



*Saili le Atamai*

**AMERICAN SAMOA COMMUNITY COLLEGE**

Division of Academic Affairs

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September 19, 2016

To: Mrs. Letupu Moananu   
Dean of Academic Affairs

Fr: Mrs. Evelyn V. G-Fruean   
Director of Curriculum & Assessment

Via: Dr. Rosevonne M-Pato   
Vice President of Academic & Student Services

Dear Dean,

I am requesting for your approval to begin Assessment training. I have designated specific dates that the Academic Assessment Committee will meet to discuss and practice the following areas:

1. Rubric Summaries
  - a. October 13, 2016
  - b. 12:30-2:00 pm
  - c. DOAA Lounge
2. SLO Alignment
  - a. October 20, 2016
  - b. 12;30-2:00 pm
  - c. DOAA Lounge
3. Syllabus aligned to Course Approval Forms (CAF)
  - a. October 27, 2016
  - b. 12:30-2:00 pm
  - c. DOAA Lounge

It is the responsibility of the AAC members to acquire all the knowledge that is needed for these specific areas and to "Train" their departments accordingly.

Respectfully,

**Dr. Rosevonne Makaiwi-Pato**  
Vice President, Academic & Student Affairs

**Dr. Seth P. Galea'i**  
ASCC President

**Dr. Mikaele Etuale**  
Vice President, Administrative Services