

American Samoa Community College
Office of Academic Affairs

"Le Scoop"
The Bi-Weekly Academic Affairs Newsletter



Week of April 19, 2010
Issue: 006

Welcome Back from Spring Break!

ACCREDITATION VISIT - On behalf of the President Dr. Seth Galeai, Vice President Dr. Kolhoff and I take this opportunity to thank all of you for your hard work and commitment to address the WASC Recommendations. Because of all the work that has been done on all 10 Recommendations Drs. Zacovic and Trapp's exit report has accepted 7 out of the 10 Recommendations as being addressed by ASCC. **MALO LAVA!** (***ASCC TEAM** > Together Everyone Achieves More ...☺)

PRIORITY REGISTRATION - Please be advised that Priority Registration for Summer and Fall 2010 is from April 5th - May 6th. Student advisees will need to meet with their academic advisor for advising and approval to register for classes. The maximum enrollment per course is 25 no exceptions (overloading). The only exceptions are courses with limited capacity or equipment to accommodate less than 25 students such as ICT-150, ED-240, ACCT-220, and ART-180. **PLEASE KEEP YOUR OFFICE HOURS AND POST WHEN YOU WILL RETURN IF YOU HAVE AN EMERGENCY.**

FACULTY EXIT CLEARANCE - This semester we will not be collecting SLO rubric summaries or course syllabi for Summer Session and Fall Semester 2010. Required for Spring-2010 semester's clearance is for all faculties to submit a course approval form with course information, SLOs and assessment instruments on the courses you teach. A copy of the form template and instructions has been sent to you electronically. Use your course syllabi to enter the needed information. We are using this information for closing the assessment loop at the course and program levels. Also, the course SLO's for each course will be included in the next catalog (2010-12). Remember any course/program curriculum or SLO changes should be supported by data. Please review your course SLOs to ensure they are in alignment with Bloom's Taxonomy of Learning. If you need assistance please refer to your department chairperson, Mr. Sonny Leomiti, Assessment Coordinator, Dr. Helsham, Dean of Academic Affairs or Ms. Cherie Ripley.

REMINDERS:

CURRICULUM MEETING - On Thursday, April 22th at 12:30 in the Lecture Hall, please be prompt. **(LAST MEETING FOR THE SEMESTER)**

FINALS - ELI and Development Math scheduled for April 26th - 29th and upper level courses (100 and above) is May 3rd - 7th. The details on days and times for Finals will be distributed and posted during the week of April 19th. ***PLEASE FOLLOW THE SCHEDULED DATES AND TIMES FOR ADMINISTERING THE FINALS - (only exception is Graduates) OTHER REQUEST MUST BE APPROVED BY THE DEAN OF ACADEMIC AFFAIRS.**

APRIL BIRTHDAY WISHES - Congratulations to the following people for another blessed year and wishing you many more to come: "HAPPY BIRTHDAY!" ☺
Lawrence Wilson (Language & Literature), Hipa Neria (Upward Bound), Lam Yuen Lam Yuen (Business Edu.), Asomaliu Lotovale (Library), Pauline Toluao (Library), Queen Anna Pedro-Failauga (Academic Affairs), Cherylmoanamarie Ripley (Academic Affairs), Fred Wanjau (Math), and Tupu Fatuesi (Admissions and Records Office).

ABSENCES AND CANCELATION OF CLASSES: If you must miss class (*ILLNESS OR AN EMERGENCY*) please make sure to inform Academic Affairs Office (Ms. Cherie Riley or Dean Helsham) of your absence no later than 8:00am with instruction on what assignments are needed from the students or who will substitute to cover your class(es). **ACCORDING TO WASC AND AACRO STANDARDS WE MUST MEET CONTACT HOURS. .**

ENERGY-SAVING PLAN - Thank you for your support with the college's efforts to decrease the use of energy consumption by following Vice President Mikaele Etuale's plan to conserve energy. Mondays, Wednesdays, and Fridays college offices and classrooms (**NOT IN SESSION**) should turn off the lights, ACs, computers, printers, and copiers at 12:00 pm - 1:00 pm. Here is a helpful suggestion: If you are going to be out of your office more than **10 MINUTES**, shut off your light, AC, computer, and printer while you are gone.

HAVE A GREAT WEEK! ☺