



American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs

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**AMERICAN SAMOA COMMUNITY COLLEGE**

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**ACADEMIC AFFAIRS DIVISION  
STANDARD OPERATING PROCEDURES**

**June 2015**

**Updated May 2017**

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Letupu Moananu,  
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**Division of Academic Affairs:**

**Mission Statement**

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

**Divisional Outcomes**

**Divisional Outcome 1: Curriculum, Instruction, and Planning**

Provide the highest quality programs and courses through on-going review & assessment of student learning outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcome assessments.

**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.

**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 undeserved, challenged, and non-traditional population and promote diversity and global engagement.

**Divisional Outcome 4: Manage and allocate institutional resources effectively**

Collaboration and teamwork with internal division, programs and departments in achieving student success and promote opportunity, access, and equity professional development for faculty and staff both locally and off-island

**Divisional Outcome 5: Recruit, retain, and support faculty and staff in a culture of excellence and innovation**

Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning.

*(ASCC 2014-2016 Catalog, pg. 12).*



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**Accreditation Standards:**

**Standard II: Student Learning Programs and Services**

The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

**II. A. Instructional Programs**

The institution offers high quality instructional programs in recognized and emerging fields of study that culminate in identified student outcomes leading to degree, certificates, employment, or transfer to other higher education institutions or programs consistent with its mission. Instructional programs are systematically assessed in order to assure currency, improve teaching and learning strategies, and achieve stated student learning outcomes. The provisions of this standard are broadly applicable to all instructional activities offered in the name of the institution.

**II.A.1.** All instructional programs, regardless of location or means of delivery, including distance education and correspondence education, are offered in fields of study consistent with the institution's mission, are appropriate to higher education, and culminate in student attainment of identified student learning outcomes, and achievement of degrees, certificates, employment or transfer to other higher education programs.

**II.A.2.** Faculty including full time, part time, and adjunct faculty, ensure that the content and methods of instruction meet generally accepted academic and professional standards and expectations. Faculty and others responsible act to continuously improve instructional courses, programs, and directly related services through systematic evaluation to assure currency, improve teaching and learning strategies, and promote student success

**II.A.3.** The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section students receive a course syllabus that includes learning outcomes from the institution's officially approved course outline.

**II.A.4.** If the institution offers pre-collegiate level curriculum, it distinguishes that curriculum from college level curriculum and directly supports students in learning the knowledge and skills necessary to advance to and succeed in college level curriculum.

**II.A.5.** The institution's degrees and programs follow practices common to American higher education, including appropriate length, breadth, depth, rigor, course sequencing, time to completion, and synthesis of learning. The institution ensures that the minimum degree requirements are 60 semester credit hours or equivalent at the associate level, and 120 credits or equivalent at the baccalaureate level.



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**II.A.6.** The institution schedules courses in a manner that allows students to complete certificate and degree programs within a period of time consistent with established expectations in higher education

**II.A.7.** The institution effectively uses delivery modes, teaching methodologies and learning support services that reflect the diverse and changing needs of its students, in support of equity in success for all students.

**II.A.8.** The institution validates the effectiveness of department-wide course and/or program examinations, here used, including direct assessment of prior learning. The institution ensures that processes are in place to reduce test bias and enhance reliability.

**II.A.9.** The institution awards course credit, degrees and certificates based on student attainment of learning outcomes. Units of credit awarded are consistent with institutional policies that reflect generally accepted norms or equivalencies in higher education. If the institution offers courses based on clock hours, it follows Federal standards for clock-to-credit-hour conversions

**II.A.10.** The institution makes available to its students clearly stated transfer-of-credit policies in order to facilitate the mobility of students without penalty. In accepting transfer credits to fulfill degree requirements, the institution certifies that the expected learning outcomes for transferred courses are comparable to the learning outcomes of its on courses. Where patterns of student enrollment between institutions are identified, the institution develops articulation agreements as appropriate to its mission.

**II.A.11.** The institution includes in all of its programs, student learning outcomes, appropriate to the program level, in communication competency, information competency, quantitative competency, analytic inquiry skills, ethical reasoning, the ability to engage diverse perspectives, and other program-specific learning outcomes.

**II.A.12.** The institution requires of all of its degree programs a component of general education based on a carefully considered philosophy for both associate and baccalaureate degrees that is clearly stated in its catalog. The institution, relying on faculty expertise, determines the appropriateness of each course for inclusion in the general education curriculum, based upon student learning outcomes and competencies appropriate to the degree level. The learning outcomes include a student's preparation for and acceptance of responsible participation in civil society, skills for lifelong learning and application of learning, and a broad comprehension of the development of knowledge, practice, and interpretive approaches in the arts and humanities, the sciences, mathematics, and social sciences.

**II.A.13.** All degree programs include focused study in at least one area of inquiry or in an established interdisciplinary core. The identification of specialized courses in an area of inquiry or interdisciplinary core is based upon student learning outcomes and competencies, and include mastery, at the appropriate degree level, of key theories and practices within the field of study.



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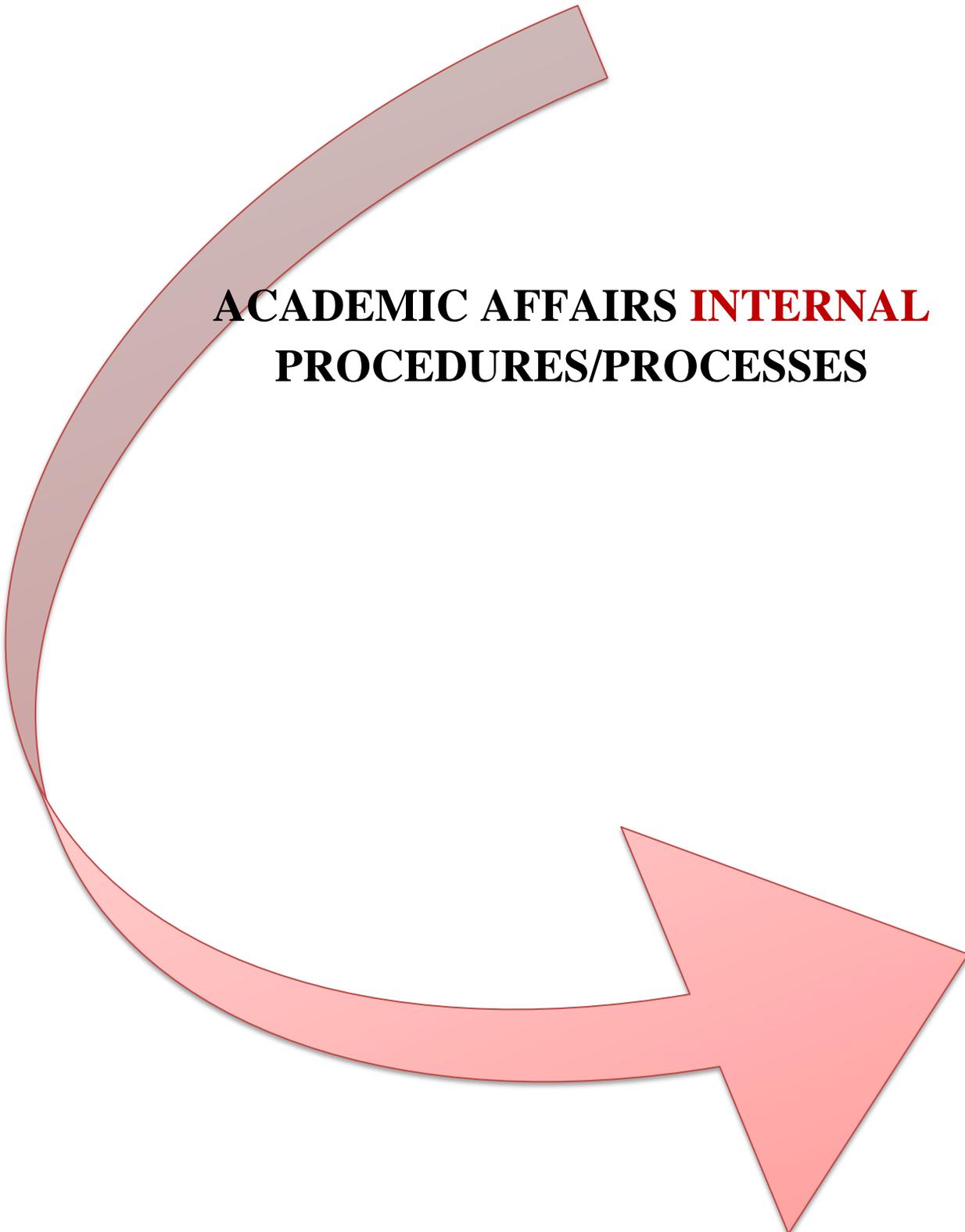
**II.A.14.** Graduates completing career-technical certificates and degrees demonstrate technical and professional competencies that meet employment standards and other applicable standards and preparation for external licensure and certification.

**II.A.15.** When programs are eliminated or program requirements are significantly changed, the institution makes appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption.

**II.A.16.** The institution regularly evaluates and improves the quality and currency of all instructional programs offered in the name of the institution, including collegiate, pre-collegiate, career-technical, and continuing and community education courses and programs, regardless of delivery mode or location. The institution systematically strives to improve programs and courses to enhance learning outcomes and achievement for students.



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**ACADEMIC AFFAIRS **INTERNAL**  
PROCEDURES/PROCESSES**



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SOP #	001-AA	Responsibility:	Department chairperson Dean of Academic Affairs Academic Directors
Title:	COURSE SCHEDULES	Policy :	#5107, #5106, #5108, #5109
Scope:	Academic Department/Program Chairperson, Office of Academic Affairs	Review Date:	March 2014; December 2016

**Description:**

Course schedules are available to all students before priority registration and registration. Tentative course schedules are prepared by the department chairperson and submitted to the Dean of Academic Affairs. The Dean will review contact hours and course credits.

Scheduling of classes is a collaborative effort by all academic departments/programs, and a division to ensure each faculty member complies with ASCC teaching policies.

**Procedures:**

- Process for Scheduling Classes and courses on a semester-basis
  1. Department chairperson is tasked at the beginning of the semester to draft a “tentative class schedules” for their respective department.
  2. Each department schedules are reviewed and approved by department director before a final submission to the Dean of Academic Affairs
    - a. Spring and Summer semesters “course schedules” are due by the end of **2<sup>nd</sup> month** of instructions of the current Fall semester, and submitted to the Dean of Academic Affairs.
    - b. Fall semester “course schedules” are due by the end of the **2<sup>nd</sup> month** of instructions of the current Spring semester, and submitted to the Dean of Academic Affairs.

*Note: For improvement of advising and program tracking, academic programs are encouraged to submit a yearly course schedule for students to plan ahead.*

3. Dean of Academic Affairs would review to ensure compliance with Faculty teaching load policy and Faculty time allocation on campus policy.
4. “Teaching load per faculty member is 15 credit hours or 225 contact hours per semester. However, loads may vary between 14 and 16 credit hours (or 21 to 24 contact hours) per semester” (*policy #5108*)
5. “In addition to time spent in classrooms and laboratories, instructors are required to have a minimum of five hours per week in office hours, and minimum of six hours each day on campus” (*policy #5107*).
6. Dean of Academic Affairs provides recommendation for further review if aforementioned policies are not met.
7. Academic department/program chairperson addresses recommendations before submission to Dean of Academic Affairs for final approval
8. Dean of Academic Affairs approves schedules and submits to Administrative tech officer to be inputted in the system.
9. 1<sup>st</sup> Draft of the class schedule is disseminated to department, programs and divisions for last minute revisions before routing for final approval.
10. Final approval of class schedule must be in place at least 2 weeks prior to “online priority registration

*Additional Courses*

11. Proposal of additional courses (*based on a need*) to be added to an approved schedule must be submitted to the Dean of Academic Affairs with a waiting list of at least 10 students no later than the 2nd day of registration-
12. Proposal of additional courses must be routed for approval signatures
13. Any approved course(s) should be reflected on the final course schedule



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SOP #	002-AA	Responsibility:	Department Chairperson, Dean of Academic Affairs Director of Trades & Technology, Director of Teacher Education
Title:	CANCELLATION OF COURSE(S)	Policy:	#5107, 5108, 5109 ER Standard II A & B
Scope:	Department/Program and Office of Academic Affairs	Review Date:	March 2014 December 2016

Description:

Cancellation of course(s) due to:

1. Low enrollment (Does not meet the minimum class size of 10 students)
2. No enrollment

A list of cancelled course(s) is available to all faculty members, staff, and administration, upon request.

Procedures:

*Review process for Cancelling ASCC classes*

1. Faculty members are not authorized to discontinue a class. Instead, instructors must notify the department chairperson of “low” or “no” enrollment during the add/drop period.
2. All department chairperson(s) and academic directors of appropriate department’s review cases in which enrollment does not meet nine students.

*The following recommendations may be taken:*

- a. Discontinue the class if it is not essential to majors within the subject area;
- b. Combine the section with another;
- c. Continue the class if it is essential to a major
3. Chairperson /Director(s) of the appropriate department submit a final list of courses to be cancelled to the Dean of Academic Affairs of course(s).
4. A list of cancelled classes must be approved by VP of Academic & Student Affairs and should be made available to all departments and divisions no later than first week of instructions.
5. All faculties must comply with GM Policy 5108 Faculty Teaching Load.



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SOP #	003-AA	Responsibility:	Dean of Academic Affairs, VP Academic & Student Affairs, Special Assistant to the Dean of Academic Affairs
Title:	STUDENT WAIVER LIABILITY	Policy:	Policy #5104
Scope:	Special Assistant to the DOAA, faculty, and student	Review Date:	Dec 2016

**Description:**

A student waiver liability form is completed by all students that will be attending an off campus activity. This will ensure the institution that the student or faculty waives and relinquishes any claim, liability, cause of action, damages, or costs for personal injury or property damage arising as a result of participation in or receiving instruction from ASCC regarding an activity, function or event.

**Procedures:**

1. Faculty completes a proposal of event/activity.
2. Sends the students to see the Special assistant to the dean of academic affairs to complete the student waiver liability form.
3. The Student Waiver and Liability is then prepared by the ASCC Notary Public [aka Special Assistant to the Dean of Academic Affairs] upon receipt of proper, approved documents based on the list of students names provided.
4. Students involved or participating in the event or activity must provide valid pictorial identification cards [American Samoa Voter’s ID; American Samoa Driver’s License; Military License; U.S. Passport; etc.] and endorse their official penmanship/signatures before the Notary Public.
5. The Notary Public will provide the student with a copy of the approved waiver. The package [completed ASCC Proposal of Event, Field Trip or Excursion, Student Waivers] is presented to the Dean of Academic Affairs for final approval. Upon approval, the Special Assistant to the Dean of Academic Affairs will electronically notify instructors of the upcoming event or activity, dates and times, and the list of students involved in the event or activity.

**NOTE:** There will be some activities that will extend further in time leading to several students being tardy or absent to their next class (es). Therefore, it is very important that the ASCC General Faculty are informed in advance of such events or activities. It will be the student’s sole responsibility to notify instructors of their other classes in person of their tardiness or absence; furthermore, students will solely be responsible for any and all missed assignments, class projects, etc. due to their participation in the tentative event or activity.

**FURTHERMORE,** students who are less than 18 years of age are required to endorse the Student Waiver and Liability form with their parents/guardians before the ASCC Notary Public; they, too, must provide valid pictorial identification



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SOP #	004-AA	Responsibility:	ALL
Title:	COMMUNICATION PROTOCOLS	Policy:	#3022, 4410, 5117, 1002 Faculty Handbook - pg.16
Scope:	Faculty and Administrators	Review Date:	Dec 2016

Description:

Communication Protocols (*Governance Manual, pg.24, Policy #3022*)

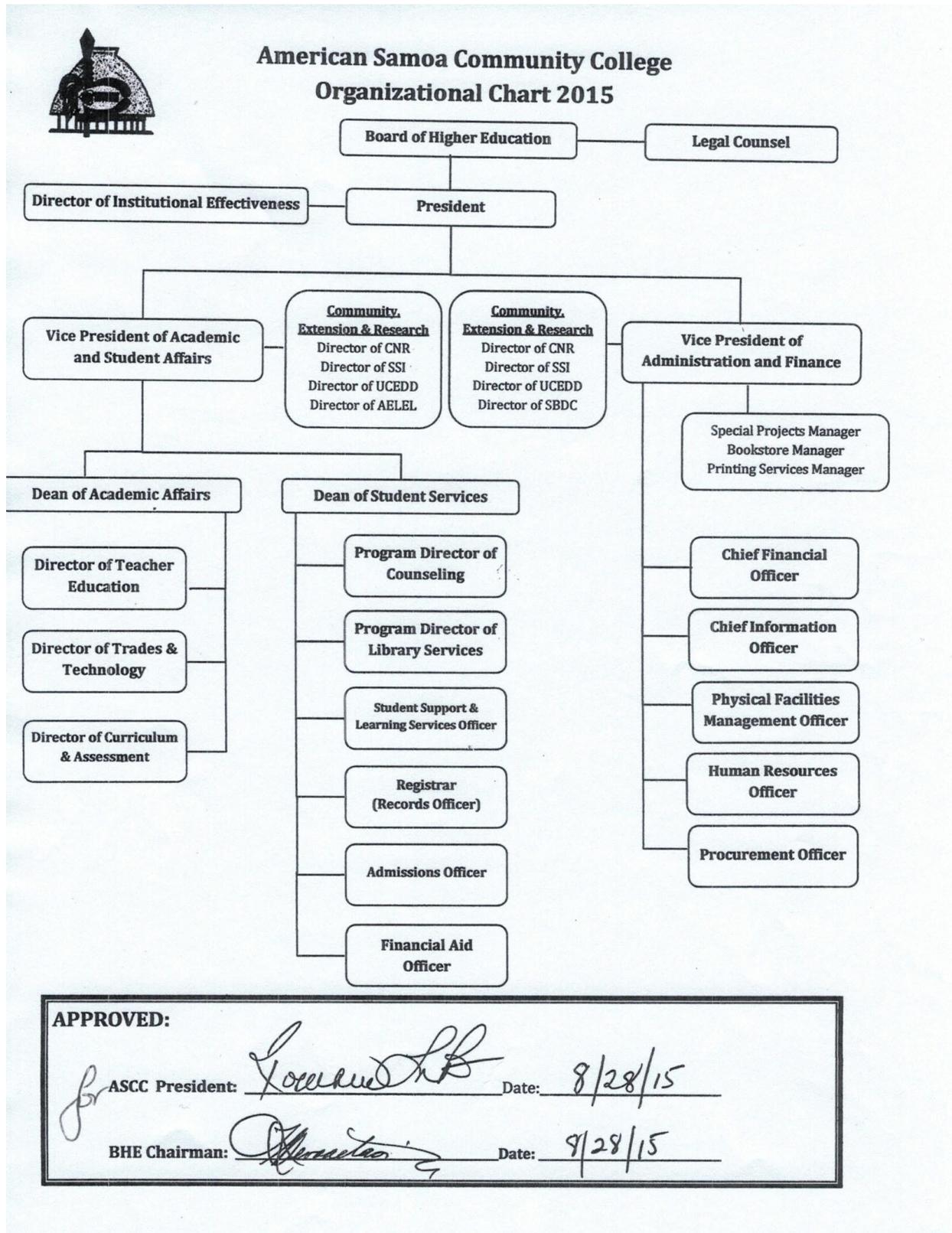
The College's approved organizational and departmental charts shall be used and implemented as the guide for communication protocols. This will ensure proper chain of command, respectful communications and effective management of the College's administration. Communication protocols shall abide the major organizational chart as a fundamental rule for college-wide matters, or a departmental organizational chart when an issue requires the attention of a department only. (*ASCC Faculty Handbook, pg. 16, 2012*)

Procedures:

1. Faculty/Adjunct faculty "TO" Department Chairperson
2. Department Chairperson "TO" Director of Trades & Technology, Director of Teacher Education, Director of Curriculum & Assessment, or the Dean of Academic Affairs
3. Dean of Academic Affairs "TO" Vice President of Academic & Student Affairs
4. Vice President of Academic & Student Affairs "TO" President



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SOP #	005-AA	Responsibility:	Department Chairperson, faculty, and Academic Affairs Divisions
Title:	CROSS DIVISIONAL REQUESTS	Policy:	# 5117
Scope:	All	Review Date:	Sept 12, 2014

**Description:**

Cross Divisional Requests is when one division is proposing a request from another division. For a smooth operation of tasks and responsibilities in all ASCC Divisions, faculties are encouraged to follow protocol when requests or proposals are submitted to other Divisions. Requests or proposals must be in alignment with Mission of each particular division and their scope of work.

**Procedures:**

- 1 Any cross divisional request from Faculty and Chairpersons must follow protocol communication.
- 2 Faculty may request to other Divisions through the Department Chairperson and/or Director of respective Departments.
- 3 Department Chairperson may request to other Divisions through the Director and/or Dean of Academic Affairs.
- 4 All requests must pertain to the scope of work of the respective divisions.



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SOP #	022-AA	Responsibility:	Department Chairperson, DOA Administrative Technician
Title:	INTERNAL DEPARTMENT COURSE SCHEDULING	Policy:	# 5106
Scope:	Division of Academic Affairs, Academic Departments/Programs	Review Date:	September 23, 2015 April 2017

**Description:**

Department course scheduling is the responsibility of the faculty and department chairperson. This schedule is the guideline of all courses that are offered annually. All course offering shall abide by the faculty teaching load policy.

**Procedures:**

1. DOAA Admin Technician officer sends out the course schedule template to all department chairperson (if needed)
2. Department Chairperson is to schedule all courses for Fall, Spring and Summer for their departments.
3. All department chairpersons are to submit department course schedules 4 weeks prior to priority registration.

**Processes:**

1. DOAA Admin Technician officer will compile the tentative course schedule from each academic department/programs to be reviewed by the department chairperson.
2. The Department Chairperson sends via email the approval confirmation of the tentative course schedule to the DOAA admin technician officer.
3. DOAA Admin technician officer submits all final tentative course schedules to the Dean of Academic Affairs for the final review and approval before routing to the VP of Academic & Student Affairs approval.
4. All proposed changes after the approval of the course schedules need to submit an email, (letter, notice, etc) to the Dean of Academic Affairs before inputting into the system.

**Template:**

Name of Instructor:										
SYN	#	COURSE ALPHA	SEC	TITLE	DAYS	TIME	ROOM	CREDIT PER COURSE		CONTACT HRS.
								LECTURE	LAB/PRA	
	1							0	0	0
	2							0	0	0
	3							0	0	0
	4							0	0	0
	5							0	0	0
	6							0	0	0
							<b>TOTAL</b>	0		0



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SOP #	023-AA	Responsibility:	DOAA Special Assistant to the Dean, DOAA Admin Technician Specialist
Title:	EXIT FORMS	Policy:	#5111
Scope:	Division of Academic Affairs, Academic Directors	Review Date:	September 2015

**Description:**

Exit Forms/Clearance forms are submitted at the end of the semester by faculty. This clears all instructors from library services (*books returned, equipment, video tapes, charges paid, etc.*), Department/Division Chairperson (*syllabus, loaned textbooks, etc.*), Registrar (*grades/ gradesheets*), Curriculum Chairperson (*syllabus, Course Approval Forms & Assessment Data: ex: GEO, Co and Core courses*), Dean of Academic Affairs (*Faculty, Adjunct faculty & Part Time faculty require completion of Performance evaluation*), Chief Financial Officer (*Travel Expense Report, reconcile accounts to ASCC, etc.*), Vice President of Academic & Student Affairs), and ASCC President.

**Procedures:**

1. DOAA Admin Technician officer prepares the Exit/Clearance form during the 16<sup>th</sup> week of instruction (final examination week).
2. DOAA Admin Technician officer distributes all Exit/Clearance Form on the 16<sup>th</sup> week-(FRIDAY) attached with instructors grade sheets.
3. Graduate grades are due on the first day of the 17<sup>th</sup> week (MONDAY), which is Monday.
4. Faculty follows the process to acquire all signatures from:
  - a. Library Services
  - b. Department/Division Chairperson
  - c. Registrar
5. DOAA Special Admin Technician officer will submit all Exit/Clearance Forms to the Curriculum Chairperson/Director of Curriculum & Assessment for further review of submission of GEO, Co, Core, Developmental and 300/400 level course(s) data.
6. Curriculum Chairperson/Director of Curriculum & Assessment will submit signed and approved exit/clearance forms to the Dean of Academic Affairs for review of semester/annual performance evaluation of faculty/adjunct faculty.
7. DOAA Special Admin to the Dean and/or Admin Technician officer will deliver all Exit/Clearance forms to the Chief Financial Officer.
8. When all Exit/Clearance Forms are returned by the Chief Financial Officer (CFO), then DOAA staff will submit to the VP of Academic & Student Affairs and to the ASCC President for approved signatures.
9. Special Admin to the President will follow interoffice protocol on the final (s) of delivering the original copy to the Human Resources Office (HRO) for the final s and procedures of processing compensation for instructors.



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**DIVISION OF ACADEMIC AFFAIRS**  
Academic Affairs Office  
**FACULTY CLEARANCE/EXIT FORM**

TO OFFICIALLY CLEAR, YOUR RESPONSIBILITIES FOR **SPRING 2017**, FULL TIME, PART-TIME, AND ADJUNCT FACULTY MEMBERS ARE REQUIRED TO HAVE THIS DOCUMENT COMPLETED AND SUBMITTED TO THE **HUMAN RESOURCES OFFICE** PRIOR TO LEAVING THE CAMPUS FOR THE SEMESTER.

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ Date: \_\_\_\_\_

**Course Alpha & Section #**

**Total of Credits:**

**ATR**       **OTR**       **REGULAR**

AUTHORIZED SIGNATURE & DATE

---

(Program Director of Library Services) Date  
*Books returned, equipment, video tapes, charges paid, etc.*

---

Department Chairperson/Director Date  
*Dept. copies of Instructor's course syllabus, loaned textbooks, etc.*

---

(Registrar) Date  
*Grades have been submitted to the Registrar's Office by deadline.*

---

(Director of Curriculum & Assessment) Date  
*Course syllabus & rubrics (1<sup>st</sup> week of instruction), Assessment Data/Rubric Summaries: ex: GEO, Co, Core, and CAPP*

---

(Dean of Academic Affairs) Date  
*Adjunct & Part Time Faculty require completion of Faculty Performance Evaluation.*

---

(Chief Financial Officer) Date  
*Travel expense reports, reconcile accounts to ASCC, etc.*

---

(Vice President of Academic & Student Affairs) Date

---

(President) Date

*Note: Updated December 2015; Revised Fall 2016 upon retirement of ASCC President, Updated Fall 2016, and Updated Spring 2017.*



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SOP #	026-AA	Responsibility:	Chairperson, faculty, DOAA
Title:	INSTRUCTIONAL FIELD TRIPS/FIELD EXCURSION	Policy:	#5104
Scope:	Academic Departments/Programs and DOAA	Review Date:	Sept 17, 2015, Nov 18, 2015

**Description:**

Instructional Field Trips are to follow the process as described below. In for some reason a student is off campus with the instructor for instructional purpose a student is required to waive all rights and responsibilities from ASCC to be liable for any mishaps, injuries, or death by signing a consent form.

For classes requesting field excursions or off campus ASCC activities

**Procedures:**

1. Field trips or excursions or off campus ASCC instructional activities must be included in the respective course topical outline
2. The form must be completed by the instructor with his/her endorsement on the form.
3. Attach one copy of the course roster to the original form and submit documents to the respective Chairperson for approval.
4. After acquiring the Chairperson written approval the form is then routed through the appropriate director (such as Director of Teacher Education or Director of Trades and Technology for their signature of approval) and lastly to the Dean of Academic Affairs or designee for her signature of approval.
5. Submit the form to Academic Affairs Office.
6. The ASCC Notary Public will prepare official ASCC Student Liability and Waiver Form for each of the students participating in the field trip.
7. Along with the form each student is required to produce an official/valid identification (a valid passport, American Samoa Voter's Identification card, or American Samoa Driver's License, etc.) and endorse the student waiver before the ASCC Notary Public. In return, the Notary Public will present the approved waiver and a copy of the waiver to student -- the original is returned to the instructor and a copy for the student's file.
8. The student waiver form must indicate the time frame of the off campus activity.
9. If the activity exceeds the normal class time students are responsible to inform their instructors so to alleviate any penalties due to being tardy or absent from their classes because of the field trip activity. Via the approval of the Dean of Academic Affairs...Special Admin to the Dean will notify the ASCC General Faculty via email transmission informing the faculty of students' approved excuses.
10. Students on the other hand will be solely responsible for any and all missed assignments for courses they did not meet due to the overlap of the field trip.



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SOP #	032-AA	Responsibility:	Faculty, Department Chairpersons, Directors, Registrar's Office, and DOAA Staff & Admin
Title:	FINAL ROSTERS	Policy:	Academic calendar & catalog
Scope:	DOAA and Registrar's Office	Review Date:	May 2015 Updated Dec 2016

**Description:**

Each semester grade sheets are disbursed to department chairpersons and faculty for documenting student grades. Process and procedures are as followed:

**Procedures:**

**REGULAR SESSION (15 WEEKS)**

1. Record's office distributes grade sheets to the DOAA on the week of Final Examinations
2. DOAA distributes all grade sheets to the Department chairperson and faculty on the last day of final examination with the Faculty Exit/Clearance Forms.
3. All prospective graduate grades are due to Record's Office on Monday of Commencement exercise week.
4. All final grades are due to Record's office on Friday of the following week
5. Faculty Clearance Exit forms must indicate the signature of Registrar's/Record's office for official submission of grade sheets.

**CAPP SESSION (6 WEEKS)**

1. Record's office distributes grade sheets to the DOAA on the week of Final Examination.
2. DOAA distributes all grade sheets to the Department chairperson and faculty on the last day of Final examination with the Faculty Exit/Clearance Forms.
3. All CAPP grades are due to Record's Office on the 7th week (Friday) with Exit/Clearance Forms
4. Faculty Clearance Exit forms must indicate the signature of Registrar's/Record's office for official submission of grade sheets.

**TED SESSION (10 weeks)**

1. Record's office distributes grade sheets to the DOAA on the week of Final Examination.
2. DOAA distributes all grade sheets to the Department chairperson and faculty on the last day of Final Examinations with the Faculty Exit/Clearance Forms.
3. All grades are due to Record's office on Friday of Final Examination week.
4. Faculty Clearance Exit forms must indicate the signature of Registrar's/Record's office for official submission of grade sheets.

**Note: Discretion of Dean of Academic Affairs**

- a) Request for early release of grade sheets is initiated by the instructors and approved by the Chairperson of specific department, Respective Directors, and Dean of Academic Affairs
- b) Stipulations of Early Release of grade sheets
  1. Medical Reasons
  2. Funerals (immediate family only)
- c) Final Examination cannot be scheduled during the weeks of Instruction.



American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs

SOP #	034-AA	Responsibility:	Director of C & A and Dean of Academic Affairs
Title:	ACADEMIC AFFAIRS BUDGET REVIEW PROCESS	Policy:	#7001
Scope:	Division of Academic Affairs	Review Date:	Fall 2016

Description: Dean of Academic Affairs and Director of Curriculum and Assessment work collaboratively on the Budget Review for upcoming Academic Affairs' New Fiscal Year Budget. In order to allocate resource and set priorities, Dean and Director need analysis and outcomes of program review instrument, course schedules, ASCC Institutional strategic Plan and biweekly reports to prioritize needs identified by departments.

Procedures:

1. Academic Budget Review Process for the Division of Academic Affairs (DOAA)
2. All Academic Departments are required to complete and submit the Academic Program Review by the end of every Fall semesters.
3. Analysis and results of Program Review is compiled and submitted to Division of Academic Affairs in the Spring semester.
4. Dean of Academic Affairs and Director of C & A review the following:
  - Analysis and results of Academic Program Review
  - Review course offerings and the need for adjuncts
  - Academic Quarterly Reports and Biweekly Reports
  - Recommendations from Academic Departments on resource allocation
5. Based on review and results of the aforementioned items, the Dean of Academic Affairs prepares an Academic Priority list. The Priority list should be available prior to the Academic Affairs' Budget Review (Spring semester).
6. Dean of Academic Affairs uses Priority list for planning and budget allocation for upcoming Fiscal Year.



American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs

SOP #	046-AA	Responsibility:	Dean of Academic Affairs, VP Academic & Student Affairs, Special Assistant to the Dean of Academic Affairs
Title:	MASTER FINAL EXAMINATION	Policy:	Academic calendar & catalog
Scope:	Academic Departments and Academic Affairs	Review Date:	Dec 2016

Description:

All faculties must follow the academic calendar dates as documented in the catalog for distribution of Final Examination. Office of Academic Affairs disseminates a schedule for final examination on a semester basis.

Procedures:

1. All faculties must follow the final examination schedule from the Academic Affairs office.
2. Academic Affairs disseminates the Final Examination Schedule to all faculty four weeks prior to Finals Week.
3. All faculties must follow the Academic Calendar and the final examination schedule as provided by the office of Academics. (Refer to schedule)
4. For department without final examinations can use the scheduled time for culminating projects or research papers.
5. Grade sheets are not released until last day of final examinations.



American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs

# **ACADEMIC AFFAIRS **EXTERNAL** PROCEDURES/PROCESSES**



American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs

SOP #	007-AA	Responsibility:	Dean of Academic Affairs, Academic Directors, & Department Chairperson
Title:	FACULTY PERFORMANCE EVALUATION	Policy:	#5112, #5113, #4300 & 4300.1
Scope:	Academic Departments/Programs and Division of Academic Affairs	Review Date:	April 2014; Dec 2016

**Description:**

Faculty evaluation is a systematic assessment of the faculty's performance in the classroom

**Procedures:**

- Process for Conducting Faculty Performance Evaluation
  1. An annual or (anniversary date) performance evaluation of individual instructor is initiated and conducted by department chairperson/respective Director.
  2. The chairperson/respective Director is required to review the faculty evaluation with the instructor before submission of signed evaluation to the next superior.
  3. Instructor signs as an indication of his/her approval of faculty evaluation.
  4. Chairperson/supervisor signs the faculty evaluation with either approval/non-approval of increment and submits to respective Director for review.
  5. Upon review of respective Director, the performance evaluation is forwarded to Dean of Academic Affairs for review.
  6. Dean of Academic Affairs signs the faculty evaluation with either approval/non-approval of increment and submits to Vice President of Academic and Student Affairs for review.
  7. VP of Academics and Students Affairs provides recommendations for further review or approval of faculty evaluation. VP has the final approval/non-approval of increment based on chairperson's performance.



American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs

SOP #	008-AA	Responsibility:	Dean of Academic Affairs, Academic Directors, & Department Chairperson
Title:	DEPARTMENT CHAIRPERSON FACULTY PERFORMANCE EVALUATION	Policy:	#5112, #5113, #4300 &4300.1
Scope:	Academic Departments/Programs, and Division of Academic Affairs	Review Date:	April 2014; Dec 2016

Description:

ASCC expects all faculty members to be evaluated under the following conditions:

- During the internship period (if applicable) by their mentors
- The Student End of course Survey provides an ongoing evaluation of the educational process managed by the faculty; (*GM Policy # 5112*).

The College requires supervisors to evaluate each of their staff and faculty members at least annually, using the prescribed performance evaluation methods and documents. Staff evaluations are based on the position description and work goals prevailing during the evaluation period. Faculty members are also evaluated on student learning outcomes. Performance evaluations may occur more often than annually under circumstances of unusually strong or weak job performance or completion of special duties or project work. Supervisors are required to complete annual performance evaluations, to review them with the evaluated employee, and to submit signed evaluation forms to Human Resources. (*GM Policy #4300.1*).

Procedures:

- Process for Conducting Faculty Evaluation for Department Chairperson
  1. Evaluation of department chairperson is initiated and conducted by respective Director and/or Dean of Academic Affairs annually.
  2. The respective Director and/or Dean of Academic Affairs discuss the faculty evaluation with the Department chairperson for any recommendation in regards to the performance of the Department Chairperson.
  3. Department chairperson signs as an indication of his/her approval of faculty evaluation. Dean of Academic Affairs signs the faculty evaluation with either approval/non-approval of increment and submits to Vice President of Academic and Student Services for review.
  4. VP of Academics and Students services provides recommendations for further review or approval of faculty evaluation. VP has the final approval/non-approval of increment based on chairperson's performance.
  5. Faculty evaluation form is routed for signature approval, and submitted to Human Resource Office (HRO) for final process.



American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs

SOP #	024-AA	Responsibility:	Registrar's Office, DOAA Staff & Admin
Title:	GRADE SHEETS	Policy:	#5110
Scope:	Registrar's Office/Records Office and DOAA	Review Date:	May 2015, Dec 2016

**Description:**

Each semester grade sheets are disbursed to department chairpersons and faculty for documenting student grades. Process and procedures are as followed:

**Procedures:**

**REGULAR SESSION (15 weeks)**

1. Record's office distributes grade sheets to the DOAA on the week of final examinations.
2. DOAA distributes all grade sheets to the department chairperson and faculty on the last day of final examination with the Faculty Exit/Clearance Form.
3. All prospective graduate grades are due to Record's Office on Monday of Commencement exercise week.
4. All final grades are due to Record's office on Friday of the following week
5. Faculty Clearance Exit forms must indicate the signature of Registrar's/Record's office for official submission of grade sheets.

**CAPP SESSION (6 weeks)**

1. Record's office distributes grade sheets to the DOAA on the week of Final Examination.
2. DOAA distributes all grade sheets to the Department chairperson and faculty on the last day of Final examination with the Faculty Exit/Clearance Forms.
3. All CAPP grades are due to Record's Office on the 7th week (Friday) with Exit/Clearance Forms
4. Faculty Clearance Exit forms must indicate the signature of Registrar's/Record's office for official submission of grade sheets.

**TED SESSION (10 weeks)**

1. Record's office distributes grade sheets to the DOAA on the week of Final Examination.
2. DOAA distributes all grade sheets to the Department chairperson and faculty on the last day of Final Examinations with the Faculty Exit/Clearance Forms.
3. All grades are due to Record's office on Friday of Final Examination week.
4. Faculty Clearance Exit forms must indicate the signature of Registrar's/Record's office for official submission of grade sheets.

**Note: Discretion of Dean of Academic Affairs**

- a. Request for early release of grade sheets is initiated by the instructors and approved by the Chairperson of specific department, Respective Directors, and Dean of Academic Affairs
  - i. Stipulations of Early Release of grade sheets
    1. Medical Reasons
    2. Funerals (immediate family only)
  - ii. Final Examination cannot be scheduled during the weeks of instruction.



American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs

SOP #	028-AA	Responsibility:	Dean of Academic Affairs, Academic Directors, Curriculum Chairperson and faculty
Title:	WEBADVISOR ACCESS	Policy:	#4410
Scope:	DOAA-Admin and faculty	Review Date:	June 2016

**Description:**

Webadvisor advising is one of many technological tools that ASCC uses to maintain student individual education plan and records. Webadvisor is also used for student online onsite registration. Webadvisor can be accessed by faculty and department chairperson for academic advising and tracking of students.

**Procedures:**

1. A request to the Dean of Academic Affairs has to be made for any faculty and chairperson to have access to the Webadvisor.
2. Dean approves or disapproves of faculty access through MIS advice.
3. Faculty is properly trained before using Webadvisor.

*Note:* Responsibility to Students – the degree, to which the faculty supports his students in developing positive relationships, advising them both in the academic and personal conduct, and being available when the student needs assistance. Critical is the achieving established Student Learning Outcomes as noted previously (*ASCC Committee Structure Manual, pg. 33*).

ASCC Faculty is committed to helping each student pursue a course of study to fulfill his/her Individual Education Plan (IEP) for the future. During registration, instructors are required to participate in registration and academic advising (*ASCC Committee Structure Manual, pg. 46*).



**American Samoa Community College**  
**Standard Operating Procedures (SOP)**  
**Division of Academic Affairs**

SOP #	029-AA	Responsibility:	Department chairpersons Dean of Academic affairs Academic Directors, Admission officer, Records officer, and Financial Aid Officer
Title:	CERTIFICATE OF COMPLETION EVALUATION PROCESS	Policy:	Certificate of Completion as stated in the 2014-2016 Catalog (pages 70-71) NOT A CONFERRED CERTIFICATE
Scope:	Department/program chairperson Academic Affairs	Review Date:	Created Dec 2014 Updated: Dec 2016

**Description:**

All Certificate of Completions (COC) are centralized at the Office of Academic Affairs. Appropriate signatures are routed through proper channel for approval and validation purposes before forward to Academic Department/Program for dissemination. Prior to issuance of a COC, the recipient must ensure all requirements are met through evaluation with Admission, Records, & Financial Aid office (ARFAO).

**Procedures:**

- Process for evaluating and validating a Certificate of Completion
  1. Department/Program chairperson issuing a COC is responsible for submission of names of qualified applicants to ARFAO upon completion of all requirements for the identified COC. Chairpersons must ensure all grades are submitted for all applicants prior to evaluation process.
  2. Admission, Records, and Financial Aid office will be requested to evaluate the applications based on the following:
    - a. Meeting the credit load of 12-19 credit hours.
    - b. Meeting Co-foundational and Program Requirement.
      - i. Ensure students are meeting CGPA 2.0 for all courses required in the Certificate.
    - c. Meeting the General Education requirements of:
      - i. ENG 90 Advanced Reading (3 credits)
      - ii. ENG 91 Advanced Writing (3credits)
      - iii. MAT 90 Elementary Algebra (4 Credits)

Note: Students who have already met the CAPP requirements based on SAT or Placement Examination can have the Math/Reading/Writing course be waived as an indication of satisfying the Course outcomes. The SAT/Placement examination score will suffice for completion of these CAPP requirements.

3. Once the Evaluation process is completed by ARFAO, the names of the applicants are forwarded to the Office of Academic Affairs for inclusion on the Certificate.
4. Office of Academic Affairs will route through proper channel for Signature approvals as an ASCC validation of a Certificate of Completion.

**Signatures that are required to be on the COC include:**

- a. ASCC President
  - b. ASCC Vice President of Academic and Student Affairs
  - c. Dean of Academic Affairs/TTD/TED (*as applicable*)
  - d. Academic Chairperson
5. Certificates are forwarded to ARFAO for the College Seal in order to sit National Examinations.
  6. Forward all COC to Academic Departments for disbursement. All COC should be disseminated in the semester courses have been completed.



**American Samoa Community College**  
**Standard Operating Procedures (SOP)**  
**Division of Academic Affairs**

SOP #	030-AA	Responsibility:	Faculty, Department Chairpersons, Directors, Registrar’s Office, and DOAA Staff & Admin
Title:	REGISTRATION PROCESS WITH ACADEMIC AFFAIRS	Policy:	Policy 5102 ASCC Catalog
Scope:	Faculty and Academic Affairs Division	Review Date:	Dec 2016

**Description:**

All faculty are required to attend Orientation week before the spring and fall semester. It is mandatory for all faculty members to attend Orientation and assist students during Registration as Academic Advisors for their respective programs.

**Procedures:**

**REGULAR SESSION (15 weeks)**

1. All faculty are required to participate with Registration of New, Continuing, and Returning Students as set on Academic Calendar
  - Wednesday, Thursday, and Friday of Faculty Orientation Week
  - Late Registration: First two Days of first week of Instruction (Monday and Tuesday)
2. Faculty must have the following items to assist students during Registration:
  - Copy of current catalog and/or previous catalogs based on students’ catalog requirement
  - Copy of current Advising sheets for programs and/or previous advising sheets
  - Course offerings and schedules
  - List of closed classes (updated)
  - List of advisee assigned to faculty
  - New student’s placement result (Math, Writing, and Reading)
  - Student’s updated/current transcript
3. Faculty advise the student accordingly
4. Faculty must ensure students meet the following:
  - Student is on a “Good Standing “ Academic Status- A Cumulative Grade Point Average (CGPA) of 2.0 or above
  - Student with a CGPA below 2.0 must refer to Counselor/Dean of Student Services for Advise
  - Student meets all pre-requisite courses for enrolled classes
  - Student meets the Student Credit Load (12-16 credits for full-time students)
  - Student request to enroll in 17 or more credits must meet all Criteria
    - CGPA of 3.5 or higher
    - Completed ENG 150, ENG 151, and MAT 151
    - Dean’s approval
5. Faculty sign off on students’ final class schedules as Advisors
6. Faculty are to keep records of assigned advisee course schedules for tracking purposes

**CAPP SESSION (6 weeks)**

1. All CAPP faculty are required to participate with Registration of New, Continuing, and Returning Students as set on Academic Calendar
  - Wednesday, Thursday, and Friday of Faculty Orientation Week (1st session)
  - Wednesday and Thursday of week before Instruction begins (2nd session)
  - Late Registration:
    - First two days of the 1st week of instruction for 1st Session
    - First two days of the 1st week of instruction for 2nd session
2. Faculty must have the following items to assist students during Registration:
  - Copy of current catalog and/or previous catalogs based on students’ catalog requirement



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- Copy of current Advising sheets for programs and/or previous advising sheets
  - Course offerings and schedules
  - List of closed classes (updated)
  - List of advisee assigned to faculty
  - New student's placement result (Math, Writing, and Reading)
  - Student's updated/current transcript
3. Faculty advise the student accordingly
  4. Faculty must ensure students meet the following:
    - Student is on a "Good Standing" Academic Status- A Cumulative Grade Point Average (CGPA) of 2.0 or above
    - Student with a CGPA below 2.0 must refer to Counselor/Dean of Student Services for Advise
    - Student meets all pre-requisite courses for enrolled classes
    - Student has the correct Advising sheet for declared major
    - Student meets the Student Credit Load (12-16 credits for full-time students)
    - Student requests to enroll in 17 or more credits must meet all Criteria
      - CGPA of 3.5 or higher
      - Completed ENG 150, ENG 151, and MAT 151
      - Dean's approval
  5. Faculty sign off on students' final class schedules as Advisors
  6. Faculty are to keep records of assigned advisee course schedules for tracking purposes

**TED SESSION (10 weeks)**

1. All faculty are required to participate with Registration of New, Continuing, and Returning Students as set on Academic Calendar
  - Tuesday, Wednesday and Thursday (Week prior to first week of instruction for 10 week session)
  - Late Registration: First two Days of first week of Instruction (Monday and Tuesday)
2. Faculty must have the following items to assist students during Registration:
  - Copy of current catalog and/or previous catalogs based on students' catalog requirement
  - Copy of current Advising sheets for programs and/or previous advising sheets
  - Course offerings and schedules
  - List of closed classes (updated)
  - List of advisee assigned to faculty
  - New student's placement result (Math, Writing, and Reading)
  - Student's updated/current transcript
3. Faculty advise the student accordingly
4. Faculty must ensure students meet the following:
  - Student is on a "Good Standing" Academic Status- A Cumulative Grade Point Average (CGPA) of 2.0 or above
  - Student with a CGPA below 2.0 must refer to Counselor/Dean of Student Services for Advise
  - Student meets all pre-requisite courses for enrolled classes
  - Student has the correct Advising sheet for declared major
  - Student meets the Student Credit Load (12-16 credits for full-time students)
  - Student requests to enroll in 17 or more credits must meet all Criteria
    - CGPA of 3.5 or higher
    - Completed ENG 150, ENG 151, and MAT 151
    - Dean's approval
5. Faculty sign off on students' final class schedules as Advisors
6. Faculty are to keep records of assigned advisee course schedules for tracking purposes



**American Samoa Community College**  
**Standard Operating Procedures (SOP)**  
**Division of Academic Affairs**

SOP #	035-AA	Responsibility:	Admission Officer, Department Chairpersons/Academic Directors, Dean of Academics Affairs, and Registrar
Title:	ADMISSION TO AN ACADEMIC PROGRAM	Policy:	Admission Policies Policy 5210
Scope:	Admission, Academic Affairs, and Record's Office.	Review Date:	

**Description:**

Students are admitted to American Samoa Community College when meeting general admission requirements through the Admission's Office. General Admission to the college does not imply admission to all programs. Selective programs have additional requirements as outlined per the General ASCC Catalog.

**Procedures:**

- Admission to Academic Program
  1. All students must satisfy all Admission policies to enroll at ASCC. General Admission to the college does not imply admission to all programs of the College. Selective programs have additional requirements for admission such as Nursing and the Bachelor of Education.
  2. Students requiring admission to Nursing Program and Bachelor of Education Program must see Nursing Department and Teacher Education Department for Program Pre-Admission Requirement.
  3. Students interested in Nurse Aide (NA), Practical Nursing (PN), and Registered Nursing (RN) program must contact Nursing Department for special pre-requisites and admission requirements.
    - Applications for the NA, PN, and RN are accepted from April to May 15 for fall semester admission
    - Applications are reviewed prior to interviewing process
    - Notification of scheduled interview date are sent by mail, email, or by telephone
    - Applicants are notified of acceptance or non-acceptance to the program within one week of their interview
    - Applicants are required to submit the following with their application:
      1. Official transcript from the college(s) attended
      2. Clearance from LBJ Business Office.
      3. Criminal background check from the Department of Public Safety.

Upon acceptance to the Nursing Program, the student is required to submit the following on the day of registration:

- Complete physical examination from the Department of Health.
  - Current Tuberculosis (TB) Clearance from Department of Health.
  - Urine drug screening from LBJ Laboratory
4. Students interested in the B.Ed. program must contact Teacher Education Department for Pre-Admission requirements.
    - Applications for the B.Ed. program are accepted at the end of the 4th week of instruction during the fall and spring semester (2nd week of September and 2nd week of February)
    - Applications are reviewed prior to an interviewing process by the B.Ed. Faculty Committee.
    - Applicants are notified of acceptance or non-acceptance to the program within one week of their interview.
  5. Applicants are required to submit the following with their application to the Teacher Education Department:
    - Official transcript from the college(s) attended;
    - Two letters of recommendation;
    - One faculty recommendation (outside of Teacher Education)



American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs

- Current Health Clearance and Tuberculosis (TB) Clearance from the Department of Health

SOP #	036-AA	Responsibility:	Department Chairpersons, Academic Directors, Dean of Academics Affairs, Admission Officer and Registrar.
Title:	EVALUATION OF TRANSFER CREDIT	Policy:	#5316
Scope:	Admission Office, Academic Affairs, and Registrar.	Review Date:	Dec 2016

Description:

Credit for Transfer course: A request to accept credits earned at other colleges or universities, or military or life experience credits must be made to the Admission Office. Transfer of credits process takes about 6 weeks. An official transcript must be submitted directly from the institution to the Admission office. Transfer Credit is awarded on a course-by-course basis. A maximum of 45 credits may be transferred. *(Reference: 2016-2018 ASCC catalog, p.14)*

Procedures:

- College Credit Equivalency
  1. Student requests “Evaluation of Transfer Credit” Form from Admission office.
  2. Upon confirmation and approval of Admission officer, “evaluation of transfer credit form is submitted to Department for review.
    - Department Chairperson/Director reviews the transferred course to ensure courses must be similar in scope, content, and institutional format to an ASCC course
    - Transfer credits must be a “C” grade or better
    - Department Chairperson must approve the transfer credit
    - Upon approval of the department chair, the form is forwarded to the Dean of Academic Affairs for final approval.
  3. “Evaluation of transfer credit” form is forwarded to Admission Office to complete routing signatures

See form on next page





American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs

SOP #	037-AA	Responsibility:	Department Chairpersons
Title:	COURSE SUBSTITUTION PROCESS	Policy:	Academic Policies and Procedures (2016- 2018 Catalog) #5313
Scope:	Academic Affairs and Records Office	Review Date:	Dec 2016

Description:

Courses may be substituted to meet degree or program requirements if approved by the Department Chairperson and the Dean of Academic Affairs.

- 1 Student requests “Course Substitution” Form from Records Office
- 2 Student is responsible for meeting with Student Advisor to discuss reason(s) of course substitution request. In addition students must have these documents to initiate the meeting.
  - Copy of Student’s transcript
  - Copy of Advising Sheet / updated program evaluation
  - Copy of course descriptions for courses in question

Student Advisor must follow guidelines for considering Course Substitution Requests.  
Upon approval of the Student Advisor, the form is forwarded to the Department Chairperson and Dean of Academic Affairs for approval.
- 3 Department Chairperson and Dean of Academic Affairs must ensure the following guidelines are met:
  - The course to be substituted should be similar in scope, content, and content with all courses except General Education courses
  - All degree/program requirements needed for a certificate or degree may not be substituted unless appropriate by the Department Chairperson and Dean of Academic Affairs
  - A limit of two courses may be substituted for non-General Education courses during enrollment at ASCC

Upon approval of the Department Chairperson, the form is forwarded to Dean of Academic Affairs for final approval.
- 4 “Course Substitution” form is forwarded to Registrar’s office for verification.

See form next page



American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs



AMERICAN SAMOA COMMUNITY COLLEGE  
**COURSE SUBSTITUTION**

STUDENT'S NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ DATE: \_\_\_\_\_

(First Name, M.I., Last Name )

PLEASE SUBSTITUTE:

\_\_\_\_\_

Course and Number

REQUIRED:

\_\_\_\_\_

Elective or Course, Year of the Catalog

REASON FOR REQUEST:

- Course no longer offered
- Substitute for graduation requirements
- Meets student's unique need or goal
- Misadvised

Advisor

\_\_\_\_\_

Dept. Head for Sub Class

*This is not an ADD/DROP Sheet, but is to allow flexibility for students who are near graduation or have unique needs.*

Dean of Instruction

RETURN TO THE REGISTRAR'S OFFICE

CC: Advisor's File

SP Commercial Printing (694) 699-7848



American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs

SOP #	039-AA	Responsibility:	Department Chairpersons/Respective Directors, Dean of Academic Affairs, and VP Academic & Student Affairs
Title:	OVERLOAD TEACHING REQUEST (OTR. ADJUNCT TEACHING REQUEST (ATR)	Policy:	#5108: Faculty Teaching Load
Scope:		Review Date:	Dec 2016

Description:

OTR/ATRs are based on the need of the program and mainly for students to continue programs in meeting graduation requirements.

Procedures

1. Department Chairperson submits recommendation for OTR/ATR through the Dean of Academic Affairs.
2. All OTR/ATRs are pre-approved by the VP and President based on the need by programs.
3. Once the President approves the OTR/ATR, forms are routed for the assigned faculty, Chairperson and Dean's signatures.
4. Completed and signed OTR/ATRs are forwarded to HR for contracts.
5. All contracts are routed for approval by:
  - i. Assigned faculty
  - ii. Chairperson/Director
  - iii. Dean of AA
  - iv. HR
  - v. CFO
  - vi. VP of AA
  - vii. President



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SOP #	043-AA	Responsibility:	Dean of Academic Affairs, Associate Dean of Academic Affairs, VP Academic & Student Affairs, Special Assistant to the Dean of Academic Affairs
Title:	JOB ORDER REQUEST/WORK ORDER	Policy:	#5117
Scope:	Academic Departments and Academic Affairs	Review Date:	Dec 2016

Description:

A Job Order/Work order is a formal request completed by those who need something to be fixed or cleaned in a classroom or office. Please see procedures

Procedures

1. Chair/Faculty have the option of emailing, phoning in, or visiting in person the Academic Affairs Office to present job requests or work orders for repairs or renovations to a laboratory, classroom, office, or to simply submit a complaint in regards to a task that had been overlooked by a member of the Physical Facilities and Management Division [janitor, grounds employee, and/or maintenance man].
2. The Special Assistant to the Dean of Academic Affairs will login the request, complete the proper form, acquire the signature approval of the respective chairperson, Dean of Academic Affairs and forward completed form in person or via email to the Administrative Assistant of Physical Facilities and Management.
3. The assistant continues communication via phone and email as to the status of the job request or work order.
4. The Physical Facilities and Management administrative assistant will contact/communicate with the originator of the job request to ensure that the request has been assessed and inform the chairperson/faculty/Academic Affairs Office of the status [when the task will be addressed, who will be assigned to the task, and the estimated time frame the task will be accomplished]. Note: If the task is lengthy or if materials need to be purchased, then the Physical Facilities and Management Officer will meet with Dean of Academic Affairs and/or the respective Chairperson to postpone the task [if not an emergency] to such a time where the venue will be free of instructors and students [i.e., Spring Break, Holidays, two week breaks between semesters/sessions, etc.].
5. When the job has successfully been completed, Academic Affairs Office is provided with the proper forms for verification, completion, and closure.



American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs

<b>SOP #</b>	047-AA	<b>Responsibility:</b>	Chairpersons, faculty, Academic Affairs
<b>Title:</b>	PURCHASE REQUISITION	<b>Policy:</b>	#7201, 7100
<b>Scope:</b>	Academic Affairs	<b>Review Date:</b>	March 2017

Description:

A purchase requisition please adhere to the following procedures:

Procedures

- 1 Before the Chairperson/Faculty completes the current blank ASCC Purchasing Requisition Form for supplies, equipment, services, etc., the individual must first a) locate a vendor; b) obtain the cost of the item(s); c) obtain an invoice from the vendor to support the purchase; and, provide justification for the purchase if the total amount exceeds \$1,000.00 (ASCC Sole Source Justification).
- 2 The Chairperson will then endorse his/her signature in the appropriate signature box and forwards the purchase requisition and supporting documents to the Academic Affairs Office for the review and approval of the Dean of Academic Affairs. The Dean will review the request, direct all questions/recommendations to the originator, prior to including a funding source and her official signature.
- 3 The purchase requisition is then forwarded to the Department of Finance for the Chief Financial Officer for review and approval. Once approved, DOF Administrative Assistant will notify Academic Affairs Office and one runner from AAO will route the request to Vice President of Academic Affairs and Student Services.
- 4 Upon completion of VPAASS signature, Academic Affairs Office will transfer the request to the ASCC Procurement Buyer for his review and approval. The Buyer will then forward the request to Chief Procurement Officer for approval before submitting to the final signature of the ASCC President.
- 5 Once approved Procurement prepares the purchase order of check request to complete the process.
- 6 Once items ordered are received, Academic Affairs Office is notified by Procurement Office and the appropriate Chairperson/Faculty notified.

**Note:** Academic Affairs Office ensures that requests are routed in a timely manner and that follow up on orders are performed on a daily basis.



American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs

<b>SOP #</b>	048-AA	<b>Responsibility:</b>	Academic Affairs, Chairpersons, faculty
<b>Title:</b>	INTERNAL VOUCHERS	<b>Policy:</b>	#7201
<b>Scope:</b>	Academic Affairs	<b>Review Date:</b>	March 2017

Description:

All Internal voucher requesters are to adhere to the following procedures:

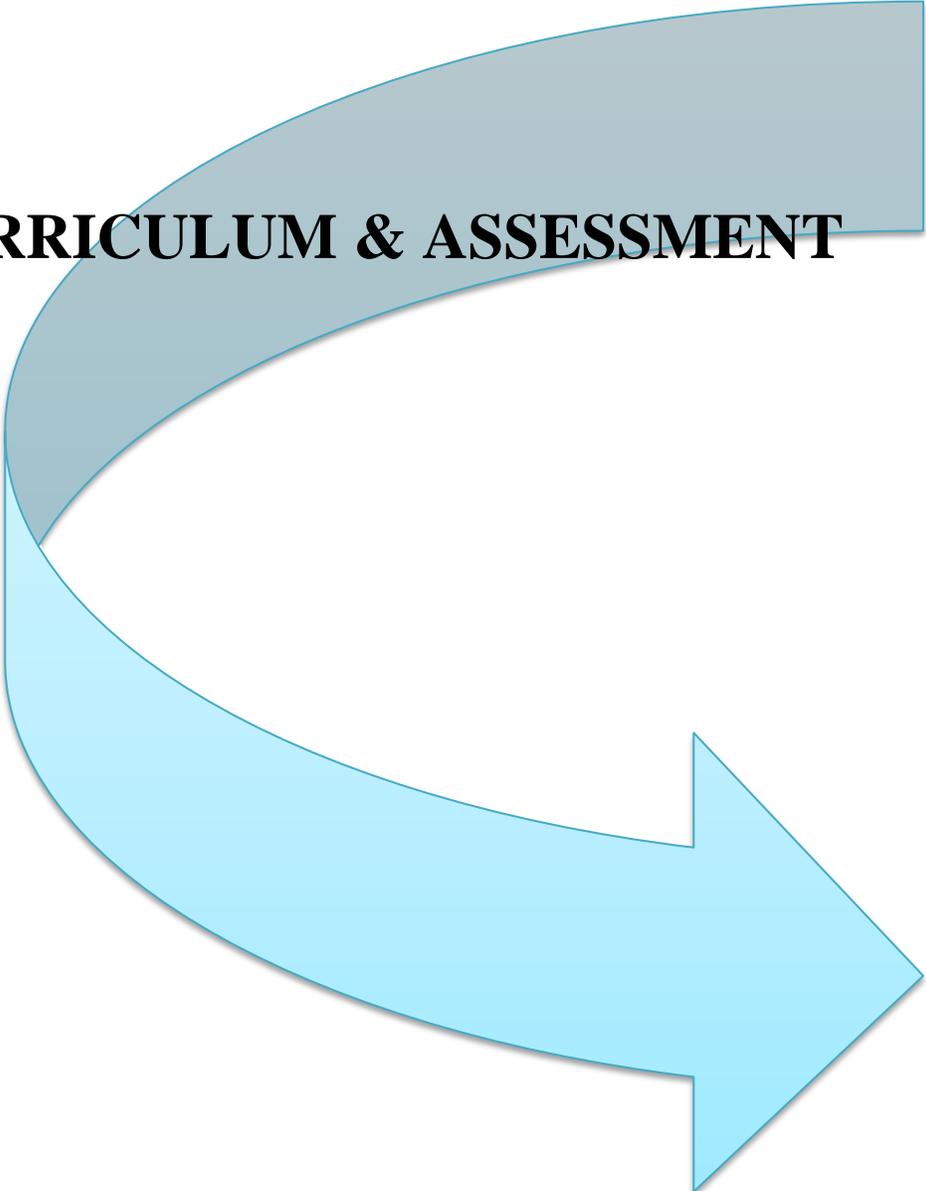
Procedures:

- 1 Chairperson/Faculty completes the Internal Voucher form for items needed from the ASCC Le Book Store – maximum amount is \$500.00 per voucher. List all items needed and the current prices. Endorse the internal voucher.
- 2 Forward the voucher to Academic Affairs Office for Dean’s review and approval. Funding source is hereby provided before sent to finance.
- 3 Internal Voucher is then forwarded to Department of finance for CFO approval.
- 4 Once approved, the voucher is forwarded by Chairperson/Faculty/Academic Affairs Office to Le Book Store and items released.

Note: Allowable: only one voucher per day.



American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs



**CURRICULUM & ASSESSMENT**



American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs

SOP #	005-AA	Responsibility:	Department/Program Chairmen Coordinators
Title:	CATALOG REVIEW	Policy:	Standard IIA: Instructional Programs
Scope:	Department/Program Chairperson Academic Affairs Curriculum Committee	Review Date:	Biennial Feb 2014-Approved December 2016

Description:

Institutional review of the catalog follows a biennial cycle in which departments and divisions submit proposed changes for review and approval.

Procedures:

Process for Reviewing Courses (approval or removal) and Programs for Catalog Revision

1. Course(s) and/or program(s) proposed changes must be reviewed and approved by the Department/Division chairperson. Any new, removed, or modification to a course and/or program must be a collaborative discussion with in each perspective department/division/program before submission to the Director of Curriculum & Assessment.
2. The initiator (faculty member/chairperson) completes the Course Approval Form (CAF), Course Removal Form (CRF), and/or Program Approval Form (PAF) and provides evidence supporting proposed changes and/or modifications.
3. The initiator (faculty member/chairperson) completes the Course Approval Form (CAF), Course Removal Form (CRF), or Program Approval Form (PAF) and provides evidence supporting new/existing course(s) and/or program(s).

Evidence:

- Department/Division’s minutes and agendas
  - Result of course/program assessment data
  - Textbook samples, fees, and/or lab fees
  - Complete topical outline of proposed course
  - Current Institutional Educational Plan (Advising Sheet)
  - Evidence/Research/ Academic Program Review summary & findings
1. CAF, CRF, or PAF are reviewed by the Director of Curriculum & Assessment for alignment of student learning outcomes at all levels.
  2. Course and/or Program Approval Form(s) are submitted to the Director of Curriculum & Assessment for review, approval, and signature.
1. Course and/or Program Approval Form(s) are submitted to the Dean of Academic Affairs for review, approval, and signature.
  2. ...and submitted to the Curriculum Committee chairperson to be scheduled on curriculum committee calendar.
1. Curriculum Committee reviews CAF, CRF, and PAF.
  2. It is required that department faculty/chairperson that initiates a course/program proposal to present their courses/program to the Curriculum Committee and be prepared to address any concerns raised by the committee.



American Samoa Community College  
Standard Operating Procedures (SOP)  
Division of Academic Affairs

Curriculum Committee provides recommendations for further review or approval.

All Approved Course Proposal Forms or Program Approval Forms are routed for signature approval.

- Initiator
- Department Chairperson
- Director of Curriculum & Assessment
- Dean of Academic Affairs
- Curriculum Chairperson
- Vice President of Academic/Students Affairs
- President

**APPROVED IN CURRICULUM ON FEB 20, 2014**  
**(SOP#005-AA)**  
**12/22/2016**

SOP #	006-AA	Responsibility:	Department/Program Chairperson Dean of Academic Affairs Curriculum Chairperson Curriculum Committee
Title:	COURSE / PROGRAM CHANGES	Policy:	Standard IIA: Instructional Programs #5101
Scope:	Department/Program Chairperson Academic Affairs Curriculum Committee	Review Date:	Feb 2014, Dec 2016

**Description:**

All proposed changes to courses/programs must follow the catalog's biennial cycle for review and approval.

**Procedures:**

Process for reviewing recommended changes to courses/programs

1. All proposed changes to the current catalog are reviewed and approved by Department/Program as a collaborative effort before submission to the Dean of Academic Affairs. Department/Program Chairperson provides a rationale of the necessary change(s) and submits evidence/data to support recommended change(s).

**Data:**

2. Department/Division's minutes and agendas
3. Course/program completion rate
4. Proposed changes are submitted to the Dean of Academic Affairs for review.
5. Recommended changes are reviewed by the Dean of Academic Affairs and submitted to the Curriculum Committee chairperson to schedule on curriculum committee calendar.
6. Curriculum Committee reviews proposed changes. It is required that department faculty/chairperson that initiates the changes presents the proposed changes to the Curriculum Committee and be prepared to address any concern raised by the members of the committee.
7. Curriculum Committee provides recommendations for further review or approval.
8. Recommendations for review will be taken back to the Department/Program for further discussion and approval before submission to Curriculum Committee chairperson for 2nd review.
9. All approved changes are reflected on the next subsequent catalog.
10. The curriculum chairperson will schedule a date for the department chairperson/department to present to curriculum committee the new changes or modifications, a copy of proposals must be provided from the initiator to each member of the curriculum. An electronic copy must be provided to the Special Administrator to the Dean of Academic Affairs. It is recommended, but not required, for the initiator to do a PowerPoint presentation so any necessary recommendations from the curriculum committee can be modified during the discussion.

**NOTES** APPROVED IN CURRICULUM ON FEB 20, 2014 (SOP#006-AA)  
Updated Revisions 12-22-2016

*New or Revised Course Proposals*

When proposing a new or revised course the initiator must provide a proposal that consist of the following information:

SOP #	020-AA	Responsibility:	Curriculum Committee, Director of Curriculum & Assessment, Dean of Academic Affairs
Title:	COURSE AND PROGRAM APPROVAL /REMOVAL FORM	Policy:	#5118
Scope:	DOAA, Academic Departments/Programs/Division	Review Date:	September 7, 2015

Description:

Curriculum Review in Departments/Divisions

- The curriculum review process guarantees that its curriculum stays current and that student learning outcomes are preserved. The curriculum committee has established a calendar whereby each discipline conducts a complete curriculum review at least every two years or catalog year. Each department chairperson and faculty is responsible for conducting and completing its Curriculum Review with each of their discipline area.
- Department Chairperson should plan accordingly for timely submission of materials to the Curriculum Chairperson and Committee. If a department chairperson fails to complete a curriculum review process within their department/division...the Curriculum Committee will not consider any curriculum proposals (new courses, course modification, or course deletions) from that department until the Curriculum review process is completed.
  - *Course/Curriculum Review Process* within Department/Division consists of
    - Documentation of meeting minutes
    - Notes of Review (*signed by the Chairperson and initiator*)
    - Advisory Council meeting minutes (*optional*)
- Department/Division chairperson and/or initiator should have the Cover sheet (signature page) signed by the initiator, chairperson, Associate Dean of Academic Affairs/Curriculum Chairperson, and the Dean of Academic Affairs before “presenting” any new or modified courses/programs to the curriculum.
- Initiator or department chairperson submits an electronic copy of the program/course proposal (*Cover Sheet, Proposal forms, other attachments as needed*) and the signature page to Curriculum Chairperson. The Curriculum chairperson must have at least one week between proposal submission and discussion of the proposal. Curriculum Chairperson considers the proposal at the next scheduled Curriculum Committee meeting.
- The Department Chairperson or the initiator must be present to introduce any course/program proposals to the Curriculum Committee. If a Department Chairperson or initiator is not present, the Curriculum Committee reserves the right to move on to other agenda items or courses and programs that need reviewing. (*Note: DC will need to reschedule with the Curriculum Chairperson for another date to present proposal(s).*)

Curriculum Chairperson Review

- The initiator submits an electronic copy of the proposal to the Curriculum Chairperson to review all new, remove, and modification of courses for any degree and certificate programs before submission and presentation by each department/division for review and approval from the Curriculum Committee members.
- The Curriculum Chairperson must have at least one week between proposal submission and discussion of the proposal. The Curriculum Committee considers the proposal at the next scheduled meeting if possible.

### Curriculum Committee Review

- The Committee will approve or disapprove each proposal. The committee may make recommendation or modifications. Initiator should notify their department/division of the Curriculum committee's recommendations.
- Approval of a course by the Committee does not guarantee funding, scheduling or staffing. This is the department/division responsibilities with guidance and counseling from the Curriculum Chairperson and/or Dean of Academic Affairs.
- The Curriculum Committee reserves the right to grant extensions of the deadline, on a case-by-case basis.
  - *First Reading:* Curriculum Committee holds a first reading and responds to the proposal with written comments, which may include a request for changes or additional information to be submitted before further review if no changes or additional information is requested and the proposal is complete, Curriculum Committee will approve the proposal. If changes or additional information is requested, Curriculum Committee takes no further action until initiator submits the requested information or a revised proposal for consideration.
  - *Second Reading:* The curriculum committee will hold a second reading when the initiator has submitted the requested information or revised proposal for consideration. At the second reading the Curriculum Committee may approve the proposal, disapprove the proposal with written justification, or again request that changes or additional information be submitted before further review.
  - After a proposal has been either approved or disapproved by the Curriculum Committee, the Curriculum Chairperson:
    - \*\*\*Returns a copy of the signed Cover Sheet to the initiator.
- The initiator or department chairperson will then complete the signature Cover sheet routing to the Vice President of Academic & Student Affairs and ASCC President, before submitting the original document of any new or modified courses to the Academic Affairs office.

### Procedures:

#### Course and Program Review (*Curriculum Committee Policy Manual, pg. 6*).

- Initiator submits an electronic copy of the proposal package (Cover Sheet, proposal forms,
- Any new courses/program is required to be presented to the curriculum committee during a new Academic catalog year. Any new courses/program introduced in a non-academic catalog year should be based on the needs of the community with the documentation and advice from an advisory committee of that program, and not limited to.
- Any new course(s) and/or program being introduced to the Curriculum committee is required to provide a Course Approval Form (CAF) and Course Approval Form-Lab Fee (CLF)(optional) to the Curriculum Chairperson for review, before presenting to the Curriculum Committee. (*Note: Documented evidence of the reason for a new course and/or program is also needed*).
- Any removed course(s) and/or program being presented to the Curriculum committee is required to provide a Program Removal Form (PRF), and/or Course Removal Form (CRF) to the Curriculum Chairperson for review, before presenting to the Curriculum Committee. (*Note: Documented evidence of the reason for removal is also needed*).

- Approval of Curriculum Committee motions shall require “motion to move” and “second” a simple majority “all in favor” by a raise of hands of the voting members present. Motions and seconds shall be recorded in the Curriculum Committee minutes.
- All deletions and modifications to the American Samoa Community College curriculum must be presented to and approved by the Curriculum Committee.
- Blanket Statement- all introductory (100-199) courses will not be able to use English
- Language Institute- all introductory (100-199) courses will not be able to sue English Language Institute (ELI courses) ENG 70, 71, 80, 90, 91 and MAT 80 or 90 as a pre-requisite.

**COURSE/PROGRAM APPROVAL FORM**

**COURSE TITLE:**

**COURSE ALPHA AND NUMBER:**

**REVIEWERS AND ROUTING OF SIGNATURES:**

1. Initiator		Date	
2. Department Chairperson		Date	
3. Director of Curriculum & Assessment		Date	
4. Dean of Academic Affairs		Date	
5. Vice President of Academic & Student Affairs		Date	
6. President		Date	

**Approved**                       **Disapproved**                       **Pending**

**COMMENTS:**

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*\* Director of Curriculum & Assessment - Reviews the alignment of ASCC's Mission to Program Learning Outcomes (PLOs), Course Learning Outcomes (CLOs), Institutional Learning Outcomes (ILOs) and assessment instruments.*

<b>DEPARTMENT:</b>		<b><u>CHECK APPROPRIATE ITEMS:</u></b>	
<b>COURSE TITLE:</b>			
<b>COURSE ALPHA AND NUMBER:</b>		New Course Proposal	
		Program Proposal	
	<b>LECTURE CREDIT(S):</b> (1 lecture credit = 15 contact hours)	Course Revision	
	<b>LAB CREDIT(S):</b> (1 lab. credit = 45 contact hours) * <i>Includes clinical, practicum, studio, internship, physical fitness.</i>	Program Revision	
	<b>TOTAL CREDITS</b>		

**GRADING TYPE:**             **REGULAR**             **PASS/NP**

**CATALOG COURSE DESCRIPTION:**

<b>TEXTBOOK(S):</b>	
ISBN#	
AUTHOR	
PUBLISHER	
COPYRIGHT YEAR	
<b><i>ASCC Disclaimer: Textbook Prices are subject to change.</i></b>	
<b><u>ADDITIONAL/SUPPLEMENTAL EQUIPMENT/MATERIALS</u></b> <i>(Optional)</i>	

**PRE-REQUISITE(S):**

**PROGRAM/DEPARTMENT MISSION STATEMENT:**

***\*IF A REVISION - REASON(S) DATA FOR CHANGING PROGRAM/DEPARTMENT MISSION:***

***NEW ADDITION TO CAF***

**INSTITUTIONAL LEARNING OUTCOMES (ILO):** *(List upon completing your degree program what are the outcomes that students will gain from this course)*

- 1.
- 2.
- 3.
- 4.
- 5.

***IF A REVISION - REASON(S) FOR CHANGING INSTITUTIONAL LEARNING OUTCOMES (ILO): (refer to data information)***

<b>PROGRAM LEARNING OUTCOMES (PLO):</b> <i>(List upon completing your degree program what are the outcomes that students will gain from this course)</i>
1.
2.
3.
4.
5.
<b>IF A REVISION - REASON(S) FOR CHANGING PROGRAM LEARNING OUTCOMES (PLO):</b> <i>(refer to data information)</i>

<b>COURSE LEARNING OUTCOMES (CLOs):</b> <i>(What are the knowledge, skills, and abilities that a student will have acquired by the end of the course?)</i>
1.
2.
3.
4.
5.
<b>IF A REVISION - REASON(S) FOR CHANGING COURSE LEARNING OUTCOMES (CLO):</b> <i>(refer to data information)</i>

<b>COURSE OBJECTIVES IN BEHAVIORAL TERMS:</b> <i>(What is taught in the course regarding content, skills, and values/attitudes?)</i>
1.
2.
3.
4.
5.
6.
<b>IF A REVISION - REASON(S) FOR CHANGING COURSE OBJECTIVES</b> <i>(refer to data information)</i>

<b>METHODS OF INSTRUCTION:</b> <i>(EX: Authentic Learning, teaching pedagogy, teaching methodologies, modes of delivery, instructional methods, field trips, etc...)</i>
1.
2.
3.
4.
5.

**NEW ADDITION TO CAF**

**COURSE LEARNING OUTCOMES (CLOs) AND COURSE ASSESSMENT:**

List the course learning outcomes (CLOs) and the assessment instrument or a portion of the assessment instrument that will be used to measure student achievement for each learning outcome. Once the course is completed, you will be asked to submit evidence/data you used to assess student achievement.

**\* Use Bloom's Taxonomy to develop CLO's**

<b>Course Learning Outcomes:</b>		<b>Assessment Instruments:</b> <i>What are the assessments instrument/too(s) that you are utilizing in this course to assess CLOs? Each CLO aligns with an Assessment instrument and Rubric.</i>	
EX: CLO 1: <i>By end of the course students will type 20 - 40 WPM.</i>		1. <i>Typing Tutor (pre and posttest)</i> 2. <i>Typo Race</i>	<i>Keyboarding Rubric (4 Dimensions)</i>
CLO 1:			
CLO 2:			
CLO 3:			
CLO 4:			
CLO 5:			

**IF A REVISION - REASON(S) DATA FOR CHANGING COURSE LEARNING OUTCOMES (CLO):**

**SUBMIT A CURRICULUM MAPPING MATRIX ALIGNING EACH STUDENT LEARNING OUTCOMES:**

	ILO 1 Effective Communicators	ILO 2 Critical Thinkers	ILO 3 Global Citizens	ILO 4 Quantitative Competent Individuals	ILO 5 Responsible Leaders
PLO 1	<b>X</b>				
PLO 2					
PLO 3					
PLO 4					
PLO 5					
PLO 6					
PLO 7					

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5
CLO 1					
CLO 2					
CLO 3					
CLO 4					
CLO 5					

Identify which CLO's is aligned to which course graded assignments.

Course Alpha & Title		COURSE GRADED ASSIGNMENTS											
CLO 1													
CLO 2													
CLO 3													
CLO 4													
CLO 5													

**Put an X in the box that identifies the CLO that is aligned to the Course Graded Assignment for this course.**

Course Alpha & Title	COURSE LEARNING OUTCOMES aligned to COURSE GRADED ASSIGNMENTS				
	CLO 1	CLO 2	CLO 3	CLO 4	CLO 5

***B=Beginning, D= Developing, P= Proficient***

***Note: Identify the Levels of Competency of each course-graded assignment that student will be able to achieve by the end of the course and/or graduation***

**TENTATIVE TOPICAL COURSE OUTLINE:** (LIST CONTENT, SKILLS, AND ATTITUDES TO BE TAUGHT IN THIS COURSE)

	Chapters (Lectures/Labs/Clinical) /Assignments/Important Dates:	List Objectives: (covered in the course)	List Course Learning Outcomes (CLO) Addressed:	List Assessment Tool(s) Used to measure CLO:
		<b>Obj 1:</b> <i>To memorize and practice all home keys on a keyboard.</i>	<b>Ex: CLO 1:</b> <i>By end of the course, students will type 20 – 40 WPM.</i>	<i>-Typing Tutor (pre and posttest) -In class Typo Race</i>
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Week 6				
Week 7				
Week 8				

Week 9				
Week 10				
Week 11				
Week 12				
Week 13				
Week 14				
Week 15				
Week 16	<b>Finals this week</b>			

RUBRICS FOR THIS COURSE: *(Insert here)*

**COURSE APPROVAL FORM: LABORATORY FEE**

REVIEWERS AND ROUTING OF SIGNATURES:

- 1. Initiator: \_\_\_\_\_ Date: \_\_\_\_\_
- 2. Department Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_
- 3. Director of Curriculum & Assessment: \_\_\_\_\_ Date: \_\_\_\_\_
- 4. Dean of Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_
- 5. Vice President of Academic/Student Affairs: \_\_\_\_\_ Date: \_\_\_\_\_
- 6. President: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Approved

\_\_\_\_ Disapproved

\_\_\_\_ Pending

**Notes/Comments:**

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**DEPARTMENT:**

**COURSE TITLE:**

**COURSE ALPHA NUMBER:**

**LECTURE CREDIT(S):**

**LAB FEE CREDIT(S):**

**TOTAL CREDITS:**

**PREVIOUS LAB FEE AMOUNT:**

**PROPOSES LAB FEE AMOUNT**

**(1) PURPOSE OF LAB FEE: (INDICATE HOW MATERIALS/SUPPLIES ARE NEEDED TO SUPPORT LECTURE CLASS):**

**(2) INDICATE HOW LAB FEES WILL BE SPENT**

***\* COURSE APPROVAL FORM FOR LAB FEES SHOULD BE INCLUDED WITH COURSE/PROGRAM APPROVAL FORM FOR REVIEW/APPROVAL AND ROUTING OF SIGNATURES.***

**COURSE/PROGRAM REMOVAL FORM**

Initiator: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Curriculum & Assessment \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President of Academic/Student Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

1. Course Alpha and Number: \_\_\_\_\_

2. Course Title: \_\_\_\_\_

3. Department: \_\_\_\_\_

4. Credits:   Lecture       \_\_\_

                  Lab               \_\_\_

                  Total Credits: \_\_\_

5. Course Description/Program Statement:

6. Justification for Removal of Program/Course: (Provide a short narrative and data to support removal of the course)

7. How will the removal of this program/course impact your program offerings, other program/course offerings or general education offerings?

8. How would you accommodate students that need this course from previous catalogs? What course may be equivalent to scope and course content for Course Substitution?

SOP #	011-AA	Responsibility:	Academic Department Chairperson/faculty/staff
Title:	CURRICULUM COMMITTEE	Policy:	#2009, 5118
Scope:	Academic Departments/Programs, Division of Academic Affairs	Review Date:	June 2014

Description:

Each Academic department/program is required to schedule monthly meetings with faculty and staff. The Chairperson of each department is responsible to submit all approved agendas and meeting minutes to the Dean/Associate Dean of Academic Affairs.

Procedures

- For all faculty meetings, the department chairperson will:
- 1
    - solicit agenda items from the faculty at large;
    - Publish, via email, to the faculty at large the meeting time, location, and agenda.
  - 2 All members of the faculty, adjunct faculty, and part-time faculty teaching less than six (6) hours per semester, have the right to vote in faculty meetings and faculty elections and in departmental and college committees on which they serve.
  - 3 With respect to quorums, making, seconding, and voting on motions, amendments, proxies, and debate, all meetings will adhere to parliamentary procedure as detailed in the most recent edition of *Robert's Rules of Order*.
  - 4 Robert Rules of Order: <http://www.robertsrules.com/> (please refer to the website for a more explanatory definition of Robert Rules of Order.
  - 5 Also, before submitting your department meeting minutes and agenda, it has to be reviewed by your faculty/staff before submitting a final meeting minutes/agenda to the Dean OF Academic Affairs, Dir. of C&A.
  - 6 Admin Assistants, designated recorder (faculty/staff), or chairperson are required to compile the meeting minutes and then distribute it among the faculty/staff of that department/division for review if anything has been missed or overstated, etc.
  - 7 It can be sent through email (*as long as everyone agrees of this practice*) or at the next schedule department/division meeting for approval or disapproval.
  - 8 Any department/division meeting minutes that are not reviewed by your department, does not count as approved minutes for that meeting.
  - 9 All meeting minutes need to provide a statement, signature, or confirmation page that the department/division has followed the proper process.
  - 10 Previous practices would not comply with SOP #011-AA of the Academic Affairs Office and the Robert Rules of Order-Parliamentary Procedures (GM #2009) on Department Faculty/Staff meetings.
  - 11 Agendas are created by the chairperson regarding issues that need to be discussed within the department/division. Faculty/Staff can add topics of discussion to the agenda

SOP #	013-AA	Responsibility:	Director of Curriculum & Assessment
Title:	ACADEMIC ASSESSMENT COMMITTEE	Policy:	#5118
Scope:	Director of Curriculum & Assessment Curriculum Chairmen, Dept. Assessment Coordinators	Review Date:	2016, April 2017

Description:

The Academic Assessment Committee (AAC) is one out many standing committee here at ASCC. This committee focuses on all assessment of student learning outcomes that are implemented and how data is collected and analyzed by faculty. The AAC review data collected and provide recommendations to their department on how to improve SLO teaching and learning as well as implementing.

Procedures

1. The Assessment committee meets every month (semester) to discuss assessment issues.
2. The Director of Curriculum & Assessment will direct the 2 Standing Committees regarding WASC standards and collection of data, dissemination of information regarding the collecting, analyzing and results of data.
3. The Assessment Planning Core Committee (APCC) consists of members who served on the Assessment Committee for more than 5 years. Each representative which includes academic department chairperson's from the Business, Health & Human Services, Trades & Technology, Samoan Studies, Math Department, Dean of Academic Affairs, Director of Institutional Effectiveness and the Vice President of Administration and Finances as an advisory council member for the Assessment committee chairman. (*Assessment Exit Report 2010, pg. 8*)
4. The Assessment Planning General Committee (APGC) consists of faculty representative from each academic department. The roles and responsibilities of the Assessment Planning General Committee are to: (*Assessment Exit Report 2010, pg. 8*).
  - Initiate, direct, document, and strengthen the discussion on assessment as an ongoing process within the individuals department;
  - Assist faculty and the department to develop assessment instruments; rubrics, checklist, portfolio, etc.;
  - Work collaboratively with faculty and departments to define measurable CLO's and PLO's; that align to the ILO's
  - Assist faculty and departments with identifying levels of performances/competencies for CLO's
  - Maintain up-to-date records for all approved and proposed course CLO's and PLO's
  - Complete assigned tasks and report all required information to the Assessment Planning General Committee;
5. Attend and participate in all meetings, workshops, and disseminate the information to their department in a timely manner

<b>APCC Members</b>
<b>Old</b>
Business department
Health & Human Services department
Trades & Technology department
Math department
Samoan Studies Institute
Dean of Academic Affairs
Director of Institutional Effectiveness
Vice President of Administration and Finances-

<b>OLD Assessment Planning General Committee</b>	
<b>Program Level</b>	<b>Course Level</b>
English Language Institute	Physical Education
Business	Social Science
Science	Institute of Trades & Technology
Adult Education	Language & Literature
Fine Arts	Land Grant
Samoan Institute	Criminal Justice (TBA)
Teacher Education	
Nursing	
Math	
Health Sciences	
Student Services (TBA)	

<b>NEW Assessment Planning General Committee</b>	
<b>Program Level</b>	<b>Course Level</b>
Business	Physical Education
Adult Education	Agriculture, Community & Natural Resources
Fine Arts	Trades & Technology Division
Samoan Institute	Language & Literature
Teacher Education	English Language Institute
Nursing	Science
Social Science	Math
Health & Human Services	
Student Services (TBA)	
Criminal Justice (TBA)	

SOP #	018-AA	Responsibility:	Dean and Academic Directors
Title:	ASSESSMENT PLANNING CORE COMMITTEE (adhoc)	Policy:	#5118
Scope:	Department Chairperson, DOAA Admin, faculty	Review Date:	September 7, 2015 <i>Need to revise in 2018</i>

Description:

The Assessment Planning Core Committee (APCC) members are department chairpersons and administrators (*Assessment Exit Report Spring 2013*). Other APCC members consist of Director of Institutional Effectiveness, Dean of Academic Affairs, and the Assessment Coordinator. (*APC & Closing the Assessment Loops Guidelines (Revise) Fall 2014, pg. 2*).

Procedures:

- 1 Meet 4 times each semester (or as needed)
- 2 Discuss the improvements and movement of assessment. See roles & Responsibilities of APCC members.

**APCC Roles and Responsibilities:**

1. Provide leadership in a wide range of activities related to documenting assessment of student learning all across academic departments and programs.
2. Provide meaning, quality and integrity of the degrees offer in this institution inclusion of all types of formative and summative assessment.
3. Facilitate workshops on Assessments and Student Learning Outcomes alignment at all levels.
4. Provide information of WASC / Western Senior College and University Commission (WSCUC) compliancy
5. Provide information of WASC/ACCJC compliancy
6. Attend monthly meetings (*as necessary*)
7. Spearhead the discussion on assessing student learning outcomes,
8. Discuss/review degree learning outcomes and present findings to the Curriculum Committee,
9. Identify strengths and weaknesses of current degree learning outcomes and present findings to the Curriculum Committee,
10. Discuss/review academic learning outcomes,
11. Identify strengths and weaknesses of assessing course learning outcomes,
12. Review the data from the Academic Program Review on course learning outcomes,
13. From the above discussion , begin the process of developing an appropriate assessment plan for the College,
14. Present assessment plan to Curriculum Committee, to include: time frame, staff development on SLO assessment, development of an appropriate instrument for assessing SLO's , and implementation plan,
15. Monitoring on-going assessment,
16. Discuss/review the ASCC Mission to include academic values as guiding principles of ASCC academic programs, and
17. Integrate WASC Standards and student learning outcomes. (*Referencing: Committee Structure Manual (pg. 8-9)*).

**ASSESSMENT PLANNING GENERAL COMMITTEE**

SOP#	019-AA	Responsibility:	Dean of AA & Academic Directors
Title:	ASSESSMENT PLANNING GENERAL COMMITTEE	Policy:	# 5118
Scope:	Curriculum Committee Chairmen, faculty	Review Date:	Sept 2015

**Description:**

Representatives from the Academic Departments and Academic Programs are members of this committee. The roles and responsibilities pertaining to Assessment procedures, practice and policies. Identifying curriculum framework and structure of all degrees and certificates.

**Procedures:**

1. See roles and responsibilities of the APGC members
2. Initiate, direct, document, and strengthen the discussion on assessment as an ongoing process within the individuals department;
3. Assist faculty and the department to develop assessment instruments; rubrics, checklist, portfolio, etc.;
4. Work collaboratively with faculty and departments to define measurable CLO's and PLO's; that align to the ILO's
5. Assist faculty and departments with identifying levels of performances/competencies for CLO's
6. Maintain up-to-date records for all approved and proposed course CLO's and PLO's
7. Complete assigned tasks and report all required information to the Assessment Planning General Committee;
8. Attend and participate in all meetings, workshops, and disseminate the information to their department in a timely manner.

SOP #	021-AA	Responsibility:	Department Chairperson, Curriculum Chairperson,
Title:	CATALOG ADDENDUMS	Policy:	#5118, ASCC Catalog
Scope:	Curriculum Committee	Review Date:	Biannually

**Description:**

Catalog Addendums occur only if there is a typographical error in the catalog regarding course, program, degree and/or information and not limited to...

**Procedures**

1. Department Chairperson sends a memo to the Curriculum Chairperson/Associate Dean and cc the Dean of Academic Affairs, regarding an error in the catalogue, course, program...
2. Department Chairperson submits all evidence of the error and documentation of the correction that needs to be made in the catalog.
3. Curriculum Chairperson reviews the proposed addendum. Questions and inquiries will be directed to the department chairperson and/or faculty for immediate response to the proposed addendum.
4. Curriculum Chairperson inserts proposed addendum in the agenda for an upcoming schedule date for the curriculum committee to meet.
5. The department chairperson will be able to present his/her own addendum.
6. If approved or disapproved will be solely upon the decisions made by the curriculum.
7. If approved to edit/insert/omit the approved catalogue, course, program...then changes will be made.

**If Approved:**

An official letter by the curriculum chairperson will be issued to the following:

- o Academic Affairs Division
- o Admissions & Registrars
- o Academic Departments/Divisions/Programs
- o Business Department(if applicable)

**If Not Approved:**

- The department chairperson will take back the proposed addendum to its department/division faculty to revise and/or discuss the Curriculum committees concerns on the proposed addendums.
- When completed the department chairperson reserves the right to reschedule with the curriculum chairperson to reenter the proposed addendum for review by the curriculum committee.

SOP #	025-AA	Responsibility:	Faculty, DOAA
Title:	GENERAL EDUCATION OUTCOMES (GEO) CALIBRATION	Policy:	#1004, 3002.1, ACCJC-ER 12 General Education
Scope:	GEO Faculty and Adjunct	Review Date:	May 2015

Description:

General Education Outcome calibration reflects data, process and refining of outcomes to improve General Education courses, competencies and scheduling, etc...

Procedures:

1. GEO Faculty submits end of semester data to the Director of Curriculum & Assessment
2. Director of C&A compiles all data and shares with the GEO Faculty the following results in a powerpoint in the following semester:
  - The level of competency of students that are exiting the course by the end of the semester.
  - Including notes, recommendations, and comments shared by GEO faculty and adjunct.
3. GEO Data is given back to the GEO faculty for review and to report on GEO outcomes, competencies, assessment instruments, alignment, etc...
4. Each GEO Department Head (Chairperson) submits an GEO Report to the Director of C&A of their findings and results.
5. GEO reports are then compiled by the Director of C&A and sent back to the academic department/programs to discuss if all reports are correct and precise to what has been reported by each GEO department
6. GEO faculty and adjunct approve the GEO Report
7. The approved GEO report is then sent back to the Director of C& A and then compile into a summary report and then sent for routing approval to the Dean of Academic Affairs, and the Vice President of Academic & Student Affairs.
8. Then shared with faculty and archived.

SOP #	027-AA	Responsibility:	Chairperson, faculty, DOAA
Title:	ASSESSMENT PROCESS OF COLLECTION, ANALYSIS, & ACTION PLAN	Policy:	#1004, 3002.1
Scope:	Academic Departments /Programs/Divisions and DOAA	Review Date:	Nov 18, 2015

Description:

The assessment process begins with the instructor and student. All SLO's listed in the course syllabi is assessed and linked to student achievement. The process is described in a by procedure.

Procedures

- 1 Instructor assesses all SLO's (*ILO, GEO, PLO, and CLO/LO*).
- 2 Instructor records data, on the data sheets.
- 3 Instructor analyzes their data each semester. *It is advised that the instructor writes recommendations, notes of improvement, or some type of documentation of anything that may have happened during the time data was collected for this course, on the GEO, Core, Co, and Developmental Data sheets.*
- 4 Instructor submits data sheets with their own recommendations and notes to the Department Chairperson (DC) and/or Academic Assessment Committee (AAC) member.  
DC and/or AAC compile the data sheets from the instructors. *(This is the time that the DC and AAC member can discuss with their respective departments on strengths and weaknesses that needs to be addressed, regarding data that has been collected. There needs to be a discussion with in the departments that data has been shared.*
- 5 Individual academic department meetings held should be able to discuss "Closing the Loop" with all courses/programs.
  1. Are there specific learning objectives identified for this course?
  2. Are there specific learning outcomes identifies for this course?
  3. Are the learning outcomes aligned to your program curricula?
  4. Are the learning outcomes aligned to your institutional curricula?
  5. Is there assessment instruments defined for all learning outcomes for this course?
  6. Have the learning outcomes been assessed?
  7. Based on the assessment results, was the data shared with your department?
  8. Was data collected used to improve your course outcomes?
  9. Are you routinely examining the assessment process and correct as needed?
- 6
  10. How many learning outcomes are identified for this course?
  11. How many learning outcomes were assessed?
  12. If an outcome was not assessed, what prevented you from assessing each CLO?
  13. Is there a timeline in your Topical Outline (Syllabus) or Course Matrix for assessing each CLO?
  14. Did student perform as well as you hoped? Why or Why not/What can be done to improve student achievement of CLO's?
  15. Do we need to revisit the assessment timeline or procedures that build in to the assessing of CLO's in our Topical Outline (Syllabus) or Course Matrix?
  16. Do our CLOs need to be modified? Are the instruments used to assess CLOs really assessing what we're addressing performances, skills, content etc.?
  17. What recommendations will you make for the next time you assess your CLOs?
- 7 All instructors submit their data sheets either hard or soft copy to the Academic Affairs Office. It is the responsibility of the instructor to submit their data via email or hard copy to the Director of Curriculum & Assessment at the end of each semester and before exiting the semester.

SOP #	033-AA	Responsibility:	Faculty, Faculty Chairpersons, Director of C & A, Director of TED, Director of TTD, Dean of Academics, Curriculum Committee
Title:	ACADEMIC PROGRAM REVIEW PROCESS	Policy:	#1004
Scope:	Division of Academic Affairs	Review Date:	Fall 2016

Description:

Academic Affairs conducts its own Academic Program Review to

- Procedures
- 1 Academic Program Review (Divisional Assessment Survey)  
Academic Program Review (APR) Instrument is submitted to Department Chairperson in mid-October of every fall semester.
  - 2 Department Chairperson works collaboratively with all faculty of department in completing the instrument.
  - 3 Department Chairperson is responsible for gathering and reporting data from previous Academic Year (Fall & Spring of Previous Academic Year) on APR
  - 4 Annual Program Review is due to the office of Academic Affairs on the last day of instruction for fall semester.
  - 5 Academic Affairs forward all Assessment Program Reviews from all Academic departments to the IE Division for compilation and analysis.
  - 6 Upon receiving analysis from IE, Academic Affairs shares results with all Academic Departments.
  - 7 The analyses of outcomes for all Academic Departments are used to set priorities and allocate resource for Academic Affairs Division.

SOP #	040-AA	Responsibility:	Faculty, Chairpersons, Respective Directors, and Dean of Academic Affairs
Title:	COMMUNITY ADVISORY COUNCIL	Policy:	ASCC Catalog, CAC Handbook (revised SP 2016), ACCJC Standard I.C.14
Scope:	Academic Departments and Academic Affairs	Review Date:	

**Description:**

All Academic Departments are required to have a Community Advisory Council. Advisory councils are an essential component to the continued success of the college’s educational program. Advisory council members have three major roles to advise, assist, and to provide support and advocacy for quality education and services. (ASCC Community Advisory Council Handbook, Revised Spring 2016)

**Procedures**

Advisory Council is strictly an advice-giving body assisting the department or program in meeting the needs of the community consistent with the College’s mission.

- 1 Full-time faculty and the Department Chairperson recommend and appoint community members to be in the Community Advisory Council. Selection should be based on the following:
  - a. Representatives from private and public sectors
  - b. Willingness to volunteer time, talents, and knowledge to help strengthen programs
  - c. Selected individuals based on knowledge, expertise, and ability to advise the college on future direction of academic programs.
- 2 Membership is generally one or two years according to ASCC catalog cycle with reappointment by mutual agreement of the department/program.
- 3 Membership can be replaced based on the lack of attendance at regularly scheduled meetings.
- 4 Department Chairperson serves as the Council Chairperson.
- 5 Council meets at least two times a year as determined by the scope of the council’s program of work. Chairperson should receive consensus from the members of frequency and the schedule of meetings being held during the academic year.

SOP #		Responsibility:	faculty
Title:	ASSESSMENT CYCLE	Policy:	#3002.1
Scope:	faculty	Review Date:	

Description

All ASCC academic department/program course assessment follows the assessment cycle.

Procedures

Every semester faculty are to submit student learning outcome data, on data sheets and rubric summaries.

<b>ASSESSMENT CYCLE:</b>				
<b>GENERAL EDUCATION QUALITIES</b>	<b>ASSESSING GE QUALITIES</b>			
	<b>SEMESTER 1</b>	<b>SEMESTER 2</b>	<b>SEMESTER 3</b>	<b>SEMESTER 4</b>
	<i>COURSES</i>	<i>COURSES</i>	<i>COURSES</i>	<i>COURSES</i>
	<b>1<sup>st</sup> Year</b>		<b>2<sup>nd</sup> Year</b>	
GE 1	SPH 153 ENG 150 ENG 151			SPH 153 ENG 150 ENG 151
GE 2	ICT 150			ICT 150
GE 3		PHSCI 150 MAT 151		PHSCI 150 MAT 151
GE 4		HIS 150 HIS 151 HIS 170 HIS 171 HIS 162	HIS 150 HIS 151 HIS 170 HIS 171 HIS 162	
GE 5		HEA 150 PSY 150	HEA 150 PSY 150	

<b>Co &amp; Core Foundational Area Course Assessment Cycle</b>	<b>ASSESSING CO and CORE FOUNDATIONAL AREA QUALITIES</b>			
	<b>SEMESTER 1</b>	<b>SEMESTER 2</b>	<b>SEMESTER 3</b>	<b>SEMESTER 4</b>
	<i>Course</i>	<i>Course</i>	<i>Course</i>	<i>Course</i>
	<b>1<sup>st</sup> Year</b>		<b>2<sup>nd</sup> Year</b>	
	<b>100-150</b>	<b>151-199</b>	<b>200-250</b>	<b>251-299</b>
	<b>3<sup>rd</sup> Year</b>		<b>4<sup>th</sup> year</b>	
	<b>300-350</b>	<b>351-400</b>	<b>401-450</b>	<b>451-499</b>

<b>Developmental Course Assessment Cycle</b>	<b>ASSESSING DEVELOPMENTAL COURSES</b>			
	<b>SEMESTER 1</b>	<b>SEMESTER 2</b>	<b>SEMESTER 3</b>	<b>SEMESTER 4</b>
	<i>Courses</i>	<i>Courses</i>	<i>Courses</i>	<i>Courses</i>
	<b>ENG 70</b>	<b>ENG 71</b>	<b>ENG 70</b>	<b>ENG 71</b>
	<b>ENG 80</b>	<b>ENG 81</b>	<b>ENG 80</b>	<b>ENG 81</b>
	<b>ENG 90</b>	<b>ENG 91</b>	<b>ENG 90</b>	<b>ENG 91</b>
	<b>MAT 80</b>	<b>MAT 80</b>	<b>MAT 80</b>	<b>MAT 80</b>
	<b>MAT 90</b>	<b>MAT 90</b>	<b>MAT 90</b>	<b>MAT 90</b>

**CO AND CORE DATA SHEETS TEMPLATES**

**COURSE** \_\_\_\_\_

**SESSION #** \_\_\_\_\_

**SEMESTER** \_\_\_\_\_

**INSTRUCTOR** \_\_\_\_\_

Competency Assessed		
<b>Domain Name</b>	<b>Status</b>	
	<b>Assessed</b>	0
	<b>Not Assessed</b>	0

Class Enrollment	0
Student Assessed	0

0

**COURSE TITLE**

PLO or CLO								
Rubric Title/Assessment Instrument Title								
	D-1	D-2	D-3	D-4	D-5			
<b>B</b>								
<b>D</b>								
<b>P</b>								

**COURSE TITLE**

PLO or CLO								
Rubric Title/Assessment Instrument Title								
	D-1	D-2	D-3	D-4	D-5			
<b>B</b>								
<b>D</b>								
<b>P</b>								

**RUBRIC SUMMARIES**

SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_ Course Alpha: \_\_\_\_\_ Section #: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_ TOTAL # OF STUDENTS IN THIS COURSE: \_\_\_\_\_

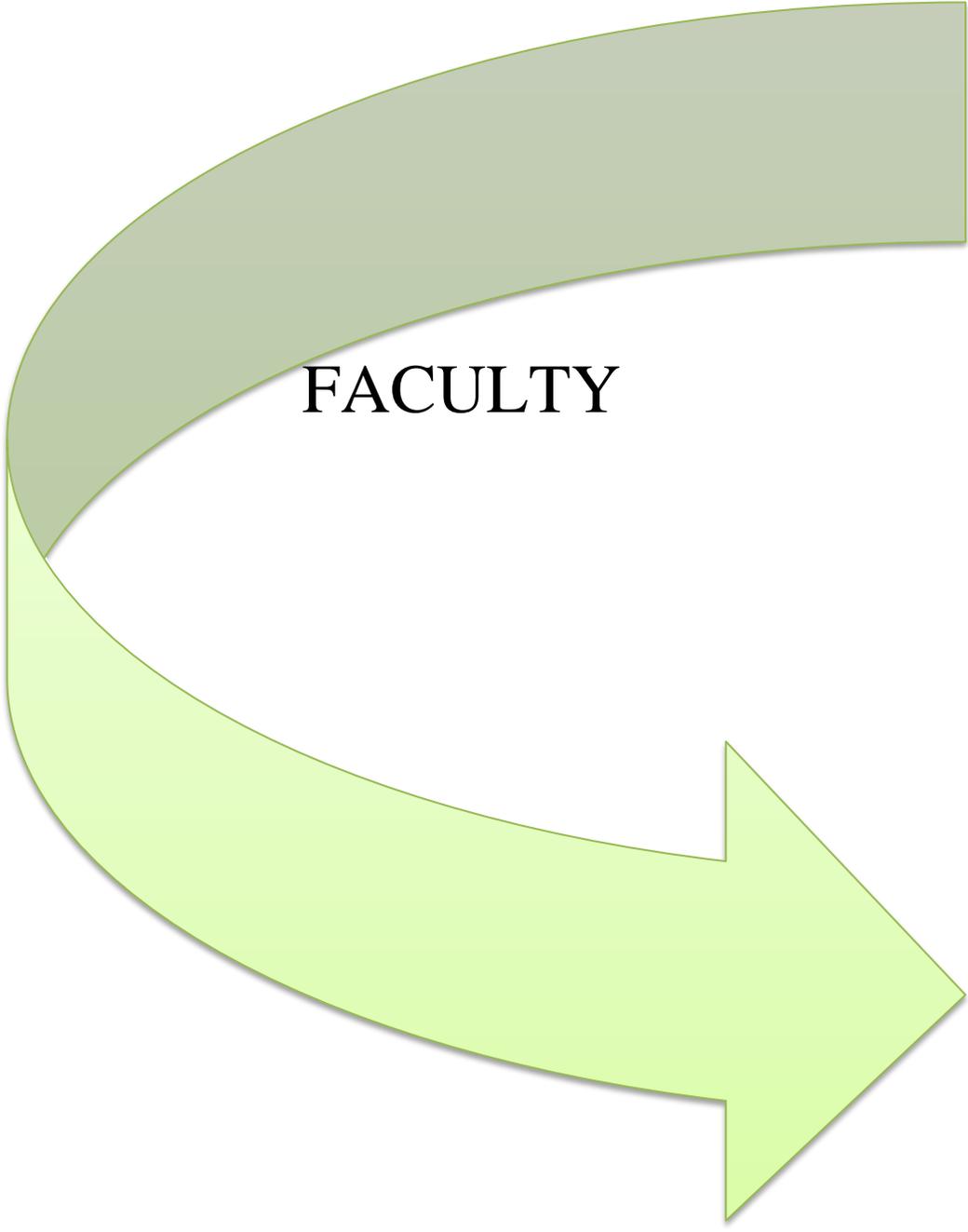
INSTRUCTOR'S NAME: \_\_\_\_\_ SLO ASSESSED: \_\_\_\_\_

RUBRIC: \_\_\_\_\_ DATE ASSESSED: \_\_\_\_\_

*Ex: CLO 1, PLO 3, ILO 3*

*Ex: Individual Presentation Rubric*

	STUDENT'S NAME	DIMENSIONS	D-1	D-2	D-3	D-4	D-5	D-6	D-7	D-8	D-9	Competencies			TOTAL POSSIBLE POINTS
												B	D	P	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
<i>Group/Class overall assessment of dimensions and competencies. This data is recorded on to the Assessment Data Sheets.</i> <b>Scoring Schema:</b> B= D= P		<b>B</b>													<b>B (-----)</b>
		<b>D</b>													<b>D(-----)</b>
		<b>P</b>													<b>P(-----)</b>
		<b>Total</b>													



**FACULTY**

SOP #	001-AA	Responsibility:	Department Chairperson, faculty, Dean of Academic Affairs, Academic Directors
Title:	ACADEMIC ADVISING	Policy:	#5106 Faculty Accessibility, ASCC Student Handbook 2009-2010, pg. 25
Scope:	Dean of Academic Affairs, Directors, Department Chairperson, and faculty	Review Date:	Created: March 2014 Updated: June 26, 2016; Dec 2016

**Description:**

Academic Advising is an opportunity to exchange information designed to help students reach their educational and career goals. Advising is a shared responsibility between the advisor (faculty) and the student.

The entire ASCC faculty is committed to helping each student pursue a course of study to fulfill his/her Individual Education Plan (I.E.P.). Academic advisors (faculty) are knowledgeable of their academic disciplines, but also have the understanding of the rationale that underlies the curricula of ASCC. Students are strongly encouraged to seek assistance early in their college careers

Academic advising includes: (Need to update as 2016-2018 Catalog)

- Assisting students in clarifying, articulating, and attaining academic and life goals;
- Facilitating each student’s academic adjustment to the campus;
- Educating students to assess academic progress and to develop educational plans;
- Explaining and clarifying college core courses, graduation requirements, and academic rules and regulations;
- Advise students on issues as they relate to academic progress, which may include referral to appropriate College programs and community agencies; and,
- Serving as advocates and mediator for your program and students.

Reference: ASCC Student Handbook 2009-2010, pg. 25.

**Procedures:**

- 1 All new, continuing and returning students are referred to Admission office to identify their academic advisors. If students are unable to locate their academic advisors they are to seek the assistance of the Dean of Academic Affairs.
- 2 Students are required to have a copy of their advising sheet/student planning sheet during advising. This will enable the advisor and students to identify courses to be enrolled for the following semester.
- 3 It is the students responsibility to meet with their academic advisors atleast 2 to 3 times a semester to review course offering and schedule courses ahead of time.
- 4 Sit down discussion also assist the department chairperson or faculty to propose courses that are needed for students to graduate on time.

**ACADEMIC ADVISING PLANNING SHEETS**

Name: \_\_\_\_\_ Degree: **AA degree in** \_\_\_\_\_  
 Catalog: **2014-2016** Date: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

**SEMESTER 1**

Pre-Requisite	Course Alpha	Course Title	Credits	Time	M	T	W	R	F	Comments

**SEMESTER 2**

Pre-Requisite	Course Alpha	Course Title	Credits	Time	M	T	W	R	F	Comments

**SEMESTER 3**

Pre-Requisite	Course Alpha	Course Title	Credits	Time	M	T	W	R	F	Comments

**SEMESTER 4**

Pre-Requisite	Course Alpha	Course Title	Credits	Time	M	T	W	R	F	Comments

English Developmental Courses						Math Developmental Course						General Education	
Semesters	S-1	S-2	S-3	S-4	S-5	Semesters	S-1	S-2	S-3	S-4	S-5	0 credits	
ENG 70						MAT 80						Core Foundational	0 credits
ENG 71						MAT 90						Co-Foundational	0 credits
ENG 80												Program Requirement	0 credits
ENG 81												Elective Credit	0 credits
ENG 90												<b>TOTAL</b>	<b>00-00 credits</b>
ENG 91													
<i>Note: Put a check mark every time you have taken the course and completed with a passing grade.</i>													



SOP #	002-AA	Responsibility:	Department Chairperson and Faculty
Title:	COURSE SYLLABUS	Policy:	#5104
Scope:	Department/Program Chairperson, New and Adjunct Faculty, Academic Affairs	Review Date:	Every Semester Updated: Dec 2016

#### Description:

All faculty and adjunct faculty are required to submit a syllabus for each course they teach with the approved format to the Dean of Academic Affairs or designees at least one week prior to the first faculty workshop of the semester.

#### Procedures

Course Syllabi (Policy #5104) (36-37 Faculty handbook) (Pg. 37, 2014-2016 ASCC Catalog)

Course syllabi are reviewed and up-dated each semester and kept on file in the office of the Dean of Academic Affairs and the respective Department Chairperson. All instructors are required to have their course syllabi submitted to their Department Chairperson one week prior to the first faculty workshops. Department Chairperson submits all syllabi to the Dean of Academic Affairs and/or Director of Curriculum & Assessment in a timely manner. The following information is required on the course syllabi:

- Course/Alpha Number & Section
- Course Title
- Instructor
- Office Hours & Location
- Email address
- Semester/Year
- Days/Time of class
- Department name
- Classroom location
- Contact phone number
- Required textbook identified
  - Author
  - ISBN number identified
  - Publisher identified & edition
  - Additional supplemental reading or course material (optional)
  - ASCC Disclaimer: Textbook prices are subject to change.
- Course description: must reflect the same in current catalog
- Pre-requisite(s)
  - Course rationale
  - Course objectives:
  - Student Learning Outcomes (SLO): ILO, DLO, GEO, PLO, and CLO
  - Methods of instructions
  - Grading/Grading Scale:
  - Last day to completely withdraw from the course identified
  - Important Dates
  - Attendance policy
  - Tentative topical course outline
  - Rubrics identified

Procedures: Process of initiating course syllabi on a semester-basis including 10 week and 6 week sessions

- 1 All faculty members are required to draft and submit course syllabi to department chairpersons for review prior to first week of instructions.
- 2 Each department chairperson will review course syllabi for alignment and consistency of course outcomes, program learning outcomes, and topical outlines.
  - a. Once approved, the department chairperson will then forward the approved course syllabi to the office of Academic Affairs for further review.
  - b. Once approved by the Office Academic Affairs, faculty will then provide students with copies of course syllabi on the first week of instruction.
- 3 All course syllabi for MWF classes should be submitted to Office of Academic Affairs no later than Friday of the first week of instruction.  
All course syllabi for TR classes should be submitted to Office of Academic Affairs no later than Thursday of the first week of instruction.  
All course syllabi for Daily classes should be submitted to Office of Academic Affairs no later than Friday of the first week of instruction.
- 4 Director of Curriculum and Assessment/Curriculum Chairperson will review for alignment purposes and to ensure all pertinent information is current and updated. If approved, the final copy will be forwarded to Administrative tech for documentation or to the department chairperson to address recommendations.
- 5 Director of Curriculum and Assessment /Curriculum Chairperson approves and forwards to Administrative tech officer for documentation.
- 6 A list of departments/faculty who has submitted course syllabi will be archived on compliance assist.
- 7 Consequences:
  1. All late submission of Course syllabi's will be noted in the faculty performance evaluation.
  2. Faculty Exit forms upon completion of the semester will not be signed if course syllabi are not filed with Office of Academic Affairs.

Updated Revisions 12-22-2016

**COURSE SYLLABUS TEMPLATE**

*Course Alpha/Title/Section:*

| *Section*

*Class Days/Time:*

**Instructor:**

*Department:*

*Office Location:*

**Office Hours:**

*Contact Phone Number:*

**Email Address:**

*Textbook Title:*

**ISBN Number and Price of textbook:**

**ASCC Disclaimer: Textbook Prices are subject to change.**

**Publisher Name/Copyright Year:**

**\*Additional Materials/Resources (Optional):**

**Course Description (Current Catalog)**

**Pre – requisite:**

**Institutional Learning Outcomes**

1.

**Program Learning Outcomes**

1.

**Course Learning Outcomes (List all CLO)**

1.

**Course Objectives:**

1.

**STUDENT LEARNING OUTCOMES/ALIGNMENT**

ILO	PLO	CLO	ASSESSMENT INSTRUMENT	DIMENSIONS (Competencies/Qualities)
<i>ex: 1</i>	<i>1</i>	<i>3</i>	<i>Oral Presentation Rubric</i>	☞ <i>D-1: Body Language: Movements seemed fluid and helped the audience visualize.</i> ☞ <i>D-6: Voice: Use of fluid speech and inflection maintains the interest of the audience.</i>
				☞
				☞
				☞
				☞
				☞

**Methods of Instruction:**

•

**Grading Scale:** (Grading system identified by points/percentage broken down into a letter grade scale.) \*Check with catalog on letter grades used)

•

**List Course Requirements:** (Identify required course work and assign % or points in order for the student to know how to earn a final grade: (e.g. 4 Quizzes – (@ 50 points or 5% each = 200 pts./20%; Research Paper – 100 pts. or 25%)

•

**Important Dates:** (Dates include Administrative Drop, Withdraw with “W”, and Withdraw with “W/F” or “W/NP”)

**ASCC Attendance Policy:** (refer to current catalog)

**Attendance Policy:** (pg. 32, 2016-2018 ASCC General Catalog)

All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instruction will be administratively dropped. Instructors are required to include in their course syllabi the College’s attendance policy and have it distributed to students during the first week of instruction. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes, four (4) absences for Tuesday, Thursday classes; and three (3) absences for CAPP and summer sessions. Students with excessive absences, in accordance to this policy, will receive a lower or failing grade for the semester or session.

*15 weeks = 6 absences for courses offered on M/W/F and 4 absences for courses offered on T/Th*

*10 weeks = 4 absences for courses offered on M/W/F and 3 absences for courses offered on T/Th*

A student can be excused from classes at the discretion or upon verification by the instructor, for the following reasons: medical reasons, family emergency, special curricular activities, military obligations, jury duty, and related official College sponsored activities. It is the responsibility of the student to make arrangements with his/her instructor(s) for work to be made up for absences due to legitimate reasons. Students are required to submit in writing, justifications or provide documentation for absences to the Dean of Academic Affairs.

Veteran students are to refer to the Division of Student Services (DOSS) Veterans Educational Benefits sections for additional attendance requirements.

**Stopped/Non-Attendance:**

A grade of “F” or “NP” will be recorded if a student stops attending or never attended a class, or exceeds the maximum allowable absences, and/or does not properly drop or withdraw from a class. Refer to the College Attendance Policy on attendance.

Date of last attendance is periodically collected from the instructors by the Records Office. In addition, instructors are required to report the date of last attendance when a final grade of “F”, “W”, “W/F”, “W/WNP”, “UW” or “NP” is submitted. The date of last attendance is recorded on the student’s record and is made available to the Financial Aid Office for recipients of Federal Student Aid as required by Federal Law.

Veteran students are to refer to the Student Services Veterans Educational Assistance for additional attendance requirements.

**Tentative Topical Outline: \*ATTACH RUBRICS TO ASSESS OUTCOMES TO SYLLABUS**

	<b>Chapters</b> <i>(Lectures/Labs/Clinical/Assignments/Important Dates)</i>	<b>List Course Objectives:</b> <i>(covered in the course)</i>	<b>List Student Learning Outcomes (SLO) Addressed:</b>	<b>List Assessment Tool(s) Used to measure CLO:</b>
<b>Example</b>	Chapter: Lecture: Discussion:	ex: Obj. 1	ex: ILO 1, PLO 1, CLO 3	ex: Expository Rubric
<b>Week 1</b>				
<b>Week 2</b>				
<b>Week 3</b>				

Week 4				
Week 5				
Week 6				
Week 7				
Week 8				
Week 9				
Week 10				
Week 11				
Week 12				
Week 13				
Week 14				
Week 15				

<b>Week 16</b>	<b>Finals this week</b>
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SOP #	014-AA	Responsibility:	Dean of Academic Affairs, Dept. Chairperson, Special Administrative Assistant of the Dean of Academic Affairs, Director-of Trades & Technology Division, Director of Teacher Education
Title:	TEXTBOOK ORDER/ORDERING PROCESS	Policy:	#5216
Scope:	<i>Department/Program Chairperson Academic Affairs Division</i>	Review Date:	Spring 2015, Spring 2016

**Description:**

Textbooks for courses offered should be available at the bookstore prior to the beginning of each semester. Students are required to purchase textbooks, workbooks, and other instructional materials identified in the current syllabus of courses in which they are officially enrolled in by the end of the first week of instruction. Students' failure to obtain the required textbook for a course may result in dropping from the enrolled classes.

**Textbook Policy (Update reference to 2016-2018 catalog)**

Students are required to purchase textbooks, workbooks, and other instructional materials designed for course(s) they are enrolled in. Textbook costs vary from course to course. Every student must have the required materials identified in the current syllabus of the course(s) in which they are officially enrolled in by the end of the first week of instruction. Students' failure to provide their instructors proof of this requirement will result in an immediate recommendation by the instructor to drop the course(s). If the student does not drop the course or purchase the required materials, then the instructor may initiate an administrative drop. (Please refer to the section on Administrative Drop for more details.) (*ASCC 2014-2016 Catalog, pg. 37*)

**Textbook Information**

Section 133 of the HEA requires ASCC to disclose textbook information such as course schedules, textbook titles, ISBN numbers, and prices. This information is made available to students and to the Le College bookstore. (*ASCC 2014-2016 Catalog, pg. 37*)

**Procedures:**

- Process for Textbook ordering/orders
- 1 Department chairpersons check available books at the bookstore to ensure the numbers are sufficient to accommodate the need for course sections that will be offered in the upcoming semester.
- 2
  - a) Chairpersons must ensure the copyright for all textbooks are current or at least within a five year period.
  - b) Recommendation to review a new edition with the department for approval prior to submission of textbook orders.
  - c) Chairpersons are recommended to submit all new changes of textbooks to Curriculum for approval and to be reflected on approved Course Approval Forms.
  - d) Chairpersons are also responsible to check all ISBN #'s of each textbook, before submitting to the Office of Academic Affairs
- 3 Department chairpersons obtains a textbook order form from Academic Affairs office
- 4
  - Textbook order forms must be completed by the chairperson/faculty.
  - Textbooks order forms are to be routed for approval signatures and then filed with the Office of Academic Affairs before forwarding it to the Bookstore for processing. (*Referencing; ASCC Department of Finance SOP Le Bookstore Book Orders, SOP #F-033, pg. 105-107*)
  - Each chairperson is recommended to scan or have hard copies of all submitted textbook orders for tracking purposes in department files, for documentation purposes.
- 5
  - All department chairpersons are advised to submit textbook orders at the end of the 5<sup>th</sup> week of instruction,
  - This will allow the Office of Academic Affairs, Le Bookstore, and Department of Finance

ample time to place orders on time prior to beginning of each semester. (*Referencing; ASCC Department of Finance SOP Le Bookstore Book Orders, SOP #F-033, pg. 105-107*)

6 Chairpersons are recommended to check with Bookstore if textbook orders have arrived and the check for prices of each textbook so that it will be noted on courses syllabi, one week prior to the beginning of the semester.

Reference: ASCC Department of Finance SOP for Textbook Orders (pg. 105-107)

1 Manager receives book order forms from Dean of Academics Office. Manager meets with Bookstore buyer and work through the orders

2 The stockroom tech counts the books in the stockroom and the store. He gives report to Bookstore Manager and we determine what to buy back and what to order for the upcoming semester.

3 Once the Bookstore Manager finalizes the report of the buy backs, it will be forward to the Buyer to request for Pro-forma invoices or quotations from each vendor for the order and that is when the Vendor will let us know the form of payment (i.e. PO or Prepayment). This is a 4 week process.

4 The Bookstore Buyer follow up with invoices, once invoices are received, Buyer will then process the Purchase Requisition (PR) for the approval signatures. When the PR is approved, the Buyer will create a PO for each vendor.

5 Upon completion and approval of PO, Buyer will send over PO with invoice attached via email and fax to each vendor for the book orders.

6 If the vendor accepts our PO they will then process the order and let us know when the order will be shipped. The Buyers will keep following up with vendor until orders arrive.

7 If vendor does not accept our PO, the Buyer will request for pre-payment to the General Accounting manager, Accounts Payable and CFO.

8 The Buyer will continue to follow up with vendors on the status of each order

9 Once the order arrives the Procurement office receivers will conduct their count to ensure that the order is complete, the Bookstore Buyer/Receiver will then count the books for verification that order is complete and signs off on the book order(s).

10 The Bookstore stock person puts the order(s) in the stock room

11 Bookstore Buyer will input the order count on Inventory spreadsheet and calculates the selling price.

*The following documents are filed away:*

12 Copy of PO  
Invoices  
The same copies are forwarded to AP specialist.

13 Bookstore Buyer will notify Faculties that their book orders have arrived and are in the bookstore.

**TEXTBOOK ORDER TEMPLATE**  
**ASCC TEXTBOOK REQUEST FORM**

Date \_\_\_\_\_

<b>DUE DATE</b>	Fall Semester	May
	Spring Semester	October
	Summer Session	March

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ASCC INSTRUCTIONAL DEPARTMENT	DEPARTMENT CHAIRPERSON
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COURSE ALPHA/COURSE NUMER	COURSE TITLE/DESCRIPTION
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NAME OF INSTRUCTOR	CONTACT PHONE NUMER / EMAIL ADDRESS
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TITLE OF TEXTBOOK	AUTHOR	ISBN NUMBER
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PUBLISHER / PUBLISHING COMPANY	EDITION	COPYRIGHT
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NUMBER OF STUDENTS PER SECTION	NUMBER OF SECTIONS	TOTAL TEXTBOOKS
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**SIGNATURES**

\_\_\_\_\_  
Department Chairperson/Date

\_\_\_\_\_  
Dean/Date

\_\_\_\_\_  
Vice President/Date  
Academic/Student Affairs

Description:

SOP #	016-AA	Responsibility:	Department Chairperson, faculty, and Academic Affairs Divisions
Title:	PROPOSAL OF EVENTS/ACTIVITIES	Policy:	#5325
Scope:		Review Date:	09-12-2014

If you are department or organization are planning an event you must fill out the Proposal of Events/Activity. You will be asked a number of questions about your event in the form. If you are more specific in the details you relate about your event, it will significantly reduce the amount of time required to review your proposal since the Academic Affairs Office may not need to follow up with you for more details. The information submitted will be used by the reviewer(s) to understand the nature and structure of your event. Any information about content (names of speakers, topics to be covered, names of films being screened, types of games, etc.) and logistics (agendas, organizing structures, registration locations, etc.) will speed the process up.

Procedures:

- 1 Proposal of events form can be picked up from the Academic Affairs Office. There will be an online version on the ASCC website.
- 2 Fill out the necessary form and answer all the questions that pertain to the event that you are planning.
- 3 The initiator will sign the proposal and submit 2 weeks prior to the event. No last minute proposals will be accepted. (*discretion of the Dean of Academic Affairs, with justification and rationale of why the proposal has been submitted late*).
- 4 Submit completed form to the Division of Academic Affairs.
- 5 Proposal will be routed to the **Dean of Academic Affairs, Dean of Student Services** and the **Vice President of Academic and Student Affairs** for approval or not approved.
- 6 Initiator will be notified by the Academic Affairs Staff if proposal has been approved or not.
- 7 If not approved, follow up with the Dean or VP for further instruction.
- 8 If approved, initiator needs to complete a Facility Request form (if applicable to the event) for further approval of the VP of Administrative Services.
- 9 If students are going off campus, the initiator needs to follow up with the Academic Affairs Office and request a Student Waiver and or Field Excursion Form to complete.

**PROPOSAL OF EVENTS FORM**

**American Samoa Community College (ASCC)**

All events planned at ASCC must be submitted using this proposal form. **Please complete at least TWO weeks prior to an event.** *Events are considered on a first come, first serve basis so submitting requests earlier in the year will increase your chances of approval.* Return all completed forms to the Academic Affairs Office.

*For all events, once approved by the Dean of Academic Affairs, all copies of the forms will be sent to the appropriate ASCC faculty and Staff, or others.*

<b>Department/Organization</b>	
<b>Event Title</b>	
<b>Event Dates</b>	
<b>Event Times</b>	
<b>Estimated # Attendance</b>	
<b>Estimated # of ASCC Students</b>	

<b>Contact Information</b>	
Name	
Address	
Telephone	
Email	
<b>Optional Second Contact Information</b>	
Name	
Address	
Telephone	
Email	

On a separate sheet of paper, provide typewritten responses to the following questions. For each question, please limit your response to 250 words, double spaced and 12-point font.

- 1) **Describe your event: *Please be brief but detailed.***
- 2) **Student Learning Outcomes** (*Identify ILO, DLO, PLO, and/or CLO alignment to the event; which SLO is aligned to the event/activity that you are proposing?*)
- 3) **Assessment of SLO's:** (*Identify the assessment instrument that you are using to assess the proposed event*)
- 4) Is this event/activity in the Course Syllabus?
- 5) Is this event/activity in your Department/Division Academic Calendar?
- 6) **Other guided questions:**
  - a. *Will you be receiving funding for this event?*
  - b. *Is this a ticketed event?*
  - c. *If yes, what are your proposed prices*
  - d. *Is this event a fundraiser benefit?*

**Supplemental Materials**

All submissions of information that would help us understand your event/activities, including this form must be submitted **two weeks prior to the event** or at the beginning of the semester to the Academic Affairs Office.

**VERY IMPORTANT NOTE:** All off campus or on campus after hour events should follow the proper protocol in completing the **ASCC Field Excursion Form and the Student Waiver Form.** Templates and forms are provided by the Academic Affairs office.

*Governance Manual (GM #3107 Health and Safety, GM# 6220 Campus Safety...)*

**BUDGET SUMMARY (IF APPLICABLE)**

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Please fill in this summary after completing the budget and marketing narratives.

Description	Total amount required	Amount requested from other sources
NA		
Other		
<b>Subtotal</b>		
<b>Total</b>		

\* A written cost estimate from the department/organization is required when charges are involved regardless of whether you are requesting funding for these charges or not.

\*\* If this is a ticketed event, then you must meet with the staff Advisor in order to complete this section.

**MARKETING NARRATIVE (IF APPLICABLE)**

	Priority	Total amount required	Amount requested from other sources
Print Ads			
Radio/TV			
Direct Mail			
Flyers/Posters			
Other			
<b>Total</b>			

**Radio/TV (if applicable)**

Description	Time period	Total costs	Amount billed to other	Amount billed to Committee
<b>Total radio costs</b>				

**Posters, Fliers & Postcards (if applicable)**

Description	Total Costs	Amount Billed to Other	Amount Billed to Committee
All flyers will be handled by the society.			
<b>Total posters, fliers &amp; programs costs</b>			

**Other (i.e. e-mails, sponsorships, website, giveaways)**

Description	Total Costs	Amount Billed to Other	Amount Billed to Committee
<b>Total other costs</b>			

**OTHER**

If Necessary, briefly describe all items listed as "other" in your budget.

Description	Qty	Cost	Total
<b>Total other costs</b>			

**FOR ACADEMIC AFFAIRS OFFICE USE ONLY**

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Date proposal submitted: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Initiator:  
\_\_\_\_\_

\_\_\_\_\_  
President *(if applicable)* Date \_\_\_\_\_

Approved  Not Approved

\_\_\_\_\_  
Vice President of Academic & Student Affairs Date \_\_\_\_\_

Approved  Not Approved

\_\_\_\_\_  
Dean of Academic Affairs: Date \_\_\_\_\_

Approved  Not Approved

\_\_\_\_\_  
Dean of Student Services *(if applicable)* Date \_\_\_\_\_

Approved  Not Approved

**Reason for decline:**

**Notes:**

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**VERY IMPORTANT NOTE:** All off campus or on campus after hour events should follow the proper protocol in completing the **ASCC Field Excursion Form and the Student Waiver Form**. Templates and forms are provided by the Academic Affairs office.

*Governance Manual (GM #3107 Health and Safety, GM# 6220 Campus Safety...)*

SOP #	031-AA	Responsibility:	Faculty, Department Chairpersons, Directors, Registrar's Office, and DOAA Staff & Admin
Title:	ADD AND DROP PROCESS	Policy:	#5308, ASCC Catalog
Scope:	Academic Affairs Division and Records' office.	Review Date:	

Description:

All faculty must serve as Advisors to student in providing guidance and advice for students to succeed with their Education Plan. The ADD and DROP period is noted in the catalog for Advisors and Students to follow when scheduling courses.

Procedures:      ADD and DROP Process

1. Student who wishes to add or drop a course must pick up an add/drop form from the Records Office.
2. The student must see Advisor for approval of Add/Drop course. It is the responsibility of the student to provide transcripts, Advising Sheets, and/or Student Evaluation form for the Advisor as justification of the needed change of schedule.
3. Student and Advisor must comply with allowable credits as noted in the catalog. Students who have exceeded the maximum allowable credits must get approval from the Dean of Academic Affairs.
4. All completed ADD/DROP forms must be submitted to the Records during the Registration Period and last day of ADD and Drop (2nd day of 1st week of Instruction.)

CAPP SESSION (6 weeks)

1. Student who wishes to add or drop a course must pick up an add/drop form from the Records Office.
2. The student must see Advisor for approval of Add/Drop course. It is the responsibility of the student to provide transcripts, Advising Sheets, and/or Student Evaluation form for the Advisor as justification of the needed change of schedule.
3. Student and Advisor must comply with allowable credits as noted in the catalog. Students who have exceeded the maximum allowable credits must get approval from the Dean of Academic Affairs.
4. All completed ADD/DROP forms must be submitted to the Records during the Registration Period and last day of ADD and Drop period. (2nd day of 1st week of Instruction.)

TED SESSION (10 weeks)

1. A Student who wishes to add or drop a course must pick up an add/drop form from the Records Office.
2. The student must see Advisor for approval of Add/Drop course. It is the responsibility of the student to provide transcripts, Advising Sheets, and/or Student Evaluation form for the Advisor as justification of the needed change of schedule.
3. Student and Advisor must comply with allowable credits as noted in the catalog. Students who have exceeded the maximum allowable credits must get approval from the Dean of Academic Affairs.
4. All completed ADD/DROP forms must be submitted to the Records during the Registration Period and last day of ADD and Drop period. (2nd day of 1st week of Instruction.)

SOP #	038-AA	Responsibility:	Department Chairpersons/Respective Directors, Dean of Academic Affairs, and VP Academic & Student Affairs
Title:	PROPOSAL OF NEW FACULTY POSITION	Policy:	# 4602.4, 4008
Scope:	Chairpersons, Directors, and Dean of Academic Affairs	Review Date:	March 2017

Description:

Proposal of new faculty position is initiated by the department with data to support the need of the proposed position.

Procedures

1. The Department Chairperson submits proposal of new faculty to the Dean for approval. The following items are required to be submitted with proposal for the Dean's review and recommendation:
  - Program Review Assessment Data identifying the need for the position
  - Course offering schedules indicating the need of an instructor
  - Current Fiscal Year Budget
2. The Dean of Academic Affairs submits recommendation for an opening to VP of Academics and Services with a plan on funding source.
3. Upon approval of VP the request is forwarded to the President for final approval.
4. Once the President approves the proposal, the position is allocated in the new Fiscal Year Budget.

SOP #	041-AA	Responsibility:	Dean of Academics Affairs, Associate Dean of Academic Affairs, VP Academic & Student Affairs, Special Assistant to the Dean of Academic Affairs
Title:	PROPOSAL OF ADJUNCT FACULTY	Policy:	#4006, 4006.1,4006.2,4006.3,4006.4, 4008
Scope:	Academic Departments and Academic Affairs	Review Date:	March 2017

Description:  
Adjunct faculty hiring process is based on a need of the department.

Procedures

- 1 Chairperson recommends adjunct faculty based on the need of the program.
- 2 Prior to approval by the Dean and VP of Academic Affairs, the recommended adjunct must complete the following:
  - Complete the ASCC Application and submit to HR
  - Must hold a Master Degree from a US accredited institution for all Content disciplines except Career Technical programs such as Nursing, Trades, etc. (provide licenses or national credentials in lieu of degrees)
  - Submit copies of Degrees and official transcripts
- 3 Once approved, the chairperson works closely with the adjunct on necessary documents to be submitted such as course syllabus, SLO assessment, grades, Exit forms, deadlines etc..
- 4 The adjunct faculty will be evaluated upon completion of the course using the faculty performance evaluation instrument.
- 5 All adjunct faculties must submit the completed Exit Form prior to exiting from the college. Compensation would not be released until completion of Exit form.

SOP #	042-AA	Responsibility:	Dean of Academic Affairs, Academic Directors (TED, TTD, and C & A), VP Academic & Student Affairs, Special Assistant to the Dean of Academic Affairs
Title:	FACULTY REPORTING OF ABSENCES	Policy:	#4504.6, 4400, 5115, 5119
Scope:	Academic Departments and Academic Affairs	Review Date:	Dec 2016

Description:

All faculties must report to their immediate supervisor when unable to come to work during Instructional Period.

- Procedures
- 1 All faculty must follow proper reporting protocol when unable to attend work.
  - 1 The faculty must inform the Chairperson and/or Academic Affairs office when unable to report to work.
  - 2 The Chairperson would then have to either arrange for other faculty to substitute or cancel the course for that day if no one is available to teach the class. All actions must be submitted to the office of Academic Affairs to account for contact hours.
  - 3 Faculty who have been absent must make up contact hours for students by:
    - Arrange other faculty to substitute
    - Meet outside the scheduled time of the course
  - 4 All faculty must have course syllabi, instructional materials, assignments, etc available for the substitute instructor to use
  - 5 All plans of actions must be submitted and documented by Department and Academic Affairs for accountability purposes.

SOP #	044-AA	Responsibility:	Department Chairperson, faculty,
Title:	TRACKING PROGRAM STUDENTS	Policy:	#5106, ASCC Student Handbook 2009-2010, pg. 25
Scope:	Academic Dean, Directors, Department Chairperson, and faculty	Review Date:	March 2014/Spring Semester Revised June 26, 2016

Description:

Academic Advising is an opportunity to exchange information designed to help students reach their educational and career goals. Advising is a shared responsibility between the advisor and the student.

Reference:

[https://www.google.com/search?q=defien+academic+advising&rlz=1C1SNNT\\_enUS425US425&oq=defien+academic+advising&aqs=chrome..69i57j0l5.4173j0j4&sourceid=chrome&espv=210&es\\_sm=122&ie=UTF-8](https://www.google.com/search?q=defien+academic+advising&rlz=1C1SNNT_enUS425US425&oq=defien+academic+advising&aqs=chrome..69i57j0l5.4173j0j4&sourceid=chrome&espv=210&es_sm=122&ie=UTF-8)

Procedures:

1. Department Chairpersons are issued with class rosters at the beginning of each semester, before disseminating class rosters to the faculty, the chairperson identifies which student are in their academic degree program.

ID	Student Name	Spec Need	Credits/CE U	Academic Level Taken	Class	Academic Program	Admit Stat	Ant Cmpl Date	Rpt Crs	P/A	Acad Cr Stat	Add/Drop/Withdraw Date	Drop Gr
0015984	John Doe		3.00 cr	UG	FR	NONDEGREE	EARLY				Add	6/11/13	
0015942	Jane Doe		3.00 cr	UG	FR	ELE.CERT	NEW	2/15			Add	6/10/13	
0015948	Rex Doe		3.00 cr	UG	FR	NETCOMP.CERT	NEW	11/15			New	6/7/13	
0014495	Mary Doe		3.00 cr	UG	FR	LIBART.AA	NEW	10/15			New	6/10/13	

2. Once the student(s) has been identified, the chairperson/faculty schedules a meeting with the student.
3. The Department Chairperson and/or faculty assist the student with their Individual Education Plan by using an Academic Advising sheet.
4. Chairperson/faculty creates a matrix of what courses that the student needs to take in the following semester.
5. The chairperson/faculty creates the semester schedule according to the need of the student(s). *For example see matrix below.*

SOP #	050-AA	Responsibility:	Department Chairperson, Special Admin to the Dean
Title:	TIMESHEETS	Policy:	#4400.3
Scope:	Special Admin to the Dean of Academic Affairs	Review Date:	March 2017

Description:

Procedures:

1. The Special Assistant to the Dean of Academic Affairs is the time keeper of thirteen instructional offices and departments: (1) Academic Affairs Office; (2) Business; (3) Criminal Justice; (4) English CAPP; (5) Fine Arts; (6) Health and Human Services; (7) Language and Literature; (8) Mathematics; (9) Nursing; (10) Physical Education; (11) Science; (12) Social Science; and (13) Area Health Education Office.
2. Standard time sheet forms are prepared and forwarded two days before the deadline via email to the Department Chairpersons for review and adjustments. The time keeper is notified of updates or additional forms (leave forms). This step is very important as to provide accurate and up-to-date record keeping of faculty time. Questions and concerns are resolved at this level regarding time keeping and leave.
3. The assistant also prepares one hard copy to accommodate chairpersons and is delivered personally to the department chairs to alleviate problems that may arise.
4. The assistant completes the signature of approval routing process. Scans one complete copy of the time sheets and supporting documents for files and forwards original to Human Resources Office before the standard deadline.

SOP #	051-AA	Responsibility:	Faculty, Chairpersons, Academic Affairs
Title:	FACULTY FACILITY REQUESTS	Policy:	# 6100
Scope:	faculty	Review Date:	March 2017

Descriptions:

Faculty are responsible to put in a request if there is a need to use a classroom, gymnasium, lecture hall, and not limited to... after hours or during work hours.

Procedures:

1. Chairpersons/Faculty may acquire a copy of the ASCC Facility Request from Academic Affairs Office.
2. Please complete the form, apply your signature as the Originator, and date the form.
3. Submit the form to Academic Affairs Office.
4. Special Assistant to the Dean of Academic Affairs Office will acquire the Dean's signature of approval and then forward the form to the Office of the Vice President of Administration and Finance or the President.
5. The assistant will notify Chairpersons/Faculty regarding the status of the request.

NOTE: All requests for ASCC Lecture Hall:

- A. First consult the Secretary of the ASCC President for availability.
- B. Complete the form.
- C. Route the form to the Academic Affairs Office

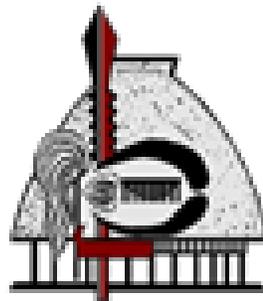
SOP #	045-AA	Responsibility:	Dean of Academics Affairs, Associate Dean of Academic Affairs, VP Academic & Student Affairs, Special Assistant to the Dean of Academic Affairs
Title:	SICK LEAVE REQUEST for FACULTY	Policy:	#4501, 5115, 5119
Scope:	Academic Departments and Academic Affairs	Review Date:	Dec 2016, March 2017

Description:

Faculty requesting sick leave will adhere to the following.

Procedures:

1. Chairpersons and Faculty members are required to report their intent of taking leave to their immediate supervisors [Chairpersons to the Dean of Academic Affairs and Faculty to their respective chairperson]. NOTE: Academic Affairs Office is usually opened at 06:30 a.m. on each working day. Contact the Special Assistant to the Dean of Academic Affairs at 699-9155 extension 350 or email:
2. The assistant will notify the department or office to inform whoever is present of the call. Furthermore, the assistant will post onto the classrooms assignments for the students of the instructors and copy the department or office and the Academic Affairs Office. NOTE: As the assistant is also the timekeeper for the Academic Affairs Office – leave taken will be applied to the instructor’s time sheet accordingly.
3. Chairperson/Faculty will complete a Leave Request Authorization form that may be obtained from either Human Resources or Academic Affairs Office.
4. There are three types of leave available for Chairperson/Faculty: (a) Sick Leave; (b) Faculty Release; and, (c) Leave Without Pay (LWOP).
  - 3.a. Sick Leave – Leave taken for medical, dental, or surgical transactions.
  - 3.b. Faculty Release – Leave taken for emergencies personal or family
  - 3.c. Leave Without Pay -- Disregard of notifying ASCC of absence or completion of leave.
5. For leave of serious and lengthy (over one week) medical or personal, Chairpersons/Faculty are strongly encouraged to consult their immediate supervisor, Dean of Academic Affairs, and the Human Resources Office. Such cases will require documentation (medical documents/appointments, round trip air lines tickets, legal or court citations, etc.) If such an incident should occur during instruction, Chairpersons/Faculty are to ensure that students are not left behind and that contact hours are not loss due to leave of absence.
6. As Chairpersons/Faculty are mandated to participate in commencement exercises. Those Chairpersons/Faculty that have no alternative but to go on leave, must consult the Dean of Academic Affairs two or more weeks prior to the date of the commencement exercise program with proper documentation.



**"Saili le Atamoa"**

**Since 1978**

## **AMERICAN SAMOA COMMUNITY COLLEGE**

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