April 1, 2021

TO: Dr. Rosevonne Makaiwi-Pato
           President

VIA: Mrs. Letupu Tauanu'u-Moananu
           Vice President, Academic, Community and Student Affairs

FROM: Dr. Emilia S. Le'i
           Dean, Student Affairs

           Dr. Siamaua Eliapo-Ropeti
           Dean, Academic Affairs

SUBJECT: **ASCC Placement Test Advisory Committee**

This memo is to request for your official approval of the ASCC Placement Test Advisory Committee members.

Name	Department/Division
Dean of Student Services	DOSS
Dean of Academic Affairs	DOAA
Registrar – Records Officer	DOSS
Counseling	DOSS
CAPP	Chairperson - DOAA
Math Department	Chairperson - DOAA
Admission Outreach Counselor	DOSS
Admissions Officer	DOSS

Thank you

Mrs. Letupu T. Moananu	Dr. Rosevonne Makaiwi-Pato	Mr. Sonny J. Leomiti
Vice President	President	Vice President
Academic, Community and		Administration and Finance
Student Affairs		

Operational Group	Purpose	Outcome	Members
Placement Test Advisory Committee	• To review and approve placement instrument, policies, procedures and practices; • Set timeline of periodic evaluations of instrument to ensure continued consistency and effectiveness; • To provide recommendation on functions, implementation, monitoring and evaluation; • Review of data and reports that correlate placement instrument(s) with success rates in courses;	• Compliance with Accreditation; • Alignment to Standards; • Academic Assessment processes; • Student Learning Outcomes; • Data collection and reporting; • Mission Effectiveness;	• Dean of Student Services • Dean of Academic Affairs • Registrar • Program Director of Counseling Services **Chairpersons:** • Language & Literature • CAPP • Math • Admission Officer • Admission Recruiter