



AMERICAN SAMOA
COMMUNITY COLLEGE
OFFICE OF INSTITUTIONAL EFFECTIVENESS

May 11, 2016

To: ASCC General Distribution

Via: Dr. Seth Galea'i M. Galea'i 5/12/16
President, American Samoa Community College

Dr. Rosevonne Pato R. Pato 5/11/16
Vice President, Academic and Student Affairs

Dr. Mikaele Etuale M. Etuale 5/11/16
Vice President, Administration and Finance

Fr: Sonny J. Leomiti S. Leomiti 5/11/16
Director, Institutional Effectiveness

Subject: ASCC Annual Divisional Assessment (Program Review) and Biennial Institutional Program Review

Talofa ASCC Family,

All ASCC internal stakeholders are key in the setting of institutional priorities, which is why your participation to provide feedback pertaining to program, department, or divisional practices through Program Review is very important.

This spring, beginning on May 11-26, 2016, ASCC will be conducting its Annual Divisional Assessment and its Biennial Institutional Program Review surveys.

"The American Samoa Community College ensures that Program Review processes are ongoing, systematic and used to assess and improve student learning and achievement. The College reviews and refines its program review processes to improve institutional effectiveness. The results of program review are used to continually refine and improve program practices resulting to appropriate improvements in student achievement and learning."

(ASCC Participatory Governance Structural Manual, pp. 20-29)

The **Divisional Assessment Survey** was adopted and implemented in February 2014 and in June 2015 as a annual program review mechanism to assess the quality of ASCC's instructional and non-instructional programs to determine ways to improve the quality of education, scholarship, and services. The purpose of program



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review is to assure ASCC provides high quality programs for students and to identify opportunities for improvement in each program.

The Divisional Assessment Survey has been reviewed and revised by the Institutional Planning Core Committee to assure that the survey will generate meaningful data that will assist in the improvement of a program's mission, outcomes, services, and allocation of resources.

The survey covers eleven categories that includes:

- I. Department/Program/Division Information
- II. Evaluation (Effectiveness & Improvements)
- III. Decision Making
- IV. Personnel
- V. Staff Development
- VI. Facilities
- VII. Equipment
- VIII. Budget
- IX. Technology
- X. Student Support Services
- XI. Safety and Emergency Procedures

The **Institutional Program Review Survey** was adopted in 2009 as a biennial program review mechanism to allow internal stakeholders to provide feedback based on confidence levels regarding ASCC's internal compliance with the Standards of Accreditation, which includes the following categories:

- I. ASCC Mission Effectiveness
- II. Student Learning Programs and Services
- III. Resources
- IV. Governance

The Institutional Program Review Survey follows a biennial review cycle and was amended in 2014. Your input is essential to strategic planning and the institutional allocation of resources. On behalf of the Institutional Planning Committee, we humbly ask for your full cooperation to assist us by accessing and completing both surveys.

The surveys will be available online and access will be granted in a forthcoming email. Provided is a calendar of dates for the dissemination of the Annual Divisional Assessment and Institutional Program Review surveys:

- **May 12, 2016 – 10:00am:** Divisional Assessment Survey and Institutional Program Review Survey (separate links per survey) is open online for Institutional input;



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- **May 26, 2016 – 4:00pm:** Divisional Assessment Survey and Institutional Program Review Survey will be closed for compilation and institutional dissemination;
- **May 30, 2016 – 10:00am:** Divisional Assessment Survey Summaries will be disseminated institutionally.

IE will also provide proctoring sessions to accommodate ASCC family who do not have internet or computer access. Listed below are sessions (date and time) that will be proctored by IE staff:

- **May 17, 2016 – 12:30pm:** Lecture Hall
- **May 20, 2016 – 02:00pm:** Lecture Hall
- **May 24, 2016 – 12:30pm:** Lecture Hall
- **May 25, 2016 – Open for Special Requests:**

I kindly reemphasize the importance of Program Review and humbly request for your support.

Fa'afetai tele lava ☺

Cc: Mr. Aufa'i Ropeti Areta, ACNR
Ms. Okenaisa Fauolo, SSI
Ms. Tafaimamao Tupuola, UCEDD
Mr. Fale Tauvela, AELEL
Dr. Herbert Thweat, SBDC
Mrs. Letupu Moananu, Academic Affairs
Dr. Emilia Le'i, Student Services
Mr. Michael Leau, TTD
Dr. Lina Scanlan, TED
Mrs. Evelyn Fruean, Curriculum and Assessment
Ms. Annie Panama, Counseling/SSLS
Mr. Elvis Zodiacal, LRC
Mrs. Sifagatogo Tuitasi, Records
Mrs. Elisapeta Leuma, Admissions
Mr. Peteru Lam Yuen, Financial Aid
Ms. Grace Tulafono, CIO
Mrs. Emey Silafau-Toa, CFO
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