for all employees; 7) A list of professional development trainers identifying specialized areas of expertise; 	<p>Completed (IPECC Review: Partially Completed)</p> <p>Incomplete (Not Completed) (IPECC Review: Partially Completed)</p>	<p>Staffing Review Committee report ASCC Budget Planned activities as per divisional budget purchases/allocation. (Notes: Areas of PD: Compliance/Training) Ex. Convocation, Faculty Orientation</p> <p>Evidence: Train the Trainers, Assessment 101 and 201</p>

Description/Narrative:

- 1). The subcommittee recommends that the schedule of institutional required training should be part of the IPECC/VPs/President scope so that it is integrated into the strategic plan. Note: Remove IPECC, VPs, and President and refer to the scope and tasks of the SRC.
- 2) The subcommittee recommends that the institution identify specialized areas and update their official files so that HR can list the professional. Upon completion of identification of the list is shall be forwarded to IE for archiving and disseminating institutional publications. Subcommittee also

recommends that the implementation process of this scheduled is monitored and overseen by VPs.
Note: The recommendation will pertain to the SRC. Review Completed ☺

Objective 1: ASCC will provide professional development training and degree opportunities supported by the institution to enhance and retain employees with competencies that promote high quality services.

- Performance Indicator 3: Promote personal and professional growth.**

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> (PI.3a) Provide opportunities and incentives that will enhance personal and professional growth; (PI.3b) Formalize employee participation through an incentive process based on long-term commitment and service in institutional committees: <ul style="list-style-type: none"> A plan is identified to acknowledge faculty/staff who served in institutional committees for 5+ years; 	<p>8) An increase in faculty and staff enrollment in courses, webinars, and training for strengthening of competencies and cross training;</p> <p>9) Faculty & Staff long-term consistent participation in institutional committees are acknowledged and rewarded accordingly;</p>	<p>Completed (IPECC Review: Partially Completed)</p> <p>Incomplete (Partial)</p>	<p>Staffing Review Committee Report Divisional Training, Bi-Weekly Report and Quarterly Report Notes: To review the scope of the SRC and tasks.</p> <p>Annual Faculty Award Recognition (HR & Dean of Academic Affairs) Notes: Faculty Job Descriptions no institutional merits or acknowledgements for participation. No recognition for both faculty and staff for participation in institutional committees.</p>

Description/Narrative:

4) The subcommittee recommends that there be established standard criteria for awarding recognition for both faculty and staff. Notes: The SRC stipulates criteria for faculty and staff recognition for serving in institutional standing/task force committees. Review Completed ☺

Objective 1: ASCC will provide professional development training and degree opportunities supported by the institution to enhance and retain employees with competencies that promote high quality services.

- Performance Indicator 4: Support and promote degree programs for employees for professional growth.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.4) Provide funding, resource support or release time support for personnel in pursuit of a higher degree: <ul style="list-style-type: none"> Policies are updated to include terms for 	<p>10) Increase in highly qualified and certified faculty and staff.</p>	<p>Complete (IPECC Review: Incomplete)</p>	<p>Staffing Review Committee report. Quarterly Report Personnel Summary – IE (Review Institutional Evidence)</p>

faculty and staff commitment to ASCC upon completion of their degrees.			
Description/Narrative:			
IPECC Notes: SRC Review. Plan of Action/Data Sets. Review Completed ☺			

-----"STAFFING"-----

Goal 2: ASCC will offer competitive and equitable compensation that aligns with employee performance.

Objective 1: ASCC will provide a comprehensive classification and performance evaluation program that will encourage employees to maximize quality of services.

- Performance Indicator 1: Invest and improve competitive and equitable pay.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.1a) Implement approved incremental reclassified pay schedule for faculty and staff that meets local mandates and USDOL minimum wage specifications; <ul style="list-style-type: none"> o Degrees Attained; o Years of Service; o Individual Professional Growth; (PI.1b) Review the class contracts scale for adjunct faculty and for professional services; (PI.1c) Review the pay scale for specialized and skilled areas; <ul style="list-style-type: none"> o Degree vs. Certification; o Professional Licensure; o Years of Experience; (PI.1d) Policies and processes on employment 	<p>18) An updated equitable pay scale detailing the grades and steps for faculty, staff, and skilled positions have been reviewed by the SRC, channeled for approval, and implemented institutionally; (SI, SII, SIII, SIV)</p>	<p>Completed (Partial)</p> <p>Incomplete (Recommend to remove)</p> <p>Complete</p>	<p>Draft Employee Reclassification proposal (pending VP approval)</p> <p>IPECC Notes: What is the role of the SRC in this review?</p> <p>IPECC Notes: The committee recommends to pursue this outcome and task the SRC to further review and research this Performance Indicator (PI.1.C)</p> <p>Draft Employee Reclassification proposal (pending VP approval)</p> <p>Notes: Divisional SOPs versus</p>

positions pertaining to degree, certification, licensure, and years of experience be reviewed by the SRC.			Institutional processes for the review of classification/reclassification.
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Description/Narrative:

- 3) The subcommittee recommends that the SRC review Goal 2, Objective 1 and Performance Indicator 1.
Also, the subcommittee recommends that the Draft Employee Reclassification Proposal be finalized/completed by Year 1. **Note: Review the scope of the SRC.**
- 4) The subcommittee recommends continuing the scope of SRC (standing committee?) whereas member composition may be revised. **Note: Review the scope of the SRC.** Review Completed ☺

Objective 1: ASCC will provide a comprehensive classification and performance evaluation program that will encourage employees to maximize quality of services.

- **Performance Indicator 2: Support standard classification process.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.2) Review the analysis of standard classification process transition for all ASCC employees: <ul style="list-style-type: none"> ○ Classification of ranks for Higher Education; ○ Differentiation of professional responsibility. 	19) A standard classification process has been reviewed and aligned accordingly to the scope of professional responsibilities; (SI, SII, SIII, SIV)	Completed	Staffing Review Committee report Note: SOPs, etc....

Description/Narrative:

IPECC Note: Clarify for continuous improvements. Review Completed ☺

Objective 1: ASCC will provide a comprehensive classification and performance evaluation program that will encourage employees to maximize quality of services.

- **Performance Indicator 3: Improve performance evaluation process and instruments that assess effectiveness.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.3a) Update ASCC instruments to evaluate Faculty and Staff; • (PI.3b) Assess all ASCC employment positions for classification accuracy; • (PI.3c) An evaluation policy 	20) Performance evaluation instruments are updated and implemented; 21) All ASCC employment positions are	Partial Completed Completed	Faculty Performance Evaluation form. Note: Staff and managers/supervisors, etc. evaluation forms were reviewed but not completed.

is identified and implemented;	reviewed, classified, and aligned to the ASCC evaluation policy.	Note: Further review needed in terms of evaluation policies	Position Review Form Notes:
Description/Narrative: 1) The subcommittee recommends that the Staff Two-Way Performance Evaluation be reviewed and revised to reflect classification of employees; ie supervisor duties vs support services functions. Note: IPECC recommends a thorough review of the above expected outcomes. Review Completed 😊			

-----"STAFFING"-----

Goal 3: ASCC will ensure adequate staffing that will promote high quality programs and services.

Objective 1: ASCC will budget positions for identified high need areas.			
<ul style="list-style-type: none"> Performance Indicator 1: Implement and adhere to hiring procedures. 			
Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.1) Review and update processes and policies for hiring and setting of pay scale to match qualifications and competencies required for the position; 	17) Updated policies and clear SOPs for hiring, placement, and transfer of personnel; (SI, SII, SIII, SIV)	Completed	Governance Policies Approved BHE 2015 HR Standard Operating Procedures (Show Cause Accreditation Report 2015) Show Cause Sanction Report by Staffing Review Committee. Established HR Personnel Action Request Recruitment Form and Personnel Action Request Transfer Form
Description/Narrative:			
Recommendation by the subcommittee that ASCC should follow the ASCA 4.1002 <ol style="list-style-type: none"> Adopt rules of practice setting forth the nature and requirements of all formal and informal procedures available, including a description of all forms and instructions used by the agency; Adopt rules stating the general course and method of its operations and the methods whereby the public may obtain information or make submissions or requests, and establish a review of the Governance Policy Manual and Personnel Manual as per requirement of the			

law.

Subcommittee recommends that the Governance Policy Manual and Personnel Manual be reviewed and completed by Year I of the Plan. **Note: IPECC recommends that the SRC play an integral role in the review of policies on hiring and to omit the recommendation of the Task Force subcommittee. Review Completed ☺**

Objective 1: ASCC will budget positions for identified high need areas.

- **Performance Indicator 2: Identify adjunct part-time, consultation, contractual and temporary positions.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.2a) Assess and identify ASCC institutional needs in specialized and high-need areas, and expansion; • (PI.2b) Continue to seek and procure funding for sustainability. 	<p>18) A document identifying ASCC’s institutional needs in specialized and high-need areas, and expansion of services and program is institutionally centralized and archived; (<i>SI, SII, SIII, SIV</i>)</p> <p>19) Funding sources are identified; (<i>SII, SIII</i>)</p>	<p>2) Not Completed Notes: There is no institutional document. Refer to SRC for review</p> <p>3) Not Completed Notes: Refer to SRC for review.</p>	<p>2) Policy 4602.1: Classifications “..... Classifications/Reclassifications of positions for consideration must be submitted to the Human Resources Department for processing prior to March 31 for inclusion in to the next annual budget.”</p>

Description/Narrative:

2) Subcommittee recommends that division/program needs are submitted to HR by end of March of each year (inset policy) and provide through a formal report document to the institutional on an annual basis.

Notes: The subcommittee does not determine the needs of a program/department. However, division/department needs must be institutional documented and referred through the process of prioritization.

3) Subcommittee recommends reviewing and defining sources of revenue to utilize for P.I.2a. Eg: parking fees, enterprises, research foundation, facilities fees appropriated for institutional staffing needs in specialized areas and high need areas **Review Completed ☺**

Objective 1: ASCC will budget positions for identified high need areas.

- **Performance Indicator 3: Promote and expand student employment for transitioning into the workforce.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.3a) Promote articulation for better employment 	<p>20) A tracking system is identified</p>		<p>4) MOU for longitudinal system; Divisional tracking data of</p>

<p>opportunities for transitioning into the workforce;</p> <ul style="list-style-type: none"> • (PI.3b) Review and analyze student employment process; • (PI.3c) Identify instrument or system to track student transferability, job placement, and service learning opportunities. 	<p>addressing the following areas:</p> <ul style="list-style-type: none"> ○ Processes for student transition into the workforce; ○ Processes for student transferability to other institutions of higher learning; ○ Processes for Service Learning opportunities; <p>21) The tracking system (process) is institutionally centralized and archived.</p>		<p>students; Student Services Transferability Data (Comprehensive Process)</p>
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Description/Narrative:

- 6. Subcommittee recommends that a MOU is established for partnership purpose of LDS.
- 7. Subcommittee recommends institutionalizing the process of data archiving, for internal and external reporting through the office IE. **Review Completed** 😊

ASCC Institutional Strategic Plan 2015-2020 Update Template:

Total Cost of Ownership:

Strategic Focus:

- Resource Management
- Resource Sustainability

Strategic Response:

With the influx in ARRA funding, many of the goals and objectives in the ASCC Strategic Plan 2009-2014 were addressed in the areas of Academic Excellence, Technology, Physical Facilities and Maintenance, and Staffing. This plan was established as an additional strategic priority resulting from recommendations from

each of the master plans. The Total Cost of Ownership Plan encompasses resource allocation and management in each of the strategic focus areas.

-----"TOTAL COST OF OWNERSHIP"-----

Goal 1: ASCC will provide planned funding and resource management that addresses total cost of ownership for technology and equipment, for physical facilities, and for staffing and personnel development.

Objectives:

- ASCC will implement processes and procedures that address total cost of ownership for technology and equipment facilitating the provision of services and programs for academic achievement;
- ASCC will implement processes and procedures that address total cost of ownership for physical facilities and equipment used in the provision of services and programs for academic achievement;
- ASCC will implement processes and procedures that address total cost of ownership for staffing and personnel development in the provision of services and programs for academic achievement.

-----"TOTAL COST OF OWNERSHIP"-----

Review of Total Cost of Ownership Plan:

Goal 1: ASCC will provide planned funding and resource management that addresses total cost of ownership for technology and equipment, for physical facilities, and for staffing and personnel development.

Objective 1: ASCC will implement processes and procedures that address total cost of ownership for technology and equipment facilitating the provision of services and programs for academic achievement.

- **Performance Indicator 1: Develop a document to validate justification of all technology equipment requests;**
- **Performance Indicator 2: Develop and implement the replacement plan for all technology and equipment and supplies.**

Activities:	Expected Outcomes:	Status	Evidence
• (PI.1a) An inventory assessment of all	7) An up to date comprehensive	5) Partially Completed	5) Fixed Asset Inventory 2014-

<p>technologies, supplies and equipment are documented, centralized, and archived;</p> <ul style="list-style-type: none"> • (PI.1b) An assessment and review of divisional standard operating procedures to improve the control of purchasing technologies and equipment; <ul style="list-style-type: none"> ○ Review of PR Forms; ○ Institutionalize technical and equipment specification; ○ A plan to sustain the maintenance of technologies and equipment. • (PI.2) Assess and improve the process of replacing and disposing of all technologies and equipment: <ul style="list-style-type: none"> ○ A plan for replacing all technologies and equipment is implemented; ○ Disposal of all or any technologies and equipment comply with local and federal regulations. 	<p>inventory of all technology equipment is kept and referred to for purchasing and replacement of technology and equipment; (SII, SIII, SIV)</p> <p>8) Processes and policies are followed for the replacement and purchase of all technology equipment; (SII, SIII, SIV)</p>	<p>6) Completed</p>	<p>2015 Note: Ongoing</p> <p>6) Procurement Purchasing SOP and MIS Specification provided to Procurement; Comprehensive Maintenance Plan 2015-2020</p>
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Description/Narrative:
Expected Outcome #1 Recommendation: Fixed Asset Inventory only captures PO with amounts of \$5,000 and above. Therefore the subcommittee recommends for review of the inventory process to capture all technology equipment. In addition, it is recommended that the institution review Policy 7000.6 of Inventories of Materials and Equipment. All divisions are responsible to keep their own inventories. **Note: Accepted (Also emphasize Policy 7211- Sale or Disposal of Property or Equipment) Review Completed ☺**

Objective 1: ASCC will implement processes and procedures that address total cost of ownership for technology and equipment facilitating the provision of services and programs for academic achievement.

- **Performance Indicator 3: Provide technical training for staff to adequately provide sufficient support for technology and equipment;**
- **Performance Indicator 4: Provide care & maintenance training to all users of technology and equipment.**

Activities:	Expected	Status	Evidence
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	Outcomes		
<ul style="list-style-type: none"> (PI.3) Technical training is scheduled and implemented for support staff based on the assessment of institutional needs in technologies and equipment; (PI.4) Professional training for appropriate care and etiquette of technologies and equipment is provided for all ASCC employees. 	9) Support staff have received technical training and provided with training opportunities in all areas of technology and equipment support; (SII, SIII) 10) All users of technology and equipment have been trained in the proper usage, care, and maintenance of technology and equipment; (SII, SIII)	7) Partially Completed 8) Partially Completed	7) ACNR DEG & CARIPAC technical training for support staff. TA's on professional staff trainings. Bi-weekly/quarterly reports. 8) Faculty Orientation Agenda Spring 2016 Note: To include evidence regarding staff training. (Review job descriptions and other documents)

Description/Narrative:

MIS had tried to request training but budget was cut. Current FY2016 budget does provide funding for technical training but have not been able to implement. Subcommittee recommends that MIS support staff get their required annual update training and/or get the required certification to support the institution technology needs. Subcommittee recommend across board training for the institution on proper usage of all technology and equipment. **Note: Accepted with recommendations to include training in the convocation. Review Completed ☺**

Objective 1: ASCC will implement processes and procedures that address total cost of ownership for technology and equipment facilitating the provision of services and programs for academic achievement.

- Performance Indicator 5: Implement assessment of all technological software and Internet accessibility to ensure that usage is at its full potential.**

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> (PI.5a) Internal assessment on internet connectivity is done monthly to determine speed efficiency conducive to institutional services; (PI.5b) External assessment on Internet connectivity is done monthly to determine 	11) An institutional assessment of the software, accessibility, and usage of technology equipment is conducted to	5) Partially Completed	5) MIS Internal Report, bi-weekly & quarterly reports.

speed efficiency conducive to institutional services.	determine the maximization of technology, software, Internet accessibility, and usage by all ASCC stakeholders (SI, SII, SIII, SIV)		
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Description/Narrative:
 The subcommittee found that ASCC MIS team conducts regular internal assessment. In addition, it is not recommended that external assessment is conducted by internet providers, due to conflict of interest. It is noted that the current bandwidth is not sufficient for ASCC but purchasing of additional bandwidth is dependent on additional funding. Subcommittee recommends to revise language on expected outcomes #5 to reflect institutional assessment of internet instead to software accessibility etc. **Note: Accept, Review Completed ☺**

Objective 1: ASCC will implement processes and procedures that address total cost of ownership for technology and equipment facilitating the provision of services and programs for academic achievement.

- Performance Indicator 6: A budget allocation is defined based on the institutional replacement and purchasing plan.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.6) Justification of all technology equipment requests is documented and based on institutional replacement and purchase plan. 	12) Planned budgeting for all new and Replacement purchases of technology and equipment. (SI, SII, SIII, SIV)	6) Completed	6) Annual Budget Planning 2016 Documents.

Description/Narrative:
 Subcommittee noted that this was done through the annual budget process. **Note: For ongoing quality assurance, a recommendation to link budget processes to the 2015-2020 Comprehensive Maintenance Plan. Review Completed ☺**

-----"TOTAL COST OF OWNERSHIP"-----

Goal 1: ASCC will provide planned funding and resource management that addresses total cost of ownership for technology and equipment, for physical facilities, and for staffing and personnel development.

Objective 2: ASCC will implement processes and procedures that address total cost of ownership for physical facilities and equipment used in the provision of services and programs for academic achievement.

- **Performance Indicator 1: Conduct annual assessment and analysis for the development and update of the Comprehensive Preventive Maintenance Plan for all facilities, air condition units, vehicles, and maintenance equipment;**
- **Performance Indicator 2: Develop and implement replacement plan for all air condition units and maintenance equipment;**
- **Performance Indicator 3: Update and implement policy of purchasing all equipment to ensure energy efficiency and to include a maintenance/warranty plan.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1) Annually assess all facilities, air condition units, vehicles, and maintenance equipment; <ul style="list-style-type: none"> ○ An inventory assessment of all facilities, air condition units, vehicles, tools, and maintenance equipment are documented, centralized, and archived; • (PI.2) Assess and improve the process of replacing and disposing of all air conditioning, and maintenance equipment: <ul style="list-style-type: none"> ○ A plan for replacing all air conditioning units and maintenance equipment; ○ Disposal of all or any air conditioning and maintenance 	<ul style="list-style-type: none"> 6) An annual assessment is conducted and inventory updates for preventive maintenance planning; (<i>SI, SII, SIII, SIV</i>) 7) A schedule of maintenance is followed decreasing the emergency repairs and purchases; (<i>SIII, SIV</i>) 8) Processes and policies are followed for the replacement and purchase of all ASCC equipment; (<i>SII, SIII, SIV</i>) 	<ul style="list-style-type: none"> 7) Completed 8) Partially Completed 9) Completed 	<ul style="list-style-type: none"> 6) Comprehensive Maintenance Plan 2015-2020 7) Grounds and Janitor’s Schedule and monthly scheduled of A/C preventive maintenance 8) Procurement Purchasing SOP

<p>comply with local and federal regulations;</p> <ul style="list-style-type: none"> (PI.3) Update and implement policy of purchasing all equipment to ensure energy efficiency and to include a maintenance/warranty plan. 			
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Description/Narrative:
 Recommend for PFM to have a regular maintenance schedule: Weekly, Bi-Weekly, Monthly, or Quarterly. This is to assist in reduction of emergency repairs for our facilities. It is noted that maintenance are done based on Job Orders. Subcommittee noted a routine maintenance of A/C is currently practiced. **Note: Accept: Recommend to link schedule (SOPs) to the Comprehensive Maintenance Plan 2015-2020 and implement. Review Completed ☺**

Objective 2: ASCC will implement processes and procedures that address total cost of ownership for physical facilities and equipment used in the provision of services and programs for academic achievement.

- Performance Indicator 4: Provide technical training to support staff to adequately perform the specialized skills of preventive maintenance;**
- Performance Indicator 5: Hire and retain specialized technicians for maintenance and repair of air condition units, maintenance equipment, and physical facilities equipment and components.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.4) Technical training is scheduled and implemented for support staff to perform the specialized skills of preventive maintenance; (PI.5) Hire and retain specialized technicians for preventive maintenance and repair of air condition units, maintenance equipment, and physical facilities equipment and components. 	<p>9) Support staff have received technical training and provided with training opportunities in all areas of preventive maintenance; <i>(SII, SIII)</i></p> <p>10) Specialized technicians are hired and ongoing development and upgraded specialized skills for maintenance</p>	<p>9) Not Completed</p> <p>10) Partially Completed</p>	<p>10) No Evidence</p> <p>11) Maintenance Personnel HR Documents</p>

	staff continues (SI, SII, SIII, SIV)		
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Description/Narrative:

There is a need for qualified technical/specialized air conditioning personnel. The subcommittee also recommends that support staff receive specialized/skilled areas. Also recommends utilize of the TTD Apprenticeship Program. Subcommittee also recommends for the institution to assist maintenance personnel to get certification as per requirement in their area of expertise. **Note: Accepted.**
Recommended to revisit HR job descriptions/competitive packages for specialized/technical areas.
Review Completed ☺

-----"TOTAL COST OF OWNERSHIP"-----

Goal 1: ASCC will provide planned funding and resource management that addresses total cost of ownership for technology and equipment, for physical facilities, and for staffing and personnel development.

Objective 3: ASCC will implement processes and procedures that address total cost of ownership for staffing and personnel developments in the provision of services and programs for academic achievement.

- **Performance Indicator 1: Document and implement position review process, identifying responsibilities for position and responsibility sustainability;**
- **Performance Indicator 2: Develop and implement a Reclassification Plan on an incremental basis identifying number and positions per year to ensure sustainability.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.1) Review and improve position review processes for all ASCC employment positions: <ul style="list-style-type: none"> ○ Lateral position transfers; ○ Classification of new positions ○ Clarification of job responsibilities; ○ Clarification of grade/step and is institutionally aligned; ○ Budgeting new positions; • (PI.2) Review and determine an annual phase for implementing 	7) Position review process is conducted by all divisions on a regular basis which includes the evaluation of personnel and update of responsibilities and SOPs; (SI, SII, SIII, SIV) 8) The reclassification plan is implemented for all identified positions following the	1) Partially Completed 2) Partially Completed	7) Position Review Forms Completed and HR SOP 8) Governor’s mandate memo 2015. Staff/faculty reclassification.

reclassification for ASCC Employees: <ul style="list-style-type: none"> ○ Sustainability measures are defined through an annual phase; 	Institutional and Divisional Organizational Charts;		
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Description/Narrative:

There is evidence that there has been some reclassification done within the institution based on the Governor’s **mandate** in reference to the Bachelor & Master Degree but there is a still a need to clarify and outline the process for the institutional reclassification. **Note: Cross reference Staffing Recommendations on classification/reclassification. Accepted, Review Completed ☺**

Objective 3: ASCC will implement processes and procedures that address total cost of ownership for staffing and personnel developments in the provision of services and programs for academic achievement.

- **Performance Indicator 3: Conduct a biennial needs assessment to identify key areas of the institution that require professional development for improvement and for continued quality services and programs.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.3a) Revise and implement professional development plan to include accountability measures for institutional professional development; • (PI.3b) Review and revise travel authorization forms to include faculty/staff commitment to provide training and sharing of information within a specified timeframe. 	9) A report on faculty/staff performance evaluations is compiled annually emphasizing institutional and divisional professional needs; <i>(SI, SII, SIII, SIV)</i> 10) Travel and training is aligned with institutional professional development needs;	9) Completed IPECC: Partially Completed 10) Completed	3) Faculty/Staff Evaluation Summary HR Form 4) Travel Reports for Academic Affairs & staff

Description/Narrative:

It is noted that the professional development priority as noted for the faculty and Academic Affairs has been completed. But the subcommittee recommends that travel needs must be assessed for all other areas in addition to Academic Affairs. **Notes: Accepted, Recommended to review the appropriateness of a long-term professional development institutional plan based on growth, compliance, and continuous improvements. Accepted, Review Completed ☺**

Objective 3: ASCC will implement processes and procedures that address total cost of ownership for staffing and personnel developments in the provision of services and programs for academic

achievement.

- **Performance Indicator 4: Develop a Transition Plan for key positions in all divisions;**
- **Performance Indicator 5: Identify and prioritize personnel needs to hire faculty and staff in high need areas and specialized skilled areas.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.4) A transition plan is identified and implemented to determine operational continuity; • (PI.5a) Adhere to ASCC processes and procedures for hiring faculty and staff in high need areas and specialized skilled areas; • (PI.5b) Funding sources are allocated based on identified institutional needs. 	11) An analysis of organizational charts and divisional SOPs is compiled to identify key positions in need of priority hiring and replacement (SI, SII, SIII, SIV) 12) Funding Sources are identified. (SI, SII, SIII, SIV)	11) Completed IPECC: Partially Completed 12) Completed	5) Full Organizational Booklet 12) Annual Budget Planning Document for 2016

Description/Narrative:

Although the review of the organization chart was completed in FY2015. **Note: Recommended to provide an analysis emphasizing the effectiveness of organizational structure and governance. Review Completed** 😊

ASCC Institutional Strategic Plan 2015-2020 update Template:

Technology:

Strategic Focus:

- Provide Quality and Updated Technology for Communication and Services;
- Provide adequate funding and support for all technological resources and educational technological trends.

Strategic Response:

With the influx in ARRA funding, many of the goals and objectives in the Technology Plan (ASCC Strategic Plan 2009-2014) have been addressed in the provision, support, and instructional delivery of student learning activities. This plan provides updates based on implementation of the 2009-2014 ASCC Technology Master Plan with focus on assessing the quality and accurateness of the technologies purchased, accessibility, maintenance, disposal, and the Total Cost of Ownership for the upcoming planning years.

-----“TECHNOLOGY”-----

Goal 1: ASCC will effectively maintain and develop its Computer and Server assets and services to internal and external stakeholders.

Objectives:

- ASCC will meet the challenge of current computer and server needs of the its stakeholders;
- ASCC will meet the challenge of future technological needs of ASCC stakeholders.

Goal 2: ASCC will effectively maintain and develop its Network and Communication assets and services to internal and external stakeholders.

Objective:

- ASCC will assess network and telecommunications connectivity and reliability to institutional operations.

Goal 3: ASCC will effectively maintain and develop its Distance Learning and Online Services to internal and external stakeholders.

Objective:

- ASCC will provide opportunities and access for distance learning and online services.

-----“TECHNOLOGY”-----

Review of Technology Plan:

Goal 1: ASCC will effectively maintain and develop its Computer and Server assets and services to internal and external stakeholders.

Objective 1: ASCC will meet the challenge of current Computer and Server needs of the ASCC stakeholders.

- **Performance Indicator 1: Assess the computer accessibility plan.**

Activities:	Expected Outcomes:	Status	Evidence
<ul style="list-style-type: none"> • (PI.1) Confirm technology review process for purchase, maintenance, and disposal of all technological equipment: <ul style="list-style-type: none"> ○ Establish and organize the 	20) A Technology Review Committee (TRC) is established to monitor technology plan, assess its effectiveness, and set schedules for purchase, maintenance, and disposal of all technological equipment;	1.) Partially Completed/In Progress	1.) -ISP 2015-2020 -Comprehensive Maintenance Plan 2015-2020 (doesn't have purchase plan and disposal of hardware) -Disposal Plan is part of Procurement SOP/ Procurement Manual*

<p>technology review committee;</p> <ul style="list-style-type: none"> ○ Establish roles and responsibilities for TRC; • (PI.1) Review compliance of all ASCC technology processes to local and federal regulations; • (PI.1a) Assess the number of computers that are available for student usage, condition of computers, and life-span for projection of cost of maintenance and purchasing of new computers; • (PI.1b) Continual assessments of the usage of computer labs available to students and the hours that they are available. 	<p>21) A formalized process outlining TRC roles and responsibilities in assessing and scheduling is documented</p> <p>22) All processes are compliant with local and federal regulations; <i>(SIII)</i></p> <p>23) An updated semester based report of computer accessibility for students is documented and is institutionally centralized and archived;</p> <p>24) A document emphasizing that technologies purchased by ASCC is compatible, appropriate, and conducive to support student learning.</p>	<p>2.) Partially Completed/In Progress</p> <p>3.) Partially Completed/In Progress</p> <p>4.) Partially Completed/In Progress</p> <p>5.) Partially Completed/In Progress</p>	<p><i>* (a recommendation by the MIS to Procurement for disposal*) to make sure that it is compliant with federal/local regulations.</i></p> <p>- Technology Maintenance Plan 2015-2020</p> <p>2.) <i>TRC and other committee assignments and roles and responsibilities were made prior to the 2015 Accreditation report but evidence was not found.</i></p> <p>3.) 2011 MIS Replacement/ Disposal Process Disposal Plan is part of</p> <ol style="list-style-type: none"> 1. Procurement SOP/ 2. * Procurement Manual* 3. * (a recommendation by the MIS to Procurement) for disposal*) to make sure that it is compliant with federal/local regulations. <p>3a. Minimal specifications/requirements for purchase.</p> <p>4. MIS 4th Qtr Report (refer to recommendations)</p> <p>5.)</p> <ul style="list-style-type: none"> • -Finance Division SOP- -Procurement Office-Fixed Asset Inventory pg 69-71 -Rec’vng & Recording Fixed Asset Inventory-
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	<p>25) A training plan (Internal & External) is developed and added to the ASCC professional development plan;</p> <ul style="list-style-type: none"> ○ Faculty: hardware and software training; ○ Support staff: technical and service training; ○ System users: etiquette and care for ASCC systems and hardware; 	<p>6.) Partially Completed/In Progress</p>	<p>Inventory Pg 72-73 -Le Bookstore –Qtrly Inventory pg 91-93 MIS & CNR technology keep their own Inventory</p> <p>5.) Costs for Internet connections need to be looked at.</p> <p>6.) MIS - Finance Division - ISP 2015-2020 Alignment (PI.2) Professional Development Workshop 2014- (1/6-7/2014) & (8/16-17/2016)</p>
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Description/Narrative:

Recommendations-

- 2) A. Clearly establish TRC, meet every quarter, have someone taking minutes, submitting and institutionalizing to support everything being done for the TRC. The TRC was not used for the Show Cause report but were temporarily reassigned to the other strategic areas (ie. TCO and Staffing).
TRC Report to TCO Subcommittee: policies, processes noted in report have not been submitted into evidence. (can't be found)
- 5) Submit all processes dealing with technology into evidence and assign someone in TRC to review local and federal regulations. Request someone in IE to collect all data from all labs to make a "semester based report" on computer accessibility for students. A semester report needs to be consolidated and Reports need to be institutionalized throughout ASCC. ie. ACNR, Library, TTD, MIS (doing their own thing)
- 6) The "Minimum Specs" for the computers needs to be reviewed and updated if needed every three years to keep up with the ever changing technological environment. Operating systems, internet browsers, Microsoft office, antivirus should be included. Connectivity should also be considered in minimum specs. Internet connection is conducive to student learning, so speed matters.
- 7) Training should include ALL staff and faculty, not just MIS staff. We can use our own resources to train staff, (ex. Give ASCC staff with no AA degrees, free admission to take a Certificate of Proficiency in ICT.) Or have TTD instructors or MIS staff to conduct seminars/trainings (ex. "Common Computer/Connectivity/Printer Errors that have Easy Solutions") and have the Leadership encourage/allow/make mandatory to attend. **Review Completed ☺**

Objective 1: ASCC will meet the challenge of current Computer and Server needs of the ASCC stakeholders.

• Performance Indicator 2: Increase computer training opportunities for ASCC employees.

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> (PI.2) Training for ASCC faculty and staff are provided. 	6) A training plan (Internal & External) is developed and added to the ASCC professional development plan; <ul style="list-style-type: none"> Faculty: hardware and software training; Support staff: technical and service training; System users: etiquette and care for ASCC systems and hardware; Update in acceptable use policy. 	Partially Completed/In Progress	(PI.2) Professional Development Workshop 2014- (1/6-7/2014) & (8/16-17/2016) Finance Divisions-Alignment ISP 2015-2020

Description/Narrative:

Recommendations:

Training should include ALL staff and faculty, not just MIS staff. We can use our own resources to train staff, (ex. Give ASCC staff with no AA degrees, free admission to take a Certificate of Proficiency in ICT.) Or have TTD instructors or MIS staff to conduct seminars/trainings (ex. “Common Computer/Connectivity/Printer Errors that have Easy Solutions”) and have the Leadership encourage/allow/make mandatory to attend. **Review Completed ☺**

Objective 1: ASCC will meet the challenge of current Computer and Server needs of the ASCC stakeholders.

• Performance Indicator 3: Assess the effectiveness of processes for computer/server purchasing/maintenance plan.

Activities:	Expected Outcomes	Status	Evidence
<ul style="list-style-type: none"> (PI.3) Institutional processes for maintenance of institutional technological purchases are emphasized and assessed. 	7) An ongoing assessment is institutionally documented assessing the processes of all ASCC technological assets. 8) An annual assessment plan emphasizing the total cost of ownership to include the following areas: <ul style="list-style-type: none"> Maintenance; Life-span; New technology hardware and software. 	2.) Partially Completed/In Progress 3.) Partially Completed/In Progress	(PI.3) MIS provides the technology specifications and process for purchasing technology but has not created an SOP for institutional use. <ul style="list-style-type: none"> Finance division has internal processes for purchasing Budget for creation of preventive maintenance and troubleshooting is provided under MIS budget.

			<ul style="list-style-type: none"> Preventive maintenance activities are performed by MIS. However, MIS only consistently provides maintenance for computer labs, and only for computers. All other technology is serviced when a work order is requested for it to be fixed.
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Description/Narrative:

Recommendations:

1.) Nothing in evidence showing a plan for an annual assessment is in place. # 8 in above report mentions replacement and purchase plan. There is a maintenance plan, not in technology evidence. **Notes: IPECC considers that need to further understand the technology needs of the institution. Review the role of the TRC. Review Completed ☺**

Objective 1: ASCC will meet the challenge of current Computer and Server needs of the ASCC stakeholders.

- Performance Indicator 4: Review computer/server “replacement and disposal” processes for accuracy, compliance, and federal mandates.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.4) Identify through the biennial physical inventory ASCC assets that will be replaced and disposed. 	9) A process emphasizing a timeline scheduling replacement and disposal of ASCC physical assets and is in compliance with local and federal regulations.	4) Partially Completed/In Progress	4) 2011 MIS Replacement/Disposal Process -2014 Fixed Asset Inventory

Description/Narrative:

Note: To clarify the role of TRC. Review Completed ☺

-----“TECHNOLOGY”-----

Goal 1: ASCC will effectively maintain and develop its Computer and Server assets and services to internal and external stakeholders.

Objective 2: ASCC will meet the challenges of future technological needs for ASCC stakeholders.

- Performance Indicator 1: To review and assess the utilization of campus-wide systems;**
- Performance Indicator 2: To research and procure funding for identified computer/server needs.**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.1) ASCC defines user accessibility and an institutional committee for all campus systems focusing on educational purposes, user confidentiality, operations, and services offered; (PI.2) Continue to procure funding to sustain the cost of Datatel and research systems that will be cost containable for ASCC. 	<ul style="list-style-type: none"> 2) A policy defines user access for campus-wide systems based on institutional operations, purpose, and acceptable use policies. 3) Alternative systems have been identified for cost saving measures. ASCC identifies other sources of funding to sustain the cost of Datatel. 	Partially Completed/In Progress	Finance Divisions-Alignment ISP 2015-2020 2016 MIS-Planned Purchases Note: AUP update. Review policies for User Access and Confidentiality (Emphasizing Policies 3013 – 3013.1) Finance Divisions-Alignment ISP 2015-2020
<p>Description/Narrative: Recommendations: 4) An upgrade for software must be updated periodically? Note: Accessibility (administrative privilege) and confidentiality clarification in policies and institutional procedures for ASCC operations. 5) Semester reporting needs to be collected by a division to report ALL student computer lab data. Note: Unify all reporting stats for student usage of computer labs. 6) Seek ASTCA’s assistance towards price for internet. <i>(\$500 for IMB-ASTCA)</i> Internet RATE needs to be revisited to be more cost effective. Review Completed ☺</p>			

-----“TECHNOLOGY”-----

Goal 2: ASCC will maintain and develop its Network and Communication assets and services to internal and external stakeholders.

Objective 1: ASCC will assess network and telecommunications connectivity and reliability to institutional operations. <ul style="list-style-type: none"> Performance Indicator 1: Assess current and telecommunications and future expansion for institutional growth. 			
Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.1) Continue to research, assess, and procure optional solutions for network and telecommunications expansion. 	22) A report/plan indicating network and telecommunication needs are implemented and	Not Completed	

<ul style="list-style-type: none"> ○ Communication switchboard- auto-answer option; ○ Faster internet connectivity; ○ Revisit VoIP integration; 	assessed;		
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Description/Narrative:

Recommendations:

- 3) Network design should be reviewed. Subnetworks should be implemented for security issues.
- 4) Phone system should be upgraded to a PBX system that is based on an SIP standard **Note: Refer for the review of the TRC. Review Completed ☺**

Objective 1: ASCC will assess network and telecommunications connectivity and reliability to institutional operations.

- **Performance Indicator 2: Assess the utilization and performance of the campus-wide local area network (LAN)**

Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> • (PI.2a) Conduct internal/external assessment of campus-wide Local Area Network; • (PI.2b) Conduct internal/external assessment wireless campus hotspots. 8. 	23) A status report is compiled based on internet LAN and wireless connectivity; 24) Improvements/Plan on increasing internet quality is defined and implemented and institutionally funded. <ul style="list-style-type: none"> ○ To include Grant Funded Programs 	Not Completed	

Description/Narrative:

Recommendation:

- 3) Status Reports should be based on data usage for random users to be studied. **Note: Refer to the review of the TRC.**
- 4) An external consultant should be hired to assess the connectivity, network stability and future expansion to be assessed every three years. **Note: Review appropriateness. Review Completed ☺**

-----**“TECHNOLOGY”**-----

Goal 3: ASCC will maintain and develop its Distance Learning and Online Services to internal and external stakeholders.

Objective 1: ASCC will provide opportunities and access for Distance Learning and Online Services.			
<ul style="list-style-type: none"> Performance Indicator 1: To develop and implement an asynchronous online resource plan; Performance Indicator 2: Research other applications/technologies to enhance distance learning and online services. 			
Activities:	Expected Outcomes:	Status:	Evidence:
<ul style="list-style-type: none"> (PI.1) Continue to review and assess, online registration, distance learning technologies and online support services; (PI.2) Assess tutorial software conducive to online learning. 	10) Implement and assess programs and services that can be offered via distance learning and appropriate services that impact student enrollment and achievement.	Not Completed	
<p>Description/Narrative: Recommendation: -Distant Learning technologies need to be re-visited. Note: Revive Distance Learning (Compatibility with Moodle) Review efficacy of distance learning and asynchronous online learning. -Online support services needs to be available after hours so that continuing education students have access to these services. Review Completed 😊</p>			