

# ASCC PROGRAM REVIEW 2015



## I. DEPARTMENT/PROGRAM/DIVISION INFORMATION

Please indicate your status.	
Faculty	
Staff	
Administrator	

Please select your division from the dropdown list: (Igoa Aloa'ia o le Matagaluega/Polokalama/Vaega. Lisi uma matagaluega/polokalama/vaega)	
President's Office	
CNR	
Finance	
ASCRF	
Vice President of Academic and Student Affairs Office	
Academic Affairs	
Student Services	
Samoan Studies Institute	
Teacher Education (ASBEP)	
Trades and Technology Division	
ALEEL	
Learning Resources (Library)	
Student Support Services	
UCEDD	
Vice President of Administrative Services Office	
Institutional Effectiveness	
ARFAO	

Physical Facilities Maintenance	
Human Resources Office	
Management Information Systems	
SBDC	
Other (Please Specify)	

1. Submission Date:  
(Aso lafoina mai ai)

2. Name and Title of your immediate supervisor: (Igoa ma le tulaga o lou pule)

3. List the outcomes for your Dept/Prog/Div: (Lisi mai Matāti'a Ausia (Vaega poo Tikeri) mo lau matagaluega/polokalama/Vaega:)

4. Explain how your mission and outcomes support the institution's mission: (Faamatala le sootaga ma le lagolagoina o la tou manulauti ma matati'a ausia o le Manulauti a le Kolisi)

**IIa. EVALUATION (EFFECTIVENESS)**

1a. Does the prog/dept/div conduct/undergo a periodic evaluation on the effectiveness of instruction and services? (E faatino ni suesuega faavaityau a le matagaluega/polokalama/vaega e iloilo ai le aoga o aoga ma tautua?)

Yes (Ioe)	
No (Ieai)	
don't know (Ieiloa)	

1b. Please explain: (Fa'amolemole fa'amatala)

2. How does your dept/prog/div support student learning and achievement? (E faapefea ona lagolago e le tou matagaluega/polokalama/vaega aoga ma tulaga ausia a tagata aoga?)

3. Check the following used for evaluating the effectiveness of the dept/prog/div: Please explain how each is used.  
 (Togi ripoti na faaaogā i le iloiloga o le aogā o la outou vaega. Faamolemole faamatala pe faapefea ona faaaoga ia ripoti taitasi.)

	Yes	No	Please explain:
Annual Reports (Ripoti faaletausaga: Ioe pe Leai, Faamolemole faamatala.)			
Quarterly Reports (Ripoti faalekuata. Ioe pe Leai, Faamolemole faamatala)			
Bi-weekly Reports (Ripoti tai lua vaiaso. Ioe pe Leai, Faamolemole faamatala).			
Student Learning Outcomes (Agavaa Ausia Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)			
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)			
Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)			
Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)			
Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)			
Student Satisfaction Survey (Suesuega Lotomalie Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)			
Fact Sheets (Pepa o Faamatalaga Moni. Ioe pe Leai, Faamolemole faamatala)			
Other Evidence (Nisi faamaumauga. Ioe pe Leai, Faamolemole faamatala)			

**IIb. EVALUATION (IMPROVEMENT)**

1a. Have evaluation processes resulted in recent/continuous improvements? Please explain (Na mafai ona fa'aauau faaleleiga ona o faaiuga mai iloiloga?)

yes (joe)	
no (leai)	
don't know (leiloa)	

1b. Please explain: (Fa'amolemole fa'amatala)

2. What outcomes did these improvement help achieve? Please explain:  
(O a ni matāti'a na mafai e nei faaleleiga ona 'ausia? Faamolemole faamatala)

3a. Where there any recommendations from the previous Divisional Assessment (2014) that were not completed/acted on in the past year?  
(Na iai ni fautuga mai le Suesuega a le Vaega e le'i mafai ona faia i le tausaga talu ai?)

yes (joe)

no (leai)

don't know (le iloa)

3b. Please explain: (Fa'amolemole fa'amatala)

4. List significant achievements made to this Dept/Prog/Div over this past year:  
(Lisi mai ni matāti'a na ausia e le polokalama/matagaluega/vaega i le tausaga talu ai?)

### III. DECISION MAKING

1a. Does your dept/prog/div recognize and implement feedback from faculty and staff in decision making for continuous improvement to the institution? (E amanaia ma faaaoga e tou matagaluega/polokalama/vaega manatu tuuina mai e faiaoga ma tagata faigaluega i faaiuga fai mo le fa'aaauau o le faaleleia o le Kolisi?)

yes (joe)

no (leai)

don't know (leiloa)

1b. Please explain: (Fa'amolemole fa'amatala)

2a. Are Dept/Prog/Div SOPs and decisions regularly communicated to staff/faculty? (E masani ona logo atu i tagata faigaluega/faiaoga faaiuga ma faagasologa (SOP) a le Vaega/Matagaluega/polokalama?)

yes (joe)

no (leai)

don't know (leiloa)

2b. Please explain: (Fa'amolemole fa'amatala)

3a. Are the decisions systematically documented and archived? (E faasolosolo lelei le faamauina ma le teuina o faaiuga?)

yes (joe)

no (leai)

don't know (leiloa)

3b. Please explain: (Fa'amolemole fa'amatala)

#### IV. PERSONNEL DATA

1a. Is the Number of personnel adequate to support your Dept/Prog/Div?  
(O fetauti le fuainumera o tagata faigaluega mo le lagolagoina o lau matagaluega?)

yes (joe)

no (leai)

don't know (leiloa)

1b. Please explain: (Fa'amolemole fa'amatala)

2a. Do personnel possess all specialized skills or credentials required to support the Dept/Prog/Div?  
(Ua iai i tagata faigaluega agavaa poo tomaitau aoga o loo manaomia i le lagolagoina o le polokalama? Ioe pe Leai pe Ou te le iloa.)

yes (joe)

no (leai)

don't know (leiloa)

2b. Please explain: (Fa'amolemole fa'amatala)

3a. Are all proper documentation (degrees, certificates, etc.,) on file and continuously updated?  
(O atoatoa faamaumauga (tikeri, tipiloma...) i faila ma faaauau faaopoopoga?)

yes (joe)

no (leai)

don't know (leiloa)	
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3b. please explain: (Fa'amolemole fa'amatala)

4a. Are all personnel in this Dept/Prog/Div careful in protecting the security, confidentiality and integrity of student information according to FERPA? (O faaeteete tagata faigaluega i lenei vaega i le malu puipuia o faamatalaga uma e tusa ma tulafono a le Kolisi, Faigamalo faalotoifale, feterale?)	
yes (joe)	
no (leai)	
don't know (leiloa)	

4b. Please explain: (Fa'amolemole fa'amatala)

5. Does your dept/prog/div effectively use its personnel to achieve its mission? (O faaoga tatau e lau matagaluega/polokalama/vaega au tagata faigaluega ina ia 'ausia ai lana manulauti?)	
yes (joe)	
no (leai)	
don't know (leiloa)	

5b. Please explain how it can improve: (Faamolemole faamalamalama mai i lalo pe faapefea ona faaleleia.)

Faculty and Staff Roster
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Are you a full time or Part Time employee?	
Full Time	
Part Time	

Number of Courses you teach:

Degrees, Coursework, and or Publications

Other Qualifications not listed in previous question:

List involvement in college/instruction/community activities (i.e club sponsorships, committees, boards, organizations, etc.)

## V. STAFF DEVELOPMENT

1a. Have faculty/staff in the dept/prog/div involved themselves in in-service training and other professional development? (Na auai le aufaigaluega o le matagaluega/polokalama/vaega i ni aoaoga 'a 'o galulue ma isi aoaoga 'auā le alualu i luma?)

yes (joe)

no (leai)

don't know (leiloa)

1b. If "yes", please list evidence:  
(Afai e "loe" faamatala mai pine faamau o iai.)

2a. Are there any unmet needs for professional development among personnel in this Dept/Prog/Div?  
(O iai ni manaoga tau aoaoga e le'i faia mo le aufaigaluega a lau matagaluega/polokalama/vaega?)

yes (joe)

no (leai)

don't know (leiloa)

2b. Please explain: (Fa'amolemole fa'amatala)

3a. Are faculty/staff evaluated on an annual basis by the immediate Supervisor (i.e. Director, Dean, Vice-President, Chairperson)?  
(O iloilo galuega faatino faaletausaga mo faiaoga/tagata faigaluega e le Ta'ita'i (e pei o Taitaifono, Faatonu, Matua o le saofaiga, Sui-Peresitene.)

yes (joe)

no (leai)

don't know (leiloa)

3b. Please explain:

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4a. Are evaluations consistent and completed in a timely manner as documented in ASCC policies? (O mulimulita'i iloiloga o galuega faatino e tusa ma tulafono a le Kolisi Tuuafaatasi?)

yes (joe)	
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no (leai)	
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don't know (leiloa)	
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4b. Please explain: (Fa'amolemole fa'amatala)

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### VI. FACILTITES

1. Briefly describe the facilities occupied by your Dept/Prog/Div (ie. classrooms, offices, labs, etc.,)?

(Otooto mai se faamatalaga o ituaiga fale/potu o faaaoga e lau matagaluega/polokalama/vaega. (e iai potu aoga, ofisa, potu su'esu'e ma isi)

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2a. Are all facilities adequate to support the mission of your Dept/Prog/Div? (O talafeagai fale/potu aua le lagolagoina o le manulauti a lau matagaluega/polokalama/vaega?)

yes (joe)	
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no (leai)	
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don't know (leiloa)	
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2b. Please explain: (Fa'amolemole fa'amatala)

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3a. Does the institution operate and maintain physical facilities that are adequate to serve the needs of this dept/prog/div? (O faaaoga ma tausi e le aoga ni fale/potu e talafeagai e tautuaina le mana'oga o le matagaluega/polokalama/vaega. Ioe pe Leai poo le Ou te lē iloa)

yes (joe)	
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no (leai)	
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don't know (leiloa)	
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3b. Please explain: (Fa'amolemole fa'amatala)

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4a. Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this dept/prog/div? (O faia e le kolisi ni gaoioiga mo se siosiomaga maloloina, saogalemu ma malupuipua mo leni matagaluega/polokalama/vaega?)

yes (joe)	
no (leai)	
don't know (leiloa)	

4b. Please explain: (Fa'amolemole fa'amatala)

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5a. Are the physical facilities accessible to persons with disabilities? (O faigofie ona faaaoga potu/fale e tagata o iai manaoga faapitoa?)

yes (joe)	
no (leai)	
don't know (leiloa)	

5b. If no, please describe below what is needed to make your area accessible: (faamolemole faamatala mai i lalo atu mea e moomia e faafaigofie ai ona faaaoga)

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6a. Are additional facilities required to support the Dept/Prog/Div? (O iai ni fale /potu faaopoopo o moomia e lagolago ai le matagaluega/polokalama/vaega?)

yes (joe)	
no (leai)	
don't know (leiloa)	

6b. If so, please list and explain: (Afai o lea, faamolemole lisi i lalo ma faamalamalama mai)

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## VII. EQUIPMENT

1. Briefly describe current equipment used by your dept/prog/div and indicate whether it is adequate or inadequate: (Ootoo mai meafaigaluega o loo faaaoga i le taimi nei e lau matagaluega/polokalama/vaega ma faailoa mai poo talafeagai pe leai:)

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2a. Are additional equipment required to support the dept/prog/div? (O moomia nisi

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meafaigaluega e lagolago ai le matagaluega/polokalama/vaega?)	
yes (joe)	
no (leai)	
don't know (leiloa)	

2b. If so, please list and explain: (Afai o lea, faamolemole lisi mai ma faamalamalama.)

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3a. Does the div/dept/prog account for its equipment through regular inventory? (O mataitū lelei e le matagaluega/polokalama/vaega ana meafaigaluega, e ala i ana suega oloa faavaitau?)	
yes (joe)	
no (leai)	
don't know (leiloa)	

3b. Please explain: (Fa'amolemole fa'amatala)

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4a. Does the div/dept/prog account for preventive maintenance of its equipment? (O nofo tapena le matagaluega/polokalama/vaega aua le puipuiga ma le faaleleia o ana meafaigaluega. Ioe pe Leai pe Ou te lē Iloa. Faamolemole faamalamalama mai.)	
yes (joe)	
no (leai)	
don't know (leiloa)	

4b. Please explain: (Fa'amolemole fa'amatala)

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5a. Is the equipment used by this dept/prog/div similar to that used in the workplace or at a higher level institution? (O tai tutusa meafaigaluega a le matagaluega/polokalama/vaega ma mea e faaaoaga i falefaigaluega poo isi kolisi ma iunivesite?)	
yes (joe)	
no (leai)	
don't know (leiloa)	

5b. Please explain: (Fa'amolemole fa'amatala)

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6a. Is there a need to update/upgrade equipment for improvement of services? (O moomia ona

siitia le tulaga o meafaigaluega mo le faaleleia o auaunaga?)	
yes (joe)	
no (leai)	
don't know (leiloa)	

6b. Please explain: (Fa'amolemole fa'amatala)

VIII. Budget

1a. Is the budget information available to this Dept/Prog/Div? (O tatala le avanoa e maua ai ni faamaumauga o le Tala o le Tupe e ta'ita'i o matagaluega/polokalama/vaega?)	
yes (joe)	
no (leai)	
don't know (leiloa)	

1b. Please explain: (Fa'amolemole fa'amatala)

2a. Are faculty/staff involved in div/dept/prog annual budget planning? (O 'auai faiaoga/'au faigaluega i le fuafuaina o le tala i le tupe faaletausaga a le matagaluega/polokalama/vaega?)	
yes (joe)	
no (leai)	
don't know (leiloa)	

2b. Please explain: Fa'amolemole fa'amatala)

3a. Does the dept/prog/div provide guidance on budget processes, analysis, and preparation? (O ofo atu e le matagaluega/polokalama/vaega ni ta'iala o le faagaoioiga o tala o tupe, iloiloga ma sauniga?)	
yes (joe)	
no (leai)	
don't know (leiloa)	

3b. Please explain: (Fa'amolemole fa'amatala)

4a. Is adequate financial support available to meet the needs of this Dept/Prog/Div? (O lava le lagolago tau tupe o faaavanoa atu mo matagaluega/polokalama/vaega?)	
yes (ioe)	
no (leai)	
don't know (leiloa)	

4b. Please explain: (Fa'molemole fa'amatala)

5a. Does the dept/prog/div effectively use its current financial resources to achieve its mission? (O faaaogā tatau e le matagaluega/polokalama/vaega ana alaga'oa tau tupe e ausia ai lana manulauti?)	
yes (joe)	
no (leai)	
don't know (leiloa)	

5b. Please explain: (Fa'amolemole fa'amatala)

6a. Does the dept/prog/div have any budget priorities to implement for continuous improvement to achieve its mission? (O iai ni faamuamua tau tala o le tupe a le matagaluega/polokalama/vaega o fia faatino mo le alualu pea i luma, ina ia ausia ai lana manulauti? )	
yes (joe)	
no (leai)	
don't know (leiloa)	

6b. Please explain: (Fa'amolemole fa'amatala)

IX. TECHNOLOGY
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1a. Is technology used to improve student learning and services? (O faaoga le tekonolosi e faaleleia ai aoaoga ma tautua mo tagata aooga ?)	
yes (joe)	
no (leai)	
don't know (leiloa)	

1b. Please explain: (Fa'amolemole fa'amatala)

2. Check the following technologies sufficient to perform your duties:

	Available/Accessible (Avanoa/Faigofie ona maua)	Appropriate (Talafeagai)	Current (Tekonolosi o le taimi nei)
ASCC Online Systems (Moodle, Compliance Assist, Colleague, Webmail, Website etc.) (Sisitema a le Kolisi Tuufaatasi (polokalama e fai ai vasega)			
Software (Microsoft Office, SPSS, CAD, Autodesk, etc..) (Poloklama tau komepiuta)			
Internet Connectivity (speed, etc.) (Fesootaiga tau initaneti)			

Other technologies used:(Ma isi tekonolosi faaaoaga)

#### X. Student Support Services

1. Are the following student support services available and accessible to students when needed? (O tatala avanoa ma faigofie ona maua auunaga nei e tagata aooga pe a mana'omia?)

Computer Labs (Potu Komepiuta)	
Counseling (All types of Counseling) (Faufautua (Soo se Ituaiga)	
Financial Assistance (ex. Financial Aid, Work-Study, Scholarship, Deferred Payment Plans) (Fesoasoani Tau Tupe (ftg Fesoasoani Tau Tupe mai le Malo Tele, Polokalama Galue ma Aoga, Sikolasipi, Fuafuaga tau Pili Totogi Tolopō)	
Library (Faletusi)	
Academic Tutoring (Fesoasoani i meaaoga)	
Academic Advising (ex. Online Information, Faculty Availability) (Faufautua i mataupu tau'ave (ftg. Faamatalaga i le Upega, avanoa of aiaoga)	
Campus Life (ex. Security, Extra Curricular, etc.) (Olaga Faakolisi: (ftg. Malu o le Kolisi, Mataupu/faatinoga faaopoopo ma isi)	
Admissions and Records (Application, Transcripts, etc.) (Ofisa Faaulufale ma Faamaumauga (Tusi talosaga, Faamaumauga aloaia o togi maua ma isi)	

#### XI. SAFETY AND EMERGENCY PROCEDURE

1a. Does your dept/prog/div help to ensure safety awareness and emergency procedures for its personnel, students and community? (ex. Fire extinguishers, evacuation plans, First-Aid, etc.)  
(O fesoasoani lau matagaluega/polokalama/vaega e faamautinoa le silafia o puipuiga ma faatinoga o gaioiga aua faalavelave faafuase'i mo au tagata faigaluega, tagata aoga ma tagata lautele? (ftg. Fagu tineimu, fuafuaga faataatia mo le tuua o le nofoaga, Fesoasoani Muamua, ma isi)

yes (joe)	
no (leai)	
don't know (leiloa)	

1b. Please explain: (Fa'amolemole fa'amatala)