



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 "Credit + Collection
Specialist" via free media.

Signature Protocol:

Author/Originator(s)	<u>MB/a</u>	date	<u>1/22/2020</u>
Dean or Director	<u>[Signature]</u>	date	<u>1/22/2020</u>
Director of SSI <small>(When Applicable)</small>	<u>N/A.</u>	date	
Director of IE	<u>[Signature]</u>	date	<u>1.23.20</u>
VP of AA or AS	<u>[Signature]</u>	date	<u>1/23/20</u>
President	<u>[Signature]</u>	date	<u>1/27/2020</u>

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

Reason for Change: To advertise "Credit & Collection Specialist" on ASCC Website.

Date: 1/22/2020

Proposed Changes:

Webpages Changed:

Brief Description of Content Types to be included with Change:

Text _____

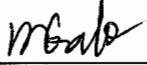
Image _____

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

1/22/2020
Date



Officer, Dean, or Director

01/22/2020
Date

N/A


Director of SSI (When Applicable)

Date




Director, Institutional Effectiveness

1.23.20
Date




Chief Information Officer

1.23.20
Date



Vice President, of AA or AS

1/22/2020
Date



ASCC President

Date

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ASCC Website Form #001