



AMERICAN SAMOA COMMUNITY COLLEGE
Division of Academic, Community, and Student Services
Academic Affairs Division

MEMORANDUM

August 25, 2021

ASCC DIVISION OF ACADEMIC AFFAIRS MEMORANDUM NO. 0949-08-25-2021

TO ASCC General Faculty
ASCC Staff

VIA Mrs. Letupu Tauanuu-Moananu, Vice President,
Division of Academics, Community & Natural Resources

FROM Dr. Siamaua Eliapo Ropeti, Dean of Academic Affairs,
Office of Academic Affairs

SUBJECT Important Updates for Fall Semester 2021

Good Morning and Talofa from the Division of Academic Affairs!

I wish to commend and thank each and everyone of you in your great assistance with the start up of Fall Semester 2021 – Placement Testing, New Student Orientation, Student Registration and Advising – the whole 10 yards. Malo tau, malo finau, malo le onosa'i ona o lo tatou fanau!

You will find attached herewith the ASCC Academic Fall Semester 2021 Calendar of instructional updates, meetings, and reminders to assist you with your instructional responsibilities and activities. Do not hesitate to contact Office of Academic Affairs, should you have any questions and/or recommendations.

ASCC Departmental Chairpersons please remind your instructors of the following requests:

1. Submission of Fall Semester Syllabus deadline – No later than 04:00 p.m., Friday, August 27, 2021.

Mrs. Letupu Tauanuu-Moananu
Vice President
Academics, Community, &
Student Services Division

Dr. Rosevonne Makaiwi-Pato
ASCC President

Mr. Sonny Joseph Leomiti
Vice President
Administration and Finance
Division

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2. With your submission of the above syllabus, please include the current schedule of Office/Class Hours for each of your faculty members (with proper contact information: cell phone/email address).

One copy of your Faculty Office/Class Hours must be posted where students seeking faculty assistance will have no problems in locating you.

3. I am requesting the submission of your academic department monthly meetings' minutes no later than the 7th of each month – commencing September 2021 (refer to your calendar).

Thank you for including department meetings, events, and activities conducted.

Do not hesitate to contact Office of Academic Affairs for assistance – 699-2722 extension 1202 or 1203.

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Attachments

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