



AMERICAN SAMOA COMMUNITY COLLEGE

FY 2014: 3rd Quarterly Report 2014



ASCC Mission Statement:

The mission of the American Samoa Community College is to foster successful student learning by providing high quality educational programs and services that will enable students to achieve their educational goals and to contribute to the social, cultural, political, economic, technological and environmental well-being of American Samoa.

To fulfill this mission, the College, as an open admissions, United States accredited, Land Grant institution, provides access to bachelor and associate degrees and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for:

1. Transfer to institutions of higher learning;
2. Successful entry into the workforce
3. Research in human and natural resources, and;
4. Awareness of Samoa and the Pacific.

Board of Higher Education Membership:

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Mrs. Matesina Aseta-Willis

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Mr. Sonny J. Leomiti

Director of Admissions, Records & Financial Aid:
Mrs. Sifatogoto S. Tuitasi

Director of HRO:
Mrs. Sereima Sitanilei-Asifoa

Director of AELEL:
Mr. Fale Tauvela

Director of Learning Resource Center:
Mr. Elvis Zodiacal

Director of Small Business Development Center:
Dr. Herbert Thweatt

Director of UCEDD:
Ms. Tafaimamao Tupuola

Director of Physical Facilities & Maintenance:
Mr. Loligi Seumanutafa

Director of Student Support Services
Ms. Annie Panama



Academic and Student Affairs

Academic Affairs

Mission Statement

The Academic Affairs Division provides the highest level of academic services, support, and instructional programs for students through curriculum, planning, and continuous assessment.

As the learning outcome centered division, the Academic Affairs Division is in alignment with the ASCC Catalog provide the highest levels of quality academic services for students through on-going analysis, assessment, and improvement of instructional programs and personnel.

Divisional Outcome 1:

Curriculum, Instruction, Assessment, and Planning: Provide the highest quality programs and courses through on-going review & assessment of student learning outcomes at the course and program level.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

3rd Quarterly Report (July 15, 2014)

A. Curriculum Committee Review

1. Completed Review of Academic Departments Catalog changes.
2. Approval of one new Certificate of Proficiency in Public Health.
3. Approval of 6 new Certificate of Completion:
 - a. Certificate of Completion in Intro to Auto Body Repair.
 - b. Certificate of Completion in Fundamentals of Automotive.
 - c. Certificate of completion in Carpentry Fundamentals.
 - d. Certificate of completion in Basic Electrical Theory.
 - e. Certificate of completion in Nurse Aide.
 - f. Certificate of completion in Welding Fundamentals.
4. Approval of five new Associate of Science Degrees.
5. Completed and approved final draft of the Catalog by IE Director, VPs, President, and the Board of Higher Education.

B. Compilation of Data

1. CAPP Spring 2014 2nd Session Data.
2. Summer 2014 final course schedule.
3. Fall 2014 schedule approved.

C. Academic Department Events

- A. Fine Arts Show on April 21, 2014.



Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- ACNR Department
- ASSESSMENTS
 - [GEO ASSESSMENT TO FACULTY](#)
 - [SUMMARY ASSESSED COURSES](#)
- CAPP
 - [CAPP Math 1st Session Spring 2014](#)
 - [ELI CAPP 1ST SESSION SPRING 14](#)
- CATALOG 2014-2016
 - [6th Draft of the Catalog](#)
 - [Rough Draft Catalog 2014-2016 \(05-20-2014\)](#)
- COP
 - [COP NURSE AIDE](#)
 - [COP PUBLIC HEALTH](#)
 - [NUR 100/100L](#)
- COURSE APPROVAL FORMS 2014-2016
 - Business Department
 - Fine Arts Department
 - [ART 150 ART HISTORY SURVEY I](#)
 - [ART 150 ART HISTORY SURVEY II](#)
 - [ART 161 INDIGENOUS ART FORMS](#)
 - [ART 165 BASIC PHOTOGRAPHY](#)
 - [ART 170 DRAWING I](#)
 - Health & Human Services Department
 - [PH 100](#)
 - [PH 101](#)
 - [PH 102](#)
 - [PH 103](#)
 - Mathematics Department
 - [MAT 151 CAF 130006192014](#)
 - [MAT 250 CAF 130006192014](#)
 - [MAT 260 CAF 130006192014](#)
 - [MAT 280 CAF 130006192014](#)
 - [MAT 80 CAF 130006192014](#)
 - [MAT 90 CAF 130006192014](#)
 - Social Science
- CURRICULUM COMMITTEE SP 2014
 - [CC AGENDA 01-23-2014](#)
 - [CC Agenda 02-13-2014](#)
 - [CC AGENDA 02-06-2014](#)
 - [CC AGENDA 02-20-2014](#)



- [✖ CC Agenda 03-06-2014](#)
- [✖ CC Agenda 03-27-2014](#)
- [✖ CC AGENDA 04-04-2014](#)
- [✖ CC AGENDA 04-10-2014](#)
- [✖ CC AGENDA 05-01-2014](#)
- [✖ CC AGENDA 05-08-2014](#)
- [✖ CC Minutes 01-23-2014](#)
- [✖ CC Minutes 02-06-2014](#)
- [✖ CC MINUTES 02-13-2014](#)
- [✖ CC MINUTES 03-06-2014](#)
- [✖ CC Minutes 03-20-2014](#)
- [✖ DEPARTMENT EVENTS](#)
 - [✖ Literary Night Program](#)
- [✖ Nursing Department](#)
- [✖ SCHEDULES](#)
 - [✖ COURSEOFFERINGFA12-SU14](#)
- [✖ SOP](#)
 - [✖ SOP#011-AA DEPARTMENT FACULTY and STAFF MEETINGS](#)
 - [✖ SOP 003 AA Course s Scheduling](#)
 - [✖ SOP 004 AA Cancellation of Course s](#)
 - [✖ SOP 006 AA Reviewing recommended changes to the Catalog](#)
 - [✖ SOP-CATALOG REVISION/SCHEDULING](#)
- [✖ SYLLABUS](#)
 - [✖ ACNR SYLLABUS 2014](#)
 - [✖ AGE 150 AGRICULTURE ECONOMICS](#)
 - [✖ AGE 150 Syllabus Spring '14](#)
 - [✖ AGR 100 PRACTICAL JOB EXPERIENCE I](#)
 - [✖ AGR 100-I Syllabus Spring '14](#)
 - [✖ AGR 100II Syllabus](#)
 - [✖ AGR 250 Syllabus Spring '14](#)
 - [✖ AGR 297 Syllabus Spring '14](#)
 - [✖ ANS-A Syllabus Spring '14](#)
 - [✖ ANS-B Syllabus Spring '14](#)
 - [✖ NRS 200 Syllabus Spring '14](#)
 - [✖ NUT 150 Syllabus Spring'14](#)
 - [✖ BUSINESS SYLLABUS 2014](#)
 - [✖ ACC 150](#)
 - [✖ ACC 151](#)
 - [✖ SCIENCE SYLLABUS 2014](#)
 - [✖ BIO 155 Syllabus Spring '14](#)
- [✖ Faculty Evaluation Form OFFICIAL](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:



1. Time frame for the Curriculum review of Catalog. Need more time other than just the spring semester, possibility of additional two/three weeks of summer for review with approved compensation for chairpersons.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Completed first draft of the catalog.
2. Thorough review of GEO requirements, Core and Co foundational requirement for All AA/AS degrees and COP certificates.
3. Gathered and archived course approval forms (CAF) from most of the departments.

Describe any staff or faculty achievements:

1. Appointment of New Dean to replace former Dean of Academic Affairs who has retired in Spring 2014.
2. Selection of new Associate Dean of Academic Affairs after the position has been vacant for quite some time.
3. Revive the new Faculty Senate Committee.

Divisional Outcome 2:

Highest-level of academic services: Provide opportunities in establishing quality academic and student programs. Accountability in academic integrity for students and faculty.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

A. Provide High Quality Academic Services

1. Completed and approved course schedules for Summer 2014 & Fall 2014:
 - a. Ensuring faculty meets the teaching load.
 - b. Assisting students in the Summer and Fall priority registration.
2. Syllabi are submitted by each faculty.
3. Performance Evaluation of faculty by Department chairperson and Dean.
4. Submission of Textbook orders for summer 2014 & fall 2014.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- SCHEDULES
 - [APPROVED SU2014. 6.19.14](#)
 - [FALL2014](#)
- SYLLABUS



- [✖ SP 2014](#)
- [✖ ACC 150](#)
- [✖ ACC 151](#)
- [✖ ACC 152](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Textbook orders for several departments:
 - a. Need assessment of the status of all textbook requirements for all departments.
 - b. Need inventory updated inventory of textbooks currently available to students through ASCC LeBookstore.
 - c. Cost of required textbooks compare to e-books/not all students are able to purchase online.
 - d. Submission of textbook orders by departments in a timely manner.

Divisional Outcome 3:

Internal and External Partnerships and Entities: Provide quality academic programs and services to meet transferability requirements and to coordinate programs and activities for workforce development. Provide opportunities and resources for the underserve.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Renewed and signed current MOUs and Articulation Agreement with Several Colleges/Universities:
 - Chaminade University
 - Hawaii Pacific University
 - Brigham Young University-Hawaii Campus
2. ASCC signed Letter of Commitment with Pacific Island Health Officers Association (PIHOA) to support Public Health Workforce Development through AHEC program.
3. Memorandum of Understanding (MOU) between ASCC and AS-DOH in support of Public Health and Nurse Aide Certificates through AHEC program.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- [✖ ASCC - KCC Core Foundational Areas](#)
- [✖ ASCC AND DSU course referencing w-Automotive](#)
- [✖ ASCC-UHatHILO-Course-articulations-2014 NEW 05-29-2014](#)
- [✖ MOU-DOH](#)
- [✖ PIHOA-AGREEMENT](#)
- [✖ SIGNED AND APPROVED HPU and ASCC MOU 2014](#)



Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Centralizing all MOUs under Academic Affairs Division for better accessibility.

Describe any staff or faculty achievements:

1. Dean and Associate Dean were able to arrange meetings with Provosts, Deans, Chancellors, and Vice-President of Hawaii Pacific University, Chaminade University, BYU-Hawaii, Kapiolani Community College, UH-HILO, and UH-Manoa to renew MOUs.

Divisional Outcome 4:

Manage and allocate institutional resources effectively.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Professional Development attended by Dean and Associate Dean:
 - Assessment Workshop in LA.
 - Renewal of MOUs with Colleges/University in Hawaii.
 - ARC Workshop in California was attended by the Dean of Academic Affairs in preparation for the renewal of Institutional Strategic Plan.
2. All instructional materials, supplies, and resources requested by Academic Departments are provided in a timely manner.
 - ELI/CAPP computer Lab with 40 laptops is available and used for the first time by ELI/CAPP students.
3. All job requests/work order forms requested by Academic Departments through Academic Affairs have been routed for final approval within the allocated budget for the department/Division.
4. Incorporated the use of CAPP embedded tutors in both CAPP English and Math courses.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- [ASSESSMENT 101 CYCLE](#)
- [CAPP EMBEDDED TUTORS](#)
- [Student Success workshop](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Limited professional Development funds to send several General Education faculty to the Assessment workshop in California.



1. Cost effective and last minute planning.

Describe any staff or faculty achievements:

1. Dean and Associate Dean were able to attend the Assessment workshop hosted by WASC in January 2014.

Divisional Outcome 5:

Recruit, retain, and support faculty and staff in a culture of excellence and innovation.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Appointment and Selection of New Dean and Associate Dean of Academic Affairs. (Spring 2014)
2. Provided MOODLE Training for instructors during Spring 2014 Faculty Orientation.
3. Requested to fulfill vacant positions under the following departments:
 - Fine Arts
 - Language and Literature
 - Social Science
 - CAPP/ELI (two vacant positions for the CAPP English)
4. Selected members for the Faculty Senate:
 - Main task is to review the Faculty Handbook. (Approved version 1989 and latest revision 2008)
 - Initiate the dialogue on teacher rank and classification.
5. Approval of lateral transfer of Language and Literature instructor to Fine Arts' Department.
6. Approval of converting contract faculty employees to career service status in hopes to keep General Education and Program discipline instructors.
 - Criminal Justice instructor
 - Social Science/Psychology instructor (General Education requirement)
7. Continuous evaluation of Faculty by Department Chairperson and Academic Chairpersons by Dean of Academic Affairs using the current Faculty Performance Evaluation form.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- [✖ Dean's Appointment](#)
- [✖ FACULTY SENATE MINUTES](#)
- [✖ Faculty Senators](#)
- [✖ Language and Literature Position Review](#)
- [✖ MOODLE TRAINING](#)
- [✖ Social Science Position Review](#)



Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Increase on the number of interested adjunct faculty in several departments and disciplines.

Describe any staff or faculty achievements:

1. Approving conversion of contract employee faculty to Career Service.
2. Fill vacant positions before fall 2014 semester.
3. Professional Development assessment workshops attended by Dean and Associate Dean.



Adult Education Literacy & Extended Learning (AELEL)

Mission Statement

To enable every adult learner in American Samoa to acquire the necessary basic skills, reading, writing, computation, speaking, and listening – to compete successfully in today's workplace, strengthen family foundation, and exercise full citizenship.



Divisional Outcome 1:

Develop an Extension/New State Plan for American Samoa for funding year 2015.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Adult Education Literacy & Extended Learning completed the American Samoa State Plan Extension for 2014-2015.
2. A letter of confirmation and support for the plan from the Governor was processed and signed by Governor Lolo M. Moliga.
3. Assurances were signed by Vice President Dr. Kolhoff on behalf of the American Samoa Community College.
4. The entire package for the State Plan Extension was sent to Cheryl Keenan, Director of the Office of Vocational and Adult Education in Washington D.C. on April 1, 2014.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

-  [State Plan Extension 2014-15](#)
-  [State Plan 14-15](#)

Divisional Outcome 2:

Increase outreach services for the community by creating partnerships with government agencies, non-profit organizations, and faith based organizations.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. AELEL has created a partnership with DHR Workforce Training Division in providing reading comprehension and math assessment for the Summer Youth Employment Program participants.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

-  [2014 SYEP LIST-18-21 yrs.](#)



Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. The only challenge we faced is the allocation of room for the testing because DHR wanted to seat more than 200 participants.

Describe any staff or faculty achievements:

1. Mrs. Donna Achica Talaeai is taking her doctoral residency this summer in Hawaii. Mr. Iosefa Faiai is currently enrolled with Argosy University for his doctoral program in Education Administration. Mrs. Mona Pati is also enrolled with Argosy University for her Bachelor in Psychology.

Divisional Outcome 4:

Improve quality and performance for all AELEL staff by the end of FY2014.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Mrs. Wei Lie Tunoa-Taase had graduated from the Argosy University with a Master in Education and Learning.
2. Donna Achica-Talaeai and Iosefa Faiai are currently enrolled with Argosy University Doctoral Program.
3. Mrs. Mona Pati is currently enrolled with Argosy University pursuing a BA in Psychology.

Describe any staff or faculty achievements:

1. Matagimalie Unutoa-Isaia graduated from SDSU with a Master in Education.
2. Wei Lie Tunoa-Taase graduated from Argosy University with a Master in Education & Learning.



Student Support Services (SSS)

Mission Statement:

To encourage and assist students who are traditionally under-represented in post-secondary education because of income, family educational background, disability, in the preparation for, entry to, and completion of post-secondary Education.

Divisional Outcome 1:

Seventy percent (70%) of SSS participants will pass at least one CAPP English course and progress to the next English course until participants exit CAPP.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

Activities: January -March 2014

1. Student Support Services scheduled and held an orientation for all CAPP English classes in February to introduce the program and its purpose and to recruit applicants, for the first session.
2. Completed student applications turned in to the designated staff for processing and reviewing.
3. SSS staff set up a sign up table to recruit more students for the second session of CAPP in March.
4. Peer tutors were hired and recruited alumni volunteer tutors as well to help out with tutoring sessions for SSS participants.
5. Orientation for peer and volunteer tutors was provided by the Head Tutor as an overview on their roles and responsibilities as tutors.

April - May, 2014

1. SSS accepted Student participants have been utilizing lab center and tutorial services offered.
2. SSS Alumni Club have been assisting many of the students requesting tutorial assistance together with the Head Tutor and peer tutors.
3. SSS Club members have been active in their meetings and activities to raise funds for future activities.
4. Recruitment efforts were made by the SSS staff to attract more students for the program and only a few students took interest.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Students' Application Forms and sign-in sheets.
2. Tutorial files on hand for tutoring sessions held.



Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Recruitment of interested students into the program.
2. Retention level of student participants served is low.
3. Working with students repeating CAPP courses two or more times.
4. Not being able to meet the % or persistent rate of participants.
5. A third of the SSS Lab continues to have water problems.
6. Vacant position for Head Tutor before the end of the semester.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Facility renovations to the building make it possible for the program to utilize and better serve students in a safe and clean environment.
2. Director and Counselor attended Priority 5 Conference for TRIO programs in Hawaii for professional development...

Describe any staff or faculty achievements:

1. Our very own SSS Retention Specialist completion of a Masters in the Education program...

Divisional Outcome 2:

Seventy (70%) of the enrolled SSS participants who completed the CAPP program will pass their CAPP courses.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Student participants continue to utilize tutorial services and use of equipment to assist with assignments and research work. (Ongoing)

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Work files of student participants by the Retention specialist and ongoing tutorial sessions.
2. Daily sign-in log forms.
3. Everyday physical contact and visits by students utilizing tutors and lab area.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Recruitment efforts and student retention, plus percentage of students passing CAPP courses are at a low.



2. Procrastination is an outstanding challenge for many of the students, last minute work and prioritizing school with social activities is a constant struggle.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Alumni volunteers' presence makes it possible to assist and serve students requests for tutors and research work.

Describe any staff or faculty achievements:

1. None to report for this quarter.

Divisional Outcome 3:

A. Twenty percent (20%) of former SSS participants served will graduate with and associate's degree or certificate in 2013. B. Ten percent (10%) of former SSS graduates will transfer to four- year institutions of higher education.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Academic counseling continues with students requesting and inquiring on academic needs to continue collegiate requirements by the new counselor and retention specialist.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Files kept by the SSS Counselor and Retention specialist of students who have inquired and requested for academic assistance.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Administrative challenge to learn and be knowledgeable about the programs objectives and outcomes for the students it serves.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Continuing efforts to assure that SSS outcomes are achieved.

Divisional Outcome 4:

Fifty percent (50) of SSS participants will attend SSS activities this year.



Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Alumni Volunteer tutors are constantly available to assist with tutoring activities, a minimum of five and more volunteers are helping students who come into the SSS lab for academic assistance.
2. SSS Club is active with many planned activities for club members and staff advisors, such as the pickathons, food sales, making use of the plantation and harvesting of tapioca to prepare foods for sale (fundraising efforts).
3. SSS club members are sponsoring a dinner for those who are graduating this semester as alumni participants.
4. Calendar of activities for the upcoming semester is in discussion.
5. SSS staff continue to participate in college workshops and committee meetings and discussions. (Ongoing)

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. SSS club meeting minutes held.
2. Log-in forms of attendance for meetings and tutorial sessions provided by volunteer alumni.
3. Staff meeting minutes.
4. Ongoing discussions are tabled and ongoing for staff and club activities.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Short one staff member, plans to hire a new Head Tutor on the way.



University Center for Excellence on Developmental Disabilities (UCEDD)

Mission Statement

The University Center for Excellence on Developmental Disabilities (UCEDD) assures that individuals with developmental disabilities of all ages and their families participate fully in activities that will design and promote self-determination, independence, integration and inclusion in all facets of life in American Samoa. The UCEDD will ensure the delivery and purpose of the Developmental Disabilities Act through culturally competent activities.

Divisional Goal 1:

An interdisciplinary approach to teaching and learning is used in pre-service preparation and continuing education, early intervention, employment, and healthcare services thus increasing the holistic perspective on working with individuals with DD as measured through post-participation.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. **Activity 1.1.1** Offer HEA250 Introduction to Developmental Disabilities.
 - **HEA250 Introduction to Developmental Disabilities.** *Deliver HEA250 to students majoring in Human Services, Health Science, and Nursing. This past fall thirteen (13) students enrolled and successfully completed the course. All are majoring in Nursing.*
2. **Activity 1.1.7** Continue to retain and recruit highly qualified interdisciplinary faculty to provide pre-service and continuing education coursework (2-3 faculty/professionals) in American Samoa.
 - **Para Suicide in Teens Workshop.** *UCEDD staff participated in a workshop sponsored by the Amerika Samoa Multi-Disciplinary Team (MDT) conducted by Dr. Ernie Alaimalo a physician with the Hawai'i Veterans Hospital in Honolulu.*
3. **Activity 1.2.2** Continue to retain and recruit highly qualified interdisciplinary faculty and/or consultants to provide appropriate and relevant health care training (3-5 professionals/ consultants) in American Samoa.
 - **Special Olympics Amerika Samoa-Healthy Athletes.** *Collaborated with the Special Olympic Amerika Samoa to send an optometrist, pediatrician, and an audiologist technician to participate in the Special Olympic Train the Trainer Healthy Athlete initiative. Upon completion of training, healthcare professional trainees must commit to 3 years in providing free screening for individuals with intellectual disabilities. In an effort to build capacity within the specialized field each trainee must train 10 healthcare professionals. The Special Olympic Healthy Athlete initiative is designed to help Special Olympics athletes improve their health and fitness leading to enhanced sports experience and improved well-being. The SO Health Athlete initiatives includes seven (7) disciplines: Fit Feet (podiatry), FUN Fitness (Physical*



Therapy), Healthy Hearing (Audiology), Health Promotion (Nutrition), Opening Eyes (Vision), MedFest (Physical Examination), and Special Smiles (Dental).

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. **HEA250** - The course teaching method is delivered synchronous and asynchronous that integrates technology into the course. Classroom assignment changes continuously within one semester. For example, fall 2013 my classroom changed 3 times versus fall 2012 that changed 4 times. Less interruption of class changes ensures students that course schedules and delivery is well organized. Classroom assigned for this class never has the required technology such as SMART Board and wireless access to deliver content.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. **HEA 250** - Thirteen (13) students successfully completed the course all majoring in Nursing.
2. **Special Olympics Amerika Samoa (SOAS) Healthy Athletes Partnership** - The UCEDD, SOAS, Department of Health, and LBJ Medical Center are collaborating to build capacity within healthcare professionals. Utilizing SO Healthy Athlete delivers an integrated approach in addressing health disparities concerns and enhancing healthcare professionals practices to deliver quality of services.
3. Healthy Athletes provides:
 - Free health screenings for athletes
 - Operated by health professional volunteers and students
 - clinical and didactic training for these volunteers
 - Data aggregated across all vents, and used to educate and inform: 1) improved public policies; 2) expand research and programming; and 3) greater awareness about health needs.

Divisional Goal 1:

An interdisciplinary approach to teaching and learning is used in pre-service preparation and continuing education, early intervention, employment, and healthcare services thus increasing the holistic perspective on working with individuals with DD as measured through post-participation.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Helping Noncitizen Crime Survivors: Your Role in the U Visa
 - Attended this free online webinar
 - Staff: Paulia Pa'o-Pelenato



2. **Building Collaborations to Help Immigrant Survivors of Domestic Violence & Sexual Assault**
 - Staff: Paulia Pa'o-Pelenato
3. **ACTIVITY 1.1.2: ASL150 American Sign Language I**
 - Continue to offer sign language courses for teachers, parents, community members and service providers through community-based seminars and training sessions. Four (4) students were enrolled in Spring 2013 in which their lab hours were served with the Deaf students at Matafao to get hands-on training, recruit students in the field of teaching, and Deaf class instructors. A total 36 lab hours were required to be served with Deaf students.
4. ***Sexual Exploitation of Minors: What It Is, And How Your Community Can Combat It***
 - Attended this online webinar on Thursday, June 6, 2013. The webinar was offered by the Family Justice Center.
 - Staff: Paulia Pelenato

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. [✖ Sexual Exploitation of Minors](#)
2. [✖ Webinar 1](#)
3. [✖ Webinar 1- second page](#)
4. [✖ Webinar 2](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. **ASL150:** Three consecutive years my classroom continues to change 2-3 times within a semester. My class requires a SMART Board and access to the Computer Lab (1st week only) since this course is also delivered via MOODLE.

Divisional Goal 2:

Communities are accessible and respond to the needs of individuals with developmental disabilities and their families and are enriched by active participation and contribution of the disability community.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:




1. **Activity 2.1.5** Continue to provide technical assistance and training on differentiated, culturally responsive curricula to teachers, teaching assistants, counselors, administrators and other related personnel to 25 people in American Samoa.
 - **Common Core Standards and Students with Disabilities.** *An overview of Common Core State Standards and Special Education. The in-service*



training targeted the ASCC Education Department faculty to increase 'inclusive' awareness of best practices, policy, and reform issues pertaining to students with disabilities and how this affect teaching methods.

2. **Activity 2.1.6** Continue to provide technical assistance on the use of culturally responsive IEP procedures that include objectives and activities involving community resources and supports to teachers, teaching assistants, counselors, administrators, and other related personnel to 25 people in American Samoa.
 - **Ensuring Equal Education for Students with Disabilities.** *An overview of how No Child Left Behind (NCLB) and Individuals with Disabilities Education Act (IDEA) are interconnected. Information also included: (1) Brown -v- Board of Education and how it relates to students with disabilities; (2) Response To Intervention (RTI) as a pre-referral process; (3) Special Education referral process; (3) Various type of examples that interferes with students with disabilities from receiving an appropriate education; (4) Common Core Standards and Special Education; (5) College Career Readiness & Transition; (6) Teacher Quality & Evaluation and IEP Development; (7) Technology; (8) Assessment; and (9) School Evaluation. The in-service training was delivered to the Department of Education Secondary Division program directors and principals.*
3. **Activity 2.1.7** Continue to provide technical assistance and training to higher education counselors and other related personnel on inclusive postsecondary education that include activities that engage IWDD and their families in the community and enable opportunities for employment or work studies to 20 people in American Samoa.
 - **Student Services Accommodation Training for Students with Disabilities.** *Deliver training to seven (7) staff members of Student Services on appropriate accommodation for students with disabilities. The training catered to counselors, tutors, and volunteers. The training is conducted every semester.*
4. **Activity 2.1.8** Continue to provide training to parents of IWDD on advocacy, access to supports and services, and understanding/navigating transition services to 25 parents in American Samoa.
 - **Parent Training "Use Your Voice".** *A training to empower parents in using their voice effectively to address change in advocating for services for their child with a disability. Parents and family members worked cohesively in groups on sharing their nightmare and dreams and developed corrective measures on improving communication with service providers.*

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1.  [Accommodation Training for Students with Disabilities](#)
2.  [Parent Network Advisory Meeting](#)
3.  [Self-Advocacy: Disability Rights Training](#)



Divisional Goal 2:

Communities are accessible and respond to the needs of individuals with developmental disabilities and their families and are enriched by active participation and contribution of the disability community.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

Reporting Child Abuse Training

1. UCEDD hosted a training on January 12, 2013 at the ASCC Lecture Hall. This training brought in counselors from our local schools (Elementary level) to participate in a training that will allow them to report/refer any and all cases of abuse as well as connecting with the correct agencies that can help the victim. The presenters for this training were staff from the Dept. of Human Social Services - Child Protection Services (CPS), Detectives from the Dept. of Public Safety - Criminal Investigation Division (CID), staff of the Office of Protection & Advocacy (OPAD), and Lia Pelenato from UCEDD.
 - **Staff involved:** Paulia Pa'o-Pelenato, Lesina Falaniko
2. **Child Mental Health Training**
 - On February 21, 2013 UCEDD hosted a Child Mental Health training at the ASCC Lecture Hall. The presenters for the training were Mrs. Masele Iafeta and Tepatasi Vaina of the Dept. of Human & Social Services - Pua Center and Lia Pelenato of UCEDD. Resource Specialists from the Special Education programs were invited to attend this training. This training is to provide information and equip the Resource Specialist with information to deal and work with Children who may develop and/or have mental health issues. There was also information on how to connect with the Special Education on services needed for this child as well as government agencies that can assist once a child is identified with mental health issues.
 - **Staff involved:** Paulia Pa'o-Pelenato
3. **Accessing Services Training**
 - UCEDD hosted an Accessing Services Training on March 21, 2013 for parents (and families) of children with developmental disabilities at the ASCC Lecture Hall from 9a.m to 1p.m. This training allowed parents to access the correct services according to the needs of their child with DD. It also allowed the parents to interact and ask questions to the presenters regarding the services acquired (and how to acquire) to their children. The presenters for this training were staff from the Child Care Division and WIC program under the Dept. of Human & Social Services, Part C program and Maternal & Child health under the Dept. of Health, Office of Protection & Advocacy (OPAD), and UCEDD. The Special Education (SpEd) program presenter did not show up for the training.
 - **Staff involved:** Paulia Pa'o-Pelenato, Lesina Falaniko.
4. **Disability Employment Training**
 - Provide a Disability Employment Training for private and government agencies. Partners with Office of Protections & Advocacy, and the Office of



Vocational Rehabilitation. Training was on March 26, 2013 for all Human Resources private and government agencies.

5. Pathway to Wellness (Mental Health) Training

- UCEDD program hosted a Pathway to Wellness training on Thursday, May 16, 2013 at the Land Grant Conference Room. The training featured the keynote presenter who is Dr. Shisram Shisram from the LBJ Mental Health Clinic. Dr. Shisram presented on issues regarding mental health issues when dealing with clients out in the community, during incarceration, being reprimanded or taken in to custody, prosecution, role of EMS, and many more. Government agencies as well as religious leaders and non-profit organizations from the community were all invited to attend this training.
- **Staff involvement: Paulia Pelenato**

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. [✖ Accessing Training Sign-In Sheet](#)
2. [✖ Accessing Training SignSheet2](#)
3. [✖ MentalHealth SignSheet1](#)
4. [✖ MentalHealth SignSheet2](#)
5. [✖ MentalHealth SignSheet3](#)
6. [✖ Pathway SignInSheet1](#)
7. [✖ Pathway SignInSheet2](#)
8. [✖ Pathway SignInSheet3](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. UCEDD did not have any challenges as far as budgeting, technology or staffing. However, the only challenge for this training was the communication of the DOE main office to the counselors out to schools. Some of the counselors were not able to make this training due to no notice or late notice to the training.
2. As for the Employment Training, one challenge for this training was the communication with the presenters from the Office of Vocational Rehabilitation and Office of Protection & Advocacy.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. One of the accomplishments from this training was being able to set up a "flow chart" of responsibility once a case is reported or referred by a DOE counselor to the government agencies (DPS or CPS).

Divisional Goal 4:



Research based information practices related to individuals with developmental disabilities and their families are widely disseminated (across the region) thus increasing awareness and knowledge of individuals with developmental disabilities. Increasing community awareness of UCEDD and its resources provided.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Disseminate advertisement for the months of January, February & March.
2. January - Birth Defect Awareness
3. February - Low Vision Awareness
4. March - Disability Awareness
5. Submitting draft handbook on "Accommodating Students with Disabilities" to Diversity Counselor, Dean of Students Services, and Vice President on Academic Affairs for their review and approval

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Awareness Advertisement
 - [February Awareness](#)
 - [January Awareness](#)
 - [March Advertisement](#)
2. Handbook
 - [Handbook](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Technology issues with the BlueSky in that their Microsoft is not compatible or has an update version to our files when sent over to be advertised.
2. Hard to work with the Students Services - Diversity Counselor



Learning Resource Center (LRC)

Mission Statement

The American Samoa Community College Library, Learning Resource Center (LRC), is a center where educational information resources are provided for the lifelong learning needs of the total college population. The LRC academic resources are bibliographic, physical, and intellectual.

Divisional Goal 1:

Meeting college-wide academic community informational needs-continuous

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Continue daily services and tracking of student users, via recorded statistics, of those services through walk-in attendance and user sign-in in each library collection area.
 - Remark: Completed on daily basis with biweekly statistics compiled and posted to Compliance Assist Learning Resource Center (LRC) Bi-weekly Report. ELO 1 is completed daily and continuous.
2. Track the use of each particular area collection materials and computer usage in the 1st floor Reference area and 2nd floor TERC room area.
 - Remark: Completed on daily basis with biweekly statistics compiled and posted to Compliance Assist Learning Resource Center (LRC) Bi-weekly Report. ELO 2 is completed daily and continuous.
3. Compile library total collection inventory report.
 - Remark: Completed with results posted to Compliance Assist Learning Resource Center (LRC) Bi-weekly Report. ELO 3 will be an annual LRC activity, with all future inventory activities to be done electronically. Inventory will be conducted annually.
4. Monitor and troubleshoot equipment.
 - Remark: Some priority work completed, with results posted to Compliance Assist Learning Resource Center (LRC) Bi-weekly Report. ELO 4 is continuous with monthly Air Condition (AC) maintenance and troubleshooting, in between monthly service if need be to maintain mission readiness. Computers and copiers are also continuously monitored and maintained for mission readiness and effectiveness.
5. Monitor and track needed supplies
 - Remark: Completed on a quarterly basis with results posted to relevant Compliance Assist Learning Resource Center (LRC) Bi-weekly Report. ELO 5 is completed, with continuous quarterly status or earlier if warranted.
6. Monitor and coach staff performance via the "Golden Rule" of Management.
 - Remark: Completed on weekly basis via direct face to face contact or internal policy reminder email.
7. Attended ALA Annual meeting June 26 - July 01, 2014; Attended ASCC WASC Self-Study Steering Committee meetings and edit work. Further completed Standard II C Library and Learning Support Services presentation and edit updates on time.



Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. All above evidence Posted to Compliance Assist Bi-Weekly Report and Quarterly Report.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Library is understaffed. Currently at total 8 staff members. Still need two more new staff members; 1) MLS credential Cataloger and 2) Library Associate.
2. Library is under Budget. Need increase library budget to hire Library Associate above and develop collection materials fully.
3. Constant troubleshoot to library Wi-Fi connection. Adapter/router needs to be reset about three times per week.
4. Slow feedback/coordination in Purchase Request(s)/Purchase Order(s) process between Procurement, Business Office, and library.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Continuous mission readiness while under staffed. Even when a staffer(s) calls in sick.
2. All library staff are vigilant in monitoring and tracking our AC service provider activities.
3. Recently submitted a series of PRs totaling \$25,000 by fall 2014 to develop book collection in Reference and General Collection areas. General Collection includes both Fiction and Non-Fiction Books.
4. Completed Standard II C Library and Learning Support Services for final edit and polish.

Describe any staff or faculty achievements:

1. Library Director attended his first American Library Association Annual Meeting in June 26 to July 01, 2014 for professional development and networking.
2. Continuous staff mission readiness despite being under staffed and under budget.
3. Staff internalization and practice of the "golden rule" of personal and collective management. Where "you will be judged not by your words but by your actions and your actions is what people will follow".
4. Continuous staff "good neighbor" work ethic in successfully resolving internal and external conflict.
5. Continuous proactive leadership for all staff through library services.

Divisional Goal 2:



Sustain library mission readiness work areas: Complete and continue daily library operations via Management, Services, and Technologies.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Completed and continued connection, and report writings, with ASCC key committees and stakeholders that impact mission readiness.
2. Completed and continued monthly staff meetings, coaching, and encouraging staff on the "golden rule" of personal and collective management.
3. Completed and continued on daily basis key service areas in Processing-Cataloging, Circulation Desk, Reference Desk, Samoa and Pacific Collection, General Collection, and Teacher Education Center Room.
4. Completed and continued on a monthly basis maintenance for existing equipment and technologies.
5. Launched online two Spring 2014 Library User Surveys. One survey for Faculty library users and two for Student library user survey. Both are currently in progress with survey closing date 15 May 2014.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Minimal, in coordinating staffing schedules when someone calls in sick or more recently, the pink eye disease epidemic.
2. Limited budget, need to hire at least two new staff as soon as possible.
3. Constance troubleshooting of existing computers.
4. Limited space in Processing-Cataloging Room.
5. Extended 2-3 months library waiting period, on PFM to complete a submitted 2-3 months in advanced library work order request.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. None. All our library focused work is on completing both our library and ASCC's institutional missions.

Describe any staff or faculty achievements:

1. Completing our work missions successfully each work day, again and again, with a smile and love for those we serve.



Samoan Studies Institute (Ofisa o Aoaoga ma Suesuega Samoa)

Mission Statement:

To ensure and promote the continuity of Samoan culture, traditions, language and heritage through an inter-disciplinary, comprehensive educational approach that focuses on four major areas: (1) Academic (2) Community and Cultural Extension Programs (3) Research and Publication, and (4) Samoan Language Translation and Interpretation.

Manulauti:

O le manulauti a le Ofisa o Aoaoga ma Suesuega Samoa, ia unaia ma faaauau tu ma aga, gagana ma le tofi o Samoa, ina ia faataua ai aoaoga i vaega e fa: (1) Aoaoga (2) Polokalama mo Alalafaga ma Faasoa faaleaganuu (3) Suesuega ma Lomiga (4) Faaliliuga ma Faauigaga Faasamoa.

AY14: EO 1:

Students enrolled in Samoan Studies courses receive effective instructions and updated curriculum that are aligned to College mission

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. SAM 111 Course Reader
 - SSI Chair, faculty and adjunct faculty worked on selecting appropriate reading materials for this course. In the spring semester of 2013, Instructor 3 was tasked with this project. The first draft of the reader was rejected by the Director as it did not follow any clear alignment to the course content. Also the reading materials did not have review questions. A copy of the Samoan Geography Reader was given to SSI Chair and Instructor 3 to use as guide.
 - February 12, Instructor 3 presented the Reader during the SSI office meeting.
 - February 26, Director presented her Review of the Reader during the SSI office meeting. Director also shared in the meeting the Book Review for the Anava Fetalai textbook for SAM 261
2. Assessment of Pre and post test results of the Samoan Language Placement
 - Since Instructor 1, Instructor 2 and Instructor 3 teach Samoan Language courses, they are responsible for the marking of the placement tests. The placement test is conducted on the first week of instructions. SSI Administrative assistant compile and keep records of these results.
3. Review AA with emphasis in Samoan Studies Degree
 - 2014 is the year to make necessary changes to the College catalog. SSI Director, Chair and faculty had meetings to ensure the Samoan Studies Program is in alignment with College Curriculum requirements.
 - SSI meetings were done on the following days 01/29, 02/05, 02/12, 02/26, 03/17, 03/19. Department Chair presented to the Curriculum Committee on March 20.



Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. [✖ BOOK REVIEW - ANAVA FETALAI](#)
2. [✖ Book Review Reader SAM 111](#)
3. [✖ Samoan Language Placement Test Results](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. The only major challenge is setting the time to meet because of the instructors teaching schedules. The only time that Samoan Studies' faculty are free to meet for one hour is MW at 2.00 pm. The Friday afternoon at 2.00pm is when Instructor 1 has to record the Faasamoa Pea radio program.

AY14: EO 3:

The community is aware of Samoa and the Pacific through research projects, translation projects and publications produced by SSI

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. SSI was able to work with the community at large on a number of projects.
 - Ofu Archeological Survey Project
 - Provided DOH Outreach Team with translations on some medical terms 02/18/14.
 - Provided ASHEC (Health Education) with translations on medical terms 02/21/14.
 - SSI Director and Programs Coordinator attended meeting for the Hokulea Pacific Voyage as organized by the Marine Sanctuaries Office. This meeting was held at the Samoan Affairs Office 03/11/2014
 - SSI Director attended invitation from the Pago Pago Elementary School. It was the school's history day on 01/31/14
2. Glossary Project
 - The SSI faculty is tasked with this challenging project of finding and translating words to the Samoan language. Spring Break March 9 - 14 the faculty worked on the first editing of the 187 pages of text. About 29 disciplines are included in this glossary.
 - 03/19: The faculty requested for a working retreat so they could complete the glossary editing. The request was accepted and arrangements were made with the Sadies by the Sea Hotel for the faculty retreat.



Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. [✖ Fagatogo Update](#)
2. [✖ Ofu Archeological Report](#)

AY 13: EO 1:

Students enrolled in AA program with an emphasis in Samoan Studies receive updated curriculum reflecting alignment with new requirements.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Aligning to SSI Mission and the division's outcome, the Students Association for Faasamoa (SAFF) is encouraged to participate and perform activities, integral to Samoan culture.
2. February 4- SAFF performed the Welcoming Ava Ceremony for the Future Leaders of the Pacific Summit that was hosted by the AS Government.
3. March: SAFF provided a cultural performance for the StarKist Samoa ARDGH group
4. April 16: participated in the Amerika Samoa Art Council Program for American Samoa's Flag Day
5. May 18: performed at the Market Place International Friday Night.
6. May 26 - June 2: Educational and Cultural Visit to Apia Samoa.
7. July 4: SAFF participated and provided a cultural performance for in the Department of Sports Women and Youth July 4th Celebrations
8. July 26: SAFF performed a welcoming ava ceremony for DOE World Teach at the Nuuli Voc. Tech.
9. August 16: SAFF provided a 25 minutes cultural entertainment for the Governor's Dinner for the SKS delegation at the Lee Auditorium
10. August 30: SAFF provided a cultural performance for the Chamber of Commerce Awards Banquet at the Trade Winds Hotel

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Refer to Upload
 - [✖ SAFF EVALUATION OF TRIP TO APIA](#)
 - [✖ Thank you letter for US Ambassador](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:



1. The programs coordinator resigned from SSI to pursue another career. With this change, it has become a major challenge for SSI Director as there is no other staff or faculty to oversee SAFF.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. SSI office developed good working relationships with the parents of the 27 students in the SAFF. They were supportive of the students' activities.
2. The general public is supportive of SAFF performances, as seen with invitations given.

AY 13: EO 2:

The community is aware of Samoa and the Pacific through participation in effective cultural extension programs promoted by SSI

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. The deliverable products for this research contract between ASCC SSI and ASG Department of Marine and Wildlife Resources were a Samoan /English Brochure, Research Report in English and Samoa and a DVD documentary.
2. The brochures and reports were delivered to DMWR in December 2012 while SSI continued to edit and finalize the DVD documentary which was finally delivered on July 8 2013.
3. This project was completed on September 27 2013. The SSI Dept Chair and Culture Artist returned to Manua to deliver copies of the DVD and report to all the people who were interviewed and helped out with the research.
4. Faasamoa Pea Radio Program. The first Saturday of September marked the 1 year since SSI started this radio program. Attached is the list of students whose stories were read.
5. Glossary - translation of technical terminologies to faasamoa in the disciplines of Accounting, Agriculture, Anthropology, Archaeology, Architecture, Business, Education, English, Environment, History, Immigration, Linguistics, Media, Medical, Military, Music and Miscellaneous. This project is funded by ASCCN and is a team effort amongst Director and Faculty.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Feb 14 – Feb 18: Rose Atoll Project: Finalizing the DVD Documentary. Staff involved in the final phase(Ethnographer, Cultural Artist, Researcher and Director)



2. April 1 – April 4: **Muliava, Nuu o Manu, Rose Atoll Project:** Going through finalizing of DVD summation and re recording of a feedback from one of the NOAA reviewers
3. April 16: **Muliava, Nuu o Manu, Rose Atoll Project:** Cultural Artist and Videographer to begin dubbing 1000 copies.
4. May 16: Muliava Documentary DVD duplication Project – found off-island company (800Duplications in California), to do 1,000 DVD replications. SSI Director had selected this option. I assisted as necessary in the communications (between company, SSI Director, etc) to get a Master DVD, payment and the art work (hopefully soon) to the company so they can complete the job.
 - [✖ Faasamoa Pea Stories](#)
 - [✖ Rose Atoll Log](#)
 - [✖ Write up for Toe Timata le Upega](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. The major challenge for this project was the inability to mass produce DVDs. This is because the duplicating machine we have took at 30 minutes to burn one copy of the DVD. This was the reason as to why we have to use an off island company to burn 1000 copies of the DVD.
2. The loss of SSI Videographer, Researcher and Programs Coordinator personnel caused these projects to be incomplete.
 - Leone Healing Garden
 - Update of Media Directory.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Producing the DVD Documentary was a team effort. The Department Chair, Researcher, Programs Coordinator, Archeologist, Cultural Artist and Director worked with the SSI Media Specialist to complete the documentary.

AY 13: EO 3:

The community is aware of Samoa and the Pacific through the development and implementation of research projects, translation projects and informal and formal publications produced and distributed by SSI

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. SSI translated a number of documents for the Oregon Health Science University who conducted a research on Rheumatic Health Disease in AS in April, the AS Historic Preservation Office and All Global Solution International Inc in Florida.



2. New Translation Project: ASCC SSI signed a contract with DOE ECE on translating curriculum materials. The negotiations were carried out in the month on July 2013
3. SSI Director and Dept Chair presented at the FAGASA conference in New Zealand in April. The Director's paper was on the different dialects of the Samoan Language while the Dept Chair presented on proverbial expressions used in Samoa's Oratory language.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. April 19: SSI Director communicated with Dr. Mike Favazza about translating the Questionnaires and Consent Forms for Oregon Health Science. The work was given to Instructor 3 to do.
2. April 26: Instructor 3 sent work to SSI Director to review, edit and approved. Submitted to client April 27.
3. June 06: Alexandre Monot contact SSI Director for translating a document. It was a two pages letter of which SSI Director translated and submitted on June 08
4. Public Participation Forms, thank you letters and Review and Compliances terms were sent from AS Historic Preservation Office to translate. This work was done by Director and Instructor 2 & instructor 3.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. SSI really needs a full time translator.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. The ability to work as a team for translation services as much of the work are added responsibilities to the faculty and Director.

AY 14: EO 1:

Students enrolled in Samoan Studies courses receive effective instructions and updated curriculum that are aligned with College mission and curriculum requirements.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- Activities
 1. Office meetings scheduled to discuss and share relevant information
 2. Placement test results shared amongst faculty
 3. Faculty working on the Course Reader for SAM 111



4. Faculty selecting stories written by the students for the Nei Solo le Falute collection.
5. Students Association for Faasamoa

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- Activities
 1. Office meetings scheduled to discuss and share relevant information on October 17 2013.
 2. Dept Chair, Faculty and Adjunct faculty met on 10/05. 10/14 and 11/23.
 3. Post placement test was carried out on the last week of November.
 4. Students Association for Faasamoa as per invitations performed on October 23 at the Toa o le Afi Show for the Mosooi Festival, The Market Place on the first Friday of the November month, Tauese Ocean Center for the Cruise Ship, Veterans Day Celebration on November 11 and Samoa Bowl Football Game December 28 2013.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Much of the reshuffling amongst SSI faculty and staff so to accommodate the Students Association for Faasamoa public performances and especially the commitment to the students practices.

Describe any staff or faculty achievements:

1. Department Chair, Instructor 2 and Instructor 3 are enrolled in PhD programs.
2. Adjunct faculty/Researcher graduated and received his LLB (Bachelor of Laws) from the University of South Pacific on December 13 2013.

AY14: EO 2:

The community is aware of Samoa and the Pacific through SSI community and cultural extension programs

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. SSI completed the Rose Atoll project on December 10 2013 when DMWR made a press conference.
2. The Faasamoa Pea Radio program is an ongoing program. Since the resignation of the SSI Programs Coordinator Instructor 1, Instructor 2 and Instructor 3 had been recording the stories.



3. Fagatogo History Project is near completion with the editing and reviewing. The translations of these stories are completed.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- Attached are the Rose Atoll reports.
 1. [✖ Rose Atoll Report \(English\)](#)
 2. [✖ Rose Atoll Report \(faasamoa\)](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Leone Healing Garden Documentary is on hold due to staff shortage.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. SSI participation in the Governor's Education Summit.
2. SSI presented at the Samoan High School Career Day on November 26 2013.
3. SSI with TTD and TAOA Toomaga had an end of year luncheon on December 6 2013.

Describe any staff or faculty achievements:

1. SSI Department Chair had been invited by the FAGASA to be their keynote speaker at the Samoan Culture Conference in Christchurch New Zealand in the month of April 2014.
2. SSI Director had been appointed to serve on the Amerika Samoa Historic Preservation Commission as well as the American Samoa Archives Committee.

AY14: EO 3:

The community is aware of Samoa and the Pacific through the development and production of research projects, translation projects and publications produced by SSI

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. SSI Dept Chair, adjunct faculty and faculty worked on researching, translating and reviewing terminologies for a Samoa Glossary. The semester scheduled was MWF 12.00 - 1.00 and TR 12.30-2.00

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:



1.  **Enugagana**

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Finding references and materials in Samoa language.

AY14: EO 2:

The community is aware of Samoa and the Pacific through SSI community and cultural extension programs

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. SSI has continued to maintain this community radio program.
 - Encourage students taking Samoan Language courses to write in Samoa.
 - Faculty to select the stories for the Faasamoa Pea Radio Program
 - Director to read and approve the story before it is read by Instructor 1 and recorded at the KSBS 92.1 FM
 - Since the program has been aired for more than a year, SSI Director worked with the SSI Program Coordinator to conduct a survey. This is to assess the program and to find out if the general public is actually tune in.
 - March 14, Director and Programs Coordinator met and discuss the survey.
 - March 17, Director with the Programs Coordinator met with Instructor 1, Instructor 2 and Instructor 3 to go over the questions of the survey. Also the faculty's help was requested to distribute the survey using their students.
2. Continue working with TAOA Toomaga Program
 - SSI house 3 elderly women and 1 gentlemen of the TAOA program who are to work 4 hours a day. The elders are resources for not only Samoan culture but they provide advice for Students Association for Faasamoa (SAFF) performances.
 - March 12 SSI & TAOA farewell on of its member faletua Tinei Tunoa who has completed her working hours under the Toomaga Program.
3. SSI works closely with the Amerika Samoa Historic Preservation Office. Meetings were held in reviewing proposals for the Turtle and Shark National Register of Historic Places Nominations on the following days 03/24, 03/31.
4. Students Association for Faasamoa. Having this student association was part of the SSI recruitment. However, it has grown and became known in the community not only for performing ava ceremonies but cultural performances.
 - 01/14: Director met with Lasiandra Hall- Betham of the Amerika Samoa Visitors Bureau for the students to provide entertainment when Cruise Ships visit American Samoa.
 - 01/24: Director met with Apulu Mortenson of the AS Marine Sanctuaries for students to provide entertainment when the Tauese Ocean Center host off island visitors.



- SAFF provided entertainments on 01/21, 02/01 and 03/06.
- SAFF also auditioned for the AS Art Council Flag Day performance on March 11 and was qualified for the April 14 - 16 celebrations.
- 5. Leone Healing Garden
 - SSI Videographer started working on 01/21/14. After his orientation, he was tasked with the Leone project. Office meeting 03/26/14 SSI faculty and staff got to see the first draft of this documentary. Feedback was given to him. Next draft is due May 7 2014.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Attached are the preliminary results of the Faasamoa Pea Community Survey.
2. Attached is a quarterly report from the SSI Media Service.
 - [✖ Faasamoa Pea Community Survey](#)
 - [✖ Media Service Report](#)



Student Services Counseling

Mission Statement:

The mission of Counseling Services is to provide academic, personal, and career counseling, assist with the new students orientation (NSO), implement outreach activities, offer crisis intervention, and optimize follow-up and referral services to our ASCC students, prospective students and the community.

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Divisional Goal 1:

Students are knowledgeable of services offered by Student Services.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- Activities: April, May and June 2014
 1. Embrace Diversity Counselors/Peer Mentors and YANA activity with students. Students were presented with Awareness on Diversity issues and concerns regarding accommodation and accessibility to learning while at ASCC. Brochures and counseling materials were provided and a special treat of 'rice and chili' was served to participants. The Counseling surveys were also being given out to students.
 2. Sweet Delights with the Counselors/Peer Mentors and YANA. Assorted refreshments were served for example: pastries, muffins, cupcakes, donuts, with coffee and tea. Students were also challenged to use 'one word' to describe their experiences with the counseling services. Students enjoyed this activity and the results were positive.
 3. A Scavenger Hunt end of semester with the Counselors/YANA/and Peer Mentors. The winning participants received monetary awards in the amounts of \$10-\$30. The counselors also gave out sandwiches and water to participants, volunteers and supporters of the activity.
 4. The Personal and Transfer Counselors continued to teach the 2 CLP courses this semester.
 5. The Graduate Exit survey was administered to all of the prospective graduates during the graduation meeting and rehearsal activities before graduation on May 16, 2014. Out of 112 graduates, only 82 students filled out the survey and 30 did not return the surveys.
 6. The Student Satisfaction survey was administered to all of the prospective graduates this semester. Out of 112 students, 83 filled out the survey and 29 did not return the surveys.
 7. The Counselors taught and counseled students who successfully completed two sections of CLP courses for this semester.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:



Data/Evidence: April, May, June, 2014

Walk-in students for the following daily counseling:

1. Academic: = 109
2. Personal: = 09
3. YANA: = 02
4. Transfer: = 14
5. CLP: = 22
6. Diversity = 16

Total walk-ins: =172

- The following are our Counseling, Peer Mentoring, YANA activities and students' participation for April, May, June 2014:
 1. Embrace Diversity: Promoting Diversity awareness with Counselors, YANA & Peer Mentors = 102
 2. Counseling Survey: 67
 3. Sweet Delight with Counselors, YANA and Peer Mentors = 147
 4. Scavenger Hunt end of semester activity with Counselors, YANA and Peer Mentors = 86
 5. Graduate Exit Survey: = 82
 6. Student Satisfaction Survey: = 83

Total students =567
- Overall total number of students who signed and participated in our counseling activities: **739**
- Evidence on file: sign in sheets, surveys, applications, brochures, photos, bi-weekly reports, fliers, and activity calendar
 1. [✖ Combined SOP for counseling-revised 3 2014](#)
 2. [✖ Brochure](#)
 3. [✖ Comprehensive Counseling Process \(f\)](#)
 4. [✖ Counseling calendar of Activities Spr2014](#)
 5. [✖ Counseling Calendar slides 2013](#)
 6. [✖ Counseling Services Brochure.docx r](#)
 7. [✖ counselors student process \(2\).docx revised 2 2014](#)
 8. [✖ Embrace Diversity Flyer: Counselors Peer Mentors](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

- April, May, June 2014:
 1. We recommend on-going professional development for counselors (academic, personal, transfer, diversity, and career) especially for the new counselors joining Student Services.



2. Realized the great need to have a Specialized Counselor on board for students with disabilities. Solicited the help of tutors and students to sign and serve as note takers for our students with disabilities. Some of the student assistants were unable academically to work with students regarding subject contents.
3. Encountered challenges with on-time transportation for students with disabilities. Vocational Rehabilitation transportation arrangement with students was not reliable.
4. Encountered difficulties working with one of the Vocational Rehabilitation (VR) counselors regarding a student's concerns.
5. Need a Career Counselor to be responsible for career activities and needs of students.
6. Working on replacing the YANA phone to better serve students.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

- April, May, June 2014
 1. Established Standard of Operation Procedures (SOP) for Counseling component of Student Services
 2. Established SOP for College Life Planning
 3. Assisted with Student Services Division section revision of 2014-2016 Catalog
 4. Revised and updated the Counseling Brochure
 5. Developed the Counseling Services Survey
 6. Revised and updated the Student Satisfaction Survey
 7. Participated in Standard II B Self Study committee
 8. Student with disabilities followed protocol regarding working with Student Services Counselors before contacting VR or OPAD offices
 9. Collaborated with HOPE HOUSE in efforts to establish accommodation and access for a quadriplegic student attending ASCC for the summer
 10. Collaborated with UCEDD in all of student(s) with disabilities-related matters

Describe any staff or faculty achievements:

1. All counselors bonded and grew as professionals in the learning process!
2. Conducted Counselors' end of semester evaluation and planning meeting

Divisional Goal 3:

Students are well informed about Student Services on issues regarding the student body.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- Related Activities: April, May, June, 2014
 1. Counselors participated in outreach visits to High Schools and brochures were disseminated to inform high school seniors of our services at ASCC.



2. Flyers of upcoming activities were posted on campus walls and bulletin boards, these informed students of our continuous efforts and services to help and involve them in counseling.
3. We continued to offer monthly Counseling, Peer Mentor, and YANA activities on campus to greet and meet new students.
4. The Counselors participation in the ASCC graduation preparations, the banquet, transfer counseling, and the Spring Commencement informed continued and new students of counseling services available to them on campus.
5. Continued to counsel walk-in students on a daily basis.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

April, May, June, 2014

1. Common evidence: Sign in sheets, counseling request forms, student satisfaction surveys, graduation exit surveys, evaluations, and forms completed by students on services requested and rendered.
2. Brochures, Flyers, photos, and 411 Student Newsletters.
3. Counselors' reports.
4. Counselors Spring 2014 Calendar of Activities

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. **Student Satisfaction Survey:** Number #21 on the survey under "Counseling and Advising" can be misleading to students and needs to be revised to read "Academic Advising" and "Student Services Counseling". This will enable students to distinguish between Academic Advising that is done by Academic Faculty and Counseling done by Student Services and thus, rate services accordingly. In evaluating our surveys, we discovered students completed #21 on the form even though they had not visited our offices nor counseled by the counselors (Personal, transfer, or Diversity).
2. The survey also does not include the students' feedback regarding the VA and Financial Aid Outreach Counselors.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Planned, designed, and secured a Counseling Services Banner
2. Established/updated program forms:
 - Counseling Services Survey
 - Student Satisfaction Survey
 - Graduate Exit survey
 - Counseling sign in-sheet



- Volunteer Assistance for Student with Disabilities form
- End of semester counselors' evaluation and planning meeting

Describe any staff or faculty achievements:

1. Worked in close collaboration during our semester of counseling activities within counseling office, student services division, instructors and staff!

Student Government Association (SGA)

Mission Statement

The Student Government Association (SGA) of ASCC exists to advance the practice of equal opportunity within the student body. SGA contributes to the analysis, understanding and resolution of student issues by providing academic and social activities as well as counseling under the Student Services Division.

The SGA is governed by the executive officers and the representatives who are elected from the freshmen and sophomore classes, SGA Handbook, Article IV-IX, page 54-58 for SGA member's qualifications. The SGA also includes honorary members such as Peer Mentor, Archivist, Diversity Counselor, Phi Theta Kappa representative who also serve on various SGA committees such as Fundraising, Advertising and Community Projects.

Divisional Goal 2:

Students are well informed about a vast array of extracurricular activities planned the Student Government Association held on ASCC campus

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. April fool Day Competition with 30 students participated in Open mic and win money. April 1st day of activity
2. International Day April 3rd. SGA members were divided into groups of two and three to represent a country made up of minority students at ASCC. 200 students participated along with an administrator and staff. SGA provided food dishes from each country they represented.
3. The VOICE competition April 8-9. 22 students competed for the singing competition and nine were selected to move on to the final on the 9th. 200 plus students filled the lecture hall to watch the activity.
4. Easter egg hunt, April 15th with 30 students participated. 15 students won monetary prizes while the other 15 received Easter baskets filled with candies.
5. April 22nd and 24th was the Dance competition. 15 students competed for the dance competition to win monetary prizes. A total of 200 plus students attended the event that was held at the Lecture Hall.
6. April 29th was the Field Day that SGA changed to farewell open mic and free 300 lunches were given away to the first come first service.



7. May 5th and 6th was free doughnuts and coffee days for the student body students who were studying hard for their final examination week. A total of 100 free beverages of any kind and 100 doughnuts were distributed to students for each day two days.
8. May 9th was the SGA government dinner award. 17 SGA members received their plaque, certificate and monetary awards for their completion of one year service to SGA from fall 2013 – spring 2014.
9. May 15th and 16th. SGA club and international club students assisted in the student services division graduation decoration for the commencement exercises spring 2014. Also, the students participated in the graduation in ushering and assisting with the handing out of the diplomas to the V.I.P and administrators.
10. SGA out no activities for the whole month of June 2014.

Outreach/ Financial Aid

Divisional Goal 4:

The community is well-informed about services and programs offered through the Student Services Financial Aid Outreach program.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

Quarterly Report of January, February, March of 2013			
DATE	Activity Description	Activity Statistical Data	Challenges
January 2013	Assisted students with filling out FAFSA @ SLA Center	7-New students 9- Continuing students 1-Returning student	
January 29, 2013	Outreach to LDS Pago Pago Stake	9 students and 2 parents were present	Other Government agencies were also presenting in other rooms at the same time
February 1, 2013	Outreach for financial aid, tutorial, counseling, trades and technology and general information regarding transitioning to college at the Market during their First Fridays	34 turn out! 13- ASCC students 6- parents 15- High school students	
February 11, 2013	Transitioning to College Outreach to High School – Faga’itua High School	76- senior students 1-senior counselor	
February 12, 2013	Transitioning to College Outreach to High Schools- Samoana High	55- senior students 1-senior counselor	



	School		
February 14, 2013	Transitioning to College Outreach to High Schools- PolyTech High School	50- senior students 1-senior counselor; 2- instructors	
February 15, 2013	Transitioning to College Outreach to High Schools- Tafuna High School	200- senior students 1-senior counselor 2-instructors	
February 20, 2013	Transitioning to College Outreach to High Schools- Leone High School	33- senior students 1-senior counselor	
February 21, 2013	Transitioning to College Outreach to High Schools- Kanana Fou High School	34- senior Students 1-senior counselor	
February 22, 2013	“Transitioning to College” Outreach to High Schools- Fa’asao/Marist High School	19- senior students 1-senior counselor	
February 25 & 26, 2013	“Transitioning to College” Outreach to High Schools- Manu’a High School	CANCELLED due to airline breakdown!	Conducting outreaches at the high school in Manu’a is ALWAYS a BIG challenge because of transportation. There is ONLY ONE airline flying to Manu’a and ONLY ONE TIME for their flights to Manu’a (11am leaving Pago for Manu’a and 12noon leaving Manu’a for Pago) plus, they only fly on Monday, Wednesdays, Fridays, and hardly Sundays. I strongly recommend a VTC for the Manu’a High school.
March 1, 2013	Outreach for financial aid, tutorial, counseling, trades and technology and general information regarding transitioning to college at the Market during their First Fridays		
March 4, 2013	“Transitioning to	7- students	Since this is a 7 th day Adventist



	College" Outreach to High Schools- Iakina Academy	1-counselor	church, we need to schedule our time according to theirs because of church policy.
<i>April 2013</i>	Assist students with online FAFSA	Total: 7 (new-5; continuing-2)	
April 5, 2013	Outreach for financial aid, tutorial, counseling and general information regarding transitioning to college at the market during their First Fridays	Total: 23 (10 HS seniors; 7 HS juniors; 2 college students; 4 parents)	Not visible enough; need more outreach banners and give-away to attract people
April 28 - 30th, 2013	"Transitioning to College" Outreach to Manu'a High School, PLUS, conducting Placement Test for seniors and early admissions for Juniors if interested.	Total: 20 (10 seniors and 10 juniors)	Lack of communication between high school counselor/admin and students. Students were not prepared and did not provide necessary docs, and when they did bring docs the next day, they were not complete. People in Manu'a have limited transportation and students live far from school. PLUS airlines!
<i>May 2013</i>	Assist students with online FAFSA	TOTAL: 16 (new-16; cont-8; ret-2)	
May 3rd, 2013	Outreach for financial aid, tutorial, counseling and general information regarding transitioning to college at the market place on First Fridays.	TOTAL: 42 (22-high sch. seniors; 3 hs juniors; 5 hs soph; 7 parents; 5 college students)	Not visible enough
<i>June 2013</i>	Assist students with online FAFSA	TOTAL: 21 (new-13; cont-5; ret-3)	
June 7, 2013	Outreach for financial aid, tutorial, counseling and general information regarding transitioning to college at the market place for First Fridays	TOTAL: 27 (college students-3; HS seniors-2; HS juniors-5; HS soph-3; HS fresh-4; elementary-6; parent(s)-4)	need to be more visible



1. 159 FAFSA assistance
2. 1 Teacher in attendance at DOE High School Orientation Outreach
3. 23 at 1st Friday Outreach at Marketplace, 9/6/13

Total of 183 students/community for this quarter

Quarterly Report of October, November, December 2013			
Date	Activity description	Activity statistical data	Challenge(s)
October 2013	*Assisted students with FAFSA in person and over the phone. *Corresponded with high school counselors and church youths to set up Outreach visits	All public high schools and 1 CCCAS	No office vehicle
October 4, 2013	First Friday Outreach at the market	11 (2 parents and 9 students)	
November 2013	Assisted students with FAFSA in person and over the phone. Continue to correspond with high school counselors and church youths to set up Outreach visits	All public high schools and 1 CCCAS 1 new student; 1 renewal	No office vehicle
November 1, 2013	First Friday Outreach at the market Outreach to SHS for Career Fair	7 students 59 students	
December 2013	Assisted students with FAFSA in person and over the phone. Continue to correspond with high school counselors church youths to set up Outreach visits	2 High school counselors 2 New students	

Quarterly Reports for January, February, March 2014			
Date	Activity Description	Statistical Data	Challenge(s)
January/February/March	<ul style="list-style-type: none"> • Continue to work with church youths to set up schedules for 	January: Total of 29: (10 New, 11 Renewal, 8 Returning)	Outreach is dependent on availability of the church youth and DOE and private high



	<p>outreach.</p> <ul style="list-style-type: none"> Assisted students and parents, when applicable, with FAFSA renewals, corrections, and transfers. Assist students on various financial aid and services offered at ASCC. Correspond with high school senior counselors to set up outreach schedules and campus tours when requested. 	<p>February: Total of 7: (1 new, 6 renewals)</p> <p>March: -Outreach to MHS: 17 students -College Tour for FMHS: 55 students</p>	<p>schools schedules.</p>
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Quarterly Reports for January, February, March 2014

Date	Activity Description	Statistical Data	Challenge(s)
January/February/March	<ul style="list-style-type: none"> Continue to work with church youths to set up schedules for outreach. Assisted students and parents, when applicable, with FAFSA renewals, corrections, and transfers. Assist students on various financial aid and services offered at ASCC. Correspond with high school senior counselors to set up outreach schedules and campus tours 	<p>January: Total of 29: (10 New, 11Renewal, 8 Returning)</p> <p>February: Total of 7: (1 new, 6 renewals)</p> <p>March: -Outreach to MHS: 17 students -College Tour for FMHS: 55 students</p>	<p>Outreach is dependent on availability of the church youth and DOE and private high schools schedules.</p>



	when requested.		
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Quarterly Reports for April, May, June 2014			
Date	Activity Description	Statistical Data	Challenge(s)
April 1, 2014	Outreach to Manu'a High School regarding Student Services and various financial aid offered at ASCC and assist with filling out FAFSA	Senior students – 17 Senior counselor – 1 High school principal - 1	Transportation between Pago and Manu'a islands
April 15, 2014	Outreach to Faga'itua high school regarding services for students within our Student Services Division as well as various financial aid offered at ASCC	Senior students – 53 Senior counselor – 1	Availability – always have something happening at school and cannot schedule time/date for visit
April 24, 2014	Outreach to Nuuli Vocational Technical high school on services offered at ASCC and information on financial aid offered at the college(s)	Senior students – 16 Senior counselors – 2	Availability – always have something happening at school and cannot schedule time/date for visit
April 29, 2014	Outreach to Kanana Fou High School on various services offered at ASCC within our Student Services Division and information on various financial aid offered at ASCC	Senior students – 47 Senior counselor - 1	Availability – always have something happening at school and cannot schedule time/date for visit
May 7, 2014	Outreach to Samoana high school regarding services offered at ASCC within our Student Services Division and various Financial Aid offered at ASCC or any college	Senior students – 115 Senior advisor - 1	Availability – always have something happening at school and cannot schedule time/date for visit
May 8, 2014	Outreach to Leone high school to share information regarding services and various financial aid offered at ASCC	Senior students – 54 Senior counselor - 1	Availability – always have something happening at school and cannot schedule time/date for visit



June 2014	Mostly filing and following up with church youths to schedule outreaches		Availability
June 3, 2014	Conducted Financial Aid presentation at SHS Career Day	55 senior student	Lack of communication between senior counselor and students
June 9 – 20, 2014	FAFSA assistance	18 students	More students are gearing towards finding summer jobs rather than enrolling in college summer classes

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. 4-1-1 Student Newsletter is published on a bi-weekly basis in regards to all student-related activities and announcements. All 4-1- 1 publications are on the ASCC website, amsamoa.edu. Five (5) 4-11 Student Newsletters were published for this quarter - Jan 14-18, Feb 19-22, Feb 25-Mar 1, March 3-8, March 18-22, 2013.
2. 3rd Quarter: Refer to ASCC Website: www.amsamoa.edu Campus Newsletters for April - June 2013:
 - April 15-19
 - April 22-26
 - April 29-May 3
 - May 6-10
 - [411 April - May 2013](#)
 - [411 Spring 2013 Jan-Mar](#)
 - High School / Community Outreach
 - outreach photos
 - [411 0114-0118 2013](#)
 - [411 0114-0118 2013](#)
 - [411 0219-0222 2013](#)
 - [411 0219-0222 2013](#)
 - [411 0225-0301 2013](#)
 - [411 0304-0308 2013](#)
 - [411 0318-0322 2013](#)
 - [Quarterly Report of July.Aug.Sept.2013](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:



1. The biggest challenge is not having a vehicle. We have been using our personal vehicles in the past due to promises that we will be compensated for our mileages. To date, there has been no mileage compensation.

Note: As the Dean and also the Director for the CACG Grant, I have asked the CACG Grants Program Officer, USDOE OPE/HEP, and this is the reply "I know you did had an inquiry during our conference call yesterday if it was possible to purchase a car? Unfortunately, it won't be possible because CACG mandatory funding ends this FY 2014. This year is the last year for mandatory funding and competitions. I hope this helps "requested." 3/19/14.

2. For outreach to high schools and the community, surveys reports that they expect for us to give them something, as an incentive.

Note: Financial Aid Outreach Counselor has been advised by me (Dean) to go ahead and order/purchase 'things' for incentive, and so far there has been no action on counselor's part.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Communications from high school principals/counselors/staff to ASCC have improved due to outreach activities and there seem to be more collaboration and networking from respective high schools; Fagaitua, Samoana and Leone high school have since invited us back to their parent teacher meetings to do presentations on student services, including presentation for students with disability.

Describe any staff or faculty achievements:

1. Outreach to most of the high school seniors on island. Manu'a high school is still in the process due to transportation issues.
2. Manu'a High School Outreach - 3/31 - 4/2/14: Representatives from Academics, Teacher Education Program, Student Services Counselor, English Tutor and Financial Aid Outreach were to travel to Manu'a, however, due to Island Air's weight limitations, only the Student Services Tutor and the Outreach personnel were able to go.

Tutoring

Divisional Goal 1:

Students are knowledgeable of services offered by Student Services

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:



1. Continue to provide tutoring services in English, Math, and All other subjects as requested on a walk-in, referral, appointment and or referral.
2. International Club meeting; International Club started recruiting students (post fliers on Campus/ Facebook/411 Newsletter/ Word of Mouth)
3. International Club meeting, 3/6/2014
4. International Club Pickathon@Utulei Beach, 3/10/2014
5. Note: Change of name to International Student Organization instead of International Club, as of 2/27/14, re Curriculum Committee.
6. Journalism Club meeting/Fresh Print meeting
7. Submit fifth timesheet for Peer Tutors for the semester
8. 411 Newsletter edition published
9. ISO Art/Poster Competition announcement
10. Outreach to Manu'a high school
11. Screening for selecting Peer Tutors
 - January 8 – 22, 2014 – Hiring Process for New/Current Peer Tutors
 - January 13 – Lead Tutors will start with tutorial activities/tutoring
 - January 13, 2014 - Two English Tutors hired, first day of work (TT & MM)
 - Peer Tutor Orientation
 - Hired 16 Peer Tutors for Spring 2014: 6 for English; 7 for Math; 3 for All Other Subjects
 - Peer Tutors first day of work, 1/28
 - Peer Tutors Spring 2014 semester's first check issued
12. 2 English Staff Tutors were hired (Tonya Tuigamala & Maria Magalasin), 1/13/14
13. TT Assigned to be note-taker for student with disability (AT)
14. Timesheets for Peer Tutors
15. Follow up Process with Admissions, data needed to identify students success rate for Fall 2013
16. Working with MIS/CIO to input the comprehensive tutoring services-related information on ASCC website, including DOSS Students Photo Gallery
17. Working with MIS/CIO to input the comprehensive tutoring services-related information on ASCC website, including DOSS Students Photo Gallery
18. information on ASCC website, including DOSS Students Photo Gallery
19. Student Learning Assistance (SLA) staff meeting, 3/11/2014

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. January-February-March 2014
 - January 27, 2014 – Orientation for all peer tutors hired to assist Lead Tutors with tutorials and other tutoring activities.
 - Two English Tutors hired.
2. English and Math:



- Overall total of **236 students** seeking tutoring assistance
 - Overall total of **49 students** who had more tutoring sessions
 - **23 individual sessions** for English & History subjects
 - **26 individual sessions** for Math
 - Overall total of **187 students walk-ins** seeking tutoring assistance in English and History subjects
 - Overall total of **73 students walk-ins** seeking tutoring assistance in Math subjects
 - Overall total of **143 referrals** from English & History subjects
 - Overall total of **106 completed Evaluations** forms by peer tutees. The Evaluation form is used after each tutoring session as one of the measures we provide to assess the effectiveness of our tutorial services.
 - English Tutorial: total of 154 students seeking tutorial; total of 187 sessions.
3. Individuals with more tutoring sessions will be followed up with Admissions at the end of each semester regarding their success rate Peer Tutors: 16 (7 English, 7 Math, 2 All Other Subjects)
Staff Tutors : 4 English Tutors - 2 Additional Lead Tutors (MM&TT) hired due to the influx of students seeking help for English from the previous semester; 1 Math; 1 All Other Subjects
- [✖ S L A Center Brochure 2 \(3\)](#)
 - [✖ SOP](#)
 - [✖ Tutorial Directory](#)
 - [✖ Tutorial Process Graph.doc update](#)
 - [✖ Tutoring Summit FINAL](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. For students to utilize tutorial services to assist them become individual learners.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Two additional staff hired for English tutorial, January 2014.
2. Peer Tutors hired for Spring Semester
3. International Student Organization established and approved by the Curriculum Committee to support one of ASCC's Core Values "Respect for Diversity"

Divisional Goal 1:

Students are knowledgeable of services offered by Student Services

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Comprehensive tutoring services for English, Math, History, and all other courses.



2. 1/8/14 All activities pertaining to tutoring services will be covered in the 1st Quarterly Report for the AY2014 *October-November-December 2013*
3. **Summary for English, Math, All Other Subjects:**
 - Overall total of **429 students** seeking tutoring assistance
 - Overall total of **93 students** who had more tutoring sessions
 - Overall total of **494 sessions** for English (292) and Math (353), not including ALL other subjects
 - Total of **6 peer tutors** assisting English, Math, & All Other Subjects Head Tutors
 - English – 4 peer tutors
 - Math – 2 peer tutors
 - All Other Subjects – 2 peer tutors
 - 1 Samoan tutor
 - 1 ICT tutor
 - Total of **5 plagiarized English papers**
4. **Breakdown by Subjects:**

English – Total of **290 students** seeking tutoring assistance in editing papers, proofreading, APA/MLA formatting, essay composition, and including History research papers

 - **October tutorial activities**
 - **111 student walk-ins**
 - **November tutorial activities**
 - **179 student walk-ins**
 - **December tutorial activities**
 - No tutoring services/End of semester

Math – Total of **132 students** seeking tutoring assistance in problem solving, etc.

 - October tutorial activities
 - **46 students**
 - **80 students**
 - **6 students**
 - November tutorial activities
 - December tutorial activities
5. **All Other Subjects** – Total of **7 students** seeking tutoring assistance in ICT & Samoan subjects
 - October tutorial activities
 - **4 student walk-ins**
 - November tutorial activities
 - **3 student walk-ins**
 - December tutorial activities
 - No tutoring services/End of semester
6. **Individual Sessions:**

English – Total of ***56 students** had more tutoring sessions with peer tutors

**Names of students are included in the follow up process*



Math – Total of ***37 students** had more tutoring sessions with peer tutors
**Names of students are included in the follow up process*

7. **Other Activities:**

October 10, 2013 – Presentation of Tutoring Services to ASCC Curriculum Committee

- Updated & Revised Guidelines and Forms for tutoring.

October 15, 2013 – Presentation of Tutoring Services to SGA Workshop

November 6, 2013 – ACCJC visitation to ASCC/S.L.A.C offices (English & Math)

December 10, 2013 – Presented COA to Peer Tutor of the Semester at the ASCC Graduates Banquet

8. **Peer Tutor of the Fall Semester 2013:**

- Wittenberg Mariner, also graduating and has been accepted at Chaminade University, majoring in Accounting.

9. **4-1-1 Newsletters Update:**

- Journalism Club now called "Fresh Prints"
- 8 student member, 2 club advisors
- 3rd, 4th, 5th, 6th, 7th, 8th, issues for students, staff, & faculty
- Minor changes of newsletter issues from weekly to bi-weekly

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. 4-1-1 Student Newsletter is published on a bi-weekly basis in regards to all student-related information, announcements, etc.
2. Refer to ASCC website, www.amsamoa.edu,
3. Campus Newsletters 4-1-1 issues:
4. 3rd, 4th, 5th, 6th, 7th, 8th issues released.
5. Tutorial Directory available
 - [✖ 411 Spring 2013 Jan-Mar](#)
 - [✖ Comprehensive Tutorial Report](#)
 - [✖ TUTORIAL DIRECTORY F2013](#)
 - [✖ Tutorial Process Graph](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Students continue to plagiarize without disciplinary actions and or warning from instructors.
2. Both SLA Center and Annex need a bigger space to accommodate increase number of students seeking tutoring services.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:



1. Great teamwork and team building efforts from all Lead Tutors in providing tutoring assistance to our students
2. Great performance from peer tutors to volunteer non-working hours to assist Staff Tutors and other students in dire need of assistance with course contents
3. Peer tutees are satisfied and are grateful of the help they receive from both tutoring center
4. Completed evaluation forms from tutees showed great success and most students would want to continue to come to our tutoring center for help in their subject areas
5. Increase of number of students visiting both tutoring center either walk-ins, one-on-one, referrals, or group sessions
6. Availability of Staff Tutors and peer tutors to assist students

Divisional Goal 3:

Students are knowledgeable of services offered by Student Services

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. This 3rd Quarterly report covers all tutoring services associated with English, History, and Math courses held between the dates of April 1– June 30, 2014.
2. **Tutorial Services Data:**
3. For the months of April-May-June **Summary for English and Math:**
 - Overall total of **348 students** seeking tutoring assistance.
 - Overall total of **199 students** seeking tutoring assistance in English and History subjects.
From the 199 students, a total of **256 sessions** were recorded.
 - Overall total of **91 referrals** for English & History sessions.
 - Overall total of **165 walk-ins** for English & History sessions.
 - Overall total of **149 students** seeking tutoring assistance in Math subjects
From the 149 students, a total of **258 sessions** were recorded.
 - Overall total of **258 walk-ins** for Math subjects.
 - Overall total of **0 referrals** for Math Subjects.
 - Overall total of **12 completed Evaluations forms** by tutees. The Evaluation form is used after each tutoring session as one of the measures we provide to assess the effectiveness of our tutorial services.
4. **SUCCESS RATE DATA**
 - Individuals with two or more tutoring sessions* will be followed up with Admissions at the end of each semester regarding their success rate (*changed by Dr. Le'i to include all tutorial sessions, whether one or more for Spring 2014 Success Rate Report.)
5. **English Success Rate Spring 2014**
247 Students
 - 212 P
 - 16 N/P
 - 19 other (withdrew, not in Datatel, not active)



6. **Math Success Rate Spring 2014**

- **136 Students**
- 71 P
- 54 N/P
- 11 other (withdrew, not in Datatel, not active)

7. Staff on board for **Spring 2014:**

- **16 Peer Tutors**
 - **6 English**
 - **7 Math**
 - **2 Samoan**
 - **1 English/ICT**
- **4 English Lead Tutors**
- **1 Math Lead Tutor**

End of Semester Potluck with tutorial staff: May 1, 2014

8. **Summer Peer Tutors Orientation: June 18, 2014**

9. **June 18 2014** – Orientation for all peer tutors hired to assist Lead Tutors with tutorials and other tutoring activities for summer session Staff on board for Summer 2014:

- 5 Peer Tutors
 - 2 English
 - 3 Math
- 4 English Lead Tutors
- 1 Math Lead Tutor

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Attached are the two Excel spreadsheets of data collected for the 3rd quarter report.
2. Attached is the last issue for the spring 2014 that falls in this quarter. The 411 Newsletter did not need to continue over the summer 2014 semester. You can continue to find previous 411 Newsletters on ASCC's website, <http://www.amsamoa.edu/newsletter.htm>
3. Also attached are the Tutorial Directory and Comprehensive Tutorial Process that the SLA staff continues to follow.
 - [✖ 411_0428-0508_2014](#)
 - [✖ apr_may_jun_14 English](#)
 - [✖ April, May, June Math](#)
 - [✖ Tutorial Directory](#)
 - [✖ Tutorial Process Graph doc. update](#)



Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Students seeking math tutorials and math peer tutors are only being managed by one Math Staff Tutor at the Annex.

Recommendation

- Hire one Math Staff Tutor.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. **Note takers**

- This quarter our services have been assigned to provide note takers/readers to assist two students with disabilities.
- **Ailini Tualevao**
- **Spring 2nd Session**
- ENG 090: ET Tonya T.
- ENG 091: ET Maria M.
- MAT 090: MPT's Iris H. and Muta M.
- **Summer Session**
- MAT 090: ET Maria M. and MPT Sefilina S.
- **Philip Faulalo**
- **Summer Session**
- ENG 071: ET Tonya T.
 - ENG 080: ET Maria M.

2. **The 411 Newsletter**

- The 411 Newsletter continued to be released in a bi-weekly manner in the spring 2014. No newsletters were released for the summer 2014. A total of **378 "Likes"** on the ASCC 411 Newsletter Facebook page as of 4/30/14. (This is a reach of 378 profiles in one of the largest social networking sites in the world, anything that the ASCC 411 Newsletter posts; they will appear on these profiles "Home" page.)

3. **Fresh Print**

- The Journalism Club, "Fresh Print" continued to cover, create and collect content to put in the 411 Newsletter for the spring 2014 semester. The following list are of activities the clubs created or participated in:
 - "Like" Me and Win. (4/30/14)
 - Helped with decorating for spring 2014 Graduation. (5/15/14)
 - End of Semester Staff Celebration (Pizza and Movies) (5/15/14)
- "Fresh Print" is not active during the summer semester.

4. **The International Student Organization**



- The International Student Organization continued activities and fundraisers to promote their cause in the spring 2014 semester. The following list are of activities the clubs created or participated in:
 - International Plate Sale (4/3/14)
 - ISO Art Poster Competition (4/17/14)
 - ISO Formal Dinner End of Semester Celebration (5/10/14)
- The ISO is not active during the summer semester.

Describe any staff or faculty achievements:

1. Great teamwork and team building efforts from all staff.
2. Great performance from peer tutors.
3. Very enthusiastic staff to assist students with disabilities.

Veterans

Divisional Goal 1:

Students are knowledgeable of services offered by Student Services.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

January 2014 - March 2014

1. Processed a total of **75** eligible VA students for payments, spring 2014. VA eligible students' were verified and certified to regional offices for further processing and payment of benefits. Chapter 30 (MGIB = **4**) Chapter 31 (Voc Rehab=**5**), Chapter 33 (Post 9/11) =**10**, Chapter 35 (Dependents-Family Members) =**51**, Chapter 1606/07 (Reserve & National Guard) =**5** It's believed the sequestration did impact on the "Reserve & National Guard" members. Their benefits were cut, therefore few attended under chapter 1606/07, and their entitlement to tuition assistance was affected as well.
2. Continued spring semester records' up keep & maintenance of, student records to include processing of newly enrolled students & records up keeps of returning & continued students.
3. Collected & faxed new students (required) documents to regional offices for review and final approval.
4. Created & inputted new student data entries/student files to the US Department of Defense (DOD) VA Once online website.
5. Inputted new & returning VA students' course schedules for benefit payments.
6. Furnished ASCC Business Office a by name listings of eligible VA students for chapter 31 (Voc Rehab) & chapter 33 (Post 9/11) for in-voice processing to regional offices & payments to ASCC. Conducted student record audits based on transcripts or as requested by regional office managers for verification purposes of student semester credits before payments.
7. Maintained and updated student files based on 'add/drop' schedules or as needed throughout the semester.



8. Purged old inactive students' records after 3 yrs.
9. Continued the process of maintenance, records audits on active VA students' records via the Web Automated Verification of Enrollment (WAVE) website for certification and adjusting student credits based on turned in class schedules.
10. Non-Pell Work Study: Issued, collected & processed 12 non-Pell students work study students time sheets to the Business Office for payroll processing on a bi-weekly basis until May 2, 2014. Sixteen students applied at the beginning of the semester. Several students withdrew for several reasons and one was terminated from the program.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. 75 total: break down by authorized and approved VA Educational chapter(s) is as follows: Chapter 30=4; Chapter 31=5; Chapter 33=10; Chapter 35=51; Chapter 1606/07= 5.
2. 12 Non-Pell work study students, allowed 15 hrs per week until May 2, 2014. Job placements: Procurement-3; Land Grant-2; SLA Annex-1; Dean's Office-1, Foundation-2, Gym-1, Counseling-2.
 - Miranda Galo assigned to DOSS-Counselor/R. Nuusa
 - Valuese Tuilaepa to DOSS/S. Hudson
 - Finao Tuiasosopo to SLA Annex/I. Amosa
 - Clarice Cokanasiga to Foundation/M. Willis
 - Mele Luafui to Foundation/M. Willis
 - Iona To'o to Procurement/J. Suesue
 - Arieta Tofa to Procurement/J. Suesue
 - Jacinta Uelese to Land Grant/E. Su'a
 - Lipea Uta to Land Grant/E. Su'a
 - Savili Mann to P.E. Academic Dept/E. Imo
 - Fila Saiata to Nuusa/DOSS Counselors
 - Joseph Falealo assigned to Procurement Office/S. Tuiolemotu

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Students not taking the opportunity to apply for work study.

Divisional Goal 3:

Students are well informed by Student Services on issues regarding the student body.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:



1. Eligible VA students were processed and certified to respective regional offices in Honolulu, HI and Muskogee, OK for further processing, adjudication and monetary payments to VA students and American Samoa Community College.
2. Continued monitoring and updated the VA Once database as required for full compliance by ASCC with established VA guidelines & policies.
3. Update: Starting Spring 2014, Muskogee, OK, will no longer accept hard copy and will be all via internet website.
4. **Quarterly Report: January 2014 - March 2014**
 - Jan 2014...Continued the maintenance of local and VA websites student records. Updated student records as needed. Collected, faxed student documents to regional offices (Honolulu & Oklahoma) as needed. Inputted and processed returning VA students' certifications for payments. Provided on a weekly basis a by-name VA students listing to ASCC Business Office for Chapter 31 & 33 for invoicing processing to regional offices for adjudication & tuition payments. Continued to collect & processed, on a bi-weekly basis, 13 student time sheets for Non-Pell Work Study Program until the termination date on May 2, 2014.
 - Statistical Data for various approved VA chapters being utilized at ASCC for spring 2014 breakdown is as follows: Chapter 30:4 ;Chapter 31=5; Chapter 33=10; Chapter 35=51; Chapter 1606/1607=5 (TOTAL Processed: 75)

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Statistical Data for various approved VA chapters being utilized at ASCC for fall 2013 breakdown is as follows: **Chapter 30:1 ;Chapter 31=5; Chapter 33=18; Chapter 35=46; Chapter 1606/1607=10 (TOTAL Processed: 80)**
2. November 2013....There was no change to what is stated above. Final time sheets were collected and submitted for non-Pell work study students before the end of semester.
3. December 2013 Prepared for spring semester 2014. Collected and processed 10 pre-registered VA students for spring 2014.
4. **Non-Pell Work Study Program**
5. Summary of Non Pell Work Study students worksite placements and supervisors:
 - **10** CNR/Eseta Sua
 - **8** Procurement/J. Suesue
 - **3** Student Services/SLA Center/S. Hudson & K. Garcia
 - **2** PED/E. Imo
 - **1** ARFAO/ S. Tuitasi
 - **1** TTD E. Fruean
 - **1** Research Foundation/M. Willis**Total: 26**

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:



1. VA students not coming in immediately after registration.
2. VA students complaining of not receiving checks on time.
3. VA students complaining of VA personnel absence from office during working hours.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Continue to provide services as requested for veteran students.



Teacher Education/ American Samoa Bachelors in Education Program

Mission Statement

The mission of the American Samoa Bachelor of Education in Elementary Education is to meet the professional development needs of pre-service and in-service teachers enabling them to effectively teach in American Samoa and within the context of the global demands of the twenty-first century. The program aims to: • prepare and provide ongoing professional development of Early Childhood Education and Elementary Education teachers at the undergraduate level; • apply knowledge in education that is research based, innovative and appropriate for the American Samoa society; • provide service for and support to the local and regional education communities. Program graduates will be competent in: • teaching content area and the fundamental principles, theories and methodologies in elementary (k-8) education; • the traditional and transitional perspectives of the Samoan culture/language and their implication in teaching and learning; • the current technology and the application of technology.

Vision

The American Samoa Bachelor of Education in Elementary Education Program exists to meet the diverse educational needs and improve education in American Samoa. It provides a quality undergraduate program for pre-service and in-service teachers to become credentialed certified and professional educators.

The American Samoa Bachelor of Education in Elementary Education Program assumes a leadership role in providing access to innovative, research-based, and culturally responsive pedagogy and educational practices contributing to the academic and professional growth of all students. It also takes a leadership role in the advancement of the American Samoa society and the diverse humanity in the Pacific Region.

Mission

The mission of the American Samoa Bachelor of Education in Elementary Education is to meet the professional development needs of pre-service and in-service teachers enabling them to effectively teach in American Samoa and within the context of the global demands of the twenty-first century.

The program aims to:

- *prepare and provide ongoing professional development of Early Childhood Education and Elementary Education teachers at the undergraduate level;*
- *apply knowledge in education that is research based, innovative and appropriate for the American Samoa society;*
- *Provide service for and support to the local and regional education communities.*

Program graduates will be competent in:

- teaching content area and the fundamental principles, theories and methodologies in elementary (k-8) education;



- the traditional and transitional perspectives of the Samoan culture/language and their implication in teaching and learning;
- The current technology and the application of technology.

Themes

Several themes resonate throughout the proposed curriculum. These themes provide the guidance and structure for self-reflective dialogue and evaluation of overall program effectiveness.

1. Respecting diversity through a curriculum that is culturally appropriate and contextually relevant,
2. A focus on enhancing student learning through the use of technology,
3. A strong field-based component that provides opportunities for prospective teachers to apply gained knowledge in realistic settings,
4. A focus on content-standards, literacy and research based instruction.

Western Association of Schools and Colleges (WASC); under the joint supervision of Accrediting Commission for Senior Colleges and Universities (ACSCU) and Accrediting Commission for Community and Junior Colleges (ACCJC). 2010.

Divisional Goal 1:

TED will provide exemplary instructional and advisory services to students in the 4 Year Program (to include AA Program)

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- [✖ Bi-Weekly Report February 3 2014](#)

Expected Outcome1:

TED will provide exemplary instructional and advisory services to students in 4 Year Program. (Created on 10/09/2013)

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- The following is a snapshot of the various tasks that are completed at the Administrative level; namely carried out by the Director of Teacher Education. The tasks are aligned with a designated Expected Outcome (EO) and its numerical designation.
- The upcoming meetings will be held in January:
- MEETINGS: January 6, 2014 -Jan 17, 2014
- Faculty meetings with Director of Teacher Education: 1; First Department meeting for 2014



- Administrative meetings with TED Administrative Assistant: 14 meetings; daily meetings throughout week
- Meeting with B.Ed. Students: Ongoing; Academic Advising
- Meeting with ASDOE Teacher Quality Director: 2
- Curriculum Meeting(s): Pending; next year spring semester 2014
- Deans & Directors Meeting(s) with President: 1
- Deans & Directors Meeting(s) with Vice President of AA: 1
- Meeting with President: Pending
- Meeting with Director of IE: ongoing
- Meeting with Accountant/Business Office: 1
- Meeting with Accreditation Sub-Committee: 2; Information seeking
- Review SOP for Teacher Education Department for additional processes in SOP
- Member of Accreditation Steering Committee
- Serving as Co-Chair for Standard II A for Accreditation
- Serving as Sub Committee Chair for Financial Resources; Integrity section
- Serving as member of HR Committee
- All faculties and staff have been asked to be on Accreditation Committees, each serves on a Committee
- Registration on January 8-10, 2014 for spring semester 2014
- Aligned to EO #1-4
- Aligned to WASC Standard 4: 4.1, 4.2, 4.3, 4.4
- Reports uploaded on Compliance Assist (CA) under the supervision of the Office of Institutional Effectiveness and Assessment.
- The Transition to Teaching Grant serves to assist mid-career changers and or teachers with alternative certification and or teacher certification. The TTT grant provides set tuition assistance if the student meets the entire stated criterion. The Director of Teacher Education serves as the Project Director for the TTT Grant. Under this supervision, the PD is responsible for the overall monitoring and reporting of all relevant activities pertaining to the grant and its specific allocations to assist Teacher Education majors at both the AA and B.Ed. level.
- The following tasks will be followed up on during the month of January:
 - Review of all TTT student files
 - Review and update of former TTT students who have graduated
 - Evaluation student progress for AA and or B.Ed. ProgramAligned to EO # 1, 2, 3 & 4: See SOP Manual for Expected Outcomes 1-4.
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13,2.14
Aligned to WASC Standard 4: 4.1,4.2,4.3,4.4,4.5,4.6
- The ASDOE/TED In-Service Contract serves to provide both AA & B.Ed. Education courses for teachers who need to attain either their AA in Elementary Education or their B.Ed. degree in Elementary Education. Both public and private elementary teachers are eligible to take course towards earning either an AA and or a B.Ed. degree. The Director of Teacher Education serves as the lead administrator of the contract with ASDOE and ASCC/TED. Under this supervision, the LA is responsible for the overall monitoring and reporting of all



relevant activities pertaining to the contract and its specific allocations to assist ASDOE teachers.

- Professional Activities for upcoming weeks for January:
- Complete and finalize course schedule for ASDOE based on needs of ASDOE teachers; Evidenced by ASDOE files under TED Department Office files
Work on going by ASDOE/TED Administrative Assistant
- Meet with ASDOE/Teacher Quality Program Coordinator regarding registration process for ASDOE teachers
January 6-7,2014; to discuss ASDOE Registration for spring semester 2014
- Finalize course offerings for ASDOE teachers for Spring semester 2014
- Complete needed fall semester information for ASDOE TQ Program Director
- Assist with academic advising for ASDOE teachers entering the B.Ed. Program
- Prepare for ASDOE Spring registration 2014; registration on January 22, 2014 for ASDOE teachers; need to work until 5pm;
Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13

ASBEP/TED FACULTY

- Instructional Technology is one of the 8 pillars of the Teacher Education Program. Each ASBEP/TED faculty is charged with the task of heading their area of content expertise. As part of this report, each faculty submits highlights and or accomplishments completed and or in progress.
- Professional Activities for upcoming weeks for January:
- Faculty Orientation; January 6, 2014
- Registration; January 8-10, 2014
- Appreciation Day; January 10, 2014
- Continue to teach IT courses for TED Program; preparation underway for spring semester 2014
- Continue to work on assessment reporting of data for Two Year TED courses; as noted in matrix of data completed by IT ASBEP faculty
- Continue to review rubrics for upcoming TED Department Meeting for Rubric review work session
Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- Content & Pedagogy is one of the 8 pillars of the Teacher Education Program. Each ASBEP/TED faculty is has the professional qualification and diversity to achieve the ASBEP/TED educational objectives and ensure the integrity and continuity of its academic and co-curricular programs wherever and however they are delivered.
- Professional Activities for the upcoming weeks January:
- Faculty Orientation; January 6, 2014
- Registration; January 8-10, 2014
- Appreciation Day; January 10, 2014
- Academic Advising for both AA and B.Ed. students;



- Continue with instruction of courses; counseling students on Mathematics; preparation underway for spring semester 2014
- Continue to work on curriculum matrix for rubric review for Rubric review work session
Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- The Student Teaching Component is the capstone of the B.Ed. Program. The ST/Field Coordinator is charged with the responsibility of monitoring, evaluating and supervising, and coordinating ST candidates and all practicum experiences at the school site.
- Professional Activities for the upcoming weeks in January:
 - Faculty Orientation; January 6, 2014
 - Registration; January 8-10, 2014
 - Appreciation Day; January 10, 2014
- One student teacher candidate for spring semester 2014; Prepare school site for ST Field Experience and Practicums for TED courses with practicums
Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- Samoan Language & Culture is one of the major pillars of both the AA & B.Ed. Program. In addition, Assessment is key to the overall program efficacy of Teacher Education. The ASBEP/TED Faculty is charged with the task of reviewing assessment procedures for TED as well as curriculum development of the Samoan Language Component of the AA and B.Ed. Program.
The following tasks were completed and or are scheduled for Teacher Education Department:
 - Faculty Orientation; January 6, 2014
 - Registration; January 8-10, 2014
 - Appreciation Day; January 10, 2014
 - Academic Advising for AA and B.Ed. students;
 - Continued with instruction in the content area of Samoan Language, Language Arts for spring semester 2014; preparation underway for spring semester 2014
 - Review of Samoan Language courses and Rubrics for Rubric review work session
Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13

ASBEP/TED SUPPORT SERVICES

- TED is charged with the task of providing teacher certification and Teacher Education courses that lead to either an AA & or B.Ed. Degree with an emphasis in Elementary Education.
- The following tasks were completed and are considered on-going:
- Update all TED student files and ASDOE student files daily.
 - Go through each file and update advising sheet and check progress
 - Contact students through email or phone calls for current transcripts and other documents for records



- Update master lists according to student's progress
- Update master email listings
- Make notations on Student File Notes form in each file according to students' responses from email or phone calls
- Monitor TED Mac Lab
 - Turn on all office equipment for daily use
 - Ensure all computer keyboards and mouse are operable
 - Ensure students sign in on Sign In Sheet to use lab
 - Ensure all students are education majors
 - Ensure all lab rules and procedures are being adhered to
 - Assist students with their computer needs
 - Assist students with their printing and copying needs
 - Ensure lab is clean at all times
 - Follow through with daily shut down at lunch hour
- Assist TED Director, faculty and office staff with daily operations
 - Answer phone calls
 - Run errands around campus
 - Assist visitors/students on inquiries regarding TED programs
 - Assist with all other duties as assigned

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- [✖ TED Course Syllabi 4 Year Program](#)
- [✖ ***ED 305 Course Syllabus Spring 2013](#)
- [✖ *ED 319 Children's Literature](#)
- [✖ ED 300 Course Syllabus Spring 2012](#)
- [✖ 2ED 490 Course Syllabus Spring 2012](#)
- [✖ ED 301 Spring 2013 Course Syllabus](#)
- [✖ ED 325 Syllabus Spring 2013](#)
- [✖ ED 330 Elementary Mathematics Methods](#)
- [✖ ED 330 Elementary Mathematics Methods](#)
- [✖ ED 335 335P Sp 2013 Syllabus](#)
- [✖ ED 340 Course Syllabus Spring 2013](#)
- [✖ ED 350 and 350P Spring 2013](#)
- [✖ ED 435 435P Course Syllabus Spring 2013](#)
- [✖ TED minutes-1](#)

Expected Outcome 2:

TED Faculty and staff will provide adequate technical support services to students in 4 Year Program.



Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- The following is a snapshot of the various tasks that are completed at the Administrative level; namely carried out by the Director of Teacher Education. The tasks are aligned with a designated Expected Outcome (EO) and its numerical designation.
- The upcoming meetings will be held in January:
- MEETINGS: January 6, 2014 -Jan 17, 2014
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- Administrative meetings with TED Administrative Assistant: 14 meetings; daily meetings throughout week
- Meeting with B.Ed. Students: Ongoing; Academic Advising
- Meeting with ASDOE Teacher Quality Director: 2
- Curriculum Meeting(s): Pending; next year spring semester 2014
- Deans & Directors Meeting(s) with President: 1
- Deans & Directors Meeting(s) with Vice President of AA: 1
- Meeting with President: Pending
- Meeting with Director of IE: ongoing
- Meeting with Accountant/Business Office: 1
- Meeting with Accreditation Sub-Committee: 2; Information seeking
- Review SOP for Teacher Education Department for additional processes in SOP
- Member of Accreditation Steering Committee
- Serving as Co-Chair for Standard II A for Accreditation
- Serving as Sub Committee Chair for Financial Resources; Integrity section
- Serving as member of HR Committee
- All faculties and staff have been asked to be on Accreditation Committees, each serves on a Committee
- Registration on January 8-10, 2014 for spring semester 2014
- Aligned to EO #1-4
- Aligned to WASC Standard 4: 4.1, 4.2, 4.3, 4.4
- Reports uploaded on Compliance Assist (CA) under the supervision of the Office of Institutional Effectiveness and Assessment.
- The Transition to Teaching Grant serves to assist mid-career changers and or teachers with alternative certification and or teacher certification. The TTT grant provides set tuition assistance if the student meets the entire stated criterion. The Director of Teacher Education serves as the Project Director for the TTT Grant. Under this supervision, the PD is responsible for the overall monitoring and reporting of all relevant activities pertaining to the grant and its specific allocations to assist Teacher Education majors at both the AA and B.Ed. level.
- The following tasks will be followed up on during the month of January:
 - Review of all TTT student files
 - Review and update of former TTT students who have graduated



- Evaluation student progress for AA and or B.Ed. Program
Aligned to EO # 1, 2, 3 & 4: See SOP Manual for Expected Outcomes 1-4.
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13,2.14
Aligned to WASC Standard 4: 4.1,4.2,4.3,4.4,4.5,4.6
- The ASDOE/TED In-Service Contract serves to provide both AA & B.Ed. Education courses for teachers who need to attain either their AA in Elementary Education or their B.Ed. degree in Elementary Education. Both public and private elementary teachers are eligible to take course towards earning either an AA and or a B.Ed. degree. The Director of Teacher Education serves as the lead administrator of the contract with ASDOE and ASCC/TED. Under this supervision, the LA is responsible for the overall monitoring and reporting of all relevant activities pertaining to the contract and its specific allocations to assist ASDOE teachers.
- Professional Activities for upcoming weeks for January:
- Complete and finalize course schedule for ASDOE based on needs of ASDOE teachers; Evidenced by ASDOE files under TED Department Office files
Work on going by ASDOE/TED Administrative Assistant
- Meet with ASDOE/Teacher Quality Program Coordinator regarding registration process for ASDOE teachers
January 6-7,2014; to discuss ASDOE Registration for spring semester 2014
- Finalize course offerings for ASDOE teachers for Spring semester 2014
- Complete needed fall semester information for ASDOE TQ Program Director
- Assist with academic advising for ASDOE teachers entering the B.Ed. Program
- Prepare for ASDOE Spring registration 2014; registration on January 22, 2014 for ASDOE teachers; need to work until 5pm;
Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13

ASBEP/TED FACULTY

- Instructional Technology is one of the 8 pillars of the Teacher Education Program. Each ASBEP/TED faculty is charged with the task of heading their area of content expertise. As part of this report, each faculty submits highlights and or accomplishments completed and or in progress.
- Professional Activities for upcoming weeks for January:
- Faculty Orientation; January 6, 2014
- Registration; January 8-10, 2014
- Appreciation Day; January 10, 2014
- Continue to teach IT courses for TED Program; preparation underway for spring semester 2014
- Continue to work on assessment reporting of data for Two Year TED courses; as noted in matrix of data completed by IT ASBEP faculty
- Continue to review rubrics for upcoming TED Department Meeting for Rubric review work session
Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13



- Content & Pedagogy is one of the 8 pillars of the Teacher Education Program. Each ASBEP/TED faculty has the professional qualification and diversity to achieve the ASBEP/TED educational objectives and ensure the integrity and continuity of its academic and co-curricular programs wherever and however they are delivered.
- Professional Activities for the upcoming weeks January:
 - Faculty Orientation; January 6, 2014
 - Registration; January 8-10, 2014
 - Appreciation Day; January 10, 2014
 - Academic Advising for both AA and B.Ed. students;
 - Continue with instruction of courses; counseling students on Mathematics; preparation underway for spring semester 2014
 - Continue to work on curriculum matrix for rubric review for Rubric review work session
Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- The Student Teaching Component is the capstone of the B.Ed. Program. The ST/Field Coordinator is charged with the responsibility of monitoring, evaluating and supervising, and coordinating ST candidates and all practicum experiences at the school site.
- Professional Activities for the upcoming weeks in January:
 - Faculty Orientation; January 6, 2014
 - Registration; January 8-10, 2014
 - Appreciation Day; January 10, 2014
 - One student teacher candidate for spring semester 2014; Prepare school site for ST Field Experience and Practicums for TED courses with practicums
Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- Samoan Language & Culture is one of the major pillars of both the AA & B.Ed. Program. In addition, Assessment is key to the overall program efficacy of Teacher Education. The ASBEP/TED Faculty is charged with the task of reviewing assessment procedures for TED as well as curriculum development of the Samoan Language Component of the AA and B.Ed. Program.
The following tasks were completed and or are scheduled for Teacher Education Department:
 - Faculty Orientation; January 6, 2014
 - Registration; January 8-10, 2014
 - Appreciation Day; January 10, 2014
 - Academic Advising for AA and B.Ed. students;
 - Continued with instruction in the content area of Samoan Language, Language Arts for spring semester 2014; preparation underway for spring semester 2014
 - Review of Samoan Language courses and Rubrics for Rubric review work session
Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13



ASBEP/TED SUPPORT SERVICES

- TED is charged with the task of providing teacher certification and Teacher Education courses that lead to either an AA & or B.Ed. Degree with an emphasis in Elementary Education.
- The following tasks were completed and are considered on-going:
- Update all TED student files and ASDOE student files daily.
 - Go through each file and update advising sheet and check progress
 - Contact students through email or phone calls for current transcripts and other documents for records
 - Update master lists according to student's progress
 - Update master email listings
 - Make notations on Student File Notes form in each file according to students' responses from email or phone calls
- Monitor TED Mac Lab
 - Turn on all office equipment for daily use
 - Ensure all computer keyboards and mouse are operable
 - Ensure students sign in on Sign In Sheet to use lab
 - Ensure all students are education majors
 - Ensure all lab rules and procedures are being adhered to
 - Assist students with their computer needs
 - Assist students with their printing and copying needs
 - Ensure lab is clean at all times
 - Follow through with daily shut down at lunch hour
- Assist TED Director, faculty and office staff with daily operations
 - Answer phone calls
 - Run errands around campus
 - Assist visitors/students on inquiries regarding TED programs
 - Assist with all other duties as assigned

Expected Outcome 2:

TED Faculty and staff will provide adequate technical support services to students in 4 Year Program. (Created on 10/09/2013)

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- The following is a snapshot of the various tasks that are completed at the Administrative level; namely carried out by the Director of Teacher Education. The tasks are aligned with a designated Expected Outcome (EO) and its numerical designation.
- The upcoming meetings will be held in January:
- MEETINGS: January 6, 2014 -Jan 17, 2014
- Faculty meetings with Director of Teacher Education: 1; First Department meeting for 2014



- Administrative meetings with TED Administrative Assistant: 14 meetings; daily meetings throughout week
- Meeting with B.Ed. Students: Ongoing; Academic Advising
- Meeting with ASDOE Teacher Quality Director: 2
- Curriculum Meeting(s): Pending; next year spring semester 2014
- Deans & Directors Meeting(s) with President: 1
- Deans & Directors Meeting(s) with Vice President of AA: 1
- Meeting with President: Pending
- Meeting with Director of IE: ongoing
- Meeting with Accountant/Business Office: 1
- Meeting with Accreditation Sub-Committee: 2; Information seeking
- Review SOP for Teacher Education Department for additional processes in SOP
- Member of Accreditation Steering Committee
- Serving as Co-Chair for Standard II A for Accreditation
- Serving as Sub Committee Chair for Financial Resources; Integrity section
- Serving as member of HR Committee
- All faculties and staff have been asked to be on Accreditation Committees, each serves on a Committee
- Registration on January 8-10, 2014 for spring semester 2014
- Aligned to EO #1-4
- Aligned to WASC Standard 4: 4.1, 4.2, 4.3, 4.4
- Reports uploaded on Compliance Assist (CA) under the supervision of the Office of Institutional Effectiveness and Assessment.
- The Transition to Teaching Grant serves to assist mid-career changers and or teachers with alternative certification and or teacher certification. The TTT grant provides set tuition assistance if the student meets the entire stated criterion. The Director of Teacher Education serves as the Project Director for the TTT Grant. Under this supervision, the PD is responsible for the overall monitoring and reporting of all relevant activities pertaining to the grant and its specific allocations to assist Teacher Education majors at both the AA and B.Ed. level.
- The following tasks will be followed up on during the month of January:
 - Review of all TTT student files
 - Review and update of former TTT students who have graduated
 - Evaluation student progress for AA and or B.Ed. ProgramAligned to EO # 1, 2, 3 & 4: See SOP Manual for Expected Outcomes 1-4.
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13,2.14
Aligned to WASC Standard 4: 4.1,4.2,4.3,4.4,4.5,4.6
- The ASDOE/TED In-Service Contract serves to provide both AA & B.Ed. Education courses for teachers who need to attain either their AA in Elementary Education or their B.Ed. degree in Elementary Education. Both public and private elementary teachers are eligible to take course towards earning either an AA and or a B.Ed. degree. The Director of Teacher Education serves as the lead administrator of the contract with ASDOE and ASCC/TED. Under this supervision, the LA is responsible for the overall monitoring and reporting of all



relevant activities pertaining to the contract and its specific allocations to assist ASDOE teachers.

- Professional Activities for upcoming weeks for January:
- Complete and finalize course schedule for ASDOE based on needs of ASDOE teachers; Evidenced by ASDOE files under TED Department Office files
Work on going by ASDOE/TED Administrative Assistant
- Meet with ASDOE/Teacher Quality Program Coordinator regarding registration process for ASDOE teachers
January 6-7,2014; to discuss ASDOE Registration for spring semester 2014
- Finalize course offerings for ASDOE teachers for Spring semester 2014
- Complete needed fall semester information for ASDOE TQ Program Director
- Assist with academic advising for ASDOE teachers entering the B.Ed. Program
- Prepare for ASDOE Spring registration 2014; registration on January 22, 2014 for ASDOE teachers; need to work until 5pm;
Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13

ASBEP/TED FACULTY

- Instructional Technology is one of the 8 pillars of the Teacher Education Program. Each ASBEP/TED faculty is charged with the task of heading their area of content expertise. As part of this report, each faculty submits highlights and or accomplishments completed and or in progress.
- Professional Activities for upcoming weeks for January:
- Faculty Orientation; January 6, 2014
- Registration; January 8-10, 2014
- Appreciation Day; January 10, 2014
- Continue to teach IT courses for TED Program; preparation underway for spring semester 2014
- Continue to work on assessment reporting of data for Two Year TED courses; as noted in matrix of data completed by IT ASBEP faculty
- Continue to review rubrics for upcoming TED Department Meeting for Rubric review work session
Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- Content & Pedagogy is one of the 8 pillars of the Teacher Education Program. Each ASBEP/TED faculty is has the professional qualification and diversity to achieve the ASBEP/TED educational objectives and ensure the integrity and continuity of its academic and co-curricular programs wherever and however they are delivered.
- Professional Activities for the upcoming weeks January:
- Faculty Orientation; January 6, 2014
- Registration; January 8-10, 2014
- Appreciation Day; January 10, 2014
- Academic Advising for both AA and B.Ed. students;



- Continue with instruction of courses; counseling students on Mathematics; preparation underway for spring semester 2014
- Continue to work on curriculum matrix for rubric review for Rubric review work session
Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- The Student Teaching Component is the capstone of the B.Ed. Program. The ST/Field Coordinator is charged with the responsibility of monitoring, evaluating and supervising, and coordinating ST candidates and all practicum experiences at the school site.
- Professional Activities for the upcoming weeks in January:
 - Faculty Orientation; January 6, 2014
 - Registration; January 8-10, 2014
 - Appreciation Day; January 10, 2014
- One student teacher candidate for spring semester 2014; Prepare school site for ST Field Experience and Practicums for TED courses with practicums
Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- Samoan Language & Culture is one of the major pillars of both the AA & B.Ed. Program. In addition, Assessment is key to the overall program efficacy of Teacher Education. The ASBEP/TED Faculty is charged with the task of reviewing assessment procedures for TED as well as curriculum development of the Samoan Language Component of the AA and B.Ed. Program.
The following tasks were completed and or are scheduled for Teacher Education Department:
 - Faculty Orientation; January 6, 2014
 - Registration; January 8-10, 2014
 - Appreciation Day; January 10, 2014
 - Academic Advising for AA and B.Ed. students;
 - Continued with instruction in the content area of Samoan Language, Language Arts for spring semester 2014; preparation underway for spring semester 2014
 - Review of Samoan Language courses and Rubrics for Rubric review work session
Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13

ASBEP/TED SUPPORT SERVICES

- TED is charged with the task of providing teacher certification and Teacher Education courses that lead to either an AA & or B.Ed. Degree with an emphasis in Elementary Education.
- The following tasks were completed and are considered on-going:
- Update all TED student files and ASDOE student files daily.
 - Go through each file and update advising sheet and check progress
 - Contact students through email or phone calls for current transcripts and other documents for records



- Update master lists according to student's progress
- Update master email listings
- Make notations on Student File Notes form in each file according to students' responses from email or phone calls
- Monitor TED Mac Lab
 - Turn on all office equipment for daily use
 - Ensure all computer keyboards and mouse are operable
 - Ensure students sign in on Sign In Sheet to use lab
 - Ensure all students are education majors
 - Ensure all lab rules and procedures are being adhered to
 - Assist students with their computer needs
 - Assist students with their printing and copying needs
 - Ensure lab is clean at all times
 - Follow through with daily shut down at lunch hour
- Assist TED Director, faculty and office staff with daily operations
 - Answer phone calls
 - Run errands around campus
 - Assist visitors/students on inquiries regarding TED programs
 - Assist with all other duties as assigned
- Professional Activities for the upcoming weeks for January:
- Create course listing for ASDOE course schedule for Spring semester 2014
- Contact all ASDOE teachers for preparation for registration, especially those in the B.Ed. Cohort
- Continue to work on ASDOE students files and report for ASDOE Teacher Quality
- Complete Cohort listing of all ASDOE teachers
- The TED Administrative Assistant is tasked with the overall office operations for the Teacher Education Department.
- The following tasks are ongoing and carried out throughout the week with the Director of Teacher Education:
 - Follow up on Purchase Requisitions, Job Orders
 - Follow up on all Faculty contracts & Adjunct contracts
 - Create and complete all time sheets, sick leave requests for faculties and staff when needed
 - Follow up on all Office files and TTT Student files
 - Assist with all routing of all documents, PR, Job Orders, IPO's and other documents needed for routing from Director of Teacher Education
 - Transport ST Coordinator to School Site; to and from the SS; to begin again in spring semester 2014
 - Organize all TED events for Department such as meeting agendas, sign sheets, copies of PPT presentations
 - Meet and advise all interested students in TTT Grant funding and or program
 - Transport teachers and students to school site for practicums
 - Pick up all department orders from vendors
 - All other tasks designated by Director of Teacher Education



- Administrative Activities for the upcoming weeks for January:
- Prepare all invoices for Samoan Language Instructional Resources; namely textbooks for courses for ASBEP Program with Samoan Language component;
- Begin to review needed supplies for spring semester 2014
- Begin to review TTT files for upcoming report for TTT Grant reporting period for December 2013
- Organize all department files and archive 2013; set up for 2014.
- Work on job orders for moving of faculties to new locations

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- [✖ Bi-weekly December 23](#)
- [✖ Biweekly December 9](#)
- [✖ 3Bi Weekly Report August 19-30](#)
- [✖ 4Bi Weekly Report September 2-13](#)
- [✖ Bi Weekly Reports](#)
- [✖ Bi Weekly Report for Nov 25](#)
- [✖ Bi-Weekly Report for Nov 11](#)
- [✖ Week of October 15](#)

Expected Outcome 3:

TED Administration, Faculty, Staff will continue to build and strengthen community relationships with external stakeholders, ASDOE, Private Schools, ASG Government agencies (Created on 10/09/2013).

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- The following is a snapshot of the various tasks that are completed at the Administrative level; namely carried out by the Director of Teacher Education. The tasks are aligned with a designated Expected Outcome (EO) and its numerical designation.
- The upcoming meetings will be held in January:
- MEETINGS: January 6, 2014 -Jan 17, 2014
- Faculty meetings with Director of Teacher Education: 1; First Department meeting for 2014
- Administrative meetings with TED Administrative Assistant: 14 meetings; daily meetings throughout week
- Meeting with B.Ed. Students: Ongoing; Academic Advising
- Meeting with ASDOE Teacher Quality Director: 2
- Curriculum Meeting(s): Pending; next year spring semester 2014
- Deans & Directors Meeting(s) with President: 1
- Deans & Directors Meeting(s) with Vice President of AA: 1



- Meeting with President: Pending
- Meeting with Director of IE: ongoing
- Meeting with Accountant/Business Office: 1
- Meeting with Accreditation Sub-Committee: 2; Information seeking
- Review SOP for Teacher Education Department for additional processes in SOP
- Member of Accreditation Steering Committee
- Serving as Co-Chair for Standard II A for Accreditation
- Serving as Sub Committee Chair for Financial Resources; Integrity section
- Serving as member of HR Committee
- All faculties and staff have been asked to be on Accreditation Committees, each serves on a Committee
- Registration on January 8-10, 2014 for spring semester 2014
- Aligned to EO #1-4
- Aligned to WASC Standard 4: 4.1, 4.2, 4.3, 4.4
- Reports uploaded on Compliance Assist (CA) under the supervision of the Office of Institutional Effectiveness and Assessment.
- The Transition to Teaching Grant serves to assist mid career changers and or teachers with alternative certification and or teacher certification. The TTT grant provides set tuition assistance if the student meets the entire stated criterion. The Director of Teacher Education serves as the Project Director for the TTT Grant. Under this supervision, the PD is responsible for the overall monitoring and reporting of all relevant activities pertaining to the grant and its specific allocations to assist Teacher Education majors at both the AA and B.Ed. level.
- The following tasks will be followed up on during the month of January:
 - Review of all TTT student files
 - Review and update of former TTT students who have graduated
 - Evaluation student progress for AA and or B.Ed. Program
- Aligned to EO # 1, 2, 3 & 4: See SOP Manual for Expected Outcomes 1-4.
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13,2.14
- Aligned to WASC Standard 4: 4.1,4.2,4.3,4.4,4.5,4.6
- The ASDOE/TED In-Service Contract serves to provide both AA & B.Ed. Education courses for teachers who need to attain either their AA in Elementary Education or their B.Ed. degree in Elementary Education. Both public and private elementary teachers are eligible to take course towards earning either an AA and or a B.Ed. degree. The Director of Teacher Education serves as the lead administrator of the contract with ASDOE and ASCC/TED. Under this supervision, the LA is responsible for the overall monitoring and reporting of all relevant activities pertaining to the contract and its specific allocations to assist ASDOE teachers.
- Professional Activities for upcoming weeks for January:
- Complete and finalize course schedule for ASDOE based on needs of ASDOE teachers; Evidenced by ASDOE files under TED Department Office files
Work on going by ASDOE/TED Administrative Assistant



- Meet with ASDOE/Teacher Quality Program Coordinator regarding registration process for ASDOE teachers
January 6-7,2014; to discuss ASDOE Registration for spring semester 2014
- Finalize course offerings for ASDOE teachers for Spring semester 2014
- Complete needed fall semester information for ASDOE TQ Program Director
- Assist with academic advising for ASDOE teachers entering the B.Ed. Program
- Prepare for ASDOE Spring registration 2014; registration on January 22, 2014 for ASDOE teachers; need to work until 5pm;
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- Instructional Technology is one of the 8 pillars of the Teacher Education Program. Each ASBEP/TED faculty is charged with the task of heading their area of content expertise. As part of this report, each faculty submits highlights and or accomplishments completed and or in progress.
- Professional Activities for upcoming weeks for January:
- Faculty Orientation; January 6, 2014
- Registration; January 8-10, 2014
- Appreciation Day; January 10, 2014
- Continue to teach IT courses for TED Program; preparation underway for spring semester 2014
- Continue to work on assessment reporting of data for Two Year TED courses; as noted in matrix of data completed by IT ASBEP faculty
- Continue to review rubrics for upcoming TED Department Meeting for Rubric review work session
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- Content & Pedagogy is one of the 8 pillars of the Teacher Education Program. Each ASBEP/TED faculty is has the professional qualification and diversity to achieve the ASBEP/TED educational objectives and ensure the integrity and continuity of its academic and co-curricular programs wherever and however they are delivered.
- Professional Activities for the upcoming weeks January:
- Faculty Orientation; January 6, 2014
- Registration; January 8-10, 2014
- Appreciation Day; January 10, 2014
- Academic Advising for both AA and B.Ed. students;
- Continue with instruction of courses; counseling students on Mathematics; preparation underway for spring semester 2014
- Continue to work on curriculum matrix for rubric review for Rubric review work session
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- The Student Teaching Component is the capstone of the B.Ed. Program. The ST/Field Coordinator is charged with the responsibility of monitoring, evaluating



and supervising, and coordinating ST candidates and all practicum experiences at the school site.

- Professional Activities for the upcoming weeks in January:
- Faculty Orientation; January 6, 2014
- Registration; January 8-10, 2014
- Appreciation Day; January 10, 2014
- One student teacher candidate for spring semester 2014; Prepare school site for ST Field Experience and Practicums for TED courses with practicums
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- Samoan Language & Culture is one of the major pillars of both the AA & B.Ed. Program. In addition, Assessment is key to the overall program efficacy of Teacher Education. The ASBEP/TED Faculty is charged with the task of reviewing assessment procedures for TED as well as curriculum development of the Samoan Language Component of the AA and B.Ed. Program.
- The following tasks were completed and or are scheduled for Teacher Education Department:
 - Professional Activities for the upcoming weeks for January:
 - Faculty Orientation; January 6, 2014
 - Registration; January 8-10, 2014
 - Appreciation Day; January 10, 2014
 - Academic Advising for AA and B.Ed. students;
 - Continued with instruction in the content area of Samoan Language, Language Arts for spring semester 2014; preparation underway for spring semester 2014
 - Review of Samoan Language courses and Rubrics for Rubric review work session
 - Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
 - Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
 - TED is charged with the task of providing teacher certification and Teacher Education courses that lead to either an AA & or B.Ed. Degree with an emphasis in Elementary Education.
 - The following tasks were completed and are considered on-going:
 - Update all TED student files and ASDOE student files daily.
 - Go through each file and update advising sheet and check progress
 - Contact students through email or phone calls for current transcripts and other documents for records
 - Update master lists according to student's progress
 - Update master email listings
 - Make notations on Student File Notes form in each file according to students' responses from email or phone calls
 - Monitor TED Mac Lab
 - Turn on all office equipment for daily use
 - Ensure all computer keyboards and mouse are operable
 - Ensure students sign in on Sign In Sheet to use lab
 - Ensure all students are education majors



- Ensure all lab rules and procedures are being adhered to
- Assist students with their computer needs
- Assist students with their printing and copying needs
- Ensure lab is clean at all times
- Follow through with daily shut down at lunch hour *Turn off
all office equipment, lights and air conditioners
- Assist TED Director, faculty and office staff with daily operations
- Answer phone calls
- Run errands around campus
- Assist visitors/students on inquiries regarding TED programs
- Assist with all other duties as assigned
- Professional Activities for the upcoming weeks for January
- Create course listing for ASDOE course schedule for Spring semester 2014
- Contact all ASDOE teachers for preparation for registration, especially those in the B.Ed. Cohort
- Continue to work on ASDOE students files and report for ASDOE Teacher Quality
- Complete Cohort listing of all ASDOE teachers
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- The TED Administrative Assistant is tasked with the overall office operations for the Teacher Education Department.
- The following tasks are ongoing and carried out throughout the week with the Director of Teacher Education:
 - Follow up on Purchase Requisitions, Job Orders
 - Follow up on all Faculty contracts & Adjunct contracts
 - Create and complete all time sheets, sick leave requests for faculties and staff when needed
 - Follow up on all Office files and TTT Student files.
 - Assist with all routing of all documents, PR, Job Orders, IPO's and other documents needed for routing from Director of Teacher Education
 - Transport ST Coordinator to School Site; to and from the SS; to begin again in spring semester 2014
 - Organize all TED events for Department such as meeting agendas, sign sheets, copies of PPT presentations
 - Meet and advise all interested students in TTT Grant funding and or program
 - Transport teachers and students to school site for practicums
 - Pick up all department orders from vendors
 - All other tasks designated by Director of Teacher Education
- Administrative Activities for the upcoming weeks for January:
 - Prepare all invoices for Samoan Language Instructional Resources; namely textbooks for courses for ASBEP Program with Samoan Language component;
 - Begin to review needed supplies for spring semester 2014



- Begin to review TTT files for upcoming report for TTT Grant reporting period for December 2013
- Organize all department files and archive 2013; set up for 2014.
- Work on job orders for moving of faculties to new locations
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- The TED Office Aide is tasked with assisting the TED Administrative Assistant with overall office operations for the Teacher Education Department.
- The following tasks are ongoing and carried out throughout the week with the Director of Teacher Education:
 - Monitor the MAC Lab in M7A
 - Assist with all routing of all documents, PR, Job Orders, IPO's and other documents needed for routing from Director of Teacher Education
 - Supervise and or monitor students who use the MAC Computer Lab in M7A
 - All other tasks designated by Director of Teacher Education
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4

Expected Outcome 3:

TED Administration, Faculty, Staff will continue to build and strengthen community relationships with external stakeholders, ASDOE, Private Schools, ASG Government agencies (Created on 10/09/2013).

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- The following is a snapshot of the various tasks that are completed at the Administrative level; namely carried out by the Director of Teacher Education. The tasks are aligned with a designated Expected Outcome (EO) and its numerical designation.
- The upcoming meetings will be held in January:
- MEETINGS: January 6, 2014 -Jan 17, 2014
- Faculty meetings with Director of Teacher Education: 1; First Department meeting for 2014
- Administrative meetings with TED Administrative Assistant: 14 meetings; daily meetings throughout week
- Meeting with B.Ed. Students: Ongoing; Academic Advising
- Meeting with ASDOE Teacher Quality Director: 2
- Curriculum Meeting(s): Pending; next year spring semester 2014
- Deans & Directors Meeting(s) with President: 1
- Deans & Directors Meeting(s) with Vice President of AA: 1
- Meeting with President: Pending
- Meeting with Director of IE: ongoing
- Meeting with Accountant/Business Office: 1
- Meeting with Accreditation Sub-Committee: 2; Information seeking
- Review SOP for Teacher Education Department for additional processes in SOP
- Member of Accreditation Steering Committee



- Serving as Co-Chair for Standard II A for Accreditation
- Serving as Sub Committee Chair for Financial Resources; Integrity section
- Serving as member of HR Committee
- All faculties and staff have been asked to be on Accreditation Committees, each serves on a Committee
- Registration on January 8-10, 2014 for spring semester 2014
- Aligned to EO #1-4
- Aligned to WASC Standard 4: 4.1, 4.2, 4.3, 4.4
- Reports uploaded on Compliance Assist (CA) under the supervision of the Office of Institutional Effectiveness and Assessment.
- The Transition to Teaching Grant serves to assist mid career changers and or teachers with alternative certification and or teacher certification. The TTT grant provides set tuition assistance if the student meets the entire stated criterion. The Director of Teacher Education serves as the Project Director for the TTT Grant. Under this supervision, the PD is responsible for the overall monitoring and reporting of all relevant activities pertaining to the grant and its specific allocations to assist Teacher Education majors at both the AA and B.Ed. level.
- The following tasks will be followed up on during the month of January:
 - Review of all TTT student files
 - Review and update of former TTT students who have graduated
 - Evaluation student progress for AA and or B.Ed. Program
 - Aligned to EO # 1, 2, 3 & 4: See SOP Manual for Expected Outcomes 1-4.
 - Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13,2.14
 - Aligned to WASC Standard 4: 4.1,4.2,4.3,4.4,4.5,4.6
- The ASDOE/TED In-Service Contract serves to provide both AA & B.Ed. Education courses for teachers who need to attain either their AA in Elementary Education or their B.Ed. degree in Elementary Education. Both public and private elementary teachers are eligible to take course towards earning either an AA and or a B.Ed. degree. The Director of Teacher Education serves as the lead administrator of the contract with ASDOE and ASCC/TED. Under this supervision, the LA is responsible for the overall monitoring and reporting of all relevant activities pertaining to the contract and its specific allocations to assist ASDOE teachers.
- Professional Activities for upcoming weeks for January:
 - Complete and finalize course schedule for ASDOE based on needs of ASDOE teachers; Evidenced by ASDOE files under TED Department Office files
Work on going by ASDOE/TED Administrative Assistant
 - Meet with ASDOE/Teacher Quality Program Coordinator regarding registration process for ASDOE teachers
January 6-7,2014; to discuss ASDOE Registration for spring semester 2014
 - Finalize course offerings for ASDOE teachers for Spring semester 2014
 - Complete needed fall semester information for ASDOE TQ Program Director
 - Assist with academic advising for ASDOE teachers entering the B.Ed. Program
 - Prepare for ASDOE Spring registration 2014; registration on January 22, 2014 for ASDOE teachers; need to work until 5pm;



- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- Instructional Technology is one of the 8 pillars of the Teacher Education Program. Each ASBEP/TED faculty is charged with the task of heading their area of content expertise. As part of this report, each faculty submits highlights and or accomplishments completed and or in progress.
- Professional Activities for upcoming weeks for January:
 - Faculty Orientation; January 6, 2014
 - Registration; January 8-10, 2014
 - Appreciation Day; January 10, 2014
- Continue to teach IT courses for TED Program; preparation underway for spring semester 2014
- Continue to work on assessment reporting of data for Two Year TED courses; as noted in matrix of data completed by IT ASBEP faculty
- Continue to review rubrics for upcoming TED Department Meeting for Rubric review work session
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- Content & Pedagogy is one of the 8 pillars of the Teacher Education Program. Each ASBEP/TED faculty is has the professional qualification and diversity to achieve the ASBEP/TED educational objectives and ensure the integrity and continuity of its academic and co-curricular programs wherever and however they are delivered.
- Professional Activities for the upcoming weeks January:
 - Faculty Orientation; January 6, 2014
 - Registration; January 8-10, 2014
 - Appreciation Day; January 10, 2014
- Academic Advising for both AA and B.Ed. students;
- Continue with instruction of courses; counseling students on Mathematics; preparation underway for spring semester 2014
- Continue to work on curriculum matrix for rubric review for Rubric review work session
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- The Student Teaching Component is the capstone of the B.Ed. Program. The ST/Field Coordinator is charged with the responsibility of monitoring, evaluating and supervising, and coordinating ST candidates and all practicum experiences at the school site.
- Professional Activities for the upcoming weeks in January:
 - Faculty Orientation; January 6, 2014
 - Registration; January 8-10, 2014
 - Appreciation Day; January 10, 2014
- One student teacher candidate for spring semester 2014; Prepare school site for ST Field Experience and Practicums for TED courses with practicums
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4



- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- Samoan Language & Culture is one of the major pillars of both the AA & B.Ed. Program. In addition, Assessment is key to the overall program efficacy of Teacher Education. The ASBEP/TED Faculty is charged with the task of reviewing assessment procedures for TED as well as curriculum development of the Samoan Language Component of the AA and B.Ed. Program.
- The following tasks were completed and or are scheduled for Teacher Education Department:
 - Professional Activities for the upcoming weeks for January:
 - Faculty Orientation; January 6, 2014
 - Registration; January 8-10, 2014
 - Appreciation Day; January 10, 2014
 - Academic Advising for AA and B.Ed. students;
 - Continued with instruction in the content area of Samoan Language, Language Arts for spring semester 2014; preparation underway for spring semester 2014
 - Review of Samoan Language courses and Rubrics for Rubric review work session
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- TED is charged with the task of providing teacher certification and Teacher Education courses that lead to either an AA & or B.Ed. Degree with an emphasis in Elementary Education.
- The following tasks were completed and are considered on-going:
 - Update all TED student files and ASDOE student files daily.
 - Go through each file and update advising sheet and check progress
 - Contact students through email or phone calls for current transcripts and other documents for records
 - Update master lists according to student's progress
 - Update master email listings
 - Make notations on Student File Notes form in each file according to students' responses from email or phone calls
 - Monitor TED Mac Lab
 - Turn on all office equipment for daily use
 - Ensure all computer keyboards and mouse are operable
 - Ensure students sign in on Sign In Sheet to use lab
 - Ensure all students are education majors
 - Ensure all lab rules and procedures are being adhered to
 - Assist students with their computer needs
 - Assist students with their printing and copying needs
 - Ensure lab is clean at all times
 - Follow through with daily shut down at lunch hour *Turn off all office equipment, lights and air conditioners
 - Assist TED Director, faculty and office staff with daily operations
 - Answer phone calls



- Run errands around campus
- Assist visitors/students on inquiries regarding TED programs
- Assist with all other duties as assigned
- Professional Activities for the upcoming weeks for January
- Create course listing for ASDOE course schedule for Spring semester 2014
- Contact all ASDOE teachers for preparation for registration, especially those in the B.Ed. Cohort
- Continue to work on ASDOE students files and report for ASDOE Teacher Quality
- Complete Cohort listing of all ASDOE teachers
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- The TED Administrative Assistant is tasked with the overall office operations for the Teacher Education Department.
- The following tasks are ongoing and carried out throughout the week with the Director of Teacher Education:
 - Follow up on Purchase Requisitions, Job Orders
 - Follow up on all Faculty contracts & Adjunct contracts
 - Create and complete all time sheets, sick leave requests for faculties and staff when needed
 - Follow up on all Office files and TTT Student files.
- Assist with all routing of all documents, PR, Job Orders, IPO's and other documents needed for routing from Director of Teacher Education
- Transport ST Coordinator to School Site; to and from the SS; to begin again in spring semester 2014
- Organize all TED events for Department such as meeting agendas, sign sheets, copies of PPT presentations
- Meet and advise all interested students in TTT Grant funding and or program
- Transport teachers and students to school site for practicums
- Pick up all department orders from vendors
- All other tasks designated by Director of Teacher Education
- Administrative Activities for the upcoming weeks for January:
 - Prepare all invoices for Samoan Language Instructional Resources; namely textbooks for courses for ASBEP Program with Samoan Language component;
 - Begin to review needed supplies for spring semester 2014
 - Begin to review TTT files for upcoming report for TTT Grant reporting period for December 2013
- Organize all department files and archive 2013; set up for 2014.
- Work on job orders for moving of faculties to new locations
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- The TED Office Aide is tasked with assisting the TED Administrative Assistant with overall office operations for the Teacher Education Department.
- The following tasks are ongoing and carried out throughout the week with the Director of Teacher Education:



- Monitor the MAC Lab in M7A
- Assist with all routing of all documents, PR, Job Orders, IPO's and other documents needed for routing from Director of Teacher Education
- Supervise and or monitor students who use the MAC Computer Lab in M7A
- All other tasks designated by Director of Teacher Education
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

-  [ASDOE MOU for ASDOE Teachers](#)

Describe any staff or faculty achievements:

- Growing relationship with ASDOE Teacher Quality Division has been tremendously helpful for the B.Ed. Program and helping ASDOE with providing quality Teacher Education courses for local teachers.

Expected Outcome 4:

TED Administration, Faculty, Staff and students will continue to work towards meeting the criterion and standards of both the WASC JR and SR Commission for Accreditation. (Created on 10/09/2013)

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- The following is a snapshot of the various tasks that are completed at the Administrative level; namely carried out by the Director of Teacher Education. The tasks are aligned with a designated Expected Outcome (EO) and its numerical designation.
- The upcoming meetings will be held in January:
- MEETINGS: January 6, 2014 -Jan 17, 2014
- Faculty meetings with Director of Teacher Education: 1; First Department meeting for 2014
- Administrative meetings with TED Administrative Assistant: 14 meetings; daily meetings throughout week
- Meeting with B.Ed. Students: Ongoing; Academic Advising
- Meeting with ASDOE Teacher Quality Director: 2
- Curriculum Meeting(s): Pending; next year spring semester 2014
- Deans & Directors Meeting(s) with President: 1
- Deans & Directors Meeting(s) with Vice President of AA: 1
- Meeting with President: Pending
- Meeting with Director of IE: ongoing
- Meeting with Accountant/Business Office: 1



- Meeting with Accreditation Sub-Committee: 2; Information seeking
- Review SOP for Teacher Education Department for additional processes in SOP
- Member of Accreditation Steering Committee
- Serving as Co-Chair for Standard II A for Accreditation
- Serving as Sub Committee Chair for Financial Resources; Integrity section
- Serving as member of HR Committee
- All faculties and staff have been asked to be on Accreditation Committees, each serves on a Committee
- Registration on January 8-10, 2014 for spring semester 2014
- Aligned to EO #1-4
- Aligned to WASC Standard 4: 4.1, 4.2, 4.3, 4.4
- Reports uploaded on Compliance Assist (CA) under the supervision of the Office of Institutional Effectiveness and Assessment.
- The Transition to Teaching Grant serves to assist mid-career changers and or teachers with alternative certification and or teacher certification. The TTT grant provides set tuition assistance if the student meets the entire stated criterion. The Director of Teacher Education serves as the Project Director for the TTT Grant. Under this supervision, the PD is responsible for the overall monitoring and reporting of all relevant activities pertaining to the grant and its specific allocations to assist Teacher Education majors at both the AA and B.Ed. level.
- The following tasks will be followed up on during the month of January:
- Review of all TTT student files
- Review and update of former TTT students who have graduated
- Evaluation student progress for AA and or B.Ed. Program
- Aligned to EO # 1, 2, 3 & 4: See SOP Manual for Expected Outcomes 1-4.
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13,2.14
- Aligned to WASC Standard 4: 4.1,4.2,4.3,4.4,4.5,4.6
- The ASDOE/TED In-Service Contract serves to provide both AA & B.Ed. Education courses for teachers who need to attain either their AA in Elementary Education or their B.Ed. degree in Elementary Education. Both public and private elementary teachers are eligible to take course towards earning either an AA and or a B.Ed. degree. The Director of Teacher Education serves as the lead administrator of the contract with ASDOE and ASCC/TED. Under this supervision, the LA is responsible for the overall monitoring and reporting of all relevant activities pertaining to the contract and its specific allocations to assist ASDOE teachers.
- Professional Activities for upcoming weeks for January:
- Complete and finalize course schedule for ASDOE based on needs of ASDOE teachers; Evidenced by ASDOE files under TED Department Office files
Work on going by ASDOE/TED Administrative Assistant
- Meet with ASDOE/Teacher Quality Program Coordinator regarding registration process for ASDOE teachers
January 6-7,2014; to discuss ASDOE Registration for spring semester 2014
- Finalize course offerings for ASDOE teachers for Spring semester 2014
- Complete needed fall semester information for ASDOE TQ Program Director



- Assist with academic advising for ASDOE teachers entering the B.Ed. Program
- Prepare for ASDOE Spring registration 2014; registration on January 22, 2014 for ASDOE teachers; need to work until 5pm;
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13

ASBEP/TED FACULTY

- Instructional Technology is one of the 8 pillars of the Teacher Education Program. Each ASBEP/TED faculty is charged with the task of heading their area of content expertise. As part of this report, each faculty submits highlights and or accomplishments completed and or in progress.
- Professional Activities for upcoming weeks for January:
 - Faculty Orientation; January 6, 2014
 - Registration; January 8-10, 2014
 - Appreciation Day; January 10, 2014
- Continue to teach IT courses for TED Program; preparation underway for spring semester 2014
- Continue to work on assessment reporting of data for Two Year TED courses; as noted in matrix of data completed by IT ASBEP faculty
- Continue to review rubrics for upcoming TED Department Meeting for Rubric review work session
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- Content & Pedagogy is one of the 8 pillars of the Teacher Education Program. Each ASBEP/TED faculty is has the professional qualification and diversity to achieve the ASBEP/TED educational objectives and ensure the integrity and continuity of its academic and co-curricular programs wherever and however they are delivered.
- Professional Activities for the upcoming weeks January:
 - Faculty Orientation; January 6, 2014
 - Registration; January 8-10, 2014
 - Appreciation Day; January 10, 2014
- Academic Advising for both AA and B.Ed. students;
- Continue with instruction of courses; counseling students on Mathematics; preparation underway for spring semester 2014
- Continue to work on curriculum matrix for rubric review for Rubric review work session
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- The Student Teaching Component is the capstone of the B.Ed. Program. The ST/Field Coordinator is charged with the responsibility of monitoring, evaluating and supervising, and coordinating ST candidates and all practicum experiences at the school site.
- Professional Activities for the upcoming weeks in January:
 - Faculty Orientation; January 6, 2014



- Registration; January 8-10, 2014
- Appreciation Day; January 10, 2014
- One student teacher candidate for spring semester 2014; Prepare school site for ST Field Experience and Practicums for TED courses with practicums
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- Samoan Language & Culture is one of the major pillars of both the AA & B.Ed. Program. In addition, Assessment is key to the overall program efficacy of Teacher Education. The ASBEP/TED Faculty is charged with the task of reviewing assessment procedures for TED as well as curriculum development of the Samoan Language Component of the AA and B.Ed. Program.
The following tasks were completed and or are scheduled for Teacher Education Department:
- Professional Activities for the upcoming weeks for January:
- Faculty Orientation; January 6, 2014
- Registration; January 8-10, 2014
- Appreciation Day; January 10, 2014
- Academic Advising for AA and B.Ed. students;
- Continued with instruction in the content area of Samoan Language, Language Arts for spring semester 2014; preparation underway for spring semester 2014
- Review of Samoan Language courses and Rubrics for Rubric review work session
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13

ASBEP/TED SUPPORT SERVICES

- TED is charged with the task of providing teacher certification and Teacher Education courses that lead to either an AA & or B.Ed. Degree with an emphasis in Elementary Education.
- The following tasks were completed and are considered on-going:
- Update all TED student files and ASDOE student files daily.
- Go through each file and update advising sheet and check progress
Contact students through email or phone calls for current transcripts and other documents for records
 - Update master lists according to student's progress
 - Update master email listings
 - Make notations on Student File Notes form in each file according to students' responses from email or phone calls
- Monitor TED Mac Lab
 - Turn on all office equipment for daily use
 - Ensure all computer keyboards and mouse are operable
 - Ensure students sign in on Sign In Sheet to use lab
 - Ensure all students are education majors
 - Ensure all lab rules and procedures are being adhered to
 - Assist students with their computer needs



- Assist students with their printing and copying needs
- Ensure lab is clean at all times
- Follow through with daily shut down at lunch hour
- Turn off all office equipment, lights and air conditioners
- Assist TED Director, faculty and office staff with daily operations
 - Answer phone calls
 - Run errands around campus
 - Assist visitors/students on inquiries regarding TED programs
 - Assist with all other duties as assigned
- Professional Activities for the upcoming weeks for January:
- Create course listing for ASDOE course schedule for Spring semester 2014
- Contact all ASDOE teachers for preparation for registration, especially those in the B.Ed. Cohort
- Continue to work on ASDOE students files and report for ASDOE Teacher Quality
- Complete Cohort listing of all ASDOE teachers
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- Aligned to WASC Standard 2: 2.10,2.11,2.12,2.13
- The TED Administrative Assistant is tasked with the overall office operations for the Teacher Education Department.
- The following tasks are ongoing and carried out throughout the week with the Director of Teacher Education:
 - Follow up on Purchase Requisitions, Job Orders
 - Follow up on all Faculty contracts & Adjunct contracts
 - Create and complete all time sheets, sick leave requests for faculties and staff when needed
 - Follow up on all Office files and TTT Student files
 - Assist with all routing of all documents, PR, Job Orders, IPO's and other documents needed for routing from Director of Teacher Education
 - Transport ST Coordinator to School Site; to and from the SS; to begin again in spring semester 2014
 - Organize all TED events for Department such as meeting agendas, sign sheets, copies of PPT presentations.
 - Meet and advise all interested students in TTT Grant funding and or program
 - Transport teachers and students to school site for practicums
 - Pick up all department orders from vendors
 - All other tasks designated by Director of Teacher Education
- Administrative Activities for the upcoming weeks for January:
 - Prepare all invoices for Samoan Language Instructional Resources; namely textbooks for courses for ASBEP Program with Samoan Language component;
 - Begin to review needed supplies for spring semester 2014
 - Begin to review TTT files for upcoming report for TTT Grant reporting period for December 2013
 - Organize all department files and archive 2013; set up for 2014.
 - Work on job orders for moving of faculties to new locations



- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4
- The TED Office Aide is tasked with assisting the TED Administrative Assistant with overall office operations for the Teacher Education Department.
- The following tasks are ongoing and carried out throughout the week with the Director of Teacher Education:
- Monitor the MAC Lab in M7A
- Assist with all routing of all documents, PR, Job Orders, IPO's and other documents needed for routing from Director of Teacher Education
- Supervise and or monitor students who use the MAC Computer Lab in M7A
- All other tasks designated by Director of Teacher Education
- Aligned to EO # 1,2,3,4: See SOP Manual for Expected Outcomes 1-4

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. [✖ IASBEP Conceptual Framework Revised December 16 2012](#)
2. [✖ ASBEP Catalogue](#)
3. [✖ ASBEP Conceptual Framework](#)
4. [✖ SOP Manual](#)

FY- 2014: 2QR: O1:

TED will provide exemplary instructional and advisory services to all TED students in either the AA and or B.Ed. Program in alignment with Standards/Criterion under the *WASC Junior and Senior Commission for Accreditation Agencies*.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. FY- 2014:2QR:O1: Activities
2. FY- 2014:2QR:O1.1. 3 TED Faculties attended professional development workshop on Assessment in Anaheim, CA.
3. FY- 2014:2QR:O1.2 TED faculties meet every Thursday to discuss, review and revise course indicators for both the AA and B.Ed. degree program via review of all Program Learning Outcomes and their respective descriptors and indicators.
4. FY- 2014:2QR:O1.3 TED faculties continue to review previous recommendations from TED Assessment Report for 2010-2012 for overall program improvement.
5. FY- 2014:2QR:O1.4 TED faculties continue to perform their duties to the best of their abilities as so noted in their Mid-term Performance Evaluations done in collaboration with the Director of Teacher Education.
6. FY- 2014:2QR:O1.5 TED faculties and staff are all members of the Self Study Committees for the Jr. Commission Self Study for ASCC Two Year Programs/College.
7. FY- 2014:2QR:O1.6 TED faculties continue to monitor practicum experiences via informal and formal evaluations of all students in TED practicum field experiences held at school site.



Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. [✖ Bi-weekly February 17](#)
2. [✖ Bi-weekly February 3](#)
3. [✖ Bi-weekly January 20](#)
4. [✖ Bi-weekly January 6](#)
5. [✖ Bi-weekly March 3-14](#)
6. [✖ TED BI-WEEKLY REPORT MARCH 31](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Because of online registration, academic advising is minimal. Students register without seeing an advisor; need to have students see advisor prior to registration. Will be working on how to have students come and see TED faculties before registration.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. TED Administrative Assistant has designed an excel spreadsheet that accounts for all working hours, sick leave hours and office hours.
2. TED Administrative Assistant has designed a sign in sheet for advisees and faculties to note who comes to seek advising.
3. ASDOE/Administrative Assistant has updated all student files for ASDOE teachers and has listing of all courses needed for each ASDOE teacher; both public and private
4. ASDOE/Administrative Assistant has created a master email listing for all ASDOE teachers on file in TED Office. This has greatly improved getting out current information to all ASDOE teacher and private school teachers as well.
5. MAC Lab in TE1 has a full time Lab monitor; printer, scanner, phone line and MAC computers open to all TED majors in AA and B.Ed. program.
6. 18 students in the B.Ed. have fully registered for PRAXIS I, II in June 2014.

Describe any staff or faculty achievements:

1. 2 Staff members are in their final 300 level courses for their B.Ed. and will begin 400 levels in fall semester 2014. These 2 members will also sit the PRAXIS test in June 2014.

FY-2014: 2QR: O2:

TED faculty and staff will provide adequate technical support services to students in 4 Year Program (to include AA Program).



Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. FY 2014:2QR:O2:Activities
2. FY 2014:2QR:O2.1. Ordered all new keyboards to replace wireless mouse in order to avoid having to readjust mouse each time mouse is moved from one computer to another. Mouse ordered for Room 10, MAC Lab #1 and Resource Room in M7A.
3. FY 2014:2QR:O2.2. Ordered new Multimedia projectors for TED Department faculties to use for PPT presentations and for student presentations.
4. FY 2014:2QR:O2.3. Ordered new IPADs and digital cameras for key assignments needing IPAD and digital camera; namely miscue analysis and videos for ED 300 course and other courses using miscue analysis.
5. FY 2014:2QR:O2.4. Transferred 4 MAC computers from Room 10 to M7A for student use; mini MAC Lab. Two MAC labs available for students with printing access and copier machine access.
6. FY 2014:2QR:O2.5 Assigned staff member to be MAC Lab monitor in TE1 in order to allow for more students to use the lab with supervision and provide computer assistance for students who use the Lab.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. [✖ Bi-weekly February 17](#)
2. [✖ Bi-weekly February 3](#)
3. [✖ Bi-weekly March 3-14](#)
4. [✖ TED BI-WEEKLY REPORT MARCH 31](#)
5. [✖ Bi-Weekly January 6 2014](#)
6. [✖ Bi-weekly Report January 20](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. TED building M8 needs its own wireless line; we are on SSS line; speed can be slow for faculties to use. Thus, often they are forced to work from home.

Describe any staff or faculty achievements:

1. 3 TED Faculties attended Assessment Conference in Anaheim, CA for Assessment, Data Collection, and Student Achievement.
2. B.Ed. Students grouped into Cohort for fall semester 2014 and spring semester 2015; 2 TED faculties serving as Cohort Lead and Cohort Co-Lead for Cohort #1, #2.



FY-2014: 2QR: O3:

TED Administration, faculty, staff will continue to build and strengthen community relationships with external stakeholders; ASDOE, Private Schools, ASG Government agencies.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. FY- 2014:2QR:O3:Activities
2. FY- 2014:2QR:O3.1. TED Director met with ASDOE Teacher Quality to discuss summer session course offerings for in-service teachers.
3. FY- 2014:2QR:O3.2. TED Director corresponded via email with ASDOE Financial Officer to discuss ASDOE/MOU charges for fall semester and possible transfer of funds to purchase technology based equipment for TED courses.
4. FY- 2014:2QR:O3.3. TED faculties provide information regarding practicums at the school site via student evaluations and evaluations from ST Coordinator. These are discussed at Department meetings if a concern arises regarding practicums and or ST Field Experience.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. [✖ Bi-weekly February 17](#)
2. [✖ Bi-weekly February 3](#)
3. [✖ Bi-weekly March 3-14](#)
4. [✖ 1ASDOE-TED Memorandum of Understanding](#)
5. [✖ FINALIZED 3FinalTTTBudget Narrative PY 1AB-1Z-51A](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Utilizing adjunct faculty for TED courses is a challenge due to lack of orientation with regards to assessment, MOODLE training, data collection and use of rubrics assigned to each course.
2. Need to plan out training for all adjunct before using as an adjunct for TED; this is a sensitive issue for those who wish to become adjunct for TED Department.
3. Need to identify funding source for training in the areas listed above.
4. Need to work with Director of Library for opening library for late hours; up until 7pm or 6pm.
5. Need to identify funding source for this need.

FY: 2014-3QR: O1:

TED will provide exemplary instructional and advisory services to students in 4 Year Program.



Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

May 2014

1. Conduct a review of all faculties and course assignments according to content area.
2. Obtain most updated faculty resumes for faculty profiles.
3. Create departmental faculty profiles.
4. Meet with individual faculties regarding performance for the spring semester 2014
5. Conduct position reviews for staff and faculties
6. Submit position reviews to HR Division for personnel files
7. Review course scheduling for proper alignment to qualifications and experiences
8. Review class hours for faculty load of 6 hours; revise schedule and assignments
9. Review internal department Org Chart for changes to faculty and Staff position & work

June-July 2014

1. Immediate tasks; need to secure ASDOE Teacher Certification courses; due to ASDOE change of closing school dates, need to revise schedule of TC courses. Preparation for 2nd Summer Session 2014; Beginning June 30-August 1, 2014
2. Advise future 100+ ASDOE teachers and Private school teachers for Teacher Certification courses and AA degree coursework for Summer Session 1&2
3. Scheduling Teacher Certification courses for over 100+ teachers in need of teacher certification courses; meet with ASDOE Teacher Quality to plan for new MOU for new academic year.
4. Met with Registrar to finalize revised schedule for ASDOE Teacher Certification for fall semester
5. Continue to work on fall semester 2014 needs during the summer months in preparation for fall semester 2014.
6. Attended 8 Standard Committee meetings; 9-3pmam. Will attend Steering Committee meetings scheduled for June 23-27, 2014; 9-11am upon request from ALO to complete drafts. Meetings will go over to July if need be and extended time.

For the first two weeks of July, attended Steering Committee meetings from 8 a.m. to 2 p.m. daily.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Self-study meetings have been a top priority for this quarter. These meetings have taken up most of the time for office tasks; however, recent completion of Steering Committee meetings will now allow for more focus on administrative tasks not completed and or needed to address objectives for Department.

FY: 3QR- 2014:O2:



TED faculty and staff will provide adequate technical support services to students in both AA and 4 Year Program. (Created on 10/09/13)

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

May 2014

1. MOODLE training for TED faculties and staff; pending to time constraints before fall semester begin; planning stages

June-July 2014

1. MOODLE training for TED faculties and staff; pending to time constraints before fall semester begin; planning stages; continue to work on training for faculties and staff for [Update August 2014](#)
2. Order SMARTBOARD for ERC; work with Director of Library for details on SMARTBOARD. FOLLOW UP.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Scheduling and self study meetings have held up progress for technology training. Thus, training and orientation for faculty will be held on August 7, 8 at Tradewinds Hotel. A number of presenters have been asked to present to the faculty on different topics such as Governance and MOODLE for TED program.

FY: 3QR: 2014: O3:

Expected Outcome #3: TED Administration, faculty, staff will continue to build and strengthen community relationships with external stakeholders; ASDOE, Private Schools, ASG Government Agencies. (Created on 10/09/13)

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

May 2014

1. Meetings with ASDOE Teacher Quality for ASDOE Program; ASDOE Director and ASDOE Officials
2. Follow up on new MOU with ASDOE for new academic year 2014-2015
3. Continue school visits to deliver B.Ed. Packets to teachers; high schools included; private schools included

June 2014

1. Follow up on new MOU with ASDOE for new academic year 2014-2015
2. Work on completion of ASDOE Teacher Certification schedule for June 16-July 25, 2014
3. Discuss Chairperson on Service Learning component for TED courses; need to revisit Service Learning component.



June also included the registration of ASDOE teachers for 1st and 2nd TED Summer Session 2014. Teacher Certification courses and GE courses were offered for the AA Education degree.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. A special meeting was held on July 10 with ASDOE Director, Program Director for Teacher Quality and the Finance/Grants Officer to discuss MOU. The ASDOE/TED will be extended to December 31, 2014 and renewed in January 2015.
2. Also included for fall semester will be tutorials for ASDOE teachers for PRAXIS testing and other tutorials needed for teachers. Dean of TED will work on future plans for fall semester and share with ASDOE Teacher Quality for review and sharing of ideas.
3. TED has been asked to review ECE course offerings for ECE training for ECE teachers. This will be discussed further during the upcoming weeks in July.

Trades & Technology Department

Trades & Technology Three Fold:

- Prepare students for entry level employment;



- Prepare incumbent workers to receive certification and professional licensures; and,
- Prepare students to transfer to other higher institutes of learning outside of American Samoa.

Mission Statement:

The mission of the Trades & Technology Division (TTD) is to equip students with knowledge and technical skills in their vocational specialties, through the issuance of certificate of proficiencies (COP) and Associate of Science (AS) degrees, based on a national standard, with input from local, public, and private entities. In addition, TTD develops programs that prepare students for entry-level employment and upgrade skills of incumbent workers, and prepare them for professional licensure and certification. The Trades & Technology Division provides preparatory training for students to further their education and training beyond ASCC.

Divisional Goal 3:

Develop an alignment of courses that are offered and NVTHS with TTD courses. Create an MOU with NVTHS for courses that cover the fundamentals of basic introductory courses.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. We are continuing our participation on the College, Career, and Life Readiness-CCLRC committee at DOE that has been tasked to see that the students coming from the public schools are ready for College as well as any career pathways that students may choose. The CCLRC has sub committees that are looking at what needs to be aligned at the college for various careers, including Technology
2. We have received a copy of the curriculum that is presently being taught at NVTHS, and are looking at it to see what courses meet ASCC introductory courses

Divisional Goal 4:

TTD Faculty will develop competency in developing and maintaining a learning climate that promotes growth and subject matter competency

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. With 11 programs offering degrees in an Associate of Science-AS or Certificate of Proficiency-COP obtaining faculty for these courses have been hard and we need to look at moving away from full time faculty and looking at adjunct faculty for those classes that are really in demand. We have introduced 8 adjunct positions for our Trades and Apprenticeship program and have placed these positions on our annual budget. Hopefully they will be



added and then we can continue these courses that are in need of qualified (certified in their fields) instructors.

Administrative Services



Admissions, Records, Financial Aid Office

Admissions

Mission Statement:

The Admissions and Records Office (ARO) seeks to provide quality services to students in registration, admissions, testing, degree planning, and graduation and to provide quality services to all who seek assistance with admissions and records. The office strives to provide timely response to requests for transcripts, academic records, academic progress, classroom support, academic certification, and enrollment data. ARO insures accuracy, integrity, and security of the academic records adhering to the policies in maintaining the integrity of the degrees and certificates offered by the American Samoa Community College.

Divisional Goal 1:

Students enjoy ARFAO's extended hours of operation to adequately meet student needs and create greater operational efficiency and reduce turn-around time.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Data of Placement Test scores for the Fall term
 - 278 TOTAL number of students took the placement test
2. Number of New 1st-Time students for the Fall term
 - 442 TOTAL: 179 1st-Time Part-time & 263 1st-Time Full-time students
3. Number of Graduation Applications Received for the Fall term
 - 130 TOTAL number of prospective graduates applications for Fall graduation

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

Bi-weekly reports of July 2013 to September 2013

1. [✖ 2013FPlacement](#)
2. [✖ Detailed Results Placement Test](#)
3. [✖ Detailed Results Unscheduled Placement Test](#)
4. [✖ New1stTimeStudents](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. The greatest challenge is human resource issues in allowing the opening of the office during lunch hours vs. extending beyond 4:00pm. More so, the college's



energy saving initiative during lunch hour where all other connected offices (Finance) are closed during this time.

2. During this quarter, the staff rotated lunch hours to accommodate the student needs during our peak times such as registration, add/drop, and withdrawal periods. Although the challenges have been identified, but the staff managed to work around these challenges to provide the necessary services(s) to our customers.

Divisional Goal 2:

Students ARFAO needs are addressed in a timely manner

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Number of completed degree program evaluations detailed in the bi-weekly reports for this quarter;
2. Number of completed transfer credit evaluations;
3. Number of enrollment verification requests for employment, military, or other purposes received and completed

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Bi-Weekly reports of July, 2013 to September 30, 2013

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. As reported in our last Quarterly Report, the one-stop service was being staffed by two 6 month contract employees. Presently, we have secured the assistance of 2 Federal Work Study students and 1 Non-Pell student to man the service counter. The students have been cross-trained in providing the necessary information on all the incoming inquiries regarding ARFAO. There are limited interruptions to the office staff in handling the service windows; more time is committed to completing the tasks (transcript evaluations, filing, data entry, data corrections, etc.) at hand.

Divisional Goal 3:

ARFAO possesses a combined Standard Operating Procedures Manual which is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:



1. The Admissions existing Policies and Procedures Manual is currently being revised to include SOPs using Datatel mapping.
2. Reviewed and revised the Admissions, Testing, and Advising Flowchart

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. SOPs for the Admission, Registrar, and Financial Aid Office are a challenge in itself. This is definitely a year's work of discussions, writing, revising, etc. but it is a required document to ensure accountability for the services that we provide to our stakeholders.

Divisional Goal 4:

Students complete all admissions and financial aid applications within the period of time scheduled for each term

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Initiated dialogue with the Department of Human and Social Services Coalition Coordinator for the division's recruitment for ASCC starting this summer going in to Fall term
2. The planned recruitment did not take place during the summer as the involved groups did not find an agreed upon schedule for the recruitment to take place
3. Preparations for the 2013 Fall New Student Orientation
4. Created an e-mail listing of all new applicants for the upcoming Fall and including all new students for this summer session
5. There was a great turnout on the number of students that attended the New Student Orientation due to the mass e-mail notification sent out - Approximately 150 students attended the New Student Orientation.
6. The mass-email notifications also informed these first-time students to complete the applications, financial aid, and submit missing documents before the day of registration.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Bi-Weekly Report of July, 2013 to September, 2013

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Transportation to and from the schools was a challenge and will be a noted challenge in the planned recruitment.



2. Note: Three of the ARFAO staff have "Official" licenses now to operate ASCC vehicle to meet this outcome.

Outcome 1 & 2:

Students will receive effective administrative services to support the ARFAO/ASCC mission.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Official enrollment for 2014 Spring totaled **1,220** students;
 - This total includes TED students; this total does not include the count for 2nd session of CAPP
 - Processed all incoming requests from instructors for administrative adds/drops during the first two weeks of instructions; A total of **191** administrative add/drop requests completed in this reporting period.
 - In addition to the administrative adds/drops by instructors, class rosters were re-reviewed by the office staff to ensure that all pre-requisites are met. Students that were found to not have met class pre-requisites were notified and were administratively dropped from the course.
 - Total withdrawal requests received and completed this quarter = **88**
 - Total Independent Study requests received = **9**
2. Total number of transcripts received this quarter = **365**;
 - As of to date, 11 transcript requests are on financial hold but the rest have been completed (mailed or picked up by the student)
3. Grades
 - Grades for 1st session of CAPP have been received, verified, and posted in student's academic record. Information has been provided to IE for analysis.
 - Submitted 2013 Fall graduates' transcripts to IE for analysis;
 - Uploaded the Army Soldiers' grades on the GoArmy site for ASCC students
4. Filing for the current term is a continuing task for all office staff. Thus far, all active student files have been updated and filed in cabinets; all inactive student files have been pulled and filed in the archives.
5. Resolved issues with the Academic Affairs division (i.e. academic calendar, course discrepancies, scheduling, etc.)
6. Current term graduation applications for **113** prospective graduates are awaiting final review- awaiting final grades.
7. Set up 2013-2014 Net Price Calculator - uploaded on school site
8. Set up Cost of Attendance for 2014-2015
9. Batching for the Spring 2014 term has been met and will process the last batches once grades for the term has finalized;
10. The Federal Work Study program payments are also up-to-date.

REPORTS:













1. Submitted the following reports for ASCC during this quarter:



2. ASCC College Survey Report (Annual College Survey) to the College Board Annual Survey of Colleges 2014;
3. Petersons Survey on Enrollment information
4. IPEDS Data (Fall Enrollment, Graduation Rates)
5. Changes to the ASCC 2010 data to IPEDS helpdesk
6. 2014 Spring official enrollment data
7. ACNR information on program graduates for the last 10 years
8. DOC Annual report for 2013 Fall ASCC student majors and completion data
9. Standard Operating Procedures for ARFAO
10. Data for academic discipline for EXITO
11. 2012-2013 AY completion data for identified GE courses
12. CIP codes to VP of Academic Affairs for identified programs
13. Financial Aid PPA Recertification

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

See Library

-  [2013-2014 IPEDS](#)
 1.  [2013-14IPEDS Fall Enrollment Data](#)
 2.  [2013-14IPEDS Graduation Rates Data](#)
 3.  [IPEDS 12-month Enrollment Data](#)
 4.  [IPEDS Completions Data](#)
 5.  [IPEDS Student Financial Aid Data2013-2014](#)
 6.  [2012-2013 Completion Data](#)
 7.  [2014 Spring Census Enrollment](#)
 8.  [2014-2015 Cost of Attendance](#)
 9.  [CDS College Survey](#)
 10.  [DOC Report](#)
 11.  [Petersons Survey](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Other than the noted challenges in the 2014 Spring Divisional Assessment by IE, these are additional challenges for the Registrar's Office:
 - More training on Ellucian (Colleague):
 - WebAdvisor
 - Online grade submission
 - Reports for the financial aid side - importing ISIRS, batching, meeting federal guidelines
 - Note: Staff are browsing the system and are learning on their own
2. Due to increased demands for data, need to expand computer storage
3. Staffing: Currently, the Admissions Officer is off-island due to medical reasons. In order to meet the demands of the college community and the public for ARFAO services, the Assistant Registrar has stepped in to be the Acting



Admissions Officer until the return of Mrs. Leuma. Approval processes have been adjusted to accommodate the staffing changes.

4. Office space and privacy issues in counseling students on the financial aid side

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. The One Stop Window has improved the flow of paperwork and internal processes greatly. With the two staff (1 from Financial Aid, and 1 from Admissions/Registrar) being cross-trained in the division's responsibilities, all questions and answers are immediately addressed, unless there is a request for a "sit-down" with one of the division's staff. In addition to the two staff, the assigned Federal Work study students to our office are being trained to serve students.
2. Program Participation Agreement Recertification completed
3. Successfully updated ISIR listings and requesting funds of Title IV
4. Guidance from Region IX to resubmit PPA to include the Bachelor of Education degree
5. ARFAO and finance office representatives met with Chaminade University Director of Financial Aid - communication meeting on batching and awarding Bachelor program

FY-2014:2QR:03

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. ARFAO Standard Operating Procedures manual was submitted to the Director of IE for inclusion in the Institutional Evidence Data files

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. The greatest challenge is setting time aside to update the created ARFAO SOP.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. It is an accomplishment to have an SOP manual to reference.

FY-2014:2QR:04

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Presentation on Financial Aid topics to Tafuna High School seniors on March 11, 2014



FY-2014:3QR03

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. ARFAO Standard Operating Procedures manual was submitted to the Director of IE for inclusion in the Institutional Evidence Data files
2. Updates on the Combined ARFAO SOP is an ongoing activity

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Compliance Assist Archive filed under ARFAO SOP.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. The greatest challenge is setting time aside to update the created ARFAO SOP

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. It is an accomplishment to have an ARFAO SOP manual to use as a reference

FY-2014:3QR04

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. ARFAO staff attended the NASFAA Conference in Nashville, TN; Financial Aid Manager attended the Federal updates and fine tuning workshop in Washington, DC. Staff must be kept abreast of federal updates surrounding the awarding of financial aid and student records to assure compliance with federal regulations.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Collaboration of time with the related departments in fulfilling objectives to meet institutional mission and goals is a challenge.

FY2014:3QR01:

Students will receive effective administrative services to support the ARFAO/ASCC mission



Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Processed all received student requests for the 3rd Quarter:
 - Data Change – 83 requests processed and completed
 - Enrollment verification – 11 requests completed
 - Drop requests – 28 requests completed
 - Administrative Drop requests – 16 requests completed
2. Processed all incoming transcript requests for both local and off-island (ongoing)
3. 217 transcript requests received and completed during this quarter
4. 2014 Spring graduation – finalized and certified all 112 AA/AS/CT and 1 BEd graduates:
Number of ASCC Graduates:
AA/AS/CT - 112 graduates
BEd - 1 graduate
Off-island – 7 graduates
5. Daily operation of office e.g. releasing of necessary form that correlates with academic calendar activities (ongoing)
6. **FILING** Project:
 7. Compilation of documents (forms: registration, add/drop, withdrawal, etc.) for student files to maintain record (ongoing)
 8. This is an ongoing project - moving inactive student files to the archived room and keeping the active filing cabinets open for new incoming students.
9. **REGISTRATION:**
 10. 180 ASBEP/TED processed registration for 2014 Summer
 11. As of 6/4/14, 616 total number of students enrolled (system count)
 12. 93 students registered on 6/4/14
 13. 111 students registered on 6/5/14
 14. 49 students registered on 6/6/14
 15. Collaborated with the Dean of Academic Affairs, finance, and the involved departments, with the final approval from the Acting VP of Admin. Affairs on the scheduled summer registration.
 16. Assistance provided to students registration for 2nd session of TED summer session
 17. Received an e-mail from the Dean of Teacher Education regarding the Teacher Certification courses for summer; met with the Dean and made recommendations on registration
 18. Reviewed listing of 530 local teachers provided by the DOE Teacher Quality Office via the Dean of ASBEP for Teacher Certification courses this summer. Listing was reviewed for existing ASCC records, pre-requisites checking, etc. Advised the Dean of ASBEP on the status of the provided listing.
 19. Reviewed the 2014-2016 Academic Catalog based on request by the Dean of Academic Affairs; made a list of recommended changes to the Dean of Academic Affairs.
 20. Completed data entry of the drafted 2014-2016 academic catalog courses - changing end dates to the end of the academic catalog



21. Assisted with the Self-Study (ST IIB) presentation to the Steering Committee; Attended scheduled meetings;
22. Reviewed all new admission applications for summer to ensure that each student has an assigned advisor; A list of selected advisor based on academic program and department was forwarded to the Dean of Academic Affairs for review and feedback. Dean has approved list of advisors. Complete data entered advisors for student records with mission advisor information.
23. Completed entries of all student records with missing documents received for updates of noted system PERCs.
24. Completed and submitted the Financial Aid Update for College Board Annual Survey of Colleges
25. Continued updating of the combined Standard Operating Procedures manual (ongoing)
26. Performed daily operation of office e.g. releasing of necessary form that correlates with academic calendar activities (ongoing)
27. Identified problem with pre-requisites not working properly during the regular registration - contacted CIO and was able to fix problem and corrected student problems by noting system and contacting the respective instructor(s) of course
28. Exported and prepared grade sheets for summer sessions (both regular and 1st session of TED)
29. Received and data entered all received grade sheets for TED 1st and regular ASCC session
30. ARFAO Director, 1 Financial Aid Counselor, and Student Accounts representative from the Finance Office attended the NASFAA Conference in Nashville, Tennessee
31. Revised Standard IIB self-study report as per recommendations of the Standard II Committee
32. Performed other related duties as required

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Financial Aid Office requires the up-to-date computer equipment (hard drive, specs, memory, etc.) to support new US Department of Education system requirements for COD and G5 for student financial aid transmission. Currently, the computers in use are not supportive of this system requirement. The greatest challenge is working with the current equipment to complete and to meet student needs for federal financial aid.

Financial Aid

Divisional Outcome 1:

Students enjoy ARFAO's extended hours of operation to adequately meet student needs and create greater operational efficiency and reduce turn-around time.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:



1. Student Financial Aid BATCHING:

Completed Batches 15, 16, and 17 – this completes the summer 2013 Financial Aid Batching

- Batch 15 – 154 students
- Batch 16 – 125 students
- Batch 17 – 130 students

Fall 2013 Batching – completed batches 1, 2, and 3

- Batch 1 – 311 students
- Batch 2 – 287 students
- Batch 3 – 177 students

Approximately 1,591 students were assisted at the one-stop service window or were referred to counselors for the following reasons:

- Award Clearances
- ISIR/FAFSA/Verification Corrections
- Eligibility Questions
- FA Suspension / Warning status counseling
- Federal Work Study applications
- Maintain 2012-2013 counselor ISIR spreadsheet

Counselors:

- Daily update of ISIR listings, input student aid awards,
 - Daily transmittal of ISIRs and ISIR corrections
 - Daily review of incoming Verification forms
 - Daily intake and logging of student documents
 - Daily intake and logging of student attendance verification forms
 - Continued counseling of students on SAP warning, FA suspension, students who have just regained eligibility and students who have reached their attempted credit limits, etc.
 - Maintain 2012-13 counselor spreadsheet in preparation for FISAP & Audit Reports
 - Consolidate all additional resources such as ASG Scholarship, McDonalds Scholarship, VA Recipients, etc. into one single workbook
 - Annotate the listed additional resources on student records
- 2. Federal Work Study (FWS) Student Orientation:*
- confirmed employment for 39 students (contract signed by both student and supervisor)
 - 31 students placed in requested worksites
 - 30 worksites: 8 off-campus; 22 on-campus sites

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Bi-Weekly report of July, 2013 to September, 2013

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:



1. Unable to extend working hours to 5pm or later due to inability to secure flex hour rates and timekeeping, as well as shuffling staff to meet this objective. However, opening during lunch hour, we are utilizing the one-stop service counter to meet this objective by managing our time during the regular work hours.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Recertification Application of ASCC's Program Participation Agreement with US Department of Education
 - Completed and mailed: 9/5/13
 - **FISAP report:**
 - Submitted on 9/28/13
2. **Response to US DOE to Audit Finding # 2012-13**
 - Summary Schedule of Prior Audit Findings report completed
 - Approved by the President and mailed to Region IX

Divisional Outcome 2:

Students ARFAO needs are addressed in a timely manner

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. A set schedule of deadline to submit attendance forms, FAFSA application, made it possible for submission in time to process paperwork early for financial aid batching and awarding (see Student Financial Aid Handbook, pg. 12)
2. Batch Processing of Student Aid has been laid out since the beginning of the semester and has caused a steady and consistent flow of financial aid disbursement.
3. Completed Batches 15, 16, and 17 – this completes the Summer 2013 Financial Aid Batching
 - Batch 15 – 154 students
 - Batch 16 – 125 students
 - Batch 17 – 130 students
4. Fall 2013 Batching – completed batches 1, 2, and 3
 - Batch 1 – 311 students
 - Batch 2 – 287 students
 - Batch 3 – 177 students
5. Approximately 1,591 students were assisted at the one-stop service window or were referred to counselors for the following reasons:
 - Award Clearances
 - ISIR/FAFSA/Verification Corrections
 - Eligibility Questions
 - FA Suspension / Warning status counseling



- Federal Work Study applications
- Maintain 2012-2013 counselor ISIR spreadsheet

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- Bi-weekly report of July, 2013 to September, 2013
 1. [✖ FINANCIAL AID HANDBOOKPg.1 13-14](#)

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

- Director and Financial Aid staff/counselors have all attended the following required Financial Aid Webinars:
 1. July 9 - General Eligibility (All FAO counselors)
 2. July 25: Audit Findings (Director and Acting Financial Aid Manager)
 3. August 7 - Satisfactory Academic Progress (All FAO staff to attend)
 4. August 14 - Return of Title IV Funds (All FAO staff)

Divisional Outcome 3:

ARFAO possesses a combined Standard Operating Procedures Manual which is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Currently reviewing and drafting Financial Aid SOP for the combined SOP for the Division
2. Successfully Created the following FORMS for 13-14 Award Year (Note: See 2013-14 Student Financial Aid Handbook):
 - Verification Worksheet (V1-V5)
 - Dependency Override Appeal
 - Policy n Procedure on ISIR Imports, G5 Drawdowns, & Returning Unclaimed Pell Refund Checks

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- Bi-Weekly reports of July, 2013 to September, 2013
 1. [✖ FINANCIAL AID HANDBOOKPg.1 13-14](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:



1. US Department of Education (USDOE) and the Federal Student Aid Administration are constantly making changes to the regulations of the administration of Title IV funding based on the amendments of the law made in the US Congress
2. Consumer Disclosure requirements was the greatest challenge in drafting the SOPs. After attending recent conferences, NASFAA in particular, there was a greater understanding and collaboration between the Financial Aid Office and the Finance Office in ensuring that these consumer disclosure requirements are being followed. This includes, just to name a few, the Textbook notification requirement, Campus Security requirement, etc. These are listed in the 2013-14 Financial Aid Handbook.

Divisional Outcome 4:

Students complete all admissions and financial aid applications within the period of time scheduled for each term

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. The summer island-wide recruitment did not happen due to scheduling issues and coordination with the established ASCC Recruitment Committee. However, we are still collaborating and communicating with the Admissions Officer in planning the scheduled Community Outreach for the fall term. In an effort to assist and to ensure that this expected outcome is met, the scheduled application, documents, and form deadline information were made available.
2. **Listed in the 2013-14 Student Financial Aid Handbook, pg. 12-** Scheduled deadline for the 2013-2014 Academic year
 - FAFSA application deadline
 - Attendance form deadline
 - Renewal of FAFSA application
3. Approximately 1,591 students were assisted at the one-stop service window or were referred to counselors for the following reasons:
 - Award Clearances
 - ISIR/FAFSA/Verification Corrections
 - Eligibility Questions
 - FA Suspension / Warning status counseling
 - Federal Work Study applications
4. **Federal Work Study (FWS) Student Orientation:**
 - confirmed employment for 39 students (contract signed by both student and supervisor)
 - 31 students placed in requested worksites
 - 30 worksites: 8 off-campus; 22 on-campus sites



Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Bi-Weekly report of July, 2013 to September, 2013
2. Log in to the school website at www.amsamoa.edu to the Financial Aid link for further information
 - [✖ FINANCIAL AID HANDBOOKPg.1 13-14](#)

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. All student/counselor appointments are scheduled and set at the Admissions Office where the FAO Administrative Assistant is housed. This allows for better tracking and log of who are scheduled to meet a counselor and at what days and time. Accountability of all student transactions are being done at the one-stop window for ARFAO combined.
2. This set up has freed up the Financial Aid Counselors time to prepare for the upcoming Financial Aid Audit in November of 2013. In addition, this will be the first time the CAPP program will be looked at - and being audited. Therefore, we anticipate a thorough evaluation of the financial aid processes and batching for the CAPP program during this audit.

Register

Divisional Outcome 1:

Students enjoy ARFAO's extended hours of operation to adequately meet student needs and create greater operational efficiency and reduce turn-around time.





Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Office hours remained open during lunch hours during regular and priority registration periods (see Registration Data file). Turn-around time for transcript requests have reduced from 4-5 working days to 1-2 working days.
2. **TRANSCRIPT REQUESTS:**
3. Processed all incoming transcript requests for both local and off-island
4. Month of July - 139 total requests received for the following purposes:
 - Cohort (UH) - 9
 - Employment - 16
 - Military - 7
 - Off-Island - 55
 - Personal - 19
 - Scholarship - 9
 - Transfer - 17
 - Not Listed - 7
5. Month of August - 228 total requests received for the following purposes:



- Cohort (UH) - 38
 - Employment - 28
 - Military - 8
 - Off-island - 73
 - Personal - 24
 - Scholarship - 16
 - Transfer - 29
 - Not Listed - 10
 - Graduation - 2
6. Month of September - 127 total requests received for the following purposes:
- Cohort (UH) - 5
 - Employment - 21
 - Military - 6
 - Off-Island - 42
 - Personal - 12
 - Scholarship - 9
 - Transfer - 20
 - Not Listed – 12
7. **END OF 2013 SUMMER TERM AND BEGINNING OF 2013 FALL TERM:**
8. (See Census Enrollment for 2013 Fall term)
- Exported and Prepared grade sheets for TED and 2013 Fall term 1st session CAPP
 - Distributed, received, and data-entered grades in Datatel system
 - Late admission/registration for the 2nd session of TED started 7/1/13
 - Adjustments to student schedules based on incoming requests by faculty and students during the first week of 2nd session of TED
 - Exported and prepared grade sheets for the 1st session of CAPP Program
 - Received and posted student requests for class/complete withdrawals
 - Due to financial aid batch releases - staff were on hand to assist with the receiving and releasing of information and required documents
9. Adjustments to student schedules based on incoming requests by faculty and students

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Bi-weekly reports from July, 2013 to September, 2013
 1.  [2012-13 Completions Data](#)
 2.  [2012-13 Unduplicated Count](#)
 3.  [2013 Fall Census Enrollment](#)
 4.  [2013 Fall New 1st Time Students](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:



1. The greatest challenge is that other related offices (finance) must be kept opened during these periods as to continue the flow of services from ARFAO to payment processes.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

- Director, CFO, 1 Finance Office staff and 1 Financial Aid counselor attended the NASFAA Conference in Las Vegas, NV from 7/14-7/17/13
 - Due to a new regulation posted by the Department of Ed on the Provisions on Books & Supplies, met with the CFO and her responsible staff to draft a procedure for ASCC in meeting this new USDOE regulation;
 - Established policies to adhere to mandatory financial aid regulations on consumer information and to include in the current Financial Aid Handbook
 - Other important vital information was discussed at the conference and as a result, has worked closely with the CFO in implementation of policies to be in compliance with the new federal regulations

Divisional Outcome 2:

Students ARFAO needs are addressed in a timely manner

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Both the financial aid administrative assistant and the Records clerk are working cooperatively to intake information/requests and addressing them in a timely manner. Presently we have secured the assistance of 2 Federal Work Study students and 1 Non-Pell student. With training, their main responsibility is to assist with the one-stop window.
2. **ONE-STOP WINDOW:**
3. All general inquiries are being handled at the window, including scheduling appointments for the FA counselors or for any of the office staff.
4. All 2nd session of CAPP for 2013 fall registration were processed manually and were served at the one-stop window.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

Bi-weekly report of July, 2013 to September, 2013.

1. [✖ 2012-13 Completions Data](#)
2. [✖ 2012-13 Unduplicated Count](#)
3. [✖ 2013 Fall Census Enrollment](#)
4. [✖ 2013 Fall New 1st Time Students](#)



Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Workflow has improved tremendously in that there are limited interruptions in the back office staff as all incoming inquiries are taken care of by the front counter assistants. In return, the turn around of all transcript and enrollment verification requests have reduced to a day or two working days vs. four to five working days.

Divisional Outcome 3:

ARFAO possesses a combined Standard Operating Procedures Manual which is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Reviewed, revised, and mapped out the Admissions and Registrar's Policies and Procedures Manual to specifically detail out the Standard Office Procedures;
2. Started reviewing the Financial Aid Policies and Procedures to specifically detail out the Standard Office Procedures.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. The challenges would be to make time to meet as a division in developing the SOP manual.
2. SOPs for the Admission, Registrar, and Financial Aid Office are a challenge in itself. This is definitely a year's work of discussions, writing, revising, etc. but it is a required document to ensure accountability for the services that we provide to our stakeholders.

Divisional Outcome 4:

Students complete all admissions and financial aid applications within the period of time scheduled for each term

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

Objective 1: To obtain admission applicant's information in the system to establish student records in a timely manner.

1. All new student applications, registration, and academic forms from Summer 2013 to Fall 2013 have been compiled and files created;
2. Compilation of documents (forms: registration, add/drop, withdrawal, etc.) for student files to maintain record (ongoing)



Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Bi-weekly reports from July, 2013 to September, 2013
2. Completed the Institutional Characteristics and Completion Surveys of the required IPEDS report. Completed the 12-Month Enrollment report for IPEDS - I have yet to lock the surveys as the system is currently unavailable due to the Federal shutdown.
3. This report details the number of New 1st-Time students at ASCC including biographical data (please see 2013 Fall New 1st Time data)
4. Reporting also all the completion/graduation data from 2012 Fall to 2013 Spring (please see 2013 Completion Data)
5. Reporting also on the unduplicated count of students from 2012Summer to 2013Summer
 - [✖ 2012-13 Completions Data](#)
 - [✖ 2012-13 Unduplicated Count](#)
 - [✖ 2013 Fall New 1st Time Students](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. The greatest challenge is correcting and adjusting student records for the 2012-2014 catalog year. There were challenges due to program title changes and new program requirements, and course pre-requisites whereby system entries has to be done from step 1. With the assistance and support of the CIO, we have managed to correct some of the discrepancies from before. Further, the E-Advising portal of the online system is still a project to be completed.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Completed the 2012-2014 Degree Audit system entries for all listed program requirements.

FY-2014:2QR-03:

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. The ARFAO combined SOP has been submitted to the Director of IE for inclusion in the Institutional Evidence Data files

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:



1. See Library

FY-2014-2QR:03

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- The Standard Operating Procedures for ARFAO have been submitted to the Director of IE for inclusion in the Institutional Evidence Data files.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- See Library

FY2014:2QR:01:

This outcome combines the current Outcomes 1 and 2 Students will receive effective administrative services to support the ARFAO/ASCC mission.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Official enrollment for 2014 Spring totaled **1,220** students;
 - This total includes TED students; this total does not include the count for 2nd session of CAPP
 - Processed all incoming requests from instructors for administrative adds/drops during the first two weeks of instructions; A total of **191** administrative add/drop requests completed in this reporting period.
 - In addition to the administrative adds/drops by instructors, class rosters were re-reviewed by the office staff to ensure that all pre-requisites are met. Students that were found to not have met class pre-requisites were notified and were administratively dropped from the course.
 - Total withdrawal requests received and completed this quarter = **88**
 - Total Independent Study requests received = **9**
2. Total number of transcripts received this quarter = **365**;
 - As of to date, 11 transcript requests are on financial hold but the rest have been completed (mailed or picked up by the student)
3. Grades
 - Grades for 1st session of CAPP have been received, verified, and posted in student's academic record. Information has been provided to IE for analysis.
 - Submitted 2013 Fall graduates' transcripts to IE for analysis;
 - Uploaded the Army Soldiers' grades on the GoArmy site for ASCC students



4. Filing for the current term is a continuing task for all office staff. Thus far, all active student files have been updated and filed in cabinets; all inactive student files have been pulled and filed in the archives.
5. Resolved issues with the Academic Affairs division (i.e. academic calendar, course discrepancies, scheduling, etc.)
6. Current term graduation applications for **113** prospective graduates are awaiting final review- awaiting final grades.

REPORTS:

1. Submitted the following reports for ASCC during this quarter:
 - ASCC College Survey Report (Annual College Survey) to the College Board Annual Survey of Colleges 2014;
 - Petersons Survey on Enrollment information
 - IPEDS Data (Fall Enrollment, Graduation Rates)
 - Changes to the ASCC 2010 data to IPEDS helpdesk
 - 2014 Spring official enrollment data
 - ACNR information on program graduates for the last 10 years
 - DOC Annual report for 2013 Fall ASCC student majors and completion data
 - Standard Operating Procedures for ARFAO
 - Data for academic discipline for EXITO
 - 2012-2013 AY completion data for identified GE courses
 - CIP codes to VP of Academic Affairs for identified programs

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

See library

1. [ACNR Request](#)
2. [2012-2013 AY Completion Data](#)
3. [2013-14 Graduation Rates Data Revised](#)
4. [2013-14 IPEDS Fall Enrollment Data](#)
5. [2013-14 IPEDS Graduation Rates Data](#)
6. [2014 Spring Enrollment](#)
7. [ACNR Declared Program of Study](#)
8. [ACNR Program Degrees Awarded](#)
9. [CDS College Survey](#)
10. [DOC Report](#)
11. [EXITO Request](#)
12. [petersons_undergrad_2014_005108](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Other than the noted challenges in the 2014 Spring Divisional Assessment by IE, these are additional challenges for the Registrar's Office:
2. More training on Ellucian (Colleague):



- WebAdvisor
- Online grade submission

Note: Staff are browsing the system and are learning on their own

3. Due to increase demand for data, need to expand computer storage
4. Staffing: Currently, the Admissions Officer is off-island due to medical reasons. In order to meet the demands of the college community and the public for ARFAO services, the Assistant Registrar has stepped in to be the Acting Admissions Officer until the return of Mrs. Leuma. Approval processes have been adjusted to accommodate the staffing changes.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. The One Stop Window has improved the flow of paperwork and internal processes greatly. With the two staff (1 from Financial Aid, and 1 from Admissions/Registrar) being cross-trained in the division's responsibilities, all questions and answers are immediately addressed, unless there is a request for a "sit-down" with one of the division's staff. In addition to the two staff, the assigned Federal Work study students to our office are being trained to serve students.

Human Resource Office

Mission Statement

To support ASCC's goals by providing comprehensive and timely human resources services with respect to recruitment and employment, benefits administration,



classification and salary administration, staff development and training, and employee relations for all staff employees subject to the ASCA and ASCC Personnel Governance

Divisional Outcome 1:

HRO has in place SOPs which clearly defines Human Resources roles and procedures which foster HR's commitment to service excellence.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. **1. a:** Approved forms being utilized for request purposes from respective Department to Human Resources.
 - Provided educational trainings for requested departments in using the forms.
2. **1. c:** Continue revising the First Completed Draft of ASCC Personnel Manual to include FMLA new updated revision. Draft to be released to PAC, Deans & Directors and a proposed Reviewing Committee to screen and review the draft before finalization.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- The SOPs and Flowcharts and drafts are completed. Awaiting final approval and review before distribution.
1. [✖ ASCC LEAVE BENEFITS HANDBOOK](#)
 2. [✖ ASCC LEAVE BENEFITS HANDBOOK](#)
 3. [✖ Grievance Committee Handbook](#)
 4. [✖ HR SOP APPLICANT SCREENING](#)
 5. [✖ HR SOP Personnel Action Request Additional Duty Request](#)
 6. [✖ OVERLOAD ADJUNCT TEACHING REQUEST FLOWCHART\(qaf-rev\)](#)
 7. [✖ Personnel Action Request Flow Chart](#)
 8. [✖ RECRUITMENT AND HIRING PROCESS FLOWCHART](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Staffing Challenge: The current Human Resource Staff is under-staffed and have been multitasking in handling the existing workload. We require an Administrative Assistant, EEO Trainer and an Employment Specialist to take up the workload being shared among the existing staff so we may provide the services more effectively and efficiently.
2. Technology Challenge: The new appointed Director has to train the HR Manager and Technicians to take over the Datatel System to ensure daily update of approved personnel actions for payroll purposes and leave update. This will also ensure on-going coding of positions when fund codes, especially grants, are updated as per fiscal requirements.



Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Provided a formal training, February 2014, to the Deans & Directors regarding the Assessment Findings by the U.S Department of Labor in relation to the established ASCC policies and procedures.
2. Provided a formal overview meeting regarding policies and procedures to the employees who were interviewed by the USDOL in relation to Fair Labor Standards Acts provision and Family Medical Leave Act provisions.

Describe any staff or faculty achievements:

1. Attended a 3 days workshop with WASC in Anaheim, LA - 1/29/2014 - 3/1/2014 and 3s days of IPEDs reporting workshop 3/3 - 3/5/2014, Hawaii.

Divisional Outcome 2:

Administration will have the ability to recruit and hire highly qualified applicants.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. **2.b:** Continually enter budgeted positions to the list as it is approved. 6
2. **2.c:** Positions that have been reviewed since this fiscal year (2013-2014) as of Dec 31: 7

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. **2.a:** The process of linking all application screening is on-going. The SOP download on our #1 Outcome serves to formalize the existing process.
2. **2.b:** The spreadsheet lists all positions classified and compensation ranges approved.
3. **2.c:** The Position Review, Classification & Compensation, Job Description is our process of Job classification and upgrading Job Description for every position at the College. (Community Trainer I) provides the forms HR uses in this process.
 - o [✖ Approve Position Classification](#)
 - o [✖ HR SOP _ APPLICANT SCREENING](#)
 - o [✖ Pos Review PART TWO COMMUNITY TRAINER](#)
 - o [✖ Position Classification and Compensation Feb.2013](#)
 - o [✖ Position Classification and Compensation Feb. 2013](#)
 - o [✖ POSITION REVIEW _ COMMUNITY TRAINER I](#)
 - o [✖ UCEDD _ Community Trainer I. Job Description docx](#)



Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Staffing: Current HR staff has undergone training with our classification and compensation procedures. HR does not have a classification sections, all work are done by the HR Director and Human Resource manager with the assistance of 2 staff members to focus on serving the 300+ employees, employment recruitment and hiring.
2. This quarter we were short of three (Employment Specialist, HR Technician 1 and Administrative Assistant) personnel, so the workload has doubled among 3 staff (HR Mgr, HR Tech II and the HR Tech I). The HR Staff has also tended to special projects hosted by the President's Office and Human Resources with the assistance of the Employee Appreciation Day Committee.
3. Technology: Compliance Assist module has not been fully utilized by the HR Staff and Director to document and keep record of the ongoing tasks of HR Department, especially the aspect of Data Collection and Compilation. This will be the focus area for the 3rd Quarter.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. **2.b.** All the approved Classification and Compensation positions have been filed electronically in the HR Shared Folder for easy access.
2. All incoming correspondences for the Acting Director and outgoing approvals and review documents are listed on a log for accountability purposes so as to match the reporting data from the HR Staff on a daily basis.

Describe any staff or faculty achievements:

1. Special appointments have come through the President's Office due to the immediate needs of the College in respective departments, all other positions are going through due process so as to ensure and encourage across the college development and employment opportunities.

Divisional Outcome 3:

HRO supports a healthy and safe working environment at the College.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. 3.a: Wellness and Fitness Program
2. Met with CNR Exercise Physiologist in January to discuss further the specifics of the initiation of a proposal to the College Administrators for a Wellness and Fitness Program for ASCC employees.



3. Drafted proposal for the Wellness and Fitness Program and ready for submission to President for review. Submission still pending awaiting Exercise Physiologist on forms and specific of Disclaimer.
4. Met with advised the President of the proposed policy of which he has agreed to process and submit for his review.
5. Collected information from Chief Security for "Safety around campus and procedural process for Emergency". Propose to have the training for all ASCC employee in the 3rd quarter of 2014, this will coincide with the majority of the population that ASCC serves which is the fall semester.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. 3.a.2) The draft proposal for Wellness and Fitness Program includes the College Regulations.
 - o [Employee Wellness Program](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Unable to meet and finalize proposal with Exercise Physiologist during quarter due to work schedule being loaded with U.S Department of Labor Compliance Assessment.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Held the "ASCC Employee Appreciation Day" 1-10-2014. A successful day with Activities, Games and Luncheon for all Faculty and Staff. Entertainment performed by students of Student Association for Faasamoa and Alumni Foundation Student Club.
2. Ref: www.amsamoa.edu; Press Release Article "ASCC Employee Appreciation Day"

Describe any staff or faculty achievements:

1. f1. Faculty and Staff have been utilizing the Monday-Wednesday-Friday Zumba conducted by an Adjunct from 4:00pm - 5:00pm. A free invitation for any employee who wishes to participate at their own risk.
2. "ASCC Employee Appreciation Day"

Divisional Outcome 4:

College employees clearly understand the role of EEO/AA which is to promote effective employee relations, and develop employee's capacities in the workforce.



Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. 4.b: Conducted Working Hours training and informational awareness session for Physical Facilities Management Department on FLSA and FMLA - 2 weeks in February
2. Conducted FLSA and FMLA training for all Deans and Directors on February 2/25/2014
3. 4.b: HR Staff attended, specifically the Director of HR with follow up meeting with the Department of Labor representatives from the Compliance Division during their ASCC Site Visit and Fact Finding Inquiry regarding FMLA and Fair Labor Standard Act.
4. Conducted Training for employees who were interviewed by the US DOL on Policies and Procedures governing Overtime and Compensatory Time
5. Assessment by DOL resulted in Compliance Agreement which resulted in 22 employees receiving Back Wages payments and 100 employees who received additional Compensatory Time credited into their leave account.
6. 4.c: Resolved two EEO grievances with 1 Faculty member and 1 Support Staff member.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. [✖ ASCC Employee Handbook 7-10](#)
2. [✖ EMPLOYEE DEVELOPMENT](#)
3. [✖ EMPLOYEE DEVELOPMENT](#)
4. [✖ HRO Training Feedback Summary \(June 2013\)-1](#)
5. [✖ HRO Training Sign In Sheet 2013-07-09-212058-2](#)
6. [✖ Human Resources Scheduled Training for FY2013 \(3\) \(2\)](#)
7. [✖ Performance Evaluation](#)
8. [✖ Performance Evaluation 9-26](#)
9. [✖ Performance Evaluation Feedback Forms](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Scheduled Training was made mandatory to ensure full attendance for concerned employees.
2. HR Generalist and Human Resource Manager were charged with being instructors for general employees while Director dealt with the Deans and Directors level as well as supervisors. Payment of Back Wages was issued from Finance Department through the CFO's special allocation to ensure compliance with DOL Agreement.



3. No training office for the HR Department to conduct their on going training so Lecture Hall is being utilized as well as the Vice President's of Academic Affairs and Student Services for these purposes.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. US DOL Assessment of FLSA and FMLA competed and resolved as of 3/31/2014

Describe any staff or faculty achievements:

1. Completed the report for US Department of Labor regarding the recording keeping and award of Compensatory Time and the amount of hours paid.

Divisional Outcome 5:

ASCC employees enjoy timely and accurate processing of personnel transactions, documentation, and internal records.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Distributed Monthly Leave Balance Notice for all Deans and Directors of their respective employees;
2. Distributed Individual Leave Balance for all Staff and Faculty;
3. Provide reminder notices for contracts due, upcoming and due performance evaluations;
4. Process, review and update positions as to position review forms. Positions approved through the FY2014 Budget.
5. Process new appointments and promotions for concerning employees.
6. Process payroll bi-weekly.
7. Conduct interviews, background checks for recruitment hiring.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Understaffed of department posed some challenges in the delivery of record management services.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Current staff being multi-task to cover for required work to ensure service is delivered.
2. Complete the Divisional Assessment on time and proved to be effective.

Describe any staff or faculty achievements:



1. Overload and Adjunct processing of contract has improved given its Standard of Operating Procedures.
2. Time processing of payroll and reconciliation of time cards as to timesheet. Compliance adhered to since the US. DOL Assessment of FLSA and FMLA

Institutional Effectiveness



Mission Statement:

It is the mission of the Office of Institutional Effectiveness to support the college by providing information necessary for improvement of academic programs and provision of administration services. The office is responsible for collecting data for research and evaluation. It is also responsible for analyzing and presenting results for program planning. The Office of Institutional Effectiveness provides information and analysis of data, programs, and services in support of the overall mission of ASCC.

Divisional Outcome 1 (FY2014-3rd Quarter):

Administrators, Faculty, and staff have access to accurate and timely institutional data collected by IE and reported in annual, quarterly, and semester publications.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. **1.1** Biweekly reports continue to assist in the compilation of quarterly reports and the progress made towards the achievement of each division's outcomes. With the beginning of the AY2014 reporting of biweekly and quarterly reports, a recommendation was made by the IE Director to keep the current template the same when submitting quarterly reports on Compliance Assist with 'no' revisions until AY2015, given that IE carefully monitors a format that may better improve outcome reporting. Currently, a new format has been discussed by IPECC to allow more divisions to provide a more clear review of their divisional outcomes and operations and its alignment to the institutional strategic plan.
2. **1.2** The spring 2014 Fact Sheet is completed and archived on Compliance Assist. Dialogue towards improving IE's dissemination of institutional data continues. A presentation to solicit feedback from Deans and Directors is forthcoming.
3. **1.3** The AY2014 Annual Report will be reviewed for accuracy towards institutional reporting. Similar to outcome 1.2, dialogue continues at an institutional level to improve the compiling of this document not limited to institutional reporting. The Annual Report is distributed and presented to the Fono each year during the budget presentation and educational committee review.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. [✖ I.C.08- Spring 2013 Fact Sheet](#)
2. [✖ I.C.09- Summer 2013 Fact Sheet](#)
3. [✖ I.C.10- Fall 2013 Fact Sheet](#)
4. [✖ I.C.11- Spring 2014 Fact Sheet](#)
5. [✖ III.F.2.b- ASCC Biweekly Report 01-17-14](#)
6. [✖ III.F.2.c- ASCC Biweekly Report 01-31-14](#)
7. [✖ III.F.2.d- ASCC Biweekly Report 02-14-14](#)
8. [✖ III.F.2.e- ASCC Biweekly Report 02-28-14](#)



- 9. [✖ III.F.2.f- ASCC Biweekly Report 03-14-14](#)
- 10. [✖ III.F.2.g- ASCC Biweekly Report 03-28-14](#)
- 11. [✖ III.F.2.h- ASCC Biweekly Report 04-11-14](#)
- 12. [✖ III.F.2.i- ASCC Biweekly Report 04-25-14](#)
- 13. [✖ III.F.2.j- ASCC Biweekly Report 05-09-14](#)
- 14. [✖ III.F.2.k- ASCC Biweekly Report 05-23-14](#)
- 15. [✖ III.F.2.l- ASCC Biweekly Report 06-06-14](#)
- 16. [✖ III.F.2.m- ASCC Biweekly Report 06-20-14](#)
- 17. [✖ III.F.2.n- ASCC Biweekly Report 07-03-14](#)
- 18. [✖ III.G.7.a- FY 2014 1st Qtr Report](#)
- 19. [✖ III.H.6- 2013 Annual Report](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

- 1. Technology challenges are due to slow network connection to the Compliance Assist Data Management system and the inconsistency of the network connection.
- 2. Issues on staff work-loads are now surfacing. As assessment begins to shift under the purview of IE, additional responsibilities are now added to IE staff, which is not included in the budget. Also, time constraints to complete divisional operations due to external institutional responsibilities.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

- 1. Institutional Data Archives is updated and served as a plus for the Self-Study Review. The IE division will continue to update the archives accordingly.

Divisional Outcome 2:

Students and stakeholders voice their opinions through surveys distributed by IE which are collected, compiled, and disseminated in a Student Opinion Report and program review surveys disseminated to students and staff.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- 1. **2.1, 2.2, 2.3:** The following surveys were distributed and collected during the AY2014 2nd quarter

Placement Surveys

	Spring 2014	Summer 2014
Outgoing	66 students	99 students
Incoming	68 students	99 students

Course Evaluation



	Spring 2014	Summer 2014
Outgoing	105 packages	33 packages
Incoming	102 packages	33 packages
Student Satisfaction Survey		
	Spring 2014	Summer 2014
Outgoing	23 packages	15 packages
Incoming	23 packages	15 packages

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

Evidence linked below.

1. [✖ Student Satisfaction, Course Evaluation and Placement Survey Results \(April-July 2014\)](#)
2. [✖ Student Satisfaction, Course Evaluation and Placement Survey Results \(October - December 2013\)](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Internet Connectivity has been a problem. IE continues to experience delays when updating, archiving or changing features on compliance assist on a daily basis.

Divisional Outcome 3 (FY2014-3rd Quarter):

Administrators, faculty, and staff have access to a data management system to share, collaborate, and record evidence of institutional processes, reviews, and planning.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. IE continues to provide technical assistance to all ASCC Deans and Directors with ASCC's Database/Archiving system. Training and Access to Compliance Assist not limited to additional users as requested by several Deans and Directors not limited to constant trouble-shooting services provided by IE staff. (Ongoing)
 - Self-Study Committees & Sub-committees: IE continues to monitor Compliance Assist (Accreditation Module) to assure that Self-Study Chairpersons and Co-Chairpersons are able to input data/narratives for each Standard indicator. (Ongoing)
 - IE continues to compile Institutional Evidence in the Gallery Module for all Self-Study Committees to access and review. IE continues to monitor Compliance Assist usability and will provide training for divisional utilization and archiving on Compliance Assist. (Ongoing)
2. All divisions Academic, Administrative, and those directly under the supervision of the President continue to report on the progress of the achievement of the outcomes in the Quarterly Reports. Quarterly Reports are generated by IE and



disseminated accordingly. Biweekly reports are also required by each division and have been compiled, approved and disseminated accordingly for internal and external purposes. (Ongoing)

3. **3.3** IE continues to assist users on Compliance Assist. As of this quarter IE has received fewer trouble-calls. (Ongoing)

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- AY2014 2nd quarter is currently being reviewed and biweekly reports that have been completed are now available in the Gallery Module on Compliance Assist. Also, Self-Study Reports have been archived on Compliance Assist.
 1. [✖ Institutional Data Archives](#)
 2. [✖ I.C.11- Spring 2014 Fact Sheet](#)
 3. [✖ III.F.1.r- ASCC Biweekly Report 10-11-13](#)
 4. [✖ III.F.1.s- ASCC Biweekly Report 10-25-13](#)
 5. [✖ III.F.1.t- ASCC Biweekly Report 11-08-13](#)
 6. [✖ III.F.1.u- ASCC Biweekly Report 11-22-13](#)
 7. [✖ III.F.1.v- ASCC Biweekly Report 12-06-13](#)
 8. [✖ III.F.1.w- ASCC Biweekly Report 12-20-13](#)
 9. [✖ III.F.2.a- ASCC Biweekly Report 01-03-14](#)
 10. [✖ III.F.2.b- ASCC Biweekly Report 01-17-14](#)
 11. [✖ III.F.2.c- ASCC Biweekly Report 01-31-14](#)
 12. [✖ III.F.2.d- ASCC Biweekly Report 02-14-14](#)
 13. [✖ III.F.2.e- ASCC Biweekly Report 02-28-14](#)
 14. [✖ III.F.2.f- ASCC Biweekly Report 03-14-14](#)
 15. [✖ III.F.2.g- ASCC Biweekly Report 03-28-14](#)
 16. [✖ III.F.2.h- ASCC Biweekly Report 04-11-14](#)
 17. [✖ III.F.2.i- ASCC Biweekly Report 04-25-14](#)
 18. [✖ III.F.2.j- ASCC Biweekly Report 05-09-14](#)
 19. [✖ III.F.2.k- ASCC Biweekly Report 05-23-14](#)
 20. [✖ III.F.2.l- ASCC Biweekly Report 06-06-14](#)
 21. [✖ III.F.2.m- ASCC Biweekly Report 06-20-14](#)
 22. [✖ III.F.2.n- ASCC Biweekly Report 07-03-14](#)
 23. [✖ III.G.7.a- FY 2014 1st Qtr Report](#)
 24. [✖ V.B- ASCC Self-Study Steering Committee Update 5-13-14 \(Spring 2014\)](#)
 25. [✖ V.C- ASCC Self-Study Steering Committee Update 5-19-14 \(Spring 2014\)](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Internet Connectivity (network speed) remains a challenge for Compliance Assist users.



Divisional Outcome 4 (FY2014-3rd Quarter):

The public is better informed of ASCC activities and accomplishments through ads, articles, and various publications prepared by IE.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. All written publicity continues to be routed through IE for review by the Communications/Press Officer. Videos and audio have not been routed as discussion needs to occur on what constitutes "publicity" and in what format.
 - ASCC Website: A newer version of ASCC's website is pending approval to include the 2014-2016 Catalog changes.
2. **4.2** All articles are routed by the Communications Officer through the Director of IE and to the President for review and approval. 2 articles per week are the normal quota for publishing to the media.
 - For this 3rd Quarter, a total of (16) articles were reviewed, approved and published:
 - 04-23-14: ASCC-AWD Expands Course Offering
 - 04-29-14: ASCC-ISO Poster Contest Celebrates Diversity
 - 05-02-14: ASCC-CNR and UH Sea Grant to Host "Building Capacity in Aquaponics" Workshop
 - 05-06-14: Taeaofua Dr. Meki Solomona Keynote Speaker for 60th ASCC Commencement
 - 05-08-14: ASCC-TED Prospective Graduate Says "Being a Teacher is a Calling"
 - 05-08-14: ASCC Renews Articulation with UH Universities
 - 05-13-14: ASCC Student Attends Guam Conference on Sustainability
 - 05-21-14: ASCC Graduate Banquet Celebrates Academic Achievement
 - 05-21-14: 60th Commencement Ceremony: Friday, May 16, 2014
 - 05-23-14: ASCC Alumni Association Awards Spring 2014 Scholarship
 - 05-30-14: ASCC-CNR to Host Annual CHL Meeting
 - 06-04-14: ASCC Student Accepted to FPHLP Summer Internship
 - 06-06-14: ASCC-CNR Hosts Annual CHL Meeting
 - 07-07-14: ASCC-ASAHEC Conducts Outreach on Aunuu
 - 07-09-14: ASCC-TTD and ASISHA Coordination "Safety Fest" this Month
 - 07-15-14: ASCC Nursing Department Holds 2014 Recognition Ceremony
3. **4.3** Ads from CNR, HRO, and grant programs have been routed through the Communications Officer. The protocol for the routing is in the process of being written into the Standard Operating Procedures of IE.



4. **4.4** The Connection Newsletter continues to be compiled on a quarterly basis. The 2nd Quarter Connection Newsletter included the following Issues:
- Employee Appreciation Day
 - Multi-purpose Center Groundbreaking
 - Teacher Education Establishes new Cohort
 - TTD Apprenticeship & Workforce
 - New Organization brings together International Students

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Evidence of weekly ads, publications, etc. can be found in the Bi-Weekly reports and in the local newspaper.
2. Connections Newsletter (April 2014)
3. ASCC Website Update
4. (24) ASCC Articles- AY 2014- 2nd Quarter
5. [✖ 1 ASCC Employee Appreciation Day PR-1](#)
6. [✖ 10 ASCC CNR Poultry Research](#)
7. [✖ 11 CHL Press Release Feb. 2014](#)
8. [✖ 12 ASCC-AWD Donation from ACE-1](#)
9. [✖ 13 ASCC-CNR Laupele PR](#)
10. [✖ 14 ASCC PNs at Boys & Girls Club](#)
11. [✖ 15 ASCC Reg Siapo Talk for BPW \(Re-edit\)-2](#)
12. [✖ 16 ASCC PIFC Conference PR](#)
13. [✖ 17 ASCC International Students PR](#)
14. [✖ 18 ASCC QUEST Spring 2014 PR](#)
15. [✖ 18 Business NZ Trip PR](#)
16. [✖ 19 PTK Grad Scholarship](#)
17. [✖ 2 Moananu New ASCC Dean of Academic Affairs-3](#)
18. [✖ 20 ASCRF Biggest Loser](#)
19. [✖ 21 UpdateCNRSamoaTrip-8](#)
20. [✖ 22 Presidential Merit Scholarship](#)
21. [✖ 23 Literary Evening doc\(copy from James\)](#)
22. [✖ 24 BHE Seminar PR-4](#)
23. [✖ 3 ASCRF Club PR](#)
24. [✖ 4 Logo Filloon to Speak at ASCC](#)
25. [✖ 5 ASCC Business Students Assist with Taxes](#)
26. [✖ 6 ASCC-TED First Cohort PR](#)
27. [✖ 7 ASCC Apprenticeship Feb 2014 \(edited\)-2](#)
28. [✖ 8 SGA Emphasizes Healthy Living \(2nd edit\)](#)
29. [✖ 9 ASCC - PTK Spring 2014 \(Website Edit\)](#)
30. [✖ ASCC Connection Newsletter \(AY2014-1st Quarter\)](#)
31. [✖ ASCC Website Update](#)



32. [✖ Connections 2nd Quarter April 2014](#)
33. [✖ Review of Website List](#)
34. [✖ A- SGA Workshops 10-18-13](#)
35. [✖ B- PTK Fall 2013 10-21-13](#)
36. [✖ C- Business Department Parents Night 10-30-13](#)
37. [✖ D- Science Symposium 11-1-13](#)
38. [✖ E- ASCC Nurses Manu'a 11-6-13](#)
39. [✖ F- Carpentry Apprentice 11-12-13](#)
40. [✖ G- ASCC to NCSL 11-18-13](#)
41. [✖ H- ART 161 Wilson 11-20-13](#)
42. [✖ I- Fall 2013 Graduation 11-25-13](#)
43. [✖ J- ACCJC Review 11-26-13](#)
44. [✖ K- ASCC Apprenticeship Certificates 12-6-13](#)
45. [✖ L- ASCC Fall 2013 Alumni Scholarship 12-6-13](#)
46. [✖ M- TED Pavai'ai 12-6-13](#)
47. [✖ N- Moananu New ASCC Dean of Academic Affairs 01-23-14](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

- Internet speed

Divisional Outcome 5 (FY2014-3rd Quarter):

Students, staff and faculty have access to reports on Student Achievement and learning through reports and publication disseminated by IE.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. The IE Director continues to work closely with the Dean and Associate Dean of Academic Affairs for assessment planning on General Education, Core Foundational, Co-Foundational, and Programs.
2. Program Review Results and Divisional Results (Summaries) have been compiled and submitted to IPECC for Strategic Planning Purposes. Data is now accessible on Compliance Assist.
3. The SLO Status Report has been archived on Compliance Assist in the Gallery Module. The Gallery is constantly being updated as more evidence is added on a weekly basis.
4. Compliance Assist has been set-up to archive all institutional data that includes:
 - Institutional Reports
 - Institutional Processes and Procedures/Policies
 - Institutional Planning and Assessment
 - Accreditation



5. Institutional Data are now archived in the Gallery Module on Compliance Assist to allow all administrators to access and review institutional data for planning purposes and assessment not limited to archiving their own divisional documents.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. ASCC Assessment Reports
2. ASCC SLO Status Report
3. GEO Qualities and Competencies PPT
4. GEO Data Sheets
5. GEO Process Presentation (Spring 2014)
6. [✖ Self-Study Evidence July 2014](#)
7. [✖ ASCC SLO Report Evidence Coding](#)
8. [✖ ASCC Status Report on SLO Implementation_10-15-12 final \(1\)amended](#)
9. [✖ Assessment Report Fall 2010](#)
10. [✖ Assessment Report Spring 2010](#)
11. [✖ Assessment Report Spring 2011](#)
12. [✖ I.E.1.a- Communication GEO Qualities & Competencies](#)
13. [✖ I.E.1.b- Communication Data Sheets](#)
14. [✖ I.E.2.a- Technology Literacy GEO Qualities & Competencies](#)
15. [✖ I.E.2.b- Technology Literacy Data Sheets](#)
16. [✖ I.E.3.a- Critical Thinking GEO Qualities & Competencies](#)
17. [✖ I.E.3.b- Critical Thinking Data Sheets](#)
18. [✖ I.E.4.a- Global Awareness & Culture Competence GEO Qualities & Competencies](#)
19. [✖ I.E.4.b- Global Awareness & Cultural Competence Data Sheets](#)
20. [✖ I.E.5.a- Personal Development GEO Qualities & Competencies](#)
21. [✖ I.E.5.b- Personal Development Data Sheets](#)
22. [✖ I.F.1- General Education Outcome Process and Procedure Presentation Spring 2014](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Internet speed continues to be a problem when Accessing Compliance Assist.

Management Information Systems (MIS)



Mission Statement:

The primary mission of the Management Information System (MIS) Department is to provide the American Samoa Community College (ASCC) community access to a modern and secure computing infrastructure that enables them to make efficient use of information technologies in their respective tasks. MIS is concerned with assessing new technologies and working towards applying these in innovative ways to the support and furtherance of ASCC's mission and goals.

Divisional Outcome 1:

MIS will provide satisfactory technology services to students in the ASCC Computer Labs.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. **Completed providing students with technology / assistance in MIS PC Labs. [ongoing] – Completed for Q3.**
 - a. Number of students that were provided technology services in Labs 15 & 16 during this quarter:
April: 2,607
May: 693
June: 1,753
 - b. Total students served in computer labs: 5,053
2. **Completed providing students with login / wireless accessibility assistance. [ongoing] – Completed for Q3.**
 - a. Student Login Support: 515 students served
Wireless Access: 23 student laptops registered
 - b. Total students served by Web/Communications Coordinator: 538
3. **Pre-registration / Registration.** This quarter, MIS completed pre-registration and registration activities including the following:
 - o Completed Colleague software semester setup for online registration
 - o Completed enabling accounts for continuing students
 - o Completed laptop and printer setup for Admissions and Finance Offices for registration
4. **Completed Papercut Installation.** This quarter, MIS completed the reinstallation of Papercut software into the computer labs that enabled each student to be credited an initial \$10 for printing. Students need to recharge their account once the \$10 is finished. This has saved much paper and toner for the Computer Labs.
5. This quarter, MIS Computer Lab Assistants completed maintenance and update activities to keep the computers up-to-date for students.
6. **Completed launching student satisfaction survey in Computer Labs.**
 - o This quarter, MIS launched a student satisfaction survey within the student computer labs. With this survey, students are able to evaluate the services that are being provided. MIS will use the results of these surveys to better the services provided for students in the computer lab.



Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- [✖ Q4 - 2012-2013 ASCC Computer Labs](#)

Divisional Outcome 2:

Faculty, staff and students will receive appropriate technology support from MIS in a timely manner.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- This quarter, MIS completed 165 work orders for computer and server support.
- Completed providing students, faculty and staff technology support for Q3, completing work orders with following totals for the months of April through June 2014:

Completed Work orders by Month	
Month	Total
April	154
May	103
June	116

Completed Work orders By Type	
Work Order Type	Completed
Computer Issue	139
Printer Issue	55
Network Issue	50
Colleague Issue	26
Server Issue	28
Computer CHECK IN	20
Multimedia Setup	15
Equipment Check	10
Wireless Equipment	11
Software Download	2
Equipment Setup	1
Quotation Request	1

- **Completed providing multimedia equipment to ASCC faculty and staff.**

Multimedia checked out by Month
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Month	Total
April	9
May	9
June	6

- **Report on computers checked in to Helpdesk for repair.** A total of 20 PCs were checked into helpdesk and repaired this quarter.
- **All scheduled backups and recovery activities were also completed for this quarter.**
- **All server updates were also completed this quarter.**
- **Completed renewing software subscriptions.** MIS completed renewing major MIS subscriptions this quarter, including Moodle Support and updates, Barracuda Support and Updates, and Sonicwall Firewall support and firmware updates.
- **This quarter, MIS completed migration for Colleague Hardware Upgrade Project.**
 - This quarter MIS completed data migration from 6 servers to 12 new Colleague servers, using less physical space in the server room. CIO worked with Ellucian consultants to complete this migration and create a new Test as well as Production environment for the Ellucian system. What is left to be installed is E-commerce and Portal. E-commerce should be completed by the end of the year, while Portal has been postponed until summer 2015.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- [✖ Multimedia Document Draft1](#)
- [✖ Multimedia Equipment Supported by MIS - Draft1](#)
- [✖ PC Document - Draft1](#)
- [✖ PC Inventory Qtr 3](#)
- [✖ Phone Document - Draft1](#)
- [✖ Phone Document 2 - Updated 3rd Qtr.](#)
- [✖ Q4 - 2013 ASCC Computer Inventory](#)
- [✖ Q4 - 2013 Phone Directory](#)
- [✖ Q4 - Smartboard Inventory](#)
- [✖ Work Orders Completed Quarter 1](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

- 3rd Quarter: The same as last quarter. An Assistant CIO is still needed, or another option needs to be considered. Maybe work can be distributed among existing staff and provide compensation.



- 4th Quarter: I left the comments from the 3rd Quarter because this quarter, MIS submitted position reviews for 4 MIS existing positions to add the activities assigned to the Assistant CIO to those of the existing four staff members and raise their pay so that the work for ACIO can continue, and this can be shared among the existing staff members, which would make this more cost effective than hiring a new ACIO. All documents were completed this quarter and submitted for approval.

Divisional Outcome 3:

Faculty, staff and students will receive improved network accessibility.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. This quarter, MIS completed 131 work orders for network, WiFi and multimedia support.
2. Network uplinks and network upgrades
 - This quarter, the network office completed uplink and network upgrades for SSI Media Room, Security Office, SSS, ELI. Also completed CNR troubleshooting activities for Fiber running from ASCC main campus up to their NOC. Completed contact ASTCA, waiting for them to respond on checking on this fiber line. MIS was able to boost its wireless network signal in order to accommodate CNR. Completed getting them access to ASCC network.
3. **Resolved new issues with External Bluesky Wireless Link**
 - Issues came up again with the external Bluesky link. We found that the IP addresses were incorrect, causing conflicts that would cause the link to repeatedly get disconnected. Bluesky was able to reassign a correct IP to ASCC, and now it is working again.
4. **Completed Sonicwall Update Renewal**
 - This quarter, this renewal has been completed and the ASCC sonicwall firmware updates have been completed.
5. **Completed Multimedia setup for meeting [ongoing].**
 - MIS completed multimedia for lecture hall as well as media setup for meetings held in conference rooms that required Internet connectivity for online demonstrations. This was completed by the Network Office for quarter 3.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. [✖ Campus Backbone Network Diagram - Draft](#)
2. [✖ Q4 - 2013 MIS Standard Operating Procedures](#)
3. [✖ Q-4 ASCC Network Diagram - Backbone](#)
4. [✖ Upper Campus Backbone Network Diagram](#)



Divisional Outcome 4:

Faculty, staff and students will receive improved access to technology.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- Complete checking out multimedia center equipment to a total of 24 users.
- Complete using Trackit Library. MIS continues to use the MIS Trackit library to track and check equipment in and out.

Divisional Outcome 5:

Faculty, staff and students will receive improved access to online resources.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. **Webmaster completed update of website.** This quarter, ASCC webmaster completed the complete update of the ASCC website to match what is stated in the catalog. Also during this quarter, the Webmaster has kept the front page updates with Press Releases each week. Finally, Webmaster and CIO worked with IE in order to place the Self Study report on Compliance Assist, linking all of the evidence files of the report to those uploaded onto the Document Director area of Compliance Assist.

Physical Facilities Management

Mission Statement:



To maintain and support quality services in the areas of maintenance, landscaping, and a clean environment seen on campus, housing area, facilities and grounds. It is also the mission of the Physical Facilities Management Department to hire qualified personnel, to improve the quality of the work environment for employees, and to protect and secure the safety of students, college personnel, property, and the visiting public.

Divisional Outcome 1:

The administration office under PFM employs a system to execute, track, and communicate progress of job orders in a timely manner

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Administrative Assistant has employed a manual system to better track job orders. Logging orders includes assigning number to orders as they come in and are assigned immediately to appropriate sub division. The Job order process requires signatures from supervisor and staff executing job order to ensure job is complete for closing our order.
2. Job Orders received and completed this quarter:
 - Maintenance: Received 13 Total, completed 11 to date
 - Air Conditioning: Received 15, completed 11, 4 pending
 - Custodial: Received 8, completed 8

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. [✖VIII.I PFM SOPs final](#)

Divisional Outcome 2:

Students, Faculty and Staff, are ensured a safe and secure campus environment, free from drugs, violence, harassment and discrimination that promotes a vibrant campus life.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. **Security**
 - This Quarter, Security worked closely with Academic Affairs in monitoring the pink eye epidemic on campus. Measures were taken to prevent the spread by dismissing students, staff and faculty who were infected.
 - Security briefed by HRO on regulations from Department of Labor.
 - Assisted with escorting visitors to Land Grant from Campus to hotel and around campus.
 - Participated in ASCC/ASG clean up of Zone A
 - Secured campus during Spring 2014 Commencement exercises



- Daily securing of campus
- 2. **Grounds**
 - Grounds personnel continue to keep campus grounds free of debris and trash, lawns and streams are maintained. Trim shrubbery, trees blocking pathways, clear gutters of debris to allow proper drainage.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. **Security**
 - Shortage of staff to secure campus size continues to be a problem. Lack of proper training in the areas of emergency, CPR, and public safety.
 - Shortage of carts for security
2. **Grounds**
 - Shortage of safety gear for Grounds personnel (safety glasses, overalls, boots)
 - Not enough storage space for grounds equipment

Divisional Outcome 3:

Students, Faculty and Staff are ensured a clean and healthy campus atmosphere that supports a learning environment.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Custodians continue to clean facilities and handle special requests for preparation of Lecture Hall, Gymnasium, or classrooms for special events.
2. Completion of Job Orders

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Custodial Services in need of a blower.

Divisional Outcome 4:

Students, Faculty and Staff are ensured safe, regularly maintained facilities and equipment that are in compliance and meet Federal and Local requirements/Regulations.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. This Quarter Maintenance worked on the disability ramp required by ADA. The ramp was completed by the end of May.
2. Major repair included:
 - Gymnasium renovation - On going



- TTD Roofing - Pending
- Book Store roof - Completed
- Generator behind President's Office - Completed
- Samoan Studies institute - On going

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. The major challenges affecting Maintenance Department:
 - Shortage of staff causing delay in executing job orders.
 - Bad weather
 - Delay in receiving materials to complete job orders resulting in a backlog of Job order requests.

Custodial

Divisional Outcome 3:

Students, Faculty and Staff are ensured a clean and healthy campus atmosphere that supports a learning environment.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. PFM Custodial Crew to cooperate with PFM Main Office in operating cleaning requests, concerns and other required cleaning services on campus daily.
2. Custodial Crew to maintain all restrooms/bathrooms, offices and classrooms daily by emptying all trash bins daily, dispose all wasted materials from campus, mopping, buffing, hand in hand with PFM maintenance crew in all heavy disposals and heavy movements on campus requests.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. PFM Custodial crew to report ten (10) leaking toilets
2. PFM Custodial to report two(2) ASPA water leaking
3. PFM Custodial to report leaking sinks at Math & Science Building
4. PFM Custodial Supervisor to work closely with PFM Director on all custodial requests on campus
 - [✉ m.luaao@amsamoa.edu](mailto:m.luaao@amsamoa.edu)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Custodial crew to requests vacant positions to fulfill when time is right



Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Custodial Supervisor to show improvement by working closely with PFM Director on all custodial concerns and to host monthly meetings to discuss department goals and objectives.

Describe any staff or faculty achievements:

1. Custodial Crew to team work with all other PFM crews and to maintain the whole ASCC campus free of trash, disposal smells, and to align with ASCC rules and regulations on health concerns.

Maintenance

Divisional Outcome 4:

Students, Faculty and Staff are ensured safe, regularly maintained facilities and equipment that are in compliance and meet Federal and Local requirements/Regulations.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. PFM Maintenance crew to maintain campus facilities and maintenance requests based upon all the incoming Job Order Requests on campus:
2. PFM to re-new and re-model Gear Up Department to SLAC Department
3. PFM to review the re-modeling of the Gym ceiling with contractors/build new benches for Graduation purposes and student gym activities
4. PFM to repaired TTI ceiling and auto shop requests of leaking roofs
5. PFM to re-model SSI restroom
6. PFM to re-model Cafeteria by installing power outages, re-model an old office to a new one for Student Services new counselor
7. PFM to re-model all of the campus study areas on campus such as building benches in front of the Business office, painting all of the waiting areas and study tables.
8. PFM to re-model Library both internal and external
9. PFM to re-model M-5 and M-6 Housing Units
10. PFM to re-model ELI and SSS building request
11. PFM to work closely with ASPA on all electrical concerns, requests and improving ASPA services with ASCC compound
12. PFM to service campus office and classrooms Air Conditions by working closely with Avalanche Air Conditioning vendor
13. PFM to review all campus sewer lines request with ASPA
14. PFM to work on re-modeling requested classrooms at Math & Science classrooms & lab rooms
15. PFM to assist Academic Affairs on all incoming requests with instructors classrooms, instructor's offices and lab offices and rooms



16. PFM to assist TED Department by re-modeling offices and classrooms
17. PFM to assist M-11 with VP's office request
18. PFM to assist Nursing Department with broken window and broken door knobs as well as servicing broken toilets and sinks
19. PFM to work closely with Procurement Office in receiving all materials and orders for all campus requests on facilities and maintenance operations

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Job Order Forms requested
2. Bi-Weekly Reports
3. Monthly Supervisory Meetings from PFM Crews
4. D & D Meetings
5. HRO Trainings

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. PFM Staff needs more manpower
2. Procurement Office to maintain orders of supplies and materials on time for a better improving services among the students and administration

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. PFM to re-establish a new phase and a new look to American Samoa Community College by providing comfortable services in all facility and maintenance requests on campus.
2. PFM to provide other great services by working closely with American Samoa Power Authority (ASPA) in improving power & water services on campus
3. PFM to work closely with contract services in improving ceiling requests on old buildings to re-model and to re-new
4. PFM to construct M-5 and M-6 Housing Units
5. PFM to re-model ELI/SSS building requests
6. PFM to support ASCC with ASG activities to request on campus such as cabinet meetings, public meetings with Lecture Hall and all other ASG inquiries

Describe any staff or faculty achievements:

1. Security Office to hired two(2) new securities, a male and a female
2. Updating PFM records with HRO on all requested paperwork
3. PFM Supervisors to host monthly meetings with PFM Director by providing crew reports and updating department in improving the services on ASCC campus
4. PFM employees to receive increments beginning effective date and still continue



5. Mr. Toma Solia to supervised Maintenance Crew
6. Mr. Solomona Simanu to supervised Custodial Crew
7. Mr. Tauai Misi to supervised both Security and Grounds/Landscaping crews
8. Mrs. Ana Solia to operate all incoming communications by operating as a receptionist and assist also PFM department
9. Mrs. Mapusaga Pamela Luaao to operates all PFM paperwork on campus and to maintain a fine quality PFM service on ASCC campus
10. PFM Director to work directly with President and Vice President on all PFM matters

Security

Divisional Outcome 2:

Students, Faculty and Staff, are ensured a safe and secure campus environment, free from drugs, violence, harassment and discrimination that promotes a vibrant campus life.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. PFM Security Crew to work closely with PFM staff in providing a secured comfortable service to anyone or everyone that participates and enters ASCC campus.
2. Security crew to maintain all parking zones by operating vehicles in entering and exiting the campus
3. Security crew to maintain the puncher for clocking in/out of the staff daily
4. Security crew to maintain the use of the carts to respond immediately on student incidents, disabled students and staff/faculty, delivering messages from one end to another, assist emergencies, and to keep up a quick and reliable services when needed
5. Security crew were held responsible in maintaining a peaceful Spring 2013 Graduation ceremony by uniforms, proper trainings on parking zones, proper uniforms and a daily monitor of everyone who participated
6. Security crew to work closely with PFM office on all required reports for department analysis
7. Security crew to maintain services such as securing ASCC properties such as vehicles, ASCC housings, ASCC Land Grant premises, and ASCC campus to be free of theft and robbery.
8. Security crew to participate at HRO trainings and DPS trainings to better serve and protect ASCC family

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. Security Crew to assist ASCC President in all of his off-campus meetings and to maintain his vehicle in good condition
2. Security crew to professionally performed at Spring 2013 Graduation Ceremony



3. Security crew to assist government agencies such as EPA and cabinet meetings withheld on campus Lecture Hall
4. Security crew to prevent smoking habit on ASCC premises
5. Security to work day and night shifts in serving ASCC twenty four hours

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Security to request a vehicle for emergency purposes only
2. DPS to host monthly trainings with ASCC Security crew to promote services
3. Requesting more proper tools for security use like handcuffs, batons, and ticket books for parking zones.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. ASCC campus free of alcohol and drugs at all times
2. Smoking Prohibited and Smoking Areas Designation obeyed by administration and students

Describe any staff or faculty achievements:

1. Two new securities on board as of June 2013. One male and one female.

Divisional Outcome 5:

Students, Faculty and staff are ensured safe, regularly maintained campus grounds and periphery.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. PFM Ground and Landscaping are to maintain a green field by mowing, beautifying the plants by trimming, gardening and to promote an attractive campus.
2. PFM Ground and Landscaping to maintain all grounding/landscaping ASCC properties beautiful and neat.
3. Grounds and Landscaping crew are to report all grounds and landscaping requests to PFM Main Office to provide good cleaning services on the whole ASCC campus

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

1. PFM Grounds and Landscaping to provide a clean campus by mowing the whole ASCC campus from one end to another



2. Each landscaper are to assigned in all their cleaning areas daily and to report broken pipes, leaking drainages, and to clean out water drainages from damaging.
3. Provides mowing, weeding, trimming and beautification on ASCC campus and especially on special functions hosted by ASCC family.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. PFM Grounds and Landscaping to request more weeding machines, and landscaping proper tools for all grounding requests.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

1. Grounds and Landscaping crew to work closely with PFM Director on all campus requests to maintain a clean learning environment.

Describe any staff or faculty achievements:

1. Ground and Landscaping crew to manage all grounding requests accordingly and to maintain ASCC campus beautiful by planting & gardening.

Small Business Development Center (SBDC)



Mission Statement:

To enhance economic growth and assist individuals in American Samoa by developing entrepreneurial skills among small businesses and the broader community through counseling, training, research, advocacy and other resources and activities.

Divisional Outcome 1:

Enhance economic growth in American Samoa via Small Business Development Programs.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- During this quarter the SBDC had a total of cumulative infusion of \$1,226,350.00.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- N/A Evidence is SBA Property and recorded and File with the US Office of Small Business Development Centers in Washington DC.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

- There where no great challenges or problems in accomplishing the outcome.

Describe any staff or faculty achievements:

- Two Staff members earned the ASBDC State Star Award for outstanding work.

Divisional Outcome 2:

Develop entrepreneurial skills by providing business and other related training.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- The SBDC trained 27 clients this quarter for a total of 125 entrepreneurs trained with many other interested in business and business related information.
- Outcome: The SBDC trained 42 additional clients by the completion of the SBJA program resulting in a total of more than 160 by the end of 2013.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- N/A This evidence is provided in SBA DATA available to the OSBDC only.



Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

- There were no great challenges in accomplishing the goal.

Divisional Outcome 3:

Provide counseling and related resources to entrepreneurs and the general community.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- The SBDC counseled 23 entrepreneurs during this quarter for a total 64 to date.
- Outcome: The SBDC counsel and additional 32 clients meeting final expected goals for the SBJA Program by year end 2013.

Divisional Outcome 4:

Assist in the start-up or creation of new businesses.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- The SBDC assisted in the start or creation of 6 new businesses during this quarter for a total of 19 new businesses to date.
- Outcome: The SBDC ended 2013 with 25 plus new business start-ups from combination of SBJA and Core Budget clients.

American Samoa College Research Foundation (ASCRF)

Divisional Outcome 1:

Develop and implement internship and scholarship opportunities while partnering with community organization and ASCC Alumni.



Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. **ASCC Alumni Non-Pell Scholarship Spring 2014:** working collaboratively with the ASCC-Student Services in advertising and ASCC Matai Alumni Association officers in the process of selecting the ASCC student recipient. (4) Application picked up at the ASCRF Office and only one application was turned in on time. Liaison, also a staff of ASCRF compiled the application before it was forwarded to the Alumni Officers and then routed to the ASCC Alumni Review Board which includes the ASCC Dean of Student Services, ASCC Dean of Academic, ASCC Alumni Faculty and ASCC Alumni community representative that signs off in selecting the recipient for Spring- 2014.
2. **B. Complete FYI 2014-2015 Budget:** (Awaiting ASCC Strategic Plan to align ASCRF Plan of Action on budget)
 - o ASCRF Director met with HR Director 04/23/2014 review budget line.
 - o ASCRF Director met with CFO 04/23/2014 review budget and align budget to the ASCC strategic plan.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- Newspaper Article in May and June 2014 on www.amsamoa.edu.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Limited Budget: ASCRF utilizing volunteers and staff personal technology gadgets - (apple computers, camera, I-pads) to create a marketing video for the ASCRF and its activities. Hope once the ASCRF Board is established a recommendation of an increase budget that will allow for the ASCRF visibility and activities to flourish.
2. Maintain relationship building through the ASCRF student club on visibility of the ASCRF to ASCC Faculty, and Staff, and students but also to the community. Increase awareness through newsletter 411, and local media working closely with the Alumni Association, Alumni but also the community of the ASCRF functions.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

- ASCRF staff network with the Alumni Association banquet was able to connect with a resource (non-profit organization that offered professional development in Strategic Planning and Board Development presentation from two Non-Profit Directors from California)



Describe any staff or faculty achievements:

- ASCRF staff volunteer to sit in subcommittee self-study for WASC and continually cultivate relationships with ASCC faculty and staff.

Divisional Outcome 2:

The Foundation plans annual fundraising to target institutional needs

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. ASCRF Director met with HR Director 04/23/2014 review budget line.
2. ASCRF Director met with CFO 04/23/2014 review ASCRF budget and align it to the ASCC strategic plan 2015-2020
3. Met with Ms. Tumua 04/15/2014 regarding a proposal of an athletics' program within the collegiate level. The outcome of the first meeting was to have Ms. Tumua prepare a propose plan. The plan was provided and ASCRF Director reviewed and responded to Ms. Tumua that at this time it would not be in the best interest to the Foundation to pursue

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- E-mail correspondence at the office

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

- Maintain relationship building through the ASCRF student club on visibility of the ASCRF to ASCC faculty and staff, students but also the community. Increasing awareness through newsletter 411, and local media working closely with the ASCC Matai Alumni Association, Alumni but also the community of the ASCRF functions.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

- Training on Budget hosted by IE. HRO and the CFO in May 2014

Describe any staff or faculty achievements:

- ASCRF staff and faculty volunteer in self-study subcommittee for WASC.

Divisional Outcome 3:



The Foundation has supportive relationship with charitable public grantee(s) corporate donors, local and off island alumnus to supplement funds for ASCC to improve its program and services.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Dinner banquet of all ASCRF student club volunteers in appreciation for their continued work with the ASCRF. Students from the ASCRF student club have completed their finals. To continue in cultivating a good working relationship with our volunteers, the ASCRF student club and members of the office held a dinner May 23, 2014 to show appreciation for work done during the semester.
2. ASCRF staff attended the Student Services graduation banquet dinner in May and ASCRF director provide an incentive award for the outstanding ambassador ASCC graduate with a high academic standing and has shown exemplary volunteer hours and commitment to ASCRF functions and activities.
3. ASCRF staff continually attended ASCC Alumni Banquet Dinner and ASCC AGM to build and cultivate relationship with the Alumni Association on May and June 2014.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- Article on newspaper or on www.amsamoa.edu

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

- Maintain relationship building through the ASCRF student club on visibility of the ASCRF to ASCC faculty and staff and students but also the community. Increasing awareness through newsletter 411, and local media working closely with the Alumni Association, Alumni but also the community of the ASCRF functions.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

- Maintain relationship building through the ASCRF student club on visibility of the ASCRF to ASCC faculty and staff, and students but also the community.
- Increasing awareness through newsletter 411, and local media working closely with the Alumni Association

Divisional Outcome 4:

Assemble and cultivate a working relationship with the ASCRF Board of Trustee(s)



Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Radio Ad regarding the public announcement of positions available with the ASCRF Board of Trustee(s) was issued to the local radio station May 28, 2014 and was aired on the station until June 20, 2014. This announcement has sparked interest particularly in the members of the radio station that would like to submit their names as prospective candidates. Feedback was received from a former ASCRF Board of Trustee(s) who has contacted the ASCRF and is interested in reapplying as a prospective candidate.
2. The ASCRF Director met with the secretary of Samoan Affairs Paramount Chief Satele to set an appointment for the ASCRF to present to the members of the community associated with the Samoan Affairs office. The ASCRF Director and the Secretary of Samoan Affairs set the date for Monday May 19, 2014 however the Samoan Affairs office has rescheduled for June 3, 2014.
3. The ASCRF Director along with the ASCRF board of trustee(s) faculty representatives presented before members of the Samoan Affairs. A 5 minute presentation which calls for (4) members of the general public who are interested in becoming a member of the ASCRF Board of trustee(s) Upon completion of the ASCRF director's presentation, there was a very good response by members in attendance and (2) prospective candidates have submitted to the ASCRF director their application and interest in becoming prospective candidates for the position traditional leader being sought out.
4. The ASCRF Director presented a 5 minute presentation which calls for (4) members of the general public with the Professional Women in Business on June 19, 2014 @ 5:30pm at the CNR conference room. Accompany Director to the presentation was ASCRF board of trustee (s) faculty member. Questions were asked and brochures, applications were given to the participants of 8 active members present.
5. A meeting has been scheduled between the Alumni Association and the ASCRF Director and staff to meet during the Alumni Association's Annual General meeting. The ASCRF Director and Staff were not able to meet due to time constraints. Therefore an e-mail was sent by the Alumni Association officers on June 11, 2014 making known to all registered ASCC Alumni members and alumni of the (4) slots for ASCRF board of Trustees being advertised. Three (3) prospective members put in application and nomination and are compiled in the list that will be given to the ASCRF quorum.
6. ASCRF Director has delivered a letter requesting an audience with members of the Chamber of Commerce, as phone calls and attempted e-mails have unanswered. The ASCRF Director has addressed a letter on May 29, 2014 to the current member for the Chamber of Commerce, Mr. Lewis Wolman and will await a response an appropriate date to meet with members of the Chamber of Commerce to go over public announcement seeking prospective candidates interested in becoming member of the ASCRF board. The ASCRF was not successful in getting an audience with ASCRF Chamber of Commerce



Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- Letter and e-mail correspondence

Divisional Outcome 5:

Develop and implement internal office SOP

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. ANZ requirements of opening a business non –profit account
 - Articles of Incorporation
 - Letter from the Board meeting to open account; along with name of the Board's executive officers
 - Name of Parties on the signature and resolution of the board who are authorize on the account
 - A Tax registry number: is also required to apply for a 501C status
2. Follow up with Student Services regarding exit survey semester for spring: 2014 Graduates. ASCRF entered all exit survey from Spring: 2009-Fall 2013 and yet to enter Spring 2014 and then a follow up on phone calls

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- ASCRF has an update listing of ASCC Alumni Excel Spreadsheet from 2009-2013 and an update of their continuing career in place.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

- Due to limited staff in preparing Standard Operating Procedures as well as Compliance a consultant is in need in making sure these things are in place to mitigate issues from both the ASCRF Board and Staff and to meet Audit and Compliance purposes so that staff can concentrate on building and cultivating relationship with the ASCRF Board and the community in organizing fundraising events.

Divisional Outcome 6:

ASCRF to complete tax exemption form

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:



1. Radio ad regarding the public announcement of positions available with the ASCRF Board of Trustee(s) was issued to the local radio station May 28, 2014 and was aired on the station and will continue until June 20, 2014. Feedback was received from two ASCRF board members and members of the radio station.
2. A letter was also delivered with the Chairman of Chamber of Commerce for an audience, however after several phone calls it remain unanswered.
3. Completing of the 501C3 application is currently being worked on. The requirements of completing the 501C3 application require pertinent information from the full ASCRF Board of Trustees. An EIN number is filled out and will be submitted upon the approval of the ASCRF Director, once all information has been reviewed and completed. A proposed strategic and business plan is requested as well for three to 5 years.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- Correspondence and e-mails at the office

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

- Limited budget and limited staff therefore the two personnel are working collaboratively with a group of volunteers in focus group to help assist them in getting the 501C application in place.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

- ASCRF Staff are in the self-study subcommittee for the WASC accreditation. Standard 2, 3.

Divisional Outcome 7:

Establish, research and analyze a directory of ASCRF prospective donor

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Analyze data entered from Alumni Phone contact; complete summary for all Alumni contacts. Entry of exit surveys Spring- 2014.
2. ASCRF is working with volunteers, as the Financial Aid and Student Services Non-Pell work studies have exhausted all hours, and as such this information will be used by members of the ASCRF to complete a summary or review of all Alumni contact information. Once completed, the ASCRF office will be able to provide information on the number of graduates who were able to move on to



further their education in a four year college. The ASCRF gathers this information for the purpose of profiling ASCRF prospective donors.

Divisional Outcome 1:

Develop and implement internship and scholarship opportunities while partnering with community organizations and ASCC Alumni

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

1. Objective a. – Community/ASCC student Partnership
2. Visibility of the American Samoa College Research Foundation the Student Club participates in Student Government Association activities as well as Student Services tour and workshop in the positive spirit of collaboration and team work for the benefit of the students. Evident: Student club registration of 30 new members plus 23 from- fall 2014, include a total of 53 active members.
3. A (dance group ASCRF student club) participated in the Employee Recognition Day. Jan 7, 2014
4. Jan Girls volleyball placed 2nd
5. March–Men’s Basketball placed 2nd
6. (Note: ASCRF club receives their funds from fundraising initiatives-students bake sale and donation to finance their prizes.)
7. ASCC ASCRF student organization has worked with the community to assist in promoting CNR Wellness program but also awareness of health and wellness with ASCC students and the community. Jan-March 2014. (evident on April 4, 2014 Samoa- news article) Biggest Loser winners.
8. Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department (www.amsamoa.edu)
9. Objective b.-Earmarked Fundraising Activities

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

-  [Car wash template for tickets](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. The ASCRF office at this time is unable to raise funding until the ASCRF Board of Trustees have assembled and approved fundraising activities. Therefore current budget does not allow for much needed equipment such as the following
2. Office equipment:
3. Filing cabinets
4. Camera



5. Xerox machine
6. Glass bulletin board

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

- The ASCRF has worked throughout this semester on visibility and networking with members of ASCC and the community. This has been done in the hopes of establishing a network of individuals to assist in the implementation of internship projects

Divisional Outcome 2:

The Foundation plans annual fundraising to target institutional needs

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- Meeting with the ASCRF first 7 members (quorum), has allowed the Foundation to begin processing a complete ASCRF Board of Trustees which will then allow the Foundation to begin planning and completing fundraising projects

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

1. Challenges for the Foundation in achieving plans toward fundraising have been primarily that based on the current Articles of Inc. and By laws, the Foundation must await the approval and input from members of the Board of Trustees to proceed with fundraising events.
2. The Foundation, although a local non-profit charitable organization, should have a tax exemption status in order to allow donors a tax deduction, and therefore tax exemption should be processed.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

- The Foundation office has been able to begin preparation of fundraising proposals; however ASCRF must await the review and approval of the ASCRF Board of Trustees

Divisional Outcome 3:

The Foundation has supportive relationships with charitable public grantee(s), corporate donors, local and off-island alumnus to supplement funds for ASCC to improve its program and services

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:



- Biggest Loser, -CNR Wellness Workshops and Equipment Orientation

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- Refer to gallery for evidence

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

- Alumni Contact: Challenge of having to reach as many Alumni to create sufficient data will allow ASCRF to continue in this project. At this point we are unable to receive financial funding because we are in the process of completing the ASCRF Board and getting the 501C.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

- It has been through the Foundation's efforts of contact all ASCC Alumni by phone that the Foundation is hoping to increase the upcoming support base. Once the Board of Trustees has been called and decisions are made regarding fundraising activities, the ASCRF volunteer base should increase and much needed help will be available.

Describe any staff or faculty achievements:

- Foundation Director and Admin Assistant have been assigned to self-study committees to assist with ASCC accreditation.
- Foundation Director and Admin Assistant have both received Certification for completing the Accreditation Basics

Divisional Outcome 4:

Assemble and cultivate a working relationship with the ASCRF Board of Trustees

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- ASCRF Board of Trustee meeting of first 7 members.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- Please refer to documents in the gallery under Board of Trustees



Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

- Limited Budget looking at increasing budget so items and equipments require by the ASCRF once the board established.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

- Part of cultivating relationships has been to work with all other departments within ASCC and therefore the Director and assistant have worked to assist with student services, human resource, and any other department within ASCC.
- This effort has been done in the hopes of being visible to ASCC and the Community

Describe any staff or faculty achievements:

- ASCRF has accomplished creating a quorum which will begin to establish a full board of Trustees. After having met with the first quorum we have been able to process a 90 day

Divisional Outcome 5:

Develop and implement internal office SOP's

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- The ASCRF office is working with Student work studies in gathering information of ASCC Alumni. Currently a standard operating procedure has been established to begin gathering such data.
- Contact is currently being made to all graduates who have indicated on the ASCC graduate exit survey, that they would like to be contacted. Phone calls to graduates from the 2013, 2012, 2011 and 2010 are being contacted to verify information of their current status.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- Please refer to documents in the gallery

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:



- Due to no current standard operating procedures available, the staff is process all operating procedures as time permits.

Divisional Outcome 6:

ASCRF to complete tax exemption form

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- ASCRF Board of Trustee meeting held 3/4/14 which has allowed members of the Foundation to begin research into preparing the 501 C 3 application

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- Please refer to gallery

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

- Challenge for the Foundation has been that until the Board has been assembled, the application can not be filled out with all required information. The application requires that all members of the Board be mentioned on the application, as well as proposed fundraising events, or events that have taken place.
- Therefore in order to complete the application, the Board must be assembled and signatures of board members must also be provided

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

- The Foundation has been able to identify the requirements needed to complete the application; however the approval and finalizing of the application lies with the Board of Trustees.

Divisional Outcome 7:

Establish research and analyze a Directory of ASCRF prospective donors (ASCC Alumni)

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- 2 ASCC Student work study's had been assigned to the ASCRF office and have established a manual listing of information attained from the ASCC graduate exit surveys. This information will attempt to show actual up-to-date information of all ASCC alumni graduates



Community and Natural Resources (CNR)

Mission Statement:

To provide the people of American Samoa appropriate science based and timely information and services in the areas of Community and Natural Resources. We treat our



clients, students and colleagues with respect and empower them to be equal partners in their own success. Our words and actions show an appreciation for diversity and exemplify the finest of the fa'asamoa.

Extension

Divisional Outcome 2:

Strive to effectively provide quality and relevant Extension Programs to the Community. Successfully achieve and accomplish at least 90% of the extension output and outcome targets in the 2013 Plan of Work, and the USDA Forestry FY2013 Work Plan.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

Sea Grant:

- Tilapia breeding program.
- Evaluation of native freshwater fish and crustaceans for intensive aquaculture.
- Feeds lab maintenance.
- Manu'a High School project.
- Technical assistance with disease and nutrition issues for aquaculture farmers.
- Technical assistance with aquaponics and integrated pig-tilapia aquaculture.
- Technical assistance with grant writing.
- Technical advising for local Samoan Family Sunfish Cooperative, Inc.
- Demonstration of aquarium science.

Agriculture Extension:

- Farm visitations.
- Pesticide Safety Training course.
- Progressive Agriculture Safety Day workshops
- Multiplication of improved Taro and Banana variety planting materials.
- Multiplication of recommended vegetable seedlings and fruit trees.
- Seed sales.
- Vegetable gardening demonstration projects.
- Wood-chipping for Piggery Dry-litter systems.
- Pig sales/trading program.

FCSNP (Families Consumer Science & Nutrition Program):

- Conducted Basic Sewing Lessons on the important parts such as taking measurements, tracing and pattern cutting, using sewing machines, and sewing clothes, ie: *puleyasi's*, *ie faitaga*, shorts, and *mu'umu'us*.
- Conducted EFNEP Outreach for village groups, schools, daycare providers, centers, and Food Stamp Program recipients.
- Provided food cooking demonstrations utilizing local fruits and vegetables, encouraging consumption while promoting economical and nutritious meals for the low-income population.
- Provided Food Safety Outreach demonstrating 'Proper hand-washing & Food safety precautions when preparing & cooking meals, and the importance of food temperatures and food handling and storage.'



- Addressed the importance of “Physical Activity” through various forms of exercises like, 20-minute exercise sessions, Sit n reach, “Zumba” and “Walking in place”, while understanding the need for weight management control for a healthier lifestyle.

4-H Youth Program:

- Conduct Arts & Crafts workshops for 4H Youth groups/clubs and school programs.
- Conduct Home Economics workshop for school programs and youth groups.
- Provide a 4-H Presentation to youth group leaders.
- Spring Break – Easter Holiday.

Forestry:

- Multiply native trees for coastal stabilization, beautification projects, and Tree Stand Improvements Projects.
- Assist clients and farmers on developing forests and natural resources management plans.
- Establish Agro-forest projects in schools, churches, and village communities.
- Host school and public tours of CNR facilities and demonstration projects (nature trail, vetiver, etc...).
- Participate in interagency collaborative efforts on water & soil conservation.
- Assist CNR entomologist and plant pathologist on forest health surveys.
- Assist walk in farmers, clients, schools, stakeholders and local residents requesting assistance.
- Participate in nursery trainings organized by the USFS nursery specialists.
- Collect seeds of various tree species.

Geographical Information Systems (GIS):

- Assist Entomology program locate and map Talafalu (Micromelum minutum) trees.
- Assist Entomology program locate areas to set up Malaise and yellow pan insect traps.
- Create maps for 4-H physical activity project.
- Update GIS databank with new aerial photography imagery and data from Department of Commerce.
- Attend Coastal and Marine Spatial Planning workshop.
- Assist forestry program map red-bead trees (Adenanthropavonina) in villages of Maloata, Fagalii, and Poloa.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

Sea Grant:

- Tilapia feeds production at the Feeds Laboratory at the Center for Sustainable Integrated Agriculture and Aquaculture during this quarter is estimated at 1,500 pounds.



- Conducted tours and guest lectures to an estimated 111 people from local schools
- Began teaching MSC 220: Introduction to Fisheries Management at ASCC.
- Completed CNR Annual Report for 2012.
- Completed CNR Plan of Work for 2014.
- Completed UH Sea Grant 2012 Annual Report.
- Completed UH SOEST Triennial Evaluation
- Completed UH Sea Grant 2013 Plan of Work
- Judged school- and island-wide science fairs
- Conducted a week-long field course called Quantitative Underwater Ecological Surveying Techniques to 6 students from ASCC and the community.
- Hosted Dr. Kanesa Duncan-Seraphin for two weeks and assisted in filming segments for her upcoming “Voice of the Sea” television series.
- Served as a reviewer for UH Sea Grant omnibus grant proposals.
- Participated in planning a three-year plan for aquaculture business creation with the AS Department of Commerce.

Agriculture Extension:

- Visited and assisted 42 crops & livestock farmers
- Conducted one (1) Pesticide applicator training course. Five applicators now understand the biology of pests, importance of reading the label, and the safe use of pesticides
- Trained 120 students & 20 Teachers at Olosega Elementary school on Farm Safety. These participants now understand how important it is to safely handle farm tools/equipments & chemicals. They also learned about Food safety.
- Distributed: 690 planting-materials of improved Taro varieties; and 12 planting-materials of disease-resistant Bananas
- Distributed the following vegetable seedlings and fruit trees to farmers and other clients: 40 eggplants, 49 tomatoes, 48 G/peppers, 2 citrus, 3 sour-sop, and 22 papaya seedlings.
- Sold 364 vegetable seed packages (10 grams each) to 31 farmers
- Staff assisted with establishing 3 vegetable garden projects
- Staff assisted 2 pig farmers with the wood-chipping program.
- Sold 5 piglets to EPA approved piggery
- Assisted 4 farmers with breeding-boar service
- Staff assisted with judging at schools Science Fairs;
- Staff assisted with hosting school field tours to Agriculture Extension Demonstration plots:- 330 students, 8 parents; and 30 teachers
- Livestock Specialist continued to oversee the piggery unit. Started to introduce Weaner pig feed this quarter with promising results.

FCSNP (Families Consumer Science & Nutrition Program):

- Forty-eight (48) homemakers from various denominations successfully completed seven (7) “Basic Sewing” Programs (Matu’u CCCAS Women’s



- Fellowship, Tafuna Village Home-makers, Leone LDS Women's Organization and Pago Pago AOG Women's Group).
- Staff participated and attended the "Inventory Forestry Analysis" Presentation.
 - 111 clients visited EFNEP/Food Safety display & exhibition booth at DOC "First-Friday's Open Market Outreach (Fagatogo Market Place)." Conducted "Moegalo – Lemon grass juice" food demonstration. Handouts and posters were distributed.
 - Conducted Nutrition and Food Safety Outreach for 1,226 Food Stamp recipients
 - Distributed 1,007 fact sheets and recipes for Food Stamp Program.
 - Two (2) staff members participated and presented the "Food Deserts" power-point presentation at the "Two Samoas Non-Communicable Diseases (NCD) Bilateral Summit".
 - Conducted EFNEP / Food Safety Outreach workshops for 169 students and 7 teachers at Manulele Elementary and Happy Valley Baptist Schools to promote the "Progressive Farm Safety Day".
 - Twenty-seven (27) 4H-EFNEP youth members from Auto LDS Church participated in EFNEP/Food Safety Outreach; "Tuna Casserole" Food demonstration provided.
 - Twenty-nine (29) Day Care Providers from Airport and Mitara Day Care Centers participated in EFNEP/Food Safety workshops on "My Plate" Hand-washing techniques and low-impact form of Physical Activity.
 - One-hundred and forty-one (141) students, 13 teachers & staff members of Leone Midkiff and Pago Pago Elementary Schools (Levels 2 -8) participated in 4-H EFNEP/Food Safety Outreach in promoting "Healthy Living", MY Plate, Importance of hand-washing, "Fruit Smoothie" food demo and Physical Activities.
 - 155 fruit smoothies and 150 Fruit and Vegetable & Food Safety coloring books were distributed amongst staff and students.
 - F4HN Program Manager and staff completed and submitted EFNEP ERS5 Data Report for 2011-2012.
 - EFNEP staff members participated in the "Samoa Bowl" Sports event in promotion of "Physical Activity." Staff members show enthusiasm and support for CNR's Exercise Physiologist through mastering the "Hot Hula Fitness" routine.
 - AS-CHL Team continues to participate in CHL-Obesity "Intervention" Weekly Conference calls.
 - AS-CHL Team participate in "Measurement and Standardization" Training workshop. (Novotny and Fialkowski)
 - Translation Team participated in "Pac-Trac" Review Training Conference Call with UH Manoa.
 - Completed translation process of CHL-Obesity Intervention forms.



- AS- CHL Team participated in “Mock Sessions” Measurements etc...in preparation for CHL-Obesity Project for “Aua and Siliaga Early Childhood Centers.
- Conducted FCS “Basic Sewing” Workshops to Fifty-three (53) homemakers from various denominations; Aoloau CCCAS Women’s Fellowship, Aua LDS Ward, Tafuna LDS & Leone Catholic Women’s Organization. Participants developed skills and acquired knowledge in hands-on training utilizing, servicing and maintaining the sewing machines, 'tape and body' measurements, cutting fabrics and sewing clothes.
- Conducted Nutrition and Food Safety Outreach for 1,148 Food Stamp recipients.
- Distributed 903 Nutrition fact sheets and 1,017 recipes.
- Conducted EFNEP / Food Safety Outreach workshops and Food cooking demonstrations for One-hundred-twenty three (123) students and 5 teachers of Olosega Elementary School (Ofu, Manu’a) in promotion of “Progressive Farm Safety Day”.
- Conducted EFNEP / Food Safety Outreach and Food cooking demonstrations to Sixty-three (63) American Samoa Community College students Nut 150”Papaya Fruit Smoothie” Food demonstration and recipes provided.
- Twenty-two (22) Aua LDS home-makers participated in EFNEP/Food Safety Outreach and Physical Activities.
- F&N Staff submitted EFNEP 2013 First Quarterly Accomplishment Report (October-December 2012).
- F&N Staff submitted EFNEP 2014 POW.
- F&N Staff compiled and submitted Extension Annual Accomplishment Report for October 2011-October 2012 and Stakeholders input.
- Community Nutritionist conducts “Food Safety/Sanitation” & “Nutrition” in-service training workshop for six (6) EFNEP paraprofessionals.
- Three (3) EFNEP staff members participated and completed Webinar training sessions for data input; WEBNEERS ERS Reporting System.

4-H Youth Program:

- Conducted 4-H “Overview” presentation for the Aoloau CCCAS youth leaders and officers.
- Conducted a 4-H Overview presentation for parents of youth with disability at Tafuna High School.
- Conducted 4-H Youth workshops for 254 students and 8 staff members from Aua Elementary School, Pago Pago Elementary School, and Alofau Elementary School (ECE to Level 2).
- Conducted Arts & Crafts Workshop for 5 Youth Groups. 86 Participants learned different types of art. Some learned how to create Friendship Bracelet, 12 young ladies learned how to create mock fans, and others were able create Leis by using straws, tape and construction papers.
- For Home Economics, 4-H staff conducted 3 Baking Workshops. A total of 42 youth participated in this workshop. Youth were able to use math in terms of measurements. The workshop taught the youth how to follow directions and



participate as a team player. In the end, they also used their creative minds to decorate the final product.

- In celebration of Easter Holiday, the 4-H conducted Easter workshop for 7 different youth groups during Spring Break. 250 youth participated in coloring eggs and creating baskets. The youth learned the use of vinegar as a low form of acid that holds the color from the food coloring which tints the egg. They also learned how to make square baskets using construction paper and staples with glue.

Forestry:

- Greenhouse Data:
 - # of propagated seeds:
 - 84 seeds Talie Lautetele Terminalia cattapa
 - 4 seeds Tamanu Calophyllum neo-ebudicum
 - 28 seeds Ifilele, Intsia bijuga
 - 66 seeds Poumuli, Fluggea flexuosa
 - # of transplanted species:
 - 23 Talie Lautetele Terminalia cattapa
 - 4 Tamanu Calophyllum neo-ebudicum
 - 80 Filimoto, Flacourtia rukam
 - 50 Sasalapa Sour sop
 - 17 Ifilele, Intsia bijuga
 - # of trees for Energy sustainability: 182 trees of 4 species
 - # of trees for climate change: 232 trees of 5 species
- Outreach/awareness Data:
 - Leone Wetland Project Outreach: 65 participants
 - Land Based & Le Tausagi Environmental Outreach (2 meetings): 130 students
 - ASCC CNR student majors – AGR 152 class: 3 students
 - Tours (6): 330 students, 8 teachers, and 30 Parents = 368 participants
 - Completed Forestry Program Review conducted by a 6 member team from US Forest Service
 - Four Forestry staff attended the annual Pacific Island Conference (PIC) in Guam.

Geographic Information Systems (GIS):

- Located approximately 10 Talafalu trees throughout Maloata and Aoloau villages
- Mapped an additional 20 acres of red-bead tree in Poloa village.

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

Sea Grant:

- No challenges this quarter.

Agriculture Extension:

- Professional staff shortage
- Land transportation problem at Manu'a District



- Local EPA is in process of adopting new certification system.
- Delay in receiving required ordered supplies
- Need to recruit 2 Agriculture Extension Agents; and 2 Livestock assistants
- Need vehicle for Agent in Manu'a district
- Recommend to identify funds for local matching to continue the Pesticides Safety Education program
- Continue to multiply best tasting disease resistant Traditional crop varieties
- Continue to nurse and give away vegetable seedlings to start-up farmers and new clients
- Continue to order best quality vegetable seeds from reliable sources to be sold to local farmers/clients
- Continue to raise vegetable seedlings to accommodate the need to encourage vegetable growing in the community
- Continue to assist local EPA approved piggery-farmers with improved breeding-stocks to avoid inbreeding amongst piggeries.
- Need to improve ASCC procurement process.

FCSNP (Families & Nutrition Program):

- Professional Staff shortage
- Need to hire FCS Agents.
- Need vehicle for FCS Program.

4-H Youth Program:

- Creating networks of people, organizations, and other resources to help support the youth.
- Need more staff.
- Educate and increase community awareness on the 4H Program.

Forestry:

- Need to have a fulltime staff for Forest Health and Invasive Program to assist FSP Coordinator in writing reports
- Delay in the procurement process
- Continue capacity building and staff development through relevant off island and local trainings and workshops.

Geographic Information Systems (GIS):

- Poor satellite imagery makes invasive species mapping through the use of remote sensing techniques very difficult.
- Need to look into ways of acquiring new updated satellite or aerial imagery.

Describe any staff or faculty achievements:

Sea Grant:

- The Sea Grant program produced 2012 reports for both CNR and UH Sea Grant as well as a triennial review for UH School of Ocean and Earth Sciences and Technology. A 2013 plan of work was created for UH Sea Grant and a 2014 plan of work created for CNR. The Center for Sustainable Integrated Agriculture and Aquaculture hosted 111 school students with parents and teachers to instruct them on invasive species and integrated plant-fish systems. The feeds production



laboratory at the Center was used to create an estimated 1500 pounds of tilapia feeds. Quantitative Underwater Ecological Surveying Techniques was taught to 6 students in which they learned principles and methods of collecting coral reef information and conducting analyses of those data. MSC 220: Introduction to Fisheries Management was begun in January. Our program assisted Dr. Kanesa Duncan-Seraphin in filming segments for her “Voice of the Sea” television series.

Agriculture Extension:

- Visited and assisted 42 crops and livestock farmers
- Conducted one (1) Pesticide Safety Training course. Trained 5 pesticide applicators. These applicators now understand the biology of pests, importance of reading the label, and the safe use of pesticides
- Conducted 1 progressive Agriculture Safety Day workshop. 120 students and 20 Teachers participated.
- Distributed 690 planting-materials of improved Taro varieties; and 12 planting-materials of disease-resistant Bananas
- Distributed the following vegetable seedlings and fruit trees to clients: 40 eggplants, 49 tomatoes, 48 G/peppers, 3 sour-sops, 2 citrus seedlings, and 22 papaya seedlings
- Sold 364 vegetable seed packages (10 grams each) to 31 farmers
- Staff assisted with establishing 3 vegetable garden projects
- Staff assisted 2 pig farmers with the wood-chipping program
- Sold 5 piglets to EPA approved piggeries.
- Assisted 4 farmers with breeding-boar service
- Staff assisted with judging at schools Science Fair projects;
- Staff assisted with hosting school field tours to Agriculture Extension Demonstration plots: - 330 students, 8 parents; and 30 teachers.

FCSNP (Families & Nutrition Program):

- The Family Consumer Science Program conducted “Basic Sewing” Outreach to fifty-three (53)
- Home-makers from various Congregational denominations. Participants have acquired knowledge and skills that will assist them in change, growth and experience. EFNEP continues its quest in assisting limited resource families and youth improve their diets by teaching them to plan, prepare and cook nutritious meals that include a variety of foods. EFNEP paraprofessional Conducted Nutrition / Food Safety /Physical Activity/Food cooking demonstrations for 1,148 food stamp recipients. 100 students and 5 teachers from Olosega, Elementary School participated in Food Safety Outreach in understanding the importance of Food Safety, hand-washing, sanitation, food temperatures and food storage, in promoting “Progressive Farm Safety Day” for Ofu, Manu’a. Conducted EFNEP Outreach to 58 American Samoa Community College students (Nut 150 course).

4-H Youth Program:

- The 4-H Agents actively visited the village clubs to work with the youth on different hands-on activities. In addition, the 4-H Agents with volunteers were able to provide activities to different in-school programs, village clubs and youth groups. The planning and execution of all the activities were through the tireless efforts of 4-H Agents and the CNR staff.



Forestry:

- Submitted the six (6) months reports and received approval from the USFS
- Submitted Grant Proposals and received approval from USFS
- Continued with plant multiplication and seed collection
- Assisted with school and community tours
- FSP staff continued to assist clients with the management plans
- Forest Health Protection program continued with control work on Rubber tree *Castilla elastica* (Pulumamoe)
- UCF continued with urban, coastal, and village projects in protecting and sustaining our forests and natural resources
- Assisted entomologist and plant pathologist with forest pests and diseases survey.

3rd Quarter 2014:

Strive to effectively provide quality and relevant Extension Programs to the Community. Successfully achieve and accomplish at least 90% of the extension output and outcome targets in the 2013 Plan of Work, and the USDA Forestry FY2013 Work Plan.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

Agriculture Extension

- Farm visitations
- Pesticide Safety Training course
- Progressive Agriculture Safety Day workshops
- Multiplication of improved Taro and Banana variety planting materials
- Multiplication of recommended vegetable seedlings and fruit trees
- Seed sales
- Vegetable gardening demonstration projects
- Wood-chipping for Piggery Dry-litter systems
- Pig sales/trading program

Sea Grant

- Tilapia breeding program
- Evaluation of native freshwater fish and crustaceans for intensive aquaculture
- Feeds lab maintenance
- Technical assistance with disease and nutrition issues for aquaculture farmers
- Technical assistance with aquaponics and integrated pig-tilapia aquaculture
- Technical advising for local Samoan Family Sunfish Cooperative, Inc.
- Demonstration of aquarium science

Families, Consumer Science & Nutrition Programs

- Conducted Basic Sewing Lessons on the important parts such as taking measurements, tracing and pattern cutting, using sewing machines, and sewing clothes, ie: puletasis, iefaitaga, shorts and mu'umu'u's.
- Conducted EFNEP Outreach for village groups, schools, daycare providers, centers, and Food Stamp Program recipients.



- Provided Food cooking demonstrations utilizing local fruit and vegetables, encouraging consumption while promoting economical and nutritious meals for the low-income population.
- Provided Food Safety Outreach demonstrating “Proper hand-washing” & Food safety measures when preparing, cooking and serving of food. Understanding the importance of “Food temperatures” and food handling and storage.
- Addressed the importance of “Physical Activity” through exercise, whether it be walking, brisk, or fast pace, daily chores, bicycling, swimming and any other form of sport encouraging movement.... And the need to address weight management control for living a healthier and happier lifestyle.

4-H Programs

- Learn 4-H Youth Pledge; Head, Hands, Heart & Health. Empower and enhance through training through demonstrations & hands on activities.
- Conducted Arts & Crafts and Entrepreneur workshops for 4-H Youth village & school club Leaders
- Summer outreach programs into the community and 4-H clubs
- Conducted Arts & Crafts activities for 4-H clubs and youth groups.
- Conducted Easter Program activities for the schools, club and community.

Forestry Program

- Assist and host school and public tours of CNR facilities and demonstration projects. Four (3 School Tours: 147 students: 7 teachers: 15 parents)
- Collect seeds of various native and non-native tree species.
- Forestry staff all traveled to Samoa, to exchange ideas/thoughts and be cross trained in all aspects of Forestry work. Met with MNRE (Ministry of Natural Resources and Environment), MAF (Ministry of Agriculture and Fisheries), SPREP, SROS, and Head of State.
- Multiply native trees for coastal stabilization, beautification projects at greenhouse, and Tree Stand Improvements off campus projects
- Assist with 4H - 4th of July program
- NRCS, US Forest Service, and American Samoa Soil & Water District Conservation to strengthen partnership.
- Participate the 4H Program/EFNP Nutrition month activity (*about 300 participants*)
- Continue to assist clients and farmers’ on developing forests and natural resources management plans.
- Assist Forestry Researcher, CNR entomologist and plant pathologist on forest health survey and other Forestry projects in the field.
- Assist with Australia visitors’ tour
- Participate the interagency Leone Wetland project

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

Agriculture Extension

- Visited and assisted 21 crops & livestock farmers



- Conducted one (1) Pesticide applicator training course. 25 applicators now understand the biology of pests, importance of reading the label, and the safe use of pesticides
- Conducted 3 Farm Safety Days this Quarter where we reached 379 students, Teachers, and parents
- Distributed: 240 planting-materials of improved Taro varieties to 12 interested clients; and 9 planting-materials of disease-resistant Bananas to 2 clients
- Distributed 491 different vegetable seedlings and fruit trees to 22 farmers/clients.
- Staff assisted with establishing 11 vegetable garden projects in the community,
- Sold 53 vegetable-seed packages (10 grams each) to 28 farmers
- Sold 21 piglets to 13 EPA approved piggeries
- Assisted 5 farmers with breeding-boar service
- Staff assisted in accommodating School field tours to our Demonstration plots:- 59 students and 8 teachers
- Livestock Specialist continued to oversee the piggery and poultry units.
- Ag. Extension staff assisted CHL Program hosting approximately 35 participants from aboard for the CHL meeting.
- Staff conducted 3 Vegetable Gardening workshops, 1 Piggery management, and 1 Aquaculture workshops attracting 224 participants

Sea Grant

- Produced 429 pounds of Tilapia feeds at the Feeds Laboratory at the Center for Sustainable Integrated Agriculture and Aquaculture (CSIAA) during this quarter.
- Conducted tours and guest lectures to an estimated 67 people from local schools
- Assisted clients with aquaponics system construction

Families, Consumer Sciences & Nutrition Program

- Conducted “Basic Sewing” workshops for 28 home-makers; 14 participants from Auma-Leone Empowerment Team& the “Nu’uuli Methodist” Women’s Fellowship successfully a 3 month session-Outreach. On-going programs currently in progress; 12 Nu’uuli Catholic Women’s fellowship group members and 15 Sogi Village Women’s Organization members.
- EFNEP successfully concludes Nutrition, Food Safety, & Food Cooking demonstrations Outreach for 21 Malaeloa village “Women’s Cricket” team / home-makers representing the Malaeloa –“Tinifu”.
- EFNEP conducted “Nutrition & Food Safety” lessons and food demonstrations of “Apple-Peanut Butter” sandwiches for Manu’a Elementary Schools – Level 3 – 4 for 63 students / 7 staff members.
- EFNEP conducted Nutrition-Food Safety Outreach in promotion of “National Nutrition Month” to 22, Elementary L-2 students/ 3 staff members from Pacific Horizon students, teachers, parents and volunteers (Local Fruit Smoothie-demonstration-samples provided)
- Conducted Nutrition workshops to 15 CCCAS Aua “Mafutaga Tina” Organization. Provided Nutrition / Food Safety lessons; Sanitation, food storage & food temperature – Food cooking demonstration – Choosing fresh food items over frozen & canned etc..



- Assisted with CNR Tour/ field trip for 88 L-2 & 3 students/6 staff member from Tafuna Elementary School. “Fruit Smoothies provided; food demo – samples distributed. Encouraged the importance of “Hand-washing”.
- EFNEP staff members participated in a CSIAA-UH Manoa –“Aqua –Culture” workshop in promoting “Tilapia” prepared “Tilapia Soup and “Fried Tilapia”. Demonstration and samples distributed to 11 attendees.
- EFNEP conducts workshop to 15 “ECE Policy” Parents / council members. CNR tour – “Laupele Pancakes” highlights in the CNR Nutrition Center.
- Conducted Nutrition and Food Safety Outreach for 1,003 Food Stamp clients.
- EFNEP provided “Food cooking demonstrations to the Food Stamp participants; 3 recipes were selected based on availability of food ingredients, cost-effective, and it nutritive value; “Chicken Gumbo”, Ginger Beef – Stir Fry, and Hamburger Vegetable Soup.
- 998 food demonstration samples and 993 recipes for the Food Stamp recipients
- EFNEP American Samoa participated in the EFNEP Western Regional Coordinator’s Conference Call as “Facilitator” Alaska- responsible for taking minutes.
- EFNEP participated in after-hours program- in support of National Marine Sanctuary of American Samoa- “Healthy People-Healthy Ocean” Family Fun Day. EFNEP Nutrition – booth / display provided “Moegalo Juice promoted to 287 attendees.
- EFNEP conducted after-hours Outreach for 47 4H-Tafeta Youth members of Aoloau; Encouraged the importance of “Choosing a variety from all food groups; Importance of Hand-washing” and exercising or Physical activity on a daily basis. “Local Fruit Smoothie” provided.
- EFNEP conducted a Nutrition-Food Safety presentation – “Fruit Smoothie” food demonstration to 37 “South Pacific Academy” students –Level 6 & 7th graders, My Plate lesson provided – Understanding the importance of “Breakfast”. Demonstrated “Fruit Smoothies” Utilizing local bananas, papaya & 2% milk. Samples distributed.

4-H Programs

- The 4-H agents conducted after-school program “arts and crafts” activities for 156 youths from organizations in Iliili, Futiga, Aoloau, Nuuuli, and Leone.
- Conducted 4-H Youth “arts and crafts” workshops for 80 students and 15 staff members from Tula elementary, Tafuna Tech, Pago Pago elementary, and Aua elementary.
- In Partnership with the Alliance for Strengthening Families, 4-H Agents attended weekly meetings and conducted presentations for 10 plus participants from different department and agencies within the territory.
- The 4-H agents together with 20 plus leaders are actively involved in planning the 4-H Youth Day for expected 500 plus youth members on July 4th, 2014.
- 21 Club leaders, volunteers, and staff are actively meeting once a month to update on upcoming 4-H event programs.

Forestry Programs

- # *Statistical Greenhouse Propagation Data:*
 - 70 Japan Cherry Blossom Tree seeds



- 193 Cuttings of two species (178 Flame tree (*Delonix Regia yellow shower*); 15 neem
- # of transplanted species:
 - 70 Japan Cherry Blossom seeds
 - 193 Cuttings of two species: 178 Flame tree (*Delonix Regia yellow shower*); 15 neem
 - 125 Poumuli *Fluggea flexuosa*
 - 35 Asi Toa *Syzigium inophylloides*
- # of trees for energy sustainability: 160 trees of 2 species (*Poumuli, and Asi Toa*)
- # of trees for climate change: 423 trees of 4 species (*Asi Toa, Flame tree, Cherry blossom, Poumuli*)
- # of distributed plants species:
 - 84 plants of 8 species
 - *Christmas palm, ifilele, poumuli, asi manogi, pride of India, faga'io, flame tree, and monkey apple*
 - Tours/Outreach
- 5 Elementary schools: Matafao, Horizon, Manulele, Midkiff, Pago Pago
- 2 Scientific Fair: Elementary Island wide and Manumalo Baptist School
- 1 U.S. Investors tour
- Tours: 6
 - Total participants: 307
- [✖ Extension 3rd Quarter Report FY 2013](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

Agriculture Extension

- Short staff
- Land transportation problem at Manu'a District
- Vehicle #CC24 has been in the carriage for more than 8 weeks now. We badly need this vehicle to transport animals for breeding and pick up materials for chipping and mulching purposes.

Sea Grant

- Need to replace damaged meat grinder that is used in making tilapia feed. (Damaged by client) Currently in the process of ordering.

Families, Consumer Science & Nutrition Programs

- Professional Staff shortage.
- Need to hire FCS Agents.
- Need vehicle for FCS Program

4-H Programs

- Creating networks of people, organizations, and other resources in planning programs to help the youth.
- For the community, organization and parents to play active roles in the 4-H programs.
- Staff shortage



- Educate and increase community awareness on the 4-H program, and to work with partners and other agencies in empowering the youths in the community.
- Need to hire two more 4-H agents

Forestry Programs

- Staff shortage
- Improve ASCC procurement process
- Schools need to set particular days for tour so it may not interrupt any weekly schedule
- Staff shortage
- Improve ASCC procurement process Schools need to set particular days for tour so it may not interrupt any weekly schedule.

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

Agriculture Extension

- Visited and assisted 21 crops and livestock farmers
- Conducted one (1) Pesticide Safety Training course. Trained 25 pesticide applicators. These applicators now understand the biology of pests, importance of reading the label, and the safe use of pesticides
- Conducted 3 Farm Safety Days where we reached 379 students, Teachers, and parents.
- Distributed 240 planting-materials of improved Taro varieties to 12 clients; and 9 planting-materials of disease-resistant Bananas to 2 clients
- Distributed 491 different vegetable seedlings and fruit trees to 22 clients.
- Sold 53 vegetable seed packages (10 grams each) to 28 farmers
- Staff assisted with establishing 11 vegetable garden projects in the community.
- Sold 21 piglets to 13 EPA approved piggeries.
- Assisted 5 farmers with breeding-boar service
- Staff assisted with accommodating schools field tours to our demonstration plots – approximately 59 students and 8 teachers.
- Livestock Specialist continued to oversee the piggery and poultry units.
- Ag. Extension staff assisted the CHLProgram hosting approximately 35 participants from aboard for the CHL annual meeting.
- Staff conducted 3 Vegetable Gardening workshops, 1 Piggery management workshop, and 1 Aquaculture workshop attracting 224 participants.

Sea Grant

- The Center for Sustainable Integrated Agriculture/Aquaculture (CSIAA) hosted over 67 students along with parents and teachers through tours of our facility, instructing them on integrated plant-fish systems.
- Feeds production lab was used to produce over 429 lbs. of tilapia feed.
- Assisted clients with aquaponics system construction

4-H Programs



- The 4-H agents actively visited the schools and 4-H clubs to work with the youth on different hands-on activities. In addition, the 4-H agents are planning the July 4th event that will bring together all of the 4-H clubs in the territory.

Forestry Programs

- The Forestry program continues work with the community and schools in conducting conservation education activities, site visits, implementation efforts and recommendations for FSP landowners

Describe any staff or faculty achievements:

- Need to recruit 2 Agriculture Extension Agents; and 2 Livestock assistants; and a Chipper-machine operator
- Need vehicle for Agent in Manu'a district
- Recommend to identify funds for local matching to continue the Pesticides Safety Education program
- Continue to multiply best tasting disease resistant Traditional crop varieties to ensure genetic diversity
- Continue to nurse and give away vegetable seedlings to start-up farmers and new clients
- Continue to order best quality vegetable seeds from reliable sources to be sold to local farmers/clients
- Continue to raise vegetable seedlings to accommodate the need to encourage vegetable growing in the community
- Continue to assist local EPA approved piggery-farmers with improved breeding-stocks to avoid inbreeding amongst piggeries and assist with wood-chipping.
- Vehicle #CC24 to be taken to an engineering workshop to be fixed. We badly need it.

Instruction

Mission Statement

To provide the people of American Samoa appropriate science based and timely information and services in the areas of Community and Natural Resources. We treat our clients, students and colleagues with respect and empower them to be equal partners in their own success. Our words and actions show an appreciation for diversity and exemplify the finest of the *fa'asamoa*.

Divisional Outcome 3:

Strive to effectively provide quality Instructional Programs to the Community.

Successfully Implement RIIA Phase 8 objectives and DEG Phase 3 objectives by August 2014

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:



- Preparation and teaching of courses (12 total) in Agriculture, Community & Natural Resources (ACNR) – October to December 2013
 - Ionatana Fasavalu: AGR 197/MSC 197 (Polynesian Culture & Natural Resources Learning Project), NRS 180 & NRS 180 Lab (Forests & Agroforestry & Lab), NRS 250 (Environmental Studies), BIO 155 & BIO 155 Lab (Ecology & Lab)
 - Dr. Otto Hansell: ANS 150 A (Animal Science A), ANS 150 B (Animal Science B)
 - Pauline McFall: AGR 152 (Survey of Community & Natural Resources), NUT 150 (Nutrition), NUT 150 (Nutrition – Independent Study), FAM 260 (Parenting – Independent Study)
- Advising and assisting students enrolled in our courses and declared Agriculture majors – October to December 2013
- Student Recruiting and School Outreach – Instructors and staff participated in school career days and outreach programs at various high schools – October to December 2013
- CariPac Scholarships – Fall 2013
 - Four scholarships funded through the CariPac Resident Instruction Grant were awarded for the Fall & Spring semesters to former ACNR students who are now attending colleges/universities off island.
 - Samuel Meleisea – University of Hawaii Hilo
 - Ronise Mamea – University of Hawaii Hilo
 - Denis Sene – University of Hawaii at Manoa
 - Donamae So’oto – University of Idaho
- Fall 2013 Awards Banquet – CNR Instruction participated and awarded two CNR graduates on accomplishments and achievements
- Fall 2013 Commencement - CNR Instruction participated in graduation exercises. Two CNR students in Fall 2013 Commencement - Germania Gonzales (A.S. in Family & Consumer Science), Lemau Ale (A.S. in General Agriculture)
- CariPac Grant (RIIA & DEG) - October to December 2013
 - Administering and management of grant for RIIA 7 & 8, DEG Phases 2 & 3
 - Evaluation and reporting for RIIA Phase 7
 - Joint Distance Education & Resident Instruction Workshop 2013 (November 5th - 8th) - Instructional Coordinator attended this workshop in San Juan, Puerto Rico. the main purpose of workshop was to coordinate efforts (with CariPac Consortium & USDA NIFA) on distance education and resident instruction to continue developing inter institutional collaborations, to apply and improve technologies and consider ways to deliver instruction that maximize programs quality in the areas of agriculture and related sciences.
- Fruits for Life Greenhouse - October to December 2013
 - Maintenance & General Nursery
 - Morning inspections, watering plants, weeding, cleaning, etc.
 - Sowing, transplanting seedlings



- Managed by Greenhouse Technician, Ms Eirenei Tesimale who works under supervision of Mr. Ionatana Fasavalu. We also have ASCC work study students who assist with the maintenance and general nursery.
- Fruits for Life Greenhouse and staff have also been assisting Dr. Ian Gurr with the "Taro Breeding" program.
- The greenhouse was regularly visited by clients and students from school field trips.

Fall 2013 Commencement – CNR

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- There are a little over a hundred (100) students who have declared majors in one of our four (4) degrees – A.S. in General Agriculture, A.S. in Family & Consumer Science, A.S. in Natural Resources & A.S. in Agribusiness (*data from ASCC Admissions & Registration office*)
- There are (71) students enrolled in our courses for Fall 2013 semester (*data from ASCC Admissions & Registration office*)
- We awarded four (4) CariPac Scholarships to former CNR students who are now attending colleges and universities off-island and are majoring in Agriculture related fields (*on file*)
- Two (2) CNR students graduated in the Fall 2013 Commencement - Germania Gonzales (A.S. in Family & Consumer Science), Lemau Ale (A.S. in General Agriculture) (*on file*)
- CariPac Scholarship student (1) Samuel Meleisea (former ASCC ACNR graduate) graduated from University of Hawaii Hilo with a B.S. in Tropical Plant Science & Agro Ecology in December (*on file*)
- A total of five-hundred and thirty-three (533) students have utilized the Computer lab for their projects and other school assignments. October to December 2013 (*on file*)
- CariPac Grant (RIIA & DEG) files and documents, RIIA Scholarship Memorandum of Agreement (MOA) with students (*signed copies on file*), student transcripts.
- Fruits for Life Greenhouse current inventory and data, records of clients and school visits (*on file*)

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

- Instructors are also participating members of committees and programs for the ASCC Division of Academic Affairs:
 - Curriculum Committee
 - Faculty Senate
 - Assessment Committee



- Louis Stokes Alliances for Minority Participation (LSAMP) – promoting tutoring and scholarships for students in the STEM areas
- In-House Scholarship Committee

Describe any staff or faculty achievements:

- Faculty & staff participated in trainings and informative meetings for CNR staff conducted this quarter.

3rd Quarter 2014:

Strive to effectively provide quality Instructional Programs to the Community.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- Preparation and teaching of courses in Agriculture, Community & Natural Resources (ACNR) – April -June 2014
 - Ionatana Fasavalu – AGE 150 (Agriculture Economics), AGR 297/MSC 297 (Environment Service Learning Exchange), AGR 250 & AGR 250L (Intro to Horticulture & Lab), NRS 200 & NRS 200L (Natural Resources & Lab), BIO 155 & BIO 155L (Ecology & Lab)
 - Dr. Otto Hansell – ANS A (Animal Science A), ANS B (Animal Science B)
 - Pauline McFall – NUT 150 (Nutrition), AGR 100 I (Practical Job Experience I), AGR 100 I – Independent Study
 - Summer Semester – AGR 100 I (Ionatana Fasavalu), AGR 100 II (Pauline McFall)
- Grading and evaluation of courses for Spring 2014 semester
- Advising and assisting students enrolled in our courses and declared Agriculture majors
- Student Recruiting and School Outreach – Instructors and staff participated in school career days and outreach programs at various high schools
- Spring 2014 Awards Banquet – CNR Instruction participated and awarded CNR graduates on accomplishments and achievements
- Spring 2014 Commencement – CNR Instruction participated in graduation exercises. CNR students graduated in Spring 2014 graduation
- CariPac Grant (RIIA & DEG) -
 - Administering and management of grant for RIIA Phase 8, DEG Phase 3
 - Evaluation and reporting for RIIA Phase 7
 - RIIA & DEG applications that were submitted in early March was accepted and received by USDA NIFA. We were awarded for both grants with a significant increase in funding. Official award notification is pending based on required paperwork being submitted to NIFA office.
- Fruits for Life Greenhouse –
 - Maintenance & General Nursery
 - Morning inspections, watering plants, weeding, cleaning, etc.



- Sowing, transplanting seedlings
- Managed by Greenhouse Technician, Ms. Eirenei Tesimale who works under supervision of Mr. Ionatana Fasavalu. We also have ASCC CNR students who volunteer and assist with the maintenance and general nursery.
- Fruits for Life Greenhouse and staff have also been assisting Dr. Ian Gurr with the “Taro Breeding” program.
- The greenhouse was regularly visited by clients and students from school field trips.
- CNR Summer Institute (2 Sessions)
 - Session I – June 9th – June 27th
 - Session II – June 30th – July 18th
- Instruction program hosted two 3-week sessions of the Summer Institute. The ASCC ACNR Summer Institute provides prospective high school Juniors, Seniors, recent graduates and current ASCC students the opportunity to learn and experience a close working relationship with a member of the ACNR professional staff, and to expand their scholastic and career horizons in the areas of agriculture, community & natural resources. Activities include class lectures, hands on field experiences on site and through visits to local farms (piggeries, chicken farms, hydroponics, agribusinesses, crop production, etc.), National Park hike, NOAA Ocean center tour, nutrition, exercise & wellness, traditional ‘elei’ hand printing activity, etc. Students are also required to complete a group project to present at the end of the program. Those who meet the requirements to register at ASCC also have the option to enroll in the AGR 100 I (Practical Job Experience) course – which is a 6-week summer course where they earn a college credit. Their tuition and fees for this course is paid for through funding from the USDA NIFA Resident Instruction grant.
- Internship & Research Opportunities
 - CariPac Summer Internship to Virgin Islands – Two CNR students participated in a 3.5 week long internship to the University of the Virgin Islands - Mine Koreti Lilomaiava and Evelyn Celemena Smith Atonio, both majoring in General Agriculture, traveled to St. Croix, Virgin Islands for this program. The internship is sponsored by USDA NIFA Resident Instruction Grant & the Caribbean Pacific Consortium and hosted by UVI. They were involved in training and had hands-on experiences in both laboratory and field activities in the areas of agriculture, community and natural resources. They were also able to observe and acquire tropical agriculture skills from a Caribbean perspective.
 - UH-Hilo HELP Internship – Former ASCC CNR and current UH-Hilo student, Ronise Mamea is participating in a 10 week long internship from UH-Hilo. She has been assisting us in the Fruits for Life Greenhouse and the piggery and also works as a mentor to our summer institute students.
 - ASG Department of Commerce (DOC) – “Develop & Promote Wetland Nursery Project” Summer Internship Program – Two CNR students, Meaghan Fanolua and Fa’amanu Puaina Jr. are participating in an 8 week long internship program with DOC.



- Piggery System Comparison Project – Two CNR students, Elenoa Taisali and Chastity Tuiolemotu have been volunteering their time assisting in our piggery with Dr. Otto Hansell. They are also conducting a 6 week long project comparing the different types of piggery systems we have on island.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- There are approximately (40) students who have declared majors in one of our four (4) degrees – A.S. in General Agriculture, A.S. in Family & Consumer Science, A.S. in Natural Resources & A.S. in Agribusiness (*data from ASCC Admissions & Registration office*)
- Seventy-two (72) students enrolled in our courses for Spring and Summer 2014 semesters (*data from ASCC Admissions & Registration office*)
- Four (4) CNR students graduated in the Spring 2014 Commencement – Elenoa Taisali (A.S. in Natural Resources & A.S. in General Agriculture), Rose Tasi (A.S. in Natural Resources & A.S. in General Agriculture), Fa’amanu Puaina, Jr. (A.S. in General Agriculture) and Savili Mann (A.S. in Natural Resources) (*on file*)
- 2014 CNR Summer Institute – Fifty-two (52) students have enrolled and participated in our Summer Institute program (*on file*)
- CariPac Scholarship Students – there are currently three (3) former CNR graduates who are on scholarship off-island – Ronise Mamea (UH-Hilo), Denis Sene (UH-Manoa) & Donamae So’oto (University of Idaho) (*on file*)
- Student Internship/Research opportunities – we currently have 7 students participating in internship and research opportunities this summer (*on file*)
- Over six-hundred (600 +) students have utilized the Computer lab for their projects and other school assignments. April to June 2014 (*on file*)
- CariPac Grant (RIIA & DEG) files and documents, RIIA Scholarship Memorandum of Agreement (MOA) with students (*signed copies on file*), student transcripts.
- Fruits for Life Greenhouse current inventory and data, records of clients and school visits (*on file*)
- [✖ Instruction 3rd Quarter Report](#)

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

- Instructors are also participating members of committees and programs for the ASCC Division of Academic Affairs:
 - Curriculum Committee
 - Faculty Senate
 - Assessment Committee
 - Louis Stokes Alliances for Minority Participation (LSAMP) – promoting tutoring and scholarships for students in the STEM areas



- In-House Scholarship Committee

Describe any staff or faculty achievements:

- Faculty & staff participated in trainings and informative meetings for CNR staff conducted this quarter.

Research

Divisional Outcome 1:

Successfully achieve at least 90% of the research output and outcome targets in each "planned program" of the USDA-approved "plan of work" by March of 2014

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

Entomology:

- Endemic Samoan swallowtail conservation research project (with DMWR, NPS, USGS)
- Cooperative Agricultural Pest Survey program for early detection of newly introduced exotic pests and technical support for plant biosecurity activities (with ASDoA)
- Plant clinic diagnostic and recommendation services (with CNR Plant Pathology and Horticulture).
- Research and education on mosquitoes and prevention of mosquito-borne diseases
- Assist with CNR instructional programs, field trips, tours; STEP-UP program, and ASCC & DoE student science projects

Plant Pathology:

- Provided plant disease diagnosis and management services to the community.
- Assisted students with their research projects for the Science Fair and the Science Symposium.
- Provided site tour to students.
- Acquisition of laboratory equipment and supplies for the Plant Pathology and STEP-UP/Molecular Biology laboratories.
- Staff training.

Tissue Culture:

- Maintenance of new collection of climate-ready taro varieties.
- Community Outreach.
- Maintain a clean work environment and efficient workflow in the Plant Pathology, Tissue Culture, and STEP-UP/Molecular Biology laboratories.

Horticulture:

- Due to ASCC delay in payment to manufacturers, equipment for Hatch Project SAM-040 still not received and project not started.
- Have conducted workshops and fieldtrips and visited/assisted farmers in areas related to horticulture.
- Produced collection of desired taro varieties, made crosses and have produces taro seedlings.



Forestry Research:

- More than 30 forest stewardship plans were updated and uploaded into the national U.S. Forest Service database.
- Multiple classrooms and youth groups were visited during Arbor Week to educate the public about the importance of forest health and the dangers of invasive plants.

Children Healthy Living Program (CHL)/Wellness:

- Preparatory meetings
- Orientations and Measurements
- Collection of Food Activity Logs (FALs) and Accelerometers (Acticals)
- Data Entry
- Conference Calls
- Intervention Activities
- Trainings
- Off-island meetings
- Translations

Research:

- Solicited support from the Dept. of Health Director and Dept. of Education Director to conduct a BMI survey during 2014 school years.
- Visited school principals and AS Dept. of Education officials to explain the proposed BMI survey.
- Gathered the Obesity Study Committee to garner their input and support for the BMI survey.
- Placed the order for MyPlate and 2,000 copies of the Informed Consent Form.
- Placed the

Health Communication & Media:

- 1a. Researching and ordering of new media equipment technologies to fully establish the CNR Media Center and its abilities to meet CNR media work needs.
- 1b. Training media staff to develop more knowledge and skills in use of cameras, improving quality of photography and videography.
- 1c. Developing and implementing Media Center Policies and Procedures to assist management of the media center work activities, equipment and materials.
- 1d. Meetings of CNR Media staff to discuss and delegate project and other work responsibilities, and improve internal communications to fulfill media needs.
- 1e. Organization of office spaces, with furniture, scheduling boards, and design of equipment cabinets.
- 2a. Photographic and/or video documentation of CNR activities (e.g. school tours, Arbor Week, Farm Fair, Flash Mobs, etc.)
- 2b. Editing & archiving of media in archive, enhancing some material and deleting poor quality materials
- 2c. Selection of photos for Newspapers, writing of captions, getting internal CNR feedback and approvals, correspondence with and delivery to Newspapers, and/or television stations for purpose of placement in public media.



- 3a. Consolidation of digital photography from over last 7 years – in single computer and back up drive. Photographs were previously dispersed in different computers and drives.
- 3b. Editing and organization of existing digital photographs into folders on computer and back up drive.
- 3c.D.O.E historical photo archive of American Samoa- scanning of photographs, digital archiving.
- Fulfilling Special Media Project Requests, meeting consultations, design, implementation, drafting, evaluations, revisions, approvals processes for:
- CHL (4 projects: Thank You Add in Samoa News, CHL Message Poster Art Work Project, Samoanization of CHL Messages Flyer, d) preparation and writing of News brief for American Samoa in CHL online newsletter – re: described Aua Walk,
- EFNEP - 2014 calendar;
- Extension - 4 stand up banners;
- CNR Website team work (Media gathering and writing text, and selecting and delivering photographs, and giving evaluation on layout out and organizations;
- Agriculture - Lau Pele video (scripting/production planning, consulting).
- 5.a) Attendance in CHL meetings upon request – analytical ethnographic expertise offered to advise on various communication & intervention strategies;
- b) consulting on phone with Jean Butel on CHL interventions strategies and progress in American Samoa;
- c) Providing feedback on communication and social marketing materials being developed and sent from Hawaii for cultural relevance for American Samoa.
- Participation as co-author in research articles on health communications research.
- Writing and submitting bi-wkly reports.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

Entomology:

- With AS Dept of Marine and Wildlife Resources and National Park of AS continued field sampling and tree phenology assessments at 9 sites in 3 villages for Samoan swallowtail conservation research project. During the quarter, in 22 sampling days, all leaves on each of 4,713 branch terminals were examined and 466 Samoan swallowtail stages were collected for rearing in the lab to determine parasitism rates. Rearing is ongoing.
- With AS Dept of Agriculture continued exotic fruit fly surveillance at 11 sites, in three monthly checks of the 33 traps 2,993 flies were captured and identified. No exotic invasive flies were found. Assisted with pest inspections and identifications for 355 live Christmas trees and 60 wreaths imported to AS by Pago Pago Rotary Club.
- Plant clinic reports provided to four clients (with Plant Pathology and Horticulture), and advice on controlling pest ants provided to one client. Invasive



mealybug pest new to American Samoa (solanum mealybug, *Phenacoccus solani*) discovered in Ottoville. Unfortunately too late to prevent establishment and spread.

- Continued data analysis on filariasis xenomonitoring project.
- Assisted hosting tour from School of International Training. Provided instruction and hands-on field and lab activity in agricultural insect pests for Nu'uuli Vocational and Technical HS agriculture class. Assisted 4 high school and elementary students with science symposium projects. Assisted hosting annual AS HS Science Symposium.

Plant Pathology:

- Responded to 6 requests for diagnosis and management of plant diseases.
- Two students carried out their experiments in the Plant Pathology laboratory, including one Elementary School student who worked on her Science Fair project, and a High School student who worked on her Science Symposium project. The High School student was selected to be one of the five students to represent American Samoa at the Pacific Science Symposium in Hawaii on January 2014.
- Provided a tour to a group of 8 students and their instructor from the Nu'uuli Vocational and Technical High School. During the visit, the students were lectured about plant pathology: what it is and does, the economic and social importance of plant diseases, how to become a plant pathologist and the career opportunities for plant pathologists. The students also had the opportunity to practice microscopic observation of cultures and to identify pathogens, using a pictorial key.
- Coordinated with vendors to ensure the equipment and supplies ordered are shipped properly and payment made in timely manner. Specifically, consulted with vendor Biolog Inc. for the acquisition of a Microbial Identification System (GEN III MicroStation ID System & Databases) for the Plant Pathology laboratory. Also, designed primers to investigate the coconut leaf yellowing disease and for taro virus screening.
- As part of the continuing education process, Plant Pathology and Tissue Culture staff received training on essential microbiological techniques, including the Gram test for bacterial identification.

Tissue Culture:

- A total of 123 test tubes of taro plantlets from 25 climate-ready (i.e., tolerant to salt, water logging, and drought) varieties were received from SPC-CePaCT. These new taro cultivars were carefully documented, transferred into fresh media, and maintained in the Plant Tissue Culture laboratory. The materials are observed constantly and transferred periodically into fresh media. Cultures showing signs of contamination are sterilized immediately.
- Provided tours to elementary, middle school, high school, and college students. These visits offer the students the opportunity to gain hands-on bench experience on tissue culture techniques and to acquaint themselves with various aspects of plant propagation. Since tissue culture is a new plant propagation method in American Samoa, students are very curious to hear and learn more about it.
- The cleaning and reorganization of these labs were necessary, after the mess created during the overhaul the entire air conditioning system of the CNR



building. In addition to allowing a smooth and efficient operation of the labs, this cleanup also provided an opportunity to make a complete inventory, and to setup a database that would facilitate the tracking of all the equipments and supplies in the labs.

Horticulture:

- Have made purchase requests for materials and equipment for project but still have not yet started Hatch Project SAM-040.
- Have conducted workshops and fieldtrips involving areas related to horticulture.

Forestry Research:

- N/A

Children Healthy Living Program (CHL):

- American Samoa CHL team completed all measurements, screenings and collection for all six sites in November 2013
- Facilitated more than 20 preparatory meetings with CHL team/staff, ECEs, Elementary School Principals and Teachers, Elementary Division Deputy Director, other Government Agencies and Community Leaders (church/village) for measurements, collections, and interventions
- Conducted CHL meetings using new technique “Meeting on the Move” where agenda items are discussed at different locations followed by physical activity and walking to the next station then concluded with full body stretches at Wellness Center.
- Facilitated two meetings with CHL Scholarship recipient (Marietta Lafaele) to discuss graduation in the fall of 2013 in addition to discussion on evaluations, tuition, housing and major at UH-Manoa in the spring of 2014.
- Participated in more than 16 conference calls on data, intervention, training, PSC, budget in addition to American Samoa’s first ‘CHL Annual Planning Meeting’ teleconference call with Hawaii; CHL Annual Meeting will be held in American Samoa on June 6-12, 2014.
- Completed orientations and measurements for 39 students from Masefau ECE, K-5 & L-1), 17 children from Matatula CCCAS, 19 children from Alao CCCAS, 35 students from Aoa ECE and 33 students from (K-5, L-1 and L-2).
- Collected Acticals and Food Activity Logs (FALS) from 38 students at Masefau (ECE, K-5 and L-1); 17 participants from Matatula CCCAS; 19 participants from Alao CCCAS; 35 students from Aoa ECE and 33 students from Aoa (K-5, L-1 and L-2).
- Presented “Organ Wise Guys” curriculum to 143 students from Masefau ECE, K-5 and L-1(39students), Fagaitua ECE (36 students from 2 sessions) and (68 students) from Aua ECE.
- Completed data entry of 462 CHL participant forms from Aua (L-1), Tula (ECE, K-5 and L-3), Auto and Fagaitua LDS, Malaeloa CCCAS, Aoloau (ECE, K-5, L-1 and CCCAS), Tafuna (ECE and K-5) and Pavaia’i (ECE and K-5) onto ‘CHL Database’ program.
- Completed CAT scoring and summary for CHL sites community survey.
- Worked with Media staff on CHL Intervention activity at Onesosopo Park “Thank You Ad” that was published in local newspapers on October 24 and 25, 2013.



- Proposal for art work by Reggie Meredith for CHL poster, (placemat and other mediums) using “Role Model” focus group input. Draft submitted to CHL PI's, input also received from CHL Intervention Program Coordinator – CHL Hawaii.
- Completed and submitted proposed AS CHL organizational chart and cost centers to CNR Dean/Director for review and approval.
- Submitted all (24) translated CHL forms and documents to HI for archive.
- Three CHL team members completed data entry for ‘Quality Control Test’
- Requested and received 50 accelerometers from Hawaii to assist with CHL measurements in AS.
- Developed position description for CHL Intervention Lead position.
- Facilitated ‘Special Data’ Meeting with key CHL data entry staff for updates and upcoming planning events regarding 2014 ‘CHL Annual Meeting’.
- Developed CHL ‘Internal’ calendar of activities for December, January, and February in addition to CHL planning events for ‘CHL Annual Meeting’ on June 6-12, 2014.
- Attended Diabetes Symposium on October 19, 2013 hosted by the Department of Health and LBJ Hospital and made contacts with dietician for recommendation on diabetes and renal disease prevention diets.
- Attended the American Samoa Governor’s Education Summit on October 21-24, 2013 and recommended inclusion of nutrition, exercise, and gardening curriculum with local DOE. Intervention Lead Specialist spoke with representatives from Department of Interior and Department of Commerce on Agricultural co-ops and businesses to bring vegetables into CHL intervention villages.
- Conducted CHL presentation for more than 10 American students and two group leaders from the International Program headquartered in Independent Samoa.
- Radio participation in a program sponsored by “Alliance for Strengthening Families” of the “American Samoa Coalition against sexual and domestic violence” on November 3, 2013. Special interest was generated by the CHL suggestion to “minimize screen time”. Alliance Coordinator mentioned violent video games as a possible cause of violence in the home. The importance of sleep was also commented upon, especially if children are staying up late to watch TV or play video games.
- Shared and promoted 6 CHL messages by handing out “CHL Posters” to 6 Miss American Samoa contestants at American Samoa’s local home for the elderly – Hope House.
- Data Specialist and Intervention Specialist attended the “Obesity Society” Annual Meeting in Atlanta, Georgia on November 11, 2013.
- Conducted presentation on “CHL in American Samoa” to more than 100 participants of the “Samoa and American Samoa 4th Annual NCD Bilateral Summit” in Apia, Samoa on November 14-15, 2013.
- CHL Lead Co-PI attended ‘American Samoa Cancer Coalition’ Conference Meeting in Dallas on December 4-6, 2013.
- CHL Co-Pi/Fitness Specialist instructed PE & Health Class with Fitness Specialist & Registered Dietitian, over a period of two days rotating



approximately 66 students including teachers covering 6 – 45 minute class periods using PE & Health Curriculum.

- CHL Co-Pi/Fitness Specialist served as keynote speaker for ASCC Teacher Education Bachelors Program graduation held at Pava'ia'i Elementary School on December 4, 2013 addressing the importance of physical activity ending with an exercise session for approximately 120 plus 4th graders, teachers and ASCC Bachelor Education Program staff and Administration.
- Conducted Childhood Obesity Awareness Flash Mob at the Fagatogo Market Place with approximately 100 participants including children and parents from the villages of Faleniu, Amanave, Alofau, Leone and Petesa with CNR staff members under the direction of Exercise Physiologist and Fitness Specialist; CHL team also had a booth using the "Body Age" gadget for participants and visitors at the Market Place.
- Article and front page photo of the First Fridays "Flash Mob" initiative at the Fagatogo Market Place was published on Samoa News newspaper on December 13, 2013.
- First Fridays "Flash Mob" initiative at the Fagatogo Market Place was filmed by the 'Flight Night' sponsored and incorporated by local film company Whitcombe Media in addition to Land Grant's Media Staff was aired on YouTube and local TV channel 6 from Monday (12/9/13) to Friday (12/13/13).
- CHL Lead Co-PI joined Horticulturalist and Ag. Extension Agent in visiting intervention sites schools and churches for "Vegetable Gardening and Hydroponic" intervention projects.
- Two trainees from American Samoa, Mr. Aifili Tufa (PhD candidate in Epidemiology) continues with his academic program at UH-Manoa, and Ms. Marieta Lafaele (AS candidate) graduated from the American Samoa Community College (ASCC) with an Associate Degree on December 13, 2013. Marietta will continue her studies (Bachelor's degree) in the area of 'Food Nutrition and Human Sciences' at the University of Hawaii at Manoa – spring 2014.
- Submitted CHL monthly progress reports for October, November, and December 2013 to Hawaii

Research:

- Solicited support from the Dept. of Health Director and Dept. of Education Director to conduct a BMI survey during 2014 school years.
- Visited school principals and AS Dept. of Education officials to explain the proposed BMI survey.
- Gathered the Obesity Study Committee to garner their input and support for the BMI survey.
- Placed the order for MyPlate and 2,000 copies of the Informed Consent Form.

Health Communication & Media:

- B&H Equipment Purchase Order – signed and approved Nov. 7th by CNR Director.
- Aua Walk and Thank You ADD – in Samoa News Oct 24, and 25th.
- Three School tour photos and captions published in Samoa News and Samoa Post – in Oct and November.



- Flash Mob – videography at Fagatogo Market Place. On Flight Night. 12/9/13 and 12/13/13 and on YouTube and Local TV channel 6.
- Flash Mob initiative at the Fagatogo Market Place published on Samoa News on Dec. 13, 2013.
- Submission of manuscript titled A systematic review by the Children’s Healthy Living Program of effective early childhood obesity interventions (CHI-2013-0151). Submitted by Dr. Claudio Nigg to Childhood Obesity. Dr. Micah Van der Ryn listed as a co-author. Confirmation email of submission from **chapman@liebertpub.com** via manuscript central.com stating “You are listed as a co-author for this manuscript.” The online peer-review system, Manuscript Central, automatically creates a user account for you. Your USER ID for your account is as follows: Site URL: <http://mc.manuscriptcentral.com/childhoodobesity>, USER ID: f.m.vanderryn@gmail.com
- EFNEP 2014 calendar draft completed in December, but EFNEP made decision to put on hold as they rethought out which recipes to include, and to give more time to do more photography. Draft on file with typed notes.
- Lau Pele video draft script on file.digital files of photos and video footage on file.
- Drafts of 4 Extension Stand up banners on file – originally wanted project quickly for use at Farm Fair, then changed to not include at Farm Fair in December so more time was given to make further improvements on the design and layout.
- Slide show depicting many photographic images taken over the year by CNR documenting many CNR activities and programs documented by CNR MEDIA was shown at the CNR Christmas candle lighting on December 6th. The show offers visual highlights of CNR’s year of activities, and the power point is on file.
- Draft of poster art work proposal for CHL poster was submitted to CHL PI and Co-Pi on 10/23/13 after oral approvals to proceed with conversation with Reggie Meredith. Full size sketch of Meredith’s artistic concept for project is also on file.
- CHL website has the Newsbrief from American Samoa at www.chl-pacific.org/project-media
- Draft of 4 stand-up banners for Extension request is on file, and currently undergoing revisions.
- Draft for Samoanization of CHL Flyer is on file.
- Ad for U.S. Agriculture: Outlook 2014 – submitted in December 30th, 2013
- ❌ [3rd QTR Horticulture](#)
- ❌ [3rd. Qtr. CHL-Wellness Report](#)
- ❌ [CNR Quarterly Report Entomology contribution 9July2013](#)
- ❌ [Forestry Research 3rd Qtr](#)
- ❌ [Plant Pathology - Tissue Culture 3rd QUARTERLY REPORT_071113](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

Entomology:



- Unable to use grant funds to procure equipment and supplies in timely manner.
Unable to fill grant-funded staffing vacancies in timely manner

Plant Pathology:

- N/A

Tissue Culture:

- N/A

Horticulture:

- ASCC delay in making payments to vendors has delayed the start of Hatch Project SAM-040.

Forestry Research:

- Poor communication with Procurement Office and unnecessary delays in acquiring tools and equipment.

Children Healthy Living Program (CHL)/Wellness:

- N/A

Research:

- As our survey gets underway, I may have staffing shortages, since my research assistants are also busy with data input for the Children's Healthy Living Program (CHL).
- Coordinating the survey with AS Dept. of Education principals and teachers may present a problem, since that department is very hierarchical. If someone in the chain fails to notify teachers of our coming, then this may set us back for that day when we planned to measure the students.

Health Communication & Media:

- N/A

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

Entomology:

- Refurbished research greenhouse to alleviate heat problems. Controlled ant and rat infestations in research building.

Plant Pathology/Tissue Culture:

- None reported.

Horticulture:

- None reported.

Forestry Research:

- The Research Forester became a Certified Arborist and a Candidate Forester through the International Society for Arboriculture and the Society of American Foresters (respectively).

Children Healthy Living Program (CHL)/Wellness:

- None reported.

Research:

- Continued our work with CHL, especially the Data Work Group and the Training Work Group. We are entering baseline data into a database and scanning the



forms in order to send both to the CHL Coordination Center at the University of Hawaii at Manoa.

- On October 23 – 24, Daniel O’Doherty of Cacao Services, Inc. Hawaii conducted a Koko Workshop under our Sustainable Agriculture Research and Education (SARE) Professional Development Program.

Health Communication & Media:

- None reported

Describe any staff or faculty achievements:

Entomology:

- The Research Forester became a Certified Arborist and a Candidate Certified Forester through the International Society for Arboriculture and the Society of American Foresters (respectively).

Plant Pathology/Tissue Culture:

- None reported.

Horticulture:

- None reported.

Forestry Research:

- The Research Forester became a Certified Arborist and a Candidate Certified Forester through the International Society for Arboriculture and the Society of American Foresters (respectively).

Children Healthy Living Program (CHL)/Wellness:

- None reported.

Research:

- Agnes and I attended the annual Obesity Society meeting in Atlanta, GA, in November. From the workshops and seminars, we came up with some more intervention strategies to combat not only childhood obesity but also adult obesity as well. These we summarized in our Trip Report.
- At the end of December I was invited to join the Community Health center Govern ring Board

Health Communication & Media:

- None reported

3rd Quarter 2014:

Strive to effectively provide quality and relevant Research Programs to the Community. Successfully achieve at least 90% of the research output and outcome targets in the 2013 Plan of Work.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

Plant Pathology and Tissue Culture

- The PLPA laboratory responded to three requests for diagnosis and management of plant diseases. Conducted routine plant pathology activities, including isolation and microscopic examination to identify causal organisms of plant



diseases. Designed and tested protocols for the diagnosis of taro viruses in American Samoa.

- One high school student is currently working on her STEP-UP research project in the PLPA and STEP-UP/Molecular Biology laboratories. She is expected to represent American Samoa at the National STEP-UP Symposium at the NIH (National Institutes of Health) in Bethesda, Maryland this August 2014.
- Provided a tour to a group of 25 students and their instructor from the ASCC – CNR Summer Institute Program. During the visit, the students were introduced to the science and profession of plant pathology: what it is and what it does, the concept of disease in plants, the economic and social importance of plant diseases, how to become a plant pathologist and the career opportunities for plant pathologists. The students also had the opportunity to practice microscopic observation of cultures and to identify pathogens, using a pictorial key.
- Coordinated with vendors to ensure the equipment and supplies ordered are shipped properly and payment made in a timely manner. Specifically, coordinated with Fisher Thermo Scientific for the replacement of the defective -80 °C freezer. Negotiated with the manufacturer AB SCIEX for the purchase of a 3200 QTRAP Liquid Chromatography – Tandem Mass (LC-MS/MS) spectrometer for pesticide residues testing in food (fruits and vegetables) in American Samoa. Also, attended meetings at the DOA and the Governor Office to discuss the acquisition of the aforementioned spectrometer.
- As part of the continuing education process, Plant Pathology and Tissue Culture staff received training on essential molecular biology techniques, including DNA and RNA Extraction, Spectrophotometry, PCR and RT-PCR, and Agarose Gel Electrophoresis.
- A total of 123 test tubes of taro plantlets from 25 climate-ready (i.e., tolerant to salt, water logging, and drought) varieties were received from SPC-CePaCT. These new taro cultivars were carefully documented, transferred into fresh media, and maintained in the Plant Tissue Culture laboratory. The materials are observed constantly and transferred periodically into fresh media. Cultures showing signs of contamination are sterilized immediately. An additional eight test tubes of taro plantlets (six tubes of cultivar ‘Niue’ and two tubes of ‘Palau 10’) were received recently from SPC-CePaCT. Some of the materials were set to grow in an incubator and the remainder were transferred into fresh media. The taro cultivar ‘Cook Island’ also was initiated and is currently maintained in the PTC laboratory.
- The PTC laboratory provided tours to elementary, middle school, high school, and college students. These visits offer the students the opportunity to gain hands-on bench experience on tissue culture techniques and to acquaint themselves with various aspects of plant propagation. Since tissue culture is a new plant propagation method in American Samoa, students are very curious to hear and learn more about it.
- Regular cleaning of PLPA, PTC, and STEP-UP/Molecular Biology laboratories is necessary, especially after the mess created during the overhaul of the air conditioning system of the CNR building. In addition to allowing a smooth and efficient operation of the labs, the cleanup also provides an opportunity to make a



complete inventory, and to update our database, so as to facilitate the tracking of all the equipments and supplies in the labs.

Horticulture

1. Conducted 5 fieldtrips on non-circulating hydroponics, and nutritious green leafy vegetables for the tropics (edible hibiscus and sweet potato greens); Presented at 2 aquaponics workshops on vegetables for the tropics and vegetable seedling production; Completed first portion of WSARE mini-grant project producing and evaluating locally produced breadfruit/fishmeal broiler feed. Completed 7 hydroponic and raised bed gardens for 5 ECE/Elementary schools and 2 communities for CHL program. Assisted 1 other community groups with setting up hydroponic and traditional vegetable garden. Made 2 field visits to farmers with horticulture problems. Assisted with taro disease survey.
2. Planted and maintained approximately 1000 new taro varieties into farmer's fields for evaluation of quality, yield and taro leaf blight resistance.

Geographic Information Systems

1. Created 5 food security maps for Public Health intern
2. Presented to over 30 4H youth on GIS and map reading competition

Forestry Research

- Approved McIntire-Stennis grant proposal available at <http://portal.nifa.usda.gov/web/crisprojectpages/1002758-investigating-the-role-of-reproductive-strategy-on-the-spatial-distribution-of-invasive-plants-in-american-samoa.html>.
- Invasive plant management plan was finalized, with help from David Bakke, USFS regional manager.
- The Pacific Island Forestry Committee meeting minutes posted at <http://wflcenter.org/documents/2014/04/2014-pacific-islands-forestry-committee-meeting-minutes.pdf>

Entomology

- With AS Dept of Marine and Wildlife Resources, National Park of AS, and USGS continued field sampling and tree phenology assessments at 10 sites in 3 villages for Samoan swallowtail conservation research project. During the quarter, in 23 sampling days, all leaves on each of 6,611 branch terminals were examined and 404 Samoan swallowtail stages were collected for examination and rearing in the lab to determine parasitism rates. Rearing is ongoing.
- With AS Dept of Agriculture continued exotic fruit fly surveillance at 11 sites, in three monthly checks of the 33 traps 1,527 flies were captured and identified. No exotic invasive flies were found. Identified ants from 520 exotic ant surveillance bait stations placed with AS Dept of Agriculture in areas at high risk for introduction of exotic invasive ants. No new exotic ants were detected. Completed sampling of citrus trees at 57 sites in survey for early detection of citrus greening disease. Samples of Asian citrus psyllid collected from the sites will be tested by PCR for presence of citrus greening pathogen. So far this disease has not been detected in American Samoa. With AS Dept. of Agriculture, USDA APHIS, and Hawaii DoA personnel, completed sampling for honey bee pest and disease detection survey.



- Plant clinic diagnosis and recommendations provided to four clients. Invasive mealybug pest new to American Samoa (solanum mealybug, *Phenacoccus solani*) previously detected at Ottoville now detected in Auto. Advice on ant, wasp, and honey bee pest problems provided to three clients.
- Prepared and presented mosquito-borne disease prevention lab and field activity for 25 CNR Summer Institute students. Presentation and field tour on integrated pest management for CNR/UH aquaponics workshop. Assisted client with information on starting bee keeping in American Samoa.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

Plant Pathology and Tissue Culture

- Provided plant disease diagnosis and management services to the community.
- Assisted student with her research project for the STEP-UP Program.
- Provided site tour to students.
- Continued acquisition of laboratory equipment and supplies for the Plant Pathology (PLPA) and STEP-UP/Molecular Biology laboratories.
- Staff training.
- Maintenance of new collection of climate-ready taro varieties.
- Community Outreach.
- Maintain a clean work environment and efficient workflow in the PLPA, Plant Tissue Culture (PTC), and STEP-UP/Molecular Biology laboratories.

Horticulture

- Due to ASCC delay in payment to manufacturers, equipment for Hatch Project SAM-040 still not received and project not started.
- Workshops and fieldtrips and visited/assisted farmers and school gardens in areas related to horticulture.
- Planted new taro varieties into farmer's fields.

Geographic Information Systems

- Work on process for uploading digital maps and satellite imagery on GPSmap 62st Garmin units.
- Assist with invasive species (*Castilla elastica*) mapping and control
- Attend GIS training (Performing Analysis) at ESRI Redlands, California
- Assist Public Health intern with food security maps
- Assist with 4H youth summer program
- Work on creating 3D maps for American Samoa

Forestry Research

- New proposal to receive funding through NIFA's McIntire-Stennis grant was accepted.
- Invasive plant management plan was finalized, with help from David Bakke, USFS regional manager.
- The Pacific Island Forestry Committee meeting was held at Sadie's By the Sea in early May.



Entomology

- Endemic Samoan swallowtail conservation research project (with DMWR, NPS, USGS)
- Cooperative Agricultural Pest Survey program for early detection of newly introduced exotic pests and technical support for plant biosecurity activities (with ASDoA)
- Plant clinic diagnostic and recommendation services (with CNR Plant Pathology and Horticulture).
- Research and education on mosquitoes and prevention of mosquito-borne diseases
- Assist with CNR instructional programs, field trips, tours; STEP-UP program, and ASCC & DoE student science projects

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

Plant Pathology and Tissue Culture

- None

Horticulture

- ASCC delay in making payments to vendors has delayed the start of Hatch Project SAM-040.

Geographic Information Systems

- Poor satellite imagery makes invasive species mapping through the use of remote sensing techniques very difficult. Need to look into ways of acquiring new updated satellite or aerial imagery.

Forestry Research

- None

Entomology

- None

Describe accomplishments that may not relate to the objectives listed above which your department achieved this quarter:

Plant Pathology and Tissue Culture

- None

Horticulture

- None

Geographic Information Systems

- None

Forestry Research

- None

Entomology

- None

Describe any staff or faculty achievements:

Plant Pathology and Tissue Culture



AMERICAN SAMOA COMMUNITY COLLEGE

- None

Horticulture

- None

Geographic Information Systems

- None

Forestry Research

- None

Entomology

- None



Department of Finance

Mission Statement

To develop a high-performance organization one that would earn the respect of the federal grantors for our ability to timely file required reports, for the management to receive monthly financial reports, to the safeguarding assets of ASCC, and timely disbursement of students' PELL grants; one that puts people first- in a way that delights those who are employees of the department and those who enter the halls of the department working environment; and so the overall vision and the mission of the College might fully be accomplished.

Divisional Outcome 1:

The Finance Department ensures operational efficiency by updating its Standard Operating Procedures manual by the end of every Fiscal Year.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- During this third quarter period, our finance division met and reviewed the results of the divisional assessment in one of our manager's meeting, April 10, 2014. The outcome of our manager's meeting resulted in one on one meeting with each of our staff members. The purpose of these one on one meetings was to get valuable input from our staff in ways that can help improve the quality of our finance division services. The results of these meetings led to improving our Receiving Standard Operating Procedure. During this quarter our finance procurement team went out and met with two of our largest local vendors to inquire of their delivery services. The delivery service was implemented during the week of May 23, 2014. So far our finance division is seeing the following improvements:
 - Our receivers are able to do more analytical work and data entry
 - Communications with our vendors has improved
 - Buyers are being proactive by being more involved in following up on the date of delivery with our vendors and internal stakeholders
 - A long term benefit that we hope to reap is that the wear and tear on our ASCC vehicles will be decreased
- The finance division began the process of reviewing the ASCC Fiscal Policy Manual which began April 14, 2014.
- The finance division added into its SOP Document the Annual Budget Planning SOP. This is reflected in our updated SOP Document as of June 2014.
- The finance division held our quarterly internal training on Monday, June 30, 2014. During this training, our team touched base on the Fixed Asset Inventory Standard Operating Procedures. We are attaching the power point as evidence.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:



- [✖ Finance Division SOP Document \(Updated June 2014\)](#)
- [✖ Finance Division Staff Training/Meeting - June 30, 2014](#)

Divisional Outcome 2:

The Department of Finance will meet our monthly, quarterly, and annual closing deadlines

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- Our finance department completion rate for this third quarter are as follows:
 - For our March 31, 2014 quarterly closing, by our deadline of April 30, 2014, our team was at the 100% completion rate.
 - For our April 30, 2014 monthly closing, by our deadline of May 15, 2014, our team was at the 100% completion rate.
 - For our May 31, 2014 monthly closing, by our deadline of June 16, 2014, our team was at the 100% completion rate.
- The following reports were forward and provided to the President & The Board of Higher Education:
 - On May 9, 2014, the following financial reports were presented to the Board of Higher Education:
 - March 31, 2014 General Fund Budget, Actual Revenue vs. Actual Expenditure Report
 - March 31, 2014 Grants Budget, Actual Revenue vs. Actual Expenditure Report
 - Cash Flow Projection: May 2014 to September 2014
- On June 4, 2014 the FY2015 Proposed Budget was presented before the Board of Higher Education.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- As evidence, we are attaching our power point presentation presented before the Board of Higher Education.
 - [✖ ASCC Fiscal Update 5-09-14](#)
 - [✖ BHE BUDGET PRESENTATION 6-04-14](#)

Divisional Outcome 3:

The Department of Finance will reduce our prepayment account this fiscal year.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:



- During this third quarter, our finance team followed our Prepayment Reconciliation SOP. We found that this prepayment reconciliation process has really improved our team effort in collaborating together in closing out all of our prepayment. We are finding that our daily and weekly follow up is assisting our finance team in closing out our completed prepayments in a timely manner.

Divisional Outcome 4:

The Department of Finance will implement our WASP software this fiscal year.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- During this third quarter our team worked with the WASP vendor in assisting ASCC to remotely re-install the Fixed Asset Physical Inventory Software. An agreement was set up and this task is set to be completed next quarter.

Divisional Outcome 5:

The Department of Finance will increase our bookstore sales this fiscal year.

Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- During this third quarter, our department of finance accomplished the following tasks:
- The purchasing capacity of the bookstore has continued to improve. During this third quarter, the finance division was able to pay all of our bookstore vendors on time to improve our credibility with our vendors. This is a very important component in replenishing our inventory for our bookstore, is being able to pay our liabilities in a timely manner.
- During this third quarter, the bookstore overall total sales as of June 30, 2014 was \$330,852.39 in comparison to \$256,401.88. This is an increase of \$74,450.41
- The finance division worked on our fall 2014 textbook orders. Some of our fall 2014 textbook orders have already been received.

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- As evidence, we are attaching our bookstore sales comparison report for 2013 & 2014 as of June 30, 2014.
 - [✖ ASCC Bookstore Comparison Report](#)

Divisional Outcome 6:


The Department of Finance will decrease our Student Accounts Receivable account this fiscal year.



Describe activities completed this quarter which correspond to the objectives above that relate to your division/department's outcomes:

- During this third quarter of 2014 our collection efforts are as follows:
 - **Total Amount Collected:** \$184,916.56 (This does not include the funds collected through our financial aid batching)
 - **Total Phone Calls:** 407
 - **Total Letters Sent:** 357
 - **Total Payment Plans Prepared:** 289

Provide evidence (or link to evidence) which corresponds to the activities listed above. Use file library below to upload files which support your department/division's outcome:

- We are attaching a summary report of our collection effort during this second quarter 2014.
 -  [ASCC Finance Division Collection Efforts - 3rd Quarter](#)

Describe any challenges in relation to staffing, budgeting, technology, or facilities your division/department encountered in achieving the objectives listed above:

- In reviewing our Accounts Receivable Reports, the finance division noticed that the Aging Report for June 30, 2014, \$3,761,247.73, was slightly higher in comparison to the Aging Report for June 30, 2013, \$3,674,649.78. This is an increase of \$86,597.95. A more diligent and thorough analysis will be conducted by the finance division to address this immediately!