



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: updates to webpage - COVID-19
Admission information.

Signature Protocol:

Author/Originator(s) [Signature]

date 3/23/22

Dean or Director (refer to email)

date 3/22/22

Director of SSI (refer to email)

date 3/15/22

Director of IE [Signature]

date 3.24.22

VP of AA or AS [Signature]

date 3/24/22

President [Signature]

date 3/24/22

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