



**AMERICAN SAMOA COMMUNITY COLLEGE**

**Office of Institutional Effectiveness**

**"Public Information Release Form"**

All ASCC public information releases must first be approved by your Dean or Director. For any document requiring a payment, a Purchase Request form must be processed using Business Office procedures. (Solicitation letters and personal invitations to College events are not included in this process.)

The Division Dean/Director from which the public information document originates is responsible for:

- 1) Informing staff of the policies and guidelines for public information dissemination. *(President's 6 Oct 02 memo)*
- 2) Ensuring the factual correctness of the information.
- 3) Assigning an individual in his or her division to check the correctness of spelling, punctuation, grammar and appropriateness of language usage.
- 4) Taking steps to ensure the correctness and appropriateness of Samoan language translations.
- 5) Allowing at least two weeks for review of documents of substantial length. These include the College Catalog, Student Handbooks or policy manuals.
- 6) Informing internal stakeholders and the President of interviews with KVZK before they take place.

Briefly describe the release: \_\_\_\_\_

To advertise TTD Adjunct Instructor(s) positions locally via KVZK-TV and Samoa News (newspaper).

**Signature Protocol:**

Author/Originator(s) [Signature] date 10/22/20

Dean or Director [Signature] date 10/22/20

Director of SSI N/A date N/A  
(When Applicable)

OK Director of IE [Signature] date 10.23.20

VP of AA or AS [Signature] date 10/23/20

President [Signature] date [Signature]



AMERICAN SAMOA  
COMMUNITY COLLEGE

# Website Change Request Form

Date: 10/22/20

Reason for Change:

Proposed Changes: Job Posting for website

Webpages Changed:

### Brief Description of Content Types to be included with Change:

Text \_\_\_\_\_

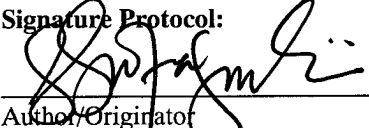
Image \_\_\_\_\_

PDF To advertise TTD Adjunct Instructors positions.

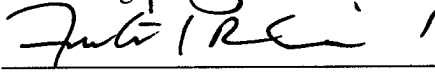
Other (Specify): \_\_\_\_\_

\*Please attach all content for Website Changes. Email [support@amsamoa.edu](mailto:support@amsamoa.edu) with a copy of the processed form and all additional content as indicated above.

Signature Protocol:

  
\_\_\_\_\_  
Author/Originator

10/22/20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Officer, Dean, or Director

10/22/20  
\_\_\_\_\_  
Date

N/A  
\_\_\_\_\_  
Director of SSI (When Applicable)


N/A  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director, Institutional Effectiveness

10-23-20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Information Officer

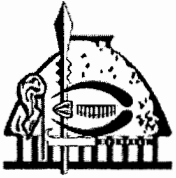
10/23/20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Vice President, of AA or AS

10/23/20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
ASCC President

10/20/20  
\_\_\_\_\_  
Date



# AMERICAN SAMOA COMMUNITY COLLEGE

## Office of Institutional Effectiveness

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- 5) Allowing at least two weeks for review of documents of substantial length. These include the College Catalog, Student Handbooks or policy manuals.
- 6) Informing internal stakeholders and the President of interviews with KVZK before they take place.

Briefly describe the release: \_\_\_\_\_

To re-advertise AAU positions: ① Physical Ed Instructor and ② Business/Accounting Instructor locally via Samoa News, KVZK-TV, ASCC website.

#### Signature Protocol:

Author/Originator(s) [Signature] date 10/28/20

Dean or Director [Signature] date 10-28-20

Director of SSI N/A date N/A  
(When Applicable)

Director of IE [Signature] date 10-28-20

VP of AA or AS [Signature] date 10/28/20

President [Signature] date 10/28/20

#### AMERICAN SAMOA COMMUNITY COLLEGE

P.O. Box 2609, Pago Pago, American Samoa 96799  
(684) 699-9155 • (684) 699-2062 (fax)



AMERICAN SAMOA  
COMMUNITY COLLEGE

# Website Change Request Form

Date: 10/28/20

Reason for Change:

Proposed Changes:

Webpages Changed: To re-advertise AAU positions: ① Physical Ed. Instructor  
② Business/Accounting Instructor

Brief Description of Content Types to be included with Change:

Text \_\_\_\_\_

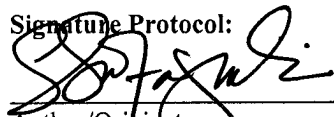
Image \_\_\_\_\_

PDF \_\_\_\_\_

Other (Specify): \_\_\_\_\_

\*Please attach all content for Website Changes. Email [support@amsamoa.edu](mailto:support@amsamoa.edu) with a copy of the processed form and all additional content as indicated above.

Signature Protocol:

  
\_\_\_\_\_  
Author/Originator

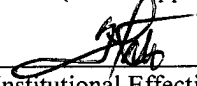
10/28/20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Officer, Dean, or Director

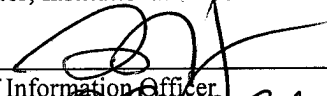
10-28-20  
\_\_\_\_\_  
Date

N/A  
\_\_\_\_\_  
Director of SSI (When Applicable)

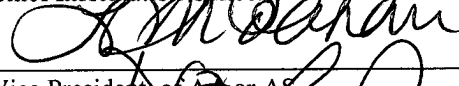
N/A  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director, Institutional Effectiveness

10-28-20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Information Officer

10/28/20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Vice President, of AA or AS

10/28/20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
ASCC President

10/28/20  
\_\_\_\_\_  
Date