

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 desci	ibe the releas	e: To advertise	"Grant	Accountant "	position
via lo	cal free	media. (KVZK	-TV, ASC	c Website	>

Signature Protocol:	, <i>,</i>
Author/Originator(s)	date 2/24/2020
Dean or Director	date of affair
Director of SSI N/A	date
Director of IE	date 2.21.70
VP of AA or AS	date 225 24
President	date 2/26/2020

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

IE: PIRF 001- Revised October 14, 2014



Website Change Request Form

Date: 2/24/2020

Brief Description of Content Types to be included with Change: Text	Reason for Change: Proposed Changes: To advertise "Gra Webpages Changed: on ASCO	nt Accountant" c Website.
PDF		be included with Change:
Other (Specify):	Image	
*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 Officer, Dean, or Director Director of SSI (When Applicable) Director, Lastitutional Effectiveness Chief Information Officer Vice President, on A or AS Author/Originator Director, Lastitutional A or AS Author/Originator Date	PDF	
form and all additional content as indicated above. Signature Protocol: Author/Originator Author/Originator $Author/Originator Officer, Dean, or Director DateN/ADirector of SSI (When Applicable)Director, Lastitutional Effectiveness$ Date Chler Information Officer Date $2 \cdot 25 \cdot 20$ Vice President on AA or AS Author/Originator $Date2 \cdot 25 \cdot 20Date 2/25/20Date 2/25/20$	Other (Specify):	
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Officer, Dean, or Director N/A Director of SSI (When Applicable) Director, Lastitutional Effectiveness Director, Lastitutional Effectiveness Chief Information Officer Vice President, on AA or AS Add A or AS Date	Signature Protocol:	2/24/2000
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Director, Institutional Effectiveness Director, Institutional Effectiveness Chief Information Officer Vice President, of AA or AS Date 2.25.20 Date Date 2.25.20 Date 2.25.20 Date 2.25.20 Date 2.25.20	Officer, Dean, or Director	Date
Vice President, of AA or AS 2/210/2020	Director of SSI (When Applicable)	
Vice President, of AA or AS 2/210/2020		2.25.20
Vice President, of AA or AS 2/210/2020	Director, Institutional Effectiveness	Date
Vice President, on A dr AS ASCC President Date Date 2/25/20 Date 2/25/20 2/210/070	Chief Information Officer	2.000
ASCC President Date	Vice President, of AA or AS	Date 2/25/20 2/21/2000
	ASCC President	Date Date

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