



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 TID 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. 1

date 10/22/20

Director of SSI N/A
(When Applicable)

date N/A

Director of IE _____

date 10/23/20

VP of AA or AS _____

date 10/23/20

President _____

date 10/23/20

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



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 _____

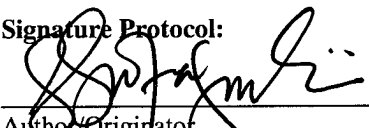
Image _____

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

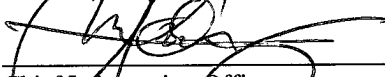
Date



Chief Information Officer

10-23-20

Date



Vice President, of AA or AS

10/23/20

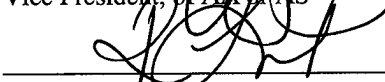
Date



ASCC President

10/23/20

Date



ASCC President

10/24/20

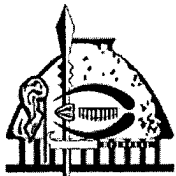
Date

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ASCC Website Form #001



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- 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 _____

(When Applicable)

date N/A

Director of IE _____

date 10-28-20

VP of AA or AS _____

date 10/28/20

President _____

date 10/28/20

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AMERICAN SAMOA
COMMUNITY COLLEGE

Website Change Request Form

Date: 10/28/20

Reason for Change:

Proposed Changes:

Webpages Changed: To re-advertise AAV 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

Date

Officer, Dean, or Director

Date

Director of SSI (When Applicable)

Date

Director, Institutional Effectiveness

Date

Chief Information Officer

Date

Vice President, of A7 or A8

Date

ASCC President

Date

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