

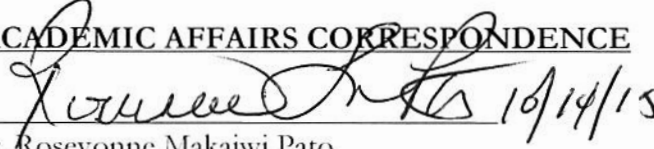
**AMERICAN SAMOA
COMMUNITY COLLEGE**

Division of Academic Affairs and Student Services
Academic Affairs Office

December 14, 2015

ASCC DIVISION OF ACADEMIC AFFAIRS CORRESPONDENCE

TO


Dr. Rosevonne Makaiwi Pato

Acting President and Vice President of Division of Academic Affairs and
Student Services

FROM


Mrs. Letupu Moananu, Dean
Division of Academic Affairs

SUBJECT

Approval for ASCC Employees to Attend Assessment 201 and 101 in the
Spring Semester 2016

I am submitting for your approval three attachments: (1) ASCC Employees Mrs. Evelyn Gibbs-Fruean; Mr. Poe Mageo; Dr. Siamaua Eliapo Ropeti; and, Mr. Sione Ah Sam (IE Representative) to attend Assessment 201 in Honolulu, Hawaii on February 05, 2016. Mrs. Gibbs-Fruean, Mr. Mageo, and Dr. Ropeti will be funded under the Academic Affairs Account 10-30100-5401 (as described in the approved Planned Purchases). Mr. Ah Sam's travel, accommodations, and attendance will be funded by the Institutional Effectiveness budget.

(2) ASCC Employees: Mrs. Evelyn Gibbs-Fruean; Mr. Derek Helsham; Mrs. Amete Moeifainu; and, Ms. Cherie Ripley (DOAA Representative) to attend Assessment 101 in Oakland, California on May 5 and 6, 2016. ASCC participants will be funded from Academic Affairs Account 10-30100-5402 (as described in the approved Planned Purchases).

(3) The approved ASCC DOAA Planned Purchases list is also included.

I will be more than happy to sit down with you to answer any and all questions you may have at your convenience.

Faafetai tele.

LTM:cear



Saili le Atamai

AMERICAN SAMOA COMMUNITY COLLEGE

Academic and Student Affairs Division

Academic Affairs Office

Post Office Box 2609

Pago Pago, American Samoa 96799

Telephone: 684-699-9155 x 350 / Facsimile: 684-699-2062 / Website: www.amsamoa.edu

December 14, 2015

To: Letupu Moananu
Dean of Academic Affairs

*Academic Affairs
Acct: 5401 will
Compensate for
Evelyn, Poe & Siamau*

Fr: Evelyn V. Fruean
Director of Curriculum & Assessment

Dear Dean,

I am requesting your approval to attend the Assessment 201 Workshop with the following team on February 5, 2016 in Honolulu, HI-Chaminade University.

Assessment 201 team will leave Feb 1, 2016 and return Feb 8, 2016.

- Poe Mageo
- Dr. Siamaua Ropeti
- Sam AhSam (IE Rep)

Director of Curriculum & Assessment will leave Jan 25, 2016 and return Feb 8, 2016

- Renew MOU with BYU-Laie
- Update with UH-Manoa/Hilo, HPU, KCC, Chaminade University on ASCC students transferring
 - Identify discrepancies (if any)
 - Articulate program courses (if needed) especially in Nursing, Business, and Teacher Education
- Attend Assessment 201

Assessment 201 focuses on topics such as

- Please view attachment for Assessment 201 outcomes and focus.

February 05, 2016

Honolulu, HI

Assessment 201:
Advanced Topics in
Assessment

Chaminade
University

- Evelyn Fruean
- Poe Mageo
- Dr. Siamaua Ropeti
- Sione AhSam (IE Rep)

Thank You

Dr. Rosevonne Makaiwi-Pato
Vice President, Academic & Student Affairs

Dr. Seth P. Galea'i
ASCC President

Dr. Mikaele Etuale
Vice President, Administrative Services



WASC Senior College and University Commission

Assessment 201: Advanced Topics in Assessment

Event Date: Fri, 02/05/2016 - 8:30am to 5:00pm



Senior College and
University Commission

EDUCATIONAL PROGRAMS

February 5, 2016
8:30 am - 5:00 pm
Chaminade University
Honolulu, HI

[Click here for a draft of the program schedule.](#)

Assessment 201: Advanced Topics in Assessment is the ideal follow-up to Assessment 101. Learn about best practices, strategies, and approaches to problem-solving that can take your assessment program to the next level. If your efforts got off to a good start but now seem stuck, if you need to close the loop, or if you're wondering how to get broader engagement, Assessment 201 could be just the ticket.

Assessment 201 focuses on topics such as the following:

- Calibrating reviewers
- Designing assessment approaches that align with outcomes
- Using direct and indirect evidence
- Closing the loop to improve student achievement and success
- Engaging faculty in assessment
- Dealing with data: collecting, aggregating, analyzing, reporting

Assessment 201 is suitable for individuals who have already attended **Assessment 101**, or who have basic knowledge of assessment as well as some experience, and are ready to learn more. Before registering, consider which assessment workshop will best meet your needs.

Workshop Facilitators:

Amy Driscoll and Mary Allen, nationally acclaimed assessment consultants and coordinators of the **WASCUC Assessment Leadership Academy** will lead the workshop.

Learning Format:

Assessment 201 will blend brief presentations with interactive exercises so you can practice applying what you're learning and share experiences with other workshop participants.

Registration: Registration fee includes lunch. Beverages and snacks will be available during breaks. Attendees will be on their own for all other meals.

Assessment 201 Advanced Topics in Assessment

8:30AM-5:00PM

Assessment 201: Advanced Topics in Assessment is the ideal follow-up to Assessment 101. Learn about best practices, strategies, and approaches to problem-solving that can take your assessment program to the next level. If your efforts got off to a good start but now seem stuck, if you need to close the loop, or if you're wondering how to get broader engagement, Assessment 201 could be just the ticket.

Workshop Learning Outcomes

As a result of participating in Assessment 201, workshop participants will be able to:

1. Design direct and indirect assessments that align with outcomes.
2. Assess the quality of rubrics.
3. Calibrate reviewers and check for inter-rater reliability.
4. Develop quality evidence.
5. Engage faculty in assessment.
6. Close the loop with multiple strategies of inquiry and decision making.
7. Integrate best practices into the design and reporting of assessments.

Workshop Schedule

8:00 – 8:30	Arrival and Registration
8:30 – 8:40	Welcome, Introductions, and Overview of Workshop
8:40 – 10:20	Aligning Direct and Indirect Assessment Strategies with Outcomes (Amy Driscoll)
10:20 – 10:35	Break
10:35 – 12:05	Reliability and Validity when Using Rubrics (Mary Allen)
12:05 – 12:50	Lunch
12:50 – 1:20	Developing Quality Evidence (Amy Driscoll)
1:20 – 2:30	Engaging Faculty in Assessment (Mary Allen and Amy Driscoll)
2:30 – 2:45	Break
2:45 - 3:30	Closing the Loop (Amy Driscoll)
3:30 – 4:50	Integrating Best Practices into the Design and Reporting of Assessments (Mary Allen)
4:50 – 5:00	Implementation Ideas and Insights



Saili le Atamai

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December 14, 2015

To: Letupu Moananu
Dean of Academic Affairs

*Please use
Academic Affairs
5402*

Fr: Evelyn .V. Fruean
Director of Curriculum & Assessment

Dear Dean,

Requesting for your approval to plan an Assessment team to attend the following Assessment workshops in:

May 05, 2016	Oakland, CA	Moving Beyond Measuring: Integrating Assessment and Evaluation with Planning and Improvement	Mills College	Evelyn Fruean Dereck Helsham Amete Moefiainu Cherie Ripley (DOAA Rep) Evelyn Fruean
May 06, 2016	Oakland, CA	Assessment 101: The Assessment Cycle, Clear and Simple	Mills College	Dereck Helsham Amete Moefiainu Cherie Ripley (DOAA Rep)

There are 2 workshops that will provide ASCC faculty the necessary information pertaining to assessment and evaluation with planning and improvement of all course and programs.

Assessment Team will leave May 2, 2015 and return on May 9, 2015

Thank you

Dr. Rosevonne Makaiwi-Pato
Vice President, Academic & Student Affairs

Dr. Seth P. Galea'i
ASCC President

Dr. Mikaele Etuale
Vice President, Administrative Services



WASC Senior College and University Commission

Moving Beyond Measuring: Integrating Assessment and Evaluation with Planning and Improvement

Event Date: Thu, 05/05/2016 - 8:30am to 4:30pm



Senior College and
University Commission

EDUCATIONAL PROGRAMS

May 5, 2016
8:30 am - 4:30 pm
Mills College
Oakland, CA

[Click here for a draft of the program schedule. \(coming soon\)](#)

Moving Beyond Measuring: Integrating Assessment and Evaluation with Planning and Improvement will engage participants with tools, strategies, and resources to effectively integrate data analytics with assessment, program review, and campus-wide integrated strategic planning. Working within a framework of "define, measure, analyze, and act," the workshop emphasizes engaging your institutional community in this cyclical process to generate a broader and deeper understanding of institutional strengths and weaknesses to inform planning efforts. Workshop exercises are designed to aid participants in supporting or leading their own institutional efforts to "close the loop" and strategically use data for action – from campus revisioning, to integrated planning, to program review or development, to teaching or curricular improvements, to student success initiatives. Activities emphasize group discussion and problem-solving, along with tailoring approaches and tools to each participant's institutional type and culture.

Workshop Intentions:

In this workshop, participants will:

1. Examine the benefits and challenges of strategically aligning and integrating assessment, program review, analytics/IR, and planning at your institution.
2. Develop an understanding of the role analytics can play in higher education decision-making and integrated planning: learn what analytics are and what distinguishes analytics from more traditional forms of institutional analysis and reporting; identify effective uses of different forms of analytics; and distinguish between data for compliance and strategic improvement initiatives.
3. Expand your institution's ability to integrate analytics with program review findings and assessment results to inform and promote academic quality and student success.
4. Explore strategies for engaging faculty and other stakeholders in integrated evaluation and planning activities.
5. Assess institutional status and readiness for creating a sustainable culture of evidence-based



WASC Senior College and University Commission

Assessment 101: The Assessment Cycle, Clear and Simple

Event Date: Fri, 05/06/2016 - 8:30am to 5:00pm



*Senior College and
University Commission*

EDUCATIONAL PROGRAMS

May 6, 2016
8:30 am - 5:00 pm
Mills College
Oakland, CA

[CLICK HERE FOR A DRAFT OF THE PROGRAM/SCHEDULE](#)

Assessment 101 is a practical introduction to the basics of assessing student learning for any administrator, faculty member, or other educator. The workshop offers a broad introduction to the terminology of student learning outcomes assessment and the rationale behind the process, with special emphasis on the first steps of the assessment cycle. At each step, you'll learn about good practices, benefits, common misunderstandings, and pitfalls to avoid. Topics addressed will be equally applicable to general education, liberal arts majors, and professional programs at the undergraduate and/or graduate levels.

Workshop topics will include:

- The language of assessment
- Developing learning outcomes at the course, program, and institution level
- Mapping the curriculum to learning outcomes
- Aligning assignments, courses, and curricula with outcomes
- Developing sustainable, multi-year assessment plans
- Choosing appropriate direct and indirect assessment methods
- Developing and using rubrics to analyze evidence of learning

Workshop Facilitators:

This workshop will be facilitated by **Assessment Leadership Academy** graduates **Laura Martin** (Director, Institutional Assessment, and WSCUC accreditation liaison officer, University of California, Merced); **David Chase** (Vice Dean, Academic Affairs, American Film Institute Conservatory), and **Sharlene Sayegh** (Director, Program Review and Assessment, California State University, Long Beach)

Learning Format:

The workshop will be constructivist and learner-centered. Blending brief presentations with interactive exercises, the facilitators will guide you as you apply what you're learning. Assessment 101 is an

ASSESSMENT 101: The Assessment Cycle, Clear & Simple Workshop Outcomes and Schedule

WORKSHOP LEARNING OUTCOMES

As a result of participating in Assessment 101, workshop participants will be able to:

- Describe the purpose of assessment.
- Explain and use assessment vocabulary.
- Develop clear and concise Learning Outcomes for the institution, program, and course levels.
- Align curriculum, pedagogy, and student evidence with learning outcomes.
- Design and use direct and indirect evidence of student learning.
- Describe the purpose(s) and uses of rubrics, and evaluate rubrics for impact on student learning.
- Develop a basic multi-year assessment plan.

WORKSHOP SCHEDULE

8:00 – 8:30 am	Arrival, check-in, registration
8:30 – 8:40 am	Welcome / Introductions / Overview of Workshop
8:40 – 10:30 am	Why Assessment? Assessment Cycle and Vocabulary Learning Outcomes
10:30 – 10:45 am	Break
10:45 – 11:30 am	Curriculum Alignment
11:30 – 12:15	Curriculum Mapping
12:15 – 1:00 pm	Lunch
1:00 – 1:45 pm	Direct Evidence of Student Learning
1:45 – 2:30 pm	Indirect Evidence of Student Learning
2:30 – 2:45 pm	Break
2:45 – 4:00 pm	Developing Rubrics
4:00 – 4:45 pm	Multiyear Assessment Planning
4:50 – 5:00 pm	Workshop Reflections / Wrap-Up

Workshop Facilitators: This workshop will be facilitated by **Assessment Leadership Academy** graduates **Laura Martin** (Coordinator, Institutional Assessment, and WSCUC accreditation liaison officer, University of California, Merced); **David Chase** (Vice Dean, Academic Affairs, American Film Institute Conservatory), and **Sharlene Sayegh** (Director, Program Review and Assessment, California State University, Long Beach).



AMERICAN SAMOA
COMMUNITY COLLEGE

PLANNED PURCHASES & TRAVEL

FISCAL YEAR: 2016

Department/Division: Academic Affairs *Letupu Moananu* 11/10/15 *Dr. Rosevonne M. Pato* 11/10/2015

Cost Center: 30100 Letupu Moananu, Dean, Division Dr. Rosevonne M. Pato

Date: of Academic Affairs Acting ASCC President/Vice President of

Item No.	Item/Service Description (Primary)	Item/Service Description (Alternate)	Quantity	For (Name of Event if Applicable):	Budgeted Amount	Account Number	Services Needed By/Travelling On (Please insert in projected date):
Example	Dell Desktop Computer	HP Desktop Computer	3	Replace Old equipments	\$5,000	10-20200-5603	January 15, 2016
1	Office Supplies for Academic Affairs Office	Xerox papers, toners, markers, pens, etc.. Mainly for Academic Affairs usage.		Office supplies	\$3,000	5201	Based on the need from departments
2							
3	Printing materials for all 12 Academic Depts.	Utilize the reproduction office for extensive printing. Pamphlets, brochures, etc..for outreach purposes.	12 depts	Photocopy supplies	\$2,000	5202	Based on the need from departments
4							
5	Academic Affairs Heavy Duty Printer and scanner. Instructional supplies from depts.	Heavy Duty Printer to accommodate 12 depts. Printing of reports for departments, assessment reports, curriculum committee reports, etc Assist with instructional supplies for all departments.	1	Replace old printer (Not working properly)	\$24,500	5209	Depends on the need
6	Instructional Supplies such as toners, xerox papers, markers, textbooks, chairs, desks, cabinets, etc.	Depending on the need from the departments	12 depts	Instructional supplies	\$6,000	5209	Depends on the need
7	Cleaning supplies for offices	For departments such as carpet cleaning, clorox wipes, paper towels, etc	12 depts		\$500	5209	
8							



AMERICAN SAMOA
COMMUNITY COLLEGE

PLANNED PURCHASES & TRAVEL

FISCAL YEAR: 2016

Department/Division: Academic Affairs

Cost Center: 30100

Date:		Request from 12 depts and depending on the need	12 depts	AC repairs, copiers and Printer maintenance	\$3,000	5502	Based on the need for services
9	Maintenance contracts for AC, copiers & Printers						
10							
11	Catalog Printing for 2016-2018	Review of catalog for 2016-2018		Preparation for new catalog	\$5,000	5504	Submitted by early summer 2016
12							
13							
14	Annual WASC training for at least two new chairpersons faculty senate pres Associate Dean	Depending on the location of WASC conference		Professional Development for Faculty	\$15,000	5401	Depending on the time and location of conferences
15							
16	Assessment Training at least 1 faculty, Dean AD or special assistant to Dean to Assessment 201	Depending on the location of Assessment Training		Professional Development	\$15,000	5402	Depending on the time and location of trainings
17							
18	Course Schedule on Samoa News for Spring 2016, Summer 2016, and Fall 2016	Samoa News, including Banners and Ads for new positions		Media advertisement	\$5,000	5302	At least two weeks prior to Registration for the respective sessions
19							



AMERICAN SAMOA
COMMUNITY COLLEGE

PLANNED PURCHASES & TRAVEL

FISCAL YEAR: 2016

Department/Division: Academic Affairs

Cost Center: 30100

Date:							
20	Annual recognition Dinner. Include prizes such as certificates, plaques, instructional materials. Could be used for Faculty orientation lunch breakfast; Utilize for Curriculum committee, assessment committee and Faculty Senate luncheons.	Annual Faculty Recognition dinner, presentation of awards	Recognition of Faculty	\$5,500	5308	Spring 2016 Faculty Orientation week, summer & Fall orientation.	
21	Office Equipment: Smartboard assessment; laptops assessment, computer upgrade, printers, etc.	Purchase computers for new faculty; laptops for Assessment & Curriculum		\$7,000	5603	Depending on the need from 12 Academic departments	
22							
23							
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AMERICAN SAMOA
COMMUNITY COLLEGE

PLANNED PURCHASES & TRAVEL

FISCAL YEAR: 2016

Department/Division: Academic Affairs

Cost Center: 30100

Date:										
31										
32										
33										
34										
35										
36										
37										
38										
									Total	\$ 91,500.00