



# American Samoa Community College

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## 2028 Institutional Self-Evaluation Schedule

2024 – 2025 Updated Calendar Year

Compiled by the Accreditation Liaison Officers

*Rosevonne M. Pato*

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*Approved by: ASCC President, Dr. Rosevonne M. Pato*



**Institutional Self-Evaluation Report (ISER) 2022-2028 Calendar:  
Actionable Calendar of Meetings, Projects, and Due Dates – October 2024 through January 2026**

In preparation for the 2028 Institutional Self-Evaluation Report (ISER), the following ‘Accreditation Calendar’ has been approved to provide a timeline of Accreditation tasks and action plans that the College shall address during the 2024 – 2025 Fiscal Year. The Accreditation Calendar also provides information on webinars and trainings hosted by the Accreditation Commission for Community and Junior Colleges (ACCJC). The Accreditation Calendar shall be referenced as part of the College’s 2028 ISER Action Plan and institutional review of the College’s Mission, as required.

<b>2024-2025 Annual Calendar: Outline of events, meetings, reviews, and tasks.</b>		<b>(✓) Checkmark when completed:</b>
August 09, 2024	<b>Distance Learning Substantive Change Inquiry to ACCJC:</b> The ASCC ALOs submitted a Substantive Change Inquiry to the ACCJC to propose offering distance education courses. On August 13, 2024, ACCJC responded, requesting that the application for Substantive Change/Distance Education Courses be completed. The ALOs are currently working on the application and plan to have it ready for review by internal constituencies in September, before the final review by the President and the Board of Higher Education.	☒
August 12, 2024	<b>ALO Accreditation Updates – ASCC 2024 Convocation:</b> The ALOs provide timely updates particular to ACCJC Updates on Standards, upcoming trainings, and ASCC Accreditation processes and schedule. <ul style="list-style-type: none"> <li>• Commission Updates – ACCJC Staff.</li> <li>• Commission Calendar.</li> <li>• Institutional Updates.</li> <li>• Assessment and Program Review.</li> <li>• Standards of Accreditation.</li> </ul>	☒
August 14, 2024	<b>ACCJC Seeks Feedback on Pilot Distance Education Resources and Rubric:</b> In support of the ACCJC 2030 Strategic Plan, ACCJC launched a Strategic Initiative to enhance quality instruction and improve equitable student outcomes in the Distance Education modality. <a href="#">[Click here to read more.]</a>	☒
August 15, 2024 <i>(Vice Presidents)</i>	<b>ASCC Divisional July 2024 Divisional Monthly Reports:</b> Due to the Office of Institutional Effectiveness.	☒
<b>August 15, 2024</b>	<b>ASCC Board of Higher Education July 2024 Monthly Reports:</b> Due to the Office of the President.	☒



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<i>(Vice Presidents, HRO, Finance, PFM, CIO)</i>		
August 22, 2024	<b>Prison Education Program Webinar:</b> The Vera Institute of Justice and the Federal Bureau of Prisons (FBOP) hosted a webinar on August 27, 2024 “Offering Prison Education Programs (PEPs) at the Federal Bureau of Prisons.” The information session was designed for colleagues to learn more about the FBOP’s vision and immediate needs, FBOP’s PEP application process, the U.S. Department of Education’s PEP regulations, and next steps to offer a PEP at a FBOP facility. [ <a href="#">Click here to read more.</a> ]	☒
August 23, 2024 <i>(ASCC Board and President)</i>	<b>Fono Hearing:</b> Review of the ASCC FY 2025 Budget.	☒
September 15, 2024 <i>(Vice Presidents)</i>	<b>ASCC Divisional August Monthly Reports:</b> Due to the Office of Institutional Effectiveness.	☒
<b>September 15, 2024</b> <i>(Vice Presidents, HRO, Finance, PFM, CIO)</i>	<b>ASCC Board of Higher Education August 2024 Monthly Reports:</b> Due to the Office of the President.	☒
September 16, 2024	<b>Celebrating Progress and Commitment to Excellence:</b> ACCJC is making progress on strategic plan initiatives aimed at strengthening its efforts to assist member institutions with institutional transformation, mission fulfillment, and improved student outcomes. [ <a href="#">Click here to read more.</a> ]	☒
September 18, 2024	<b>ACCJC Transparency, Storytelling, and Value Literacy Project Regional Convenings:</b> The ACCJC President, Vice Presidents, and thought leaders will engage with college practitioners on various topics during a series of grant-sponsored convenings held in different locations. This approach aims to maximize participation from member institutions. ACCJC invites college administrators, faculty, staff, and trustees to take part in these discussions. Each designated regional area can accommodate up to five attendees from each member institution. [ <a href="#">Click here to read more.</a> ]	☒
October 15, 2024 <i>(Vice Presidents)</i>	<b>ASCC Divisional September Monthly Reports:</b> Due to the Office of Institutional Effectiveness.	☒



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<p><b>October 15, 2024</b> <i>(Vice Presidents, HRO, Finance, PFM, CIO)</i></p>	<p><b>ASCC Board of Higher Education September 2024 Monthly Reports:</b> Due to the Office of the President.</p>	<input checked="" type="checkbox"/>
<p>October 15, 2024 <i>(Institutional Effectiveness)</i></p>	<p><b>ASCC FY 2024:</b> 4<sup>th</sup> Quarter Report Due to the Office of the Governor.</p>	<input checked="" type="checkbox"/>
<p>October 16, 2024 <i>(Facilitators: President ad ALOs)</i></p>	<p><b>Leadership Meeting and Accreditation Steering Committee Meeting:</b></p> <ul style="list-style-type: none"> <li>• Agenda:           <ul style="list-style-type: none"> <li>- FY 2025 Budget.</li> <li>- ACCJC Liaison Site Visit and Standard Presentations.</li> <li>- Status of Substantive Change Proposal/Application.</li> <li>- Status of Midterm Report.</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>
<p>October 28, 2024 <i>(Executive Director and Institution-Set Standards Committee)</i></p>	<p><b>Institution-Set Standards (ISS) 4<sup>th</sup> Review.</b></p>	<input checked="" type="checkbox"/>
<p>October - December, 2024 <i>(Vice Presidents, Executive Director)</i></p>	<p><b>ASCC FY 2024 Annual Audit:</b> Period of ASCC Required Audit.</p>	<input checked="" type="checkbox"/>
<p>October 30 – November 01, 2024 <i>(President)</i></p>	<p><b>ACCJC Commission Development Workshop.</b></p>	<input checked="" type="checkbox"/>
<p>November 04, 2024 <i>(Executive Director and Institutional Planning Executive Core Committee)</i></p>	<p><b>IPECC Divisional Program Review Meeting:</b> Review of data from the previous three-years and compilation of the Institutional Program Review Report for the President.</p>	<input checked="" type="checkbox"/>
<p>November 05 – 07, 2024 <i>(ASCC President)</i></p>	<p><b>ACCJC Vice President – ASCC Liaison Site Visit:</b> Meetings with internal and external constituencies and presentation of the New Accreditation Standards.</p>	<input checked="" type="checkbox"/>
<p>November 14, 2024</p>	<p><b>Core Curriculum Committee and Assessment Meeting.</b></p>	<input type="checkbox"/>



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Actionable Calendar of Meetings, Projects, and Due Dates – October 2024 through January 2026**

<i>(Vice President of Academics, Community, and Student Affairs, and Core Curriculum and Assessment Committees)</i>		
November 15, 2024 <i>(Vice Presidents)</i>	<b>ASCC Divisional October Monthly Reports:</b> Due to the Office of Institutional Effectiveness.	<input type="checkbox"/>
November 22, 2024 <i>(Executive Director and Institution-Set Standards Committee)</i>	<b>Completion of the Institution-Set Standards (ISS) 4<sup>th</sup> Review – Report Compilation:</b> Reviewed and Approved by the President.	<input type="checkbox"/>
<b>November 27, 2024</b> <i>(Accreditation Liaison Officers)</i>	<b>ASCC Final Approval of Distance Education Application:</b> Application Submission to ACCJC.	<input type="checkbox"/>
<b>December 13, 2024</b>	<b>ASCC Commencement Ceremony.</b>	<input type="checkbox"/>
December 15, 2024 <i>(Vice Presidents)</i>	<b>ASCC Divisional November Monthly Reports:</b> Due to the Office of Institutional Effectiveness.	<input type="checkbox"/>
<b>December 15, 2024</b> <i>(Vice Presidents, HRO, Finance, PFM, CIO)</i>	<b>ASCC Board of Higher Education November 2024 Monthly Reports:</b> Due to the Office of the President.	<input type="checkbox"/>
December 15, 2024 <i>(Institutional Effectiveness)</i>	<b>ASCC Annual Salient Report Due to the Office of the Governor.</b>	<input type="checkbox"/>
December 2024 <i>(Institutional Effectiveness)</i>	<b>PPEC Biannual Report Due – July 2024 through December 2024.</b>	<input type="checkbox"/>
December 31, 2024 <i>(Executive Director and Institutional Planning Executive Core Committee)</i>	<b>ASCC Annual Divisional Program Review Closing Date.</b>	<input type="checkbox"/>
January 08-09, 2025	<b>ACCJC Commission Meeting.</b>	<input type="checkbox"/>



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<i>(President)</i>		
January 15, 2025 <i>(Vice Presidents)</i>	<b>ASCC Divisional December Monthly Reports:</b> Due to the Office of Institutional Effectiveness.	<input type="checkbox"/>
<b>January 15, 2025</b> <i>(Vice Presidents, HRO, Finance, PFM, CIO)</i>	<b>ASCC Board of Higher Education December 2024 Monthly Reports:</b> Due to the Office of the President.	<input type="checkbox"/>
January 15, 2025 <i>(Institutional Effectiveness)</i>	<b>ASCC 1st Quarter Report Due to the Office of the Governor.</b>	<input type="checkbox"/>
February 03-14, 2025 <i>(ALOs)</i>	<b>ACCJC 2025 Annual and Fiscal Reports:</b> Dissemination of the Annual and Fiscal Report Guidelines and Access to ASCC Administrators and Constituencies.	<input type="checkbox"/>
February 15, 2025 <i>(Vice Presidents)</i>	<b>ASCC Divisional January Monthly Reports:</b> Due to the Office of Institutional Effectiveness.	<input type="checkbox"/>
<b>February 15, 2025</b> <i>(Vice Presidents, HRO, Finance, PFM, CIO)</i>	<b>ASCC Board of Higher Education January 2025 Monthly Reports:</b> Due to the Office of the President.	<input type="checkbox"/>
March 15, 2025 <i>(Vice Presidents)</i>	<b>ASCC Divisional February Monthly Reports:</b> Due to the Office of Institutional Effectiveness.	<input type="checkbox"/>
<b>March 15, 2025</b> <i>(Vice Presidents, HRO, Finance, PFM, CIO)</i>	<b>ASCC Board of Higher Education February 2025 Monthly Reports:</b> Due to the Office of the President.	<input type="checkbox"/>
March 21, 2025 <i>(Accountability: Budget Ad Hoc Committee, Executive Leadership)</i>	<b>ASCC Leadership Meeting: Initiation of ASCC 2026 Budget Call Process</b> Program review and Planning: <ul style="list-style-type: none"> <li>• Fiscal Year 2026 Institutional Priorities.</li> <li>• Initiation of 2026 Divisional Outcome Plans and Resource Allocation Proposals.</li> <li>• FY 2026 Planned Purchases.</li> </ul>	<input type="checkbox"/>
<b>April 07-11, 2025</b>	<b>ACCJC 2025 Annual Report Due Date:</b> Submission of ASCC Annual Report to ACCJC. (Note Both Annual and Fiscal Reports are subjected to the review and approval of the Board of Higher Education).	<input type="checkbox"/>



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April 15, 2025 (Institutional Effectiveness)	ASCC 2 <sup>nd</sup> Quarter Report Due to the Office of the Governor.	<input type="checkbox"/>
April 15, 2025 (Vice Presidents)	ASCC Divisional March Monthly Reports: Due to the Office of Institutional Effectiveness.	<input type="checkbox"/>
<b>April 15, 2025</b> (Vice Presidents, HRO, Finance, PFM, CIO)	<b>ASCC Board of Higher Education March 2025 Monthly Reports:</b> Due to the Office of the President.	<input type="checkbox"/>
<b>May 09, 2025</b> (Accountability – Executive Leadership)	<b>ASCC Due Date: FY 2026 Divisional Outcome Plans and Resource Allocation Proposals.</b>	<input type="checkbox"/>
May 15, 2025 (Vice Presidents)	ASCC Divisional April Monthly Reports: Due to the Office of Institutional Effectiveness.	<input type="checkbox"/>
<b>May 15, 2025</b> (Vice Presidents, HRO, Finance, PFM, CIO)	<b>ASCC Board of Higher Education April 2025 Monthly Reports:</b> Due to the Office of the President.	<input type="checkbox"/>
May 2025 (Tentatively)	<b>PPEC Biannual Report Due – January 2025 through June 2025</b> (Note: PPEC Biannual Reports are requested to be submitted earlier due to the Commission Updates that occur towards the end of May or beginning of June of the reporting year.	<input type="checkbox"/>
May 15, 2025	<b>ASCC Due Date: 2025 ACCJC Annual Fiscal Report:</b> Annual Fiscal Report Due to the President. The President will present the Annual Fiscal Report to the BHE for approval. The Fiscal Report and Financial Statements (Audit) are due nine-months after the end of the fiscal year. Reports shall be submitted to ACCJC no later than May 31, 2025. Audited Financial Statements are to be submitted electronically to <a href="mailto:support@accjc.org">support@accjc.org</a> .	<input type="checkbox"/>
<b>May 16, 2025</b>	<b>ASCC Commencement Ceremony.</b>	<input type="checkbox"/>
June 04-06, 2025 (President)	<b>ACCJC Commission Meeting.</b>	
June 15, 2025 (Vice Presidents)	ASCC Divisional May Monthly Reports: Due to the Office of Institutional Effectiveness.	<input type="checkbox"/>



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<b>June 15, 2025</b> <i>(Vice Presidents, HRO, Finance, PFM, CIO)</i>	<b>ASCC Board of Higher Education May 2025 Monthly Reports:</b> Due to the Office of the President.	<input type="checkbox"/>
July 15, 2025 <i>(Vice Presidents)</i>	<b>ASCC Divisional June Monthly Reports:</b> Due to the Office of Institutional Effectiveness.	<input type="checkbox"/>
<b>July 15, 2025</b> <i>(Vice Presidents, HRO, Finance, PFM, CIO)</i>	<b>ASCC Board of Higher Education June 2025 Monthly Reports:</b> Due to the Office of the President.	<input type="checkbox"/>
July 15, 2025 <i>(Institutional Effectiveness)</i>	<b>ASCC 3<sup>rd</sup> Quarter Report Due to the Office of the Governor.</b>	<input type="checkbox"/>
August 15, 2025 <i>(Vice Presidents)</i>	<b>ASCC Divisional July Monthly Reports:</b> Due to the Office of Institutional Effectiveness.	<input type="checkbox"/>
<b>August 15, 2025</b> <i>(Vice Presidents, HRO, Finance, PFM, CIO)</i>	<b>ASCC Board of Higher Education July 2025 Monthly Reports:</b> Due to the Office of the President.	<input type="checkbox"/>
September 15, 2025 <i>(Vice Presidents)</i>	<b>ASCC Divisional August Monthly Reports:</b> Due to the Office of Institutional Effectiveness.	<input type="checkbox"/>
<b>September 15, 2025</b> <i>(Vice Presidents, HRO, Finance, PFM, CIO)</i>	<b>ASCC Board of Higher Education August 2025 Monthly Reports:</b> Due to the Office of the President.	<input type="checkbox"/>
October 15, 2025 <i>(Vice Presidents)</i>	<b>ASCC Divisional September Monthly Reports:</b> Due to the Office of Institutional Effectiveness.	<input type="checkbox"/>
<b>October 15, 2025</b> <i>(Vice Presidents, HRO, Finance, PFM, CIO)</i>	<b>ASCC Board of Higher Education September 2025 Monthly Reports:</b> Due to the Office of the President.	<input type="checkbox"/>
October 15, 2025 <i>(Institutional Effectiveness)</i>	<b>ASCC 4<sup>th</sup> Quarter Report Due to the Office of the Governor.</b>	<input type="checkbox"/>
<b>October 15, 2025</b>	<b>ASCC Midterm Report Due Date.</b>	<input type="checkbox"/>





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<i>(Accountability: Accreditation Steering Committee)</i>		
November 05-07, 2025 <i>(President)</i>	<b>ACCJC Commission Development Workshop.</b>	<input type="checkbox"/>
November 15, 2025 <i>(Vice Presidents)</i>	<b>ASCC Divisional October Monthly Reports:</b> Due to the Office of Institutional Effectiveness.	<input type="checkbox"/>
<b>November 15, 2025</b> <i>(Vice Presidents, HRO, Finance, PFM, CIO)</i>	<b>ASCC Board of Higher Education October 2025 Monthly Reports:</b> Due to the Office of the President.	<input type="checkbox"/>
December 15, 2025 <i>(Vice Presidents)</i>	<b>ASCC Divisional November Monthly Reports:</b> Due to the Office of Institutional Effectiveness.	<input type="checkbox"/>
<b>December 15, 2025</b> <i>(Vice Presidents, HRO, Finance, PFM, CIO)</i>	<b>ASCC Board of Higher Education November 2025 Monthly Reports:</b> Due to the Office of the President.	<input type="checkbox"/>
January 14-16, 2026 <i>(President)</i>	<b>ACCJC Commission Meeting.</b>	<input type="checkbox"/>
January 15, 2026 <i>(Vice Presidents)</i>	<b>ASCC Divisional December Monthly Reports:</b> Due to the Office of Institutional Effectiveness.	<input type="checkbox"/>
<b>January 15, 2026</b> <i>(Vice Presidents, HRO, Finance, PFM, CIO)</i>	<b>ASCC Board of Higher Education December 2025 Monthly Reports:</b> Due to the Office of the President.	<input type="checkbox"/>
January 15, 2026 <i>(Institutional Effectiveness)</i>	<b>ASCC 1<sup>st</sup> Quarter Report Due to the Office of the Governor.</b>	<input type="checkbox"/>