



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) _____

date 10/22/20

Dean or Director John R. R. I.

date 10/22/20

Director of SSI N/A

date N/A

Director of IE _____

date 10.23.20

VP of AA or AS _____

date 10/23/20

President _____

date 10/20/20

OK

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: 10/22/20

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 with a copy of the processed form and all additional content as indicated above.

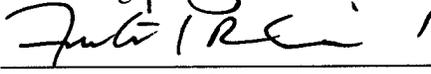
Signature Protocol:



Author/Originator

10/22/20

Date



Officer, Dean, or Director

10/22/20

Date

N/A

Director of SSI (When Applicable)

N/A

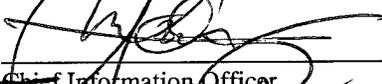
Date



Director, Institutional Effectiveness

10-23-20

Date



Chief Information Officer

10/23/20

Date



Vice President, of AA or AS

10/23/20

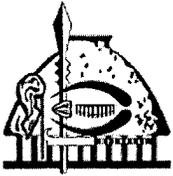
Date



ASCC President

10/24/20

Date



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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)		date	10/28/20
Dean or Director		date	10-28-20
Director of SSI <small>(When Applicable)</small>	N/A	date	N/A
Director of IE		date	10-28-20
VP of AA or AS		date	10/28/20
President		date	10/28/20



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 _____

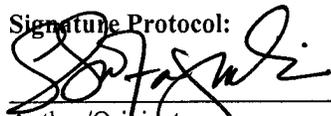
Image _____

PDF _____

Other (Specify): _____

*Please attach all content for Website Changes. Email support@amsamoa.edu with a copy of the processed form and all additional content as indicated above.

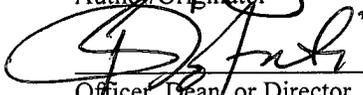
Signature Protocol:



Author/Originator

10/28/20

Date



Officer, Dean, or Director

10-28-20

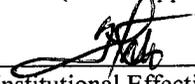
Date

N/A

Director of SSI (When Applicable)

N/A

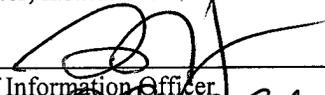
Date



Director, Institutional Effectiveness

10-28-20

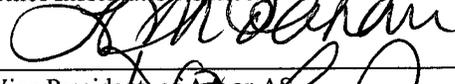
Date



Chief Information Officer

10/28/20

Date



Vice President, of AA or AS

10/28/20

Date



ASCC President

10/28/20

Date