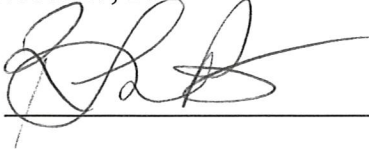




**AMERICAN SAMOA  
COMMUNITY COLLEGE  
OFFICE OF INSTITUTIONAL EFFECTIVENESS**

October 27, 2017

To: Dr. Rosevonne M. Pato   
ASCC President

Fr: Sonny J. Leomiti  
Director, Institutional Effectiveness

Via: ***IPECC Planning Committee Members:***

Okenaisa Fauolo   
Director, Samoan Studies Institute

Aufa'i Ropeti Areta   
Director, Agriculture, Community & Natural Resources

Mrs. Letupu Moananu   
Dean, Academic Affairs

Dr. Emilia Le'i   
Dean, Student Services

Poe Mageo   
Faculty Senate Chairman

Mrs. Shirley De La Rosa   
Director, Teacher Education Department/ASBEP

***Subject: Approval of Institutional Planning Executive Core Committee Bylaws and Template(s)***

Talofa lava President Dr. Pato,

On behalf of the Institutional Planning Executive Core Committee, I kindly submit for your review and consideration of approval, the Committee's proposed Bylaws and functional templates. These documents are provided as a separate attachment. Given your review and approval, the Committee will be held accountable according to the terms defined and tasks required as a Standing Committee for the American Samoa Community College.

Fa'afetai,  




# AMERICAN SAMOA COMMUNITY COLLEGE

## **Institutional Planning Executive Core Committee (IPECC) Committee Bylaws**

### **Forms:**

Annual Report Template  
Committee Agenda Template  
Committee Minutes Template



## AMERICAN SAMOA COMMUNITY COLLEGE

### ASCC Institutional Planning Core Committee Bylaws

The following signatures certify the Institutional Planning Executive Core Committee's participation in review and acceptance of the Committee's purpose, processes, and responsibilities.

Okenaisa Fauolo  
*Director, Samoan Studies Institute*

Dr. Emilia Le'i  
*Dean, Academic Affairs*

Poe Mageo  
*Faculty Senate, Chairman*

Letupu T. Moananu  
*Dean, Academic Affairs*

Shirley De La Rosa  
*Director, Teacher Education*

Aufa'i Ropeti Areta  
*Director, ACNR*

Sonny J. Leomiti  
*Director, Institutional Effectiveness*

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### Required Signature for the Approval of the Committee's Bylaws and templates:

Dr. Rosevonne Pato  
*ASCC President*

10/27/17  
Date of Approval

## **IPECC COMMITTEE BYLAWS**

### **ARTICLE I. COMMITTEE NAME**

The name of this Standing Committee shall be the Institutional Planning Executive Core Committee (IPECC) of the American Samoa Community College.

### **ARTICLE II. PURPOSE**

The purpose this Institutional Planning Executive Core Committee shall be to:

- Plan the processes of program review;
- Monitor the progress of all service departments and programs that undergo institutional wide program review;
- Identify and propose recommendations on strategic priorities based on program review data; monitor the implementation of strategic priorities through institutional defined data collection mechanisms; and,
- Report semiannually on the status of the College's Institutional Strategic Plan.

### **ARTICLE III. MEMBERSHIP**

Section 1. The committee will consist of seven members.

Section 2. Committee membership shall be based on the Participatory Governance Structural Manual.<sup>1</sup>

Section 3. The Faculty Senate elects two faculty representatives.<sup>1</sup>

### **ARTICLE IV. OFFICERS**

Section 1. The officer shall only include a chair.

Section 2. The selection of the chair shall be based on the Participatory Governance Structural Manual.<sup>1</sup>

Section 3. The duties of the chair shall be as follows:

- A. The Chair shall:
  - (1) Serve as the presiding authority of the committee.
  - (2) Call special meetings when necessary.
  - (3) Appoint committees (ad hoc) by recommendation of the IPECC, as deemed necessary.
  - (4) May appoint a representative or committee member to:
    - i. Record and distribute the minutes for all meetings;
    - ii. Maintain all committee records; and,

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<sup>1</sup> Participatory Governance Structural Manual, Governance Group Members, p. 17

- iii. Prepare, review and maintain all official correspondences as needed.

## **ARTICLE V. MEETINGS**

Section 1. The Institutional Planning Executive Committee shall conduct meetings.

Section 2. Meeting dates shall be as follows:

- A. First Meeting: *Program Review*
  - (1) First meeting is scheduled in the fall semester of each fiscal year.
  - (2) Special Meetings: Meetings outside the regular timetable.
- B. Second Meeting: *Planning*
  - (1) Second Meeting is scheduled in the spring semester of each fiscal year.
  - (2) Special Meetings: Meetings outside the regular timetable.

## **ARTICLE V. REPORTING**

- The IPECC shall conduct and propose an Institutional Strategic Plan that will encompass institutional priorities based on the needs of the College through rigorous program review every five (5) years.
- The IPECC will provide annual updates of the Institutional Strategic Plan to the Leadership Team for review and approval.
- The IPECC will provide biennial updates regarding Program Review processes.



# AMERICAN SAMOA COMMUNITY COLLEGE

## IPECC Annual Report Template

### **I. Introduction:**

- a. Committee Purpose
- b. Composition
- c. Authority

### **II. ISP Review Process:**

- a. Review of Program Review Cycle
- b. Review of Program Review Instruments
- c. Review of Program Review Data
- d. Review of Institutional Data
- e. Review of Institutional Priorities

### **III. Findings:**

- a. Analysis of the Committee's Review
- b. Status of ISP Priorities

### **IV. Recommendations:**

- a. Committee Recommendations



## **APPENDIX I: COMMITTEE AGENDA TEMPLATE**

### **AMERICAN SAMOA COMMUNITY COLLEGE**

Committee Name:

Date:

Time:

Location:

| <u>Agenda Item</u> | <u>Presenter</u> | <u>Action</u> | <u>Time</u> |
|--------------------|------------------|---------------|-------------|
|--------------------|------------------|---------------|-------------|

I.

II.

III.

IV.

V.

VI.    Next Meeting:

## **APPENDIX I: COMMITTEE MINUTES TEMPLATE**

### **AMERICAN SAMOA COMMUNITY COLLEGE**

(Committee Name) – Date

Members Present:

Members Absent:

Guests:

Minutes taken by:

| <b>Agenda Items:</b> | <b>Discussion Points:</b> | <b>Decision or Action Item:</b> |
|----------------------|---------------------------|---------------------------------|
|                      | •                         |                                 |
|                      | •                         |                                 |
|                      | •                         |                                 |
|                      | •                         |                                 |
|                      | •                         |                                 |

Adjournment: