

**Title of Report:** Second Quarterly Report  
**Select Quarter:** FY 2016 2nd Quarter  
**Start:** 10/1/2015  
**End:** 9/30/2016  
**Progress:** Ongoing  
**Providing Department:** Admissions  
**New Sources Field:**

**Responsible Roles:** No Roles Selected

**Outcome 1: Students will receive academic support and administrative services to support the Division of Student Services/ASCC mission;**

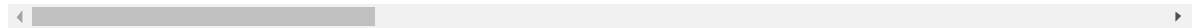
**1. Summarize major accomplishments this quarter which correspond to the division's outcomes::** A total of 88 New Admission applications were received by the Admission Office during this reporting period. Seventy-seven (77%) percent of this total are currently enrolled in classes at ASCC. In support of the new and continuing students, a spring 2016 Orientation was hosted by the Admission Office and the Division of Student Services featuring the function and services of the Student Services division and inclusive of all college departments.

Services with regards to Early Admission, New Admission (unclassified students), Returning and Transfer students, Transfer Credits evaluation, Placement Testing, additional Placement Testings' and other all inquiries from the students, staff and the community at large all were provided the needed assistance to meet the division's outcomes. Additional duties in support of the division and the college mission included administrative responsibilities such as attending Leadership Team, Registration Committee meetings, Manager's meetings, Admission review and presentation for the Curriculum for Catalog (2016-2018).

Recruitment and Placement Testing were also done and held at the Manu'a High School as a joint effort with other college departments (Financial Aid Office (as represented by the CACG Counselor), Teacher Education and Counseling and Tutorial Services). This service is afforded to the Manu'a High School students every year given their unique situation with regards to the academic needs of the island population. Unscheduled Placement Testing was also provided for students who wished to enroll in the beginning of the spring 2016 semester as well as the second session for CAPP enrollment in mid-March. The Admission Office also continued to accept, review and log new Admission applications for the upcoming 2016 summer.

Spring 2016 Orientation was another major accomplishment for this reporting period. This event was well supported by the Administration and all the programs as well as the departments who had representation to provide information to students regarding their mission and function.

The Admission Officer attended the American Association of Collegiate Registrars and Admission Officer – 2016 Annual Meeting in Phoenix, Arizona. This professional development opportunity provided direction in educational policy initiation, interpretation, and implementation by identifying and promoting standards and best practices in records, admissions and enrollment management, information technology and student services.



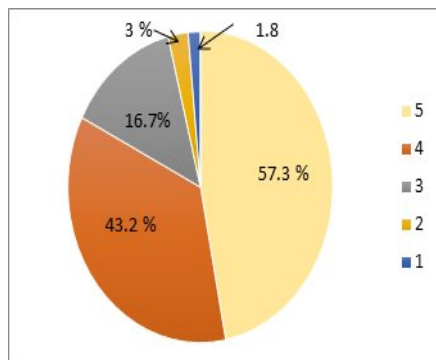
**2. Summarize major accomplishments this quarter which correspond to the 2009-2014 Institutional Strategic Plan::** All the accomplishments of this 2nd Quarterly Reporting, inclusive of all activities and events parallel with the key goals and objectives of the four (04) strategic areas of the Institutional Strategic Plan. All activities and efforts of the division in providing academic support and administrative services correspond to **Academic Excellence** (Goal 1 and 2). In support of meeting all required services, **Technology** (Goal 1, 2, and 3) assisted with gathering student data for reporting and all other online services to materialize required goals and objectives. **Physical Facilities and Maintenance** (Goals 2 and 3) remained well supported as all activities and programs are continued and maintained through continuous monitoring and supervision. **Staffing** (Goal 1) also concurred with professional development opportunities for managers or leadership team members.

**3. Provide evidence which corresponds to the accomplishments listed above::**

<u>Activity/Event</u>	<u>Date(s)</u>	<u>Totals</u>
New Admission Applications	<b>1/04/16-3/28/16</b>	90
New Admission (unclassified)	1/04/16-1/15/16	03 (students)
New Admission (SU'2016)	<b>1/04/16-3/28/16</b>	10
Transfer Student(s)	1/04/16-1/15/16	01
Returning Student(s)	1/04/16-1/15/16	03 (attended ASCC before)
Early Admission Students	1/04/16-1/15/16	01
Transfer Credit Evaluation	1/04/16-1/15/16	04
Additional Late Placement Testing(s)	1/04/16-1/15/16	02 (18 students)

Unscheduled Placement Testing	1/07/16 & 1/11/16	02 (02 students)
Outreach-Recruitment (Manu'a High School)	3/07/16-3/09/16	39 (23 seniors, 16 juniors)
Placement Testing (Manu'a High School)	1/04/16-3/28/16	16 (students)
SAT Scores	1/04/16-1/15/16	12 (12 students)
Unscheduled Placement Testing (CAPP 2 <sup>nd</sup> SESSION)	3/9/16 & 3/11/16	08 (8 students)
Meetings (Standard II, Leadership, Division, Assembly, other)	1/04/16-1/15/16	10
Admission Office Visitors Log	1/04/16-3/28/16	86 Admission Info., 08 Other
<b>Spring 2016 Orientation</b>	<b>1/14/16</b>	<b>01 (141 students)</b>

\*( SPRING 2016 Orientation Evaluation Report Graph)



### ASCC 2016 SPRING ORIENTATION EVALUATION

Please respond to the following questions by circling the appropriate number. Your answers are very important and will help us to improve future events and our services. Thank You.

5 = Excellent; 4 = Average; 3 = Need Improvement; 2 = Inadequate; 1 = Poor

1. The relevance of this event to my educational studies was.....

5 = 61, 4 = 45, 3 = 13, 2 = 02, 1 = 01,

2. The benefit of being introduced to Administrators, Faculty and Staff was...

5 = 54, 4 = 48, 3 = 18, 2 = 01, 1 = 01,

3. The usefulness of information received.....

5 = 60, 4 = 34, 3 = 23, 2 = 04, 1 = 01,

4. The quality of discussions and dialogue for this event was.....

5 = 48, 4 = 48, 3 = 18, 2 = 05, 1 = 03,

5. The opportunities for participants to interact to interact.....

( have questions answered, share concerns and experiences, etc.)

during the event was.....

5 = 61, 4 = 41, 3 = 15, 2 = 04, 1 = 01,

6. The quality of the administration (faculty and staff responsiveness, etc.)

at the event was.....

5 = 60, 4 = 43, 3 = 13, 2 = 02, 1 = 04,

Other Comments:

**4. Describe any challenge towards the achievement of your division's outcome:** No identified challenges towards the achievement of divisions outcome. However, staffing is a concern, in the event, there are unforeseen circumstances that may require the current staff of 2 to be away from the office. Although it was brought forth to our divisional meeting budget constraints still remains an issue.

**Outcome 2: Division of Student Services (DOSS) possesses a combined Standard Operations Procedures (SOP)**

**Manual which is reviewed every year for improvement to efficiently and regularly serve ASCC**

**Stakeholders.**

**1. Summarize major accomplishments this quarter which correspond to the division's outcome::** For this quarterly report, **Outreach/Recruitment** efforts covered by the Admission Office targeted Manu'a High School as a joint effort with the Teacher Education program, Tutorial Services and the Financial Aid Office represented by the CACG counselor. Both Admission and Financial Aid Office (s) represented by the CACG counselor together with Teacher Education and Tutorial Services continued the same services to the local High Schools both private and public.

Admission Office as a division of Student Services also presented before the **Curriculum Committee** the required changes for Admission requirements in the upcoming 2016-2018 ASCC Catalog. This review is parallel to the expected outcomes of the division.

The recent re-designed SAT was one of the important presentations at the latest AACRAO Meeting (**Professional Development**) in Phoenix, AZ attended by the Admission Officer. This discussion highlighted important changes to the new scoring or results, interpretations, comparisons to the old SAT and reasons for changes. The same changes in scores will also reflect on Placement level for students who may opt to use their SAT scores for Placement.

**2. Summarize major accomplishments this quarter which corresponds to the 2009-2014 Institutional Strategic Plan::** **Outreach/Recruitment** is connected to **Academic Excellence** (Goal 1): Developing and implementing programs that serve the needs of the community; Expanding Academic Programs to meet the Mission of ASCC; (Goal 2): Providing a Work Environment that encourages professional growth, recognizes and support excellence in Services and provides advancement opportunities. **Technology** (Goal 2) Providing reliable network and telecommunications connectivity; (Goal 4) Providing opportunities and access for Distance Learning and Online Services.

**Admission Office presentation to the Curriculum Committee** is tied to the **Academic Excellence** (Goal 1): Assessing and Revising /Restructuring (recommendation to improve) Curriculum; and (Goal 2) Providing a Work Environment that encourages professional growth, recognizes and support excellence in services and provides advancement opportunities;

The **AACRAO Meeting** satisfied the **Staffing** (Goal 1) Provide professional development training and degree opportunities supported by the institution to enhance and retain employees with competencies that promote high quality of services;

<b>3. Provide evidence which correspond to the accomplishments listed above::</b>	<u>Activity/Event</u>	<u>Date(s)</u>	<u>Totals</u>
	Outreach-Recruitment	3/07/16-3/09/16	39 (students)
	Placement Testing (Manu'a High School)	3/07/16-3/09/16	16 (students)

**4. Describe any challenge towards the achievement of your division's outcome):** Staffing would be the notable challenge towards the achievement of our divisions outcome, especially for the Outreach-Recruitment activities. Due to other pressing matters at the office, unavailability of staffing made it difficult to represent the Admission Office during this particular activity, despite the fact the CACG Counselor represented the Admission Office for this event.

**Outcome 3: Students are aware of and participate in the various support services offered by**

**Division of Student Services contributing to their educational pathways to success.**

**1. Summarize major accomplishments this quarter which correspond to the division's outcome::** The Admission Office serviced both Returning and Transfer students aside from the New Admission students during the beginning of the Spring 2016 semester. Some of these same students turned in Official Transcripts for Transfer Credit Evaluation along with in-progress evaluations.

Another major accomplishment for of this reporting period was the Spring 2016 Orientation a comprehensive activity for all students including new, continuing and prospective graduates. As mentioned before this was a prosperous activity attended and well represented by College Administrators, Faculty and Staff.

Enrollment Services was also afforded to students who were late and missed the Placement Test as well as Registration at the start of the Spring 2016 semester. These students were able to enrolled during the Second Session of the College Accelerated Preparatory Program (CAPP) after sitting the Unscheduled Placement Testing and Registration as offered to continued CAPP students.

Outreach-Recruitment services delivered to the Manu'a High School students included information that they should be made aware of the various support services offered by the Division Student Services contributing to their educational pathways to success.

**2. Summarize major accomplishments this quarter which correspond to the 2009-2014 Institutional Strategic Plan::** **Enrollment Services and Outreach-Recruitment along with assisting Returning and Transfer students supported Academic Excellence** (Goal 1: Providing highly qualified faculty, appropriate facilities and a curriculum that reflects Communication, Job and Life Skills; Developing and implementing programs that serve the needs of the community; Enhancing opportunities for Student Academic, Career and Personal Success; Expanding Academic Programs to meet the Mission of ASCC); **Technology** (Goal 2: Providing reliable network and telecommunications connectivity) is also in agreement with this accomplishment; **Physical Facilities and Maintenance** is also helpful in meeting this objective (**Goal: 2** Upgrading our physical assets through the renovations of our classrooms/labs and offices for the successful implementation of our academic programs and services and (**Goal 3:** Upgrading our physical assets (i.e. facilities and equipment) through continuous maintenance activities thus extending the life span of ASCC's facilities and equipment ensuring the successful implementation of our academic and non-academic programs);

**SPRING 2016 Orientation** also catered to student learning outcomes and maintained the **Academic Excellence** (Goal 1: Providing highly qualified faculty, appropriate facilities and a curriculum that reflects Communication, Job and Life Skills; Developing and implementing programs that serve the needs of the community; Enhancing opportunities for Student Academic, Career and Personal Success; Expanding Academic Programs to meet the Mission of ASCC);

this accomplishment also promoted the **Physical Facilities and Maintenance** objective (Goal 3: Upgrading our physical assets (i.e. facilities and equipment) through continuous maintenance activities thus extending the life span of ASCC's facilities and equipment ensuring the successful implementation of our academic and non-academic programs);

**3. Provide evidence which corresponds to the accomplishments listed above::**

Returning Students	= 03 (attended ASCC before)
Transfer Student	= 01
Transfer Credit Evaluation	= 04
SPRING 2016 ORIENTATION	= 141
CAPP 2 <sup>nd</sup> Session Enrollment	= 13
Outreach-Recruitment (Manu'a High School)	= 39 (23 seniors, 16 juniors)

**4. Describe any challenge towards the**

achievement of your  
division's outcome.:

**Outcome 4: Students complete all administrative and other pertinent student activities within the period of time  
scheduled for each term.**

**1. Summarize major accomplishments this quarter which corresponds to the division's outcome::** All the key activities and events of this quarter have been completed within the period of time scheduled for each term as described in the first three (3) outcomes of this quarterly report.

**2. Summarize major accomplishments this quarter which corresponds to the 2009-2014 Institutional Strategic Plan::** All the key activities and events of this quarter have been completed and identified to correspond to the 2009-2014 Institutional Strategic Plan as discussed in the abovementioned outcomes of this quarterly report.

**3. Provide evidence which corresponds to the accomplishments listed above::** The following evidences are provided in addition to those accomplishments listed above as discussed in the aforementioned outcomes of this quarterly report.

A Customer Service Survey is one of the accomplishments awaiting approval for dissemination to gather data on the outcome of Admission Office services rendered.

The Admission Office Visitors Sign-In Log/Sheet for those inquiring for information or services is additional evidence of services afforded to meet the needs of students and the community at large.

Admission Office Bi-Weekly Reports are also submitted in support of accountability and transparency in meeting divisional outcomes.

**4. Describe any challenge towards the achievement of your division's outcome::** Delay in approval of supporting activities, i.e., customer survey. The same Customer Service Survey is still awaiting approval despite a follow up request.

**Outcome 5:**

**1. Summarize major accomplishments this quarter which correspond to the division's outcome::**

**2. Summarize major accomplishments this quarter which correspond to the 2009-2014 Institutional Strategic Plan: :**

**3. Provide evidence which corresponds to the accomplishments listed above::**

**4. Describe any challenge towards the achievement of your division's outcome:**

**Outcome 6:**

**1. Summarize major accomplishments this quarter which correspond to the division's outcome::**

**2. Summarize major accomplishments this quarter which correspond to the 2009-2014 Institutional**

Strategic Plan::

3. Provide evidence which corresponds to the accomplishments listed above::

4. Describe any challenge towards the achievement of your division's outcome: :

Outcome 7:

1. Summarize major accomplishments this quarter which correspond to the division's outcome::

2. Summarize major accomplishments this quarter which correspond to the

2009-2014 Institutional Strategic Plan::

3. Provide evidence which corresponds to the accomplishments listed above::

4. Describe any challenge towards the achievement of your division's outcome: :

Outcome 8:

1. Summarize major accomplishments this quarter which correspond to the division's outcome::

2. Summarize major accomplishments this quarter which correspond to the

2009-2014 Institutional Strategic Plan::

3. Provide evidence which corresponds to the accomplishments listed above::

4. September 25, 2014, edits: Describe any challenge towards the achievement of your division's outcome: :

Outcome 9:

1. Summarize major accomplishments this quarter which correspond to the division's outcome::

2. Summarize major accomplishments this quarter which correspond to the

2009-2014 Institutional Strategic Plan::

3. Provide evidence which corresponds to the accomplishments listed above::

4. Describe any

**challenge towards the achievement of your division's outcome: :**

**Outcome 10:**

**1. Summarize major accomplishments this quarter which correspond to the division's outcome::**

**2. Summarize major accomplishments this quarter which correspond to the**

**2009-2014 Institutional Strategic Plan::**

**3. Provide evidence which corresponds to the accomplishments listed above::**

**4. Describe any challenge towards the achievement of your division's outcome: :**

**5. Are there other accomplishments achieved during this quarter beyond the expected outcomes?:**

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