



## 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 ACN~~Re~~ "Agriculture Extension Agent III" position locally via In-House Employment Opportunity

#### Signature Protocol:

Author/Originator(s) \_\_\_\_\_

date 12/8/20

Dean or Director \_\_\_\_\_

date 12/16

Director of SSI  
(When Applicable) \_\_\_\_\_

date N/A

Director of IE \_\_\_\_\_

date 12.17.20

VP of AA or AS \_\_\_\_\_

date 12/18/20

President \_\_\_\_\_

date 12/19/2020

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: 12/8/2020

Reason for Change:

Proposed Changes:

Webpages Changed: To advertise AENR job posting on website (5) days.

Brief Description of Content Types to be included with Change:

Text

Image

PDF Agriculture Ext. Agent III via In-House Employment Opportunity

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

Date

Officer, Dean, or Director

Date

Director of SSI (When Applicable)

Date

Director, Institutional Effectiveness

Date

Chief Information Officer

Date

Vice President, of AA or AS

Date

ASCC President

Date

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