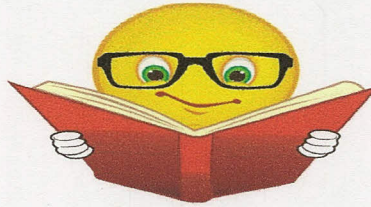


American Samoa Community College
Office of Academic Affairs

"Le Scoop Newsletter"



Week of February 8th 2010
Issue: 003

*Talofa from Le Scoop and Welcome to another
Interesting Week at ASCC . . .*

CURRICULUM COMMITTEE MEETINGS - The Curriculum Committee (CC) is currently meeting to develop the catalog for 2010-12. Submissions on department program/course changes are being reviewed and discussed. Attached are the revised schedule of department presentations and the meeting minutes from the first CC meeting.

ORGANIZATIONAL CHART - Attached is the current and approved ASCC Organizational Chart. Each unit should have a unit/divisional organizational chart. The Academic Affairs Divisional Organization Chart is in the process and is forthcoming.

CONSTITUTIONAL CONVENTION - The Governor's Constitutional Convention Committee has asked ASCC to participate in the youth representation for the upcoming Forum in June. Our representative from ASCC is Mr. Elvis Zodiacal from the Social Science Department. He is working together with the Constitutional Convention committee in preparation for the ASCC youth forum to occur on March 11th at 12:30 - 2:00 in the Lecture Hall.

CLOSING THE LOOP - This is referring to all the academic assessment data collected on Student Learning Outcomes (SLOs) for the last 3 years. The return of the Level II Assessment Team Director, Mrs. Rosevonne Pato shared the comments and responses from other institutions and conference mentors about how impressed the conference members were on the progress ASCC has made with assessment of SLO's. Mrs. Pato commented at the Curriculum Committee meeting it has been recommended that we now look at the data and close the loop through department and program recommendations for improvements at the course and program levels. *"Job Well Done in Representing ASCC to Mrs. Rosevonne Pato, Dr. Faofua Fa'atoafe, Mr. Sonny Leomiti, Mr. Teleai Christian Ausage, Mr. Sal Poloai, and Mrs. Letupu Moanau."*

REMINDERS:

- 1) **MEETINGS:** Next week (February 15th - 19th) meetings are schedule for the Core Assessment Committee on and the General Assessment on Please contact Mr. Sonny Leomiti if you cannot attend.
- 2) **CALLING IN SICK** - Beside contacting your Department Chairperson please make sure the Academic Affair Office Administrative Assistant Ms. Cherie Ripley has been informed about the reason for your absent and what assignment your students should work to be posted. Campus Security contact number before 8:00am and after 4:00pm is 699-6299.

SERVICE RECOGNITION - The Academic Affairs Division would like to congratulate the following instructors and staff for their years of service to education. For 20 years of service Mr. Ed Imo (Chairperson, Physical Education Department), for 30 years of service Ms. Lele Ahmu (Chairperson, Nursing Department), Mrs. Elizabeth Leuma (Director, Upward Bound), Dr. Repeka Alaimoana-Nuusa Director, Student Support Services), and Mr. James Sutherland, (Admissions Officer, ARO). **"THANK YOU AND GOD'S BLESSING FOR THE YEARS OF SERVICE AND DEDICATION TO EDUCATION"**

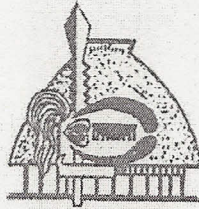
HAITI RELIEF EFFORTS - Fa'afetai tele - much gratitude for those who donated to the Haiti Relief efforts coordinated by the Service Learning (SL) Program. If you didn't get around to making your monetary donation you can contact Mrs. Elisapeta Fa'alafi-Jones (SL Coordinator) Ext.371.

H1N1 - The Swine Flu Vaccination for ASCC is schedule for Thursday, February 11th in front of the college from 11:00am - 3:00am.
"BE SAFE AND GET VACCINATED"

WELCOME ABOARD - "Le Scoop" would like to welcome to the Academic Affairs Division Mr. Scott Anesi, Coordinator for AHEC (Areas in Health Education Center), and Mr. Victor Ualesi (Science Dept. Lab. Assistant and LSAMP tutorial coordinator in Math and Science)

BIRTHDAY WISHES - Many happy thoughts going out to our February Birthdays - Congratulations to Vice President Dr. Kathleen Kolhoff, Mr. Dennis Lutu Fuimaono (Criminal Justice), Mrs. Florangel Calcumpang (ELI), Mr. Elvis Zodiacal (Social Science), Mr. Emau Tofilau (Upward Bound), Mrs. Gloria Mane-I'aulualo (Upward Bound), Mr. Judy Maulupe (Library Services), and Mr. Jason Hollister (GEAR-UP). **GOD'S BLESSING ON YOUR SPECIAL DAY. . .**

*"Le Scoop Would Like to Wish You a Happy
Valentine's Day and President's Day"*



AMERICAN SAMOA
COMMUNITY COLLEGE

ACADEMIC AFFAIRS DIVISION
Office of the Dean of Academic Affairs

GENERAL CURRICULUM COMMITTEE MEETING

January 26, 2010 - 12:35 p.m. - 01:55 p.m.

ASCC Lecture Hall

ADMINISTRATORS

Dr. Seth Galea'i, President, 370
Dr. Kathleen Kolhoff-Belle, Vice President, 414
Mr. Mikaele Etuale, Vice President, 699-6623

Dr. Irene Helsham, Dean, 320
Mr. William Emmsley, Dean, 452
Dr. Emilia Lei, Dean, 430
Mrs. Rosevonne Pato, Director, 699-7834

ACADEMIC CHAIRS

Mr. Tavita Elisara, ACNR, 699-1575
Dr. Faofua Faato'afe, BUS, 319
Mr. Mark Mageo, CLP, 362
Mr. Matailupevao Leupolu, CJ, 332
Dr. Lina Scanlan, ASBEEP, 385
Mrs. Elisapeta Faalafi, ELI, 371
Dr. Paul Pouesi, FA, 329
Dr. Daniel Chang, HHS, 397
Mr. Sal Poloai, ICT/ITT, 369
Mr. Steven Williams, LL, 345
Mrs. Letupu Moananu, MAT, 355
Ms. Lele Ah Mu, NURS, 688-1586
Mr. Ed Imo, PE, 699-6080
1st LT Maryjane Porter, ROTC, 699-8820
Mr. Christian Ausage, SSI, 437
Dr. Michael Hansell, SCI, 393
Mr. Randall Baker, SOCSCI, 366

SPECIAL ACADEMIC PROGRAMS/
PROJECTS

Mr. James Sutherland, ARO, 411
Mr. Tauvela Fale, AELEL, 331
Mrs. Tialuga Seloti, ASTEP, 334
Mr. Roy Fua, GUAS, 368
Mrs. Sifagatogo Tuitasi, Registrar, 317
Dr. Repeka Nuusa, SSS, 424
Ms. Tafaimamao Tupuola, UCEDD, 429
Mrs. Elizabeth Leuma, UPB, 338
Ms. Cherie Ripley, SADOAA, 321

PRESENT: Dr. Seth Galeai; Mr. Mikaele Etuale; Dr. Irene Helsham; Dr. Emilia Lei; Mr. William Emmsley; Mr. Tavita Elisara; Mr. Mark Mageo; Mr. Matailupevao Leupolu; Dr. Lina Scanlan; Mrs. Elisapeta Faalafi; Dr. Paul Pouesi; Dr. Daniel Chang; Mr. Steven Williams; Ms. Lele Ah Mu; Mr. Ed Imo; Mr. Evile Feleti (representing Christian Ausage); Dr. Michael Hansell; Mr. Randall Baker; Mr. James Sutherland; Mr. Tauvela Fale; Mrs. Tialuga Seloti; Mrs. Elizabeth Leuma; and, Ms. Cherylmoanamarie Ripley.

ABSENT: Dr. Kathleen Kolhoff; Mrs. Rosevonne Pato (HI WASC SLO Level II Training); Dr. Faofua Faatoafe (HI WASC SLO Level II Training); Mr. Sal Poloai (HI WASC SLO Level II Training); Mrs. Letupu Moananu (HI WASC SLO Level II Training); Mr. David Mata'utia; Mr. Christian Ausage (HI WASC SLO Level II Training); Mrs. Sifagatogo Tuitasi; Mr. Roy Fua; Dr. Repeka Alaimoana Nuusa; and, Ms. Tafaimamao Tupuola.

OFFICIAL OPENING

CC Chair Etuale called meeting to order at 12:35 p.m. in the Lecture Hall. Etuale requested Mr. Evile Feleti to offer the opening prayer.

Etuale welcomed members back from the 2009 Christmas Break. He informed members of the absence of other fellow colleagues as they have been the chosen to represent ASCC in the Hawaii WASC SLO Level II Training during the week of January 25, 2010. Etuale reminded members that this semester would be a busy semester for the Curriculum Committee as Spring 2010 focus will be on the publication of the ASCC Catalog 2010-2012. Without further adieu, Etuale turned the floor over to Dean Helsham.

CATALOG GUIDELINES FOR ACADEMIC DEPARTMENTS

Dean Helsham reviewed the one page handout (Attachment A) with members present.

Credits versus Contact hours

Dean Helsham commented on lecture credits versus laboratory, practicum, internship, and/or studio credits

1 lecture credit = 15 contact hours

3 lecture credits = 45 contact hours

1 lab/practicum/internship/studio credit = 45 contact hours

2 lab/practicum/internship/studio credit = 90 contact hours

Course Student Learning Outcomes

Helsham reminded chairs that catalog course descriptions should reflect those of community colleges and universities in Hawaii (Chaminade, University of Hawaii at Hilo, University of Hawaii at Manoa, etc.) where course student learning outcomes are woven into the catalog course description.

Pre-requisites for "upper level" (100 and above) courses in content areas

Concerns were discussed regarding pre-requisites for upper level (100 and above) courses in the content areas (Mathematics, Science, Social Science, and English). Other items of discussion relevant included effective student advising, the idea of reopening writing labs in the computer labs and assign an English instructor(s) to teach basic research skills.

Schedule of Department presentation on Academic Departments and Special Programs and Projects for the ASCC Catalog 2010 to 2012 (CC Chair to disseminate later this week to members a calendar of presentations) [see below]

Reactivate dialog and strengthening the link between ELI and Languages & Literature regarding students' completion of ELI and transition into college level English courses

LL Chair Williams and ELI Chair Faalafi agreed to continue effective dialog between departments and strengthening ties to assist students on their completion of ELI and transitioning into college level English courses.

GENERALIZATIONS FROM FALL 2009 SLO PRESENTATIONS

Dean Helsham informed members of Academic Affairs' generalizations from Fall 2009 SLO Departmental presentations (Attachment B)

Departmental SLO presentations will continue during Summer Session 2010.

CATALOG SCHEDULING FOR DEPARTMENT/SPECIAL PROGRAMS PRESENTATIONS
(January 27, 2010)

Tuesday, February 9, 2010

- College and Life Planning
- Criminal Justice
- ROTC

Thursday, February 11, 2010

- Physical Education
- Agriculture, Community, and Natural Resources
- English Language Institute

Tuesday, February 23, 2010

- Health and Human Services
- Samoan Studies
- Education

Thursday, February 25, 2010

- Mathematics
- Business
- Nursing

Tuesday, March 9, 2010

- Fine Arts
- Science
- Social Science

Thursday, March 11, 2010

- Information and Communications Technology
- Institute of Trades and Technology

Tuesday, March 23, 2010

- Adult Education Literacy and Extended Learning
- Gear Up American Samoa
- Student Support Services
- Upward Bound

Thursday, March 25, 2010

- Admissions and Records - Academic Calendar (2010 to 2012)
- Student Services Division
- American Samoa Teacher Education Program

Tuesday, March 30, 2010

- Library
- Liberal Arts Degree

Thursday, April 1, 2010; Tuesday, April 6, 2010; and, Thursday, April 8, 2010

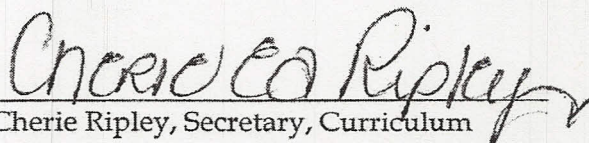
- OPEN DATES FOR OTHER PROGRAM REVISIONS

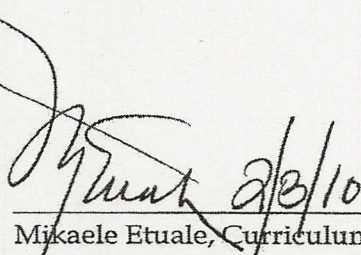
ANNOUNCEMENTS

Admissions Officer James Sutherland reiterated important deadline dates:

- | | |
|--------------------------------------|-------------------|
| ➤ Administrative Drop | January 29, 2010 |
| ➤ Incomplete Make Up | February 19, 2010 |
| ➤ Spring 2010 Graduates Applications | February 19, 2010 |

Curriculum Committee adjourned at 1:55 p.m.

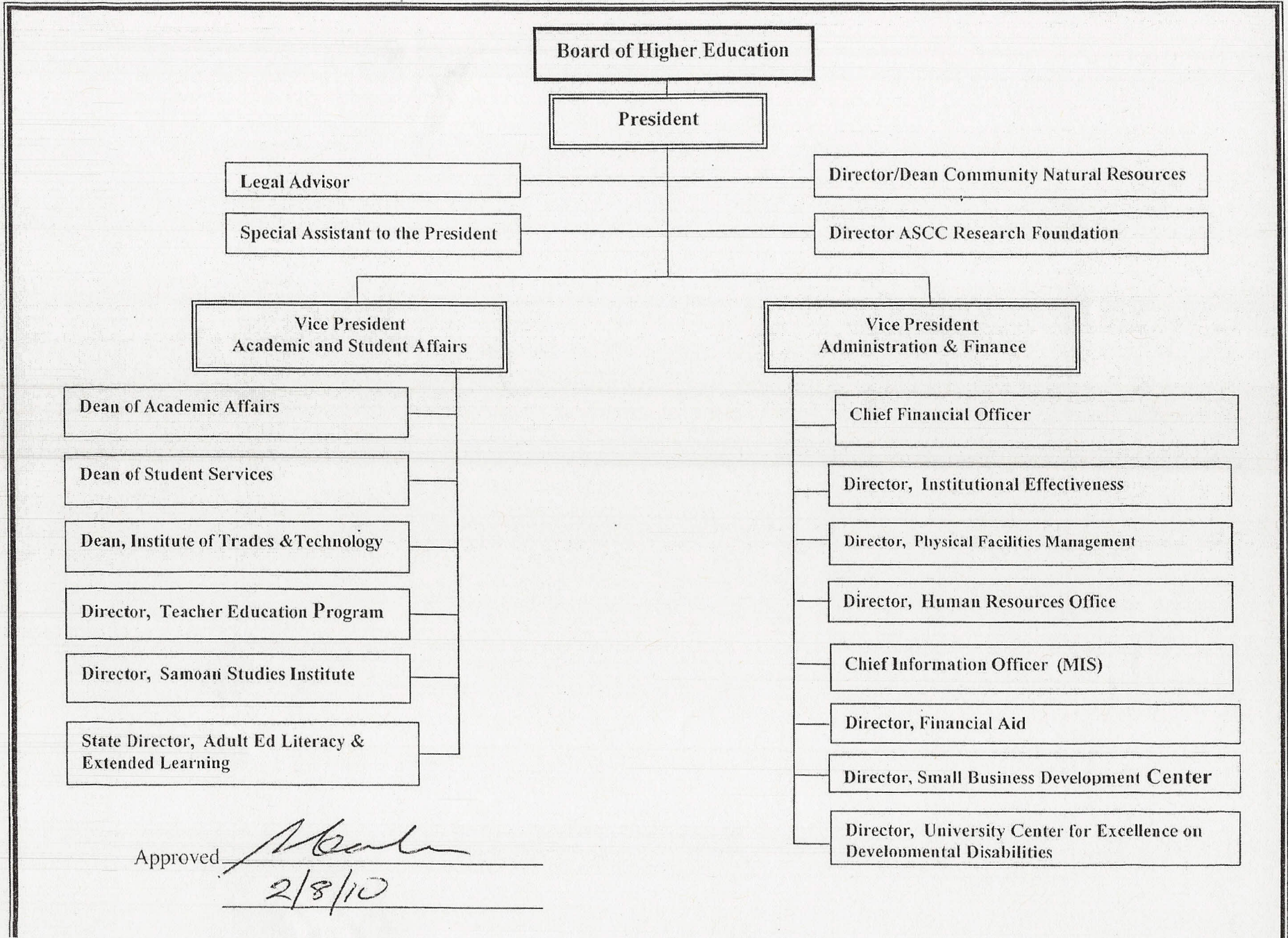

Cherie Ripley, Secretary, Curriculum
2/3/10


Mikaele Etuale, Curriculum Chair
2/3/10

Minutes of January 26, 2010 meeting reviewed at the Curriculum Committee Meeting of February 9, 2010 by Curriculum Chair Mikaele Etuale and members; Dr. Lina Galeai Scanlan moved to approve minutes as read - seconded by Mr. Ed Imo. Motion voted upon and approved at 12:45 p.m., 02/09/10 meeting.

Curriculum Secretary

American Samoa Community College Organizational Chart



Approved: *[Signature]*
2/8/10