



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 Cataloger position via
KVZK-TV, ASCC Website, ASEC email.

Signature Protocol:

Author/Originator(s)	<u>KAPU</u>	date	<u>7/12/21</u>
Dean or Director	<u>Oaigina O. Ogalana</u>	date	<u>7/13/21</u>
Director of SSI (When Applicable)	<u>N/A</u>	date	
Director of IE	<u>[Signature]</u>	date	<u>7-13-21</u>
VP of AA or AS	<u>[Signature]</u>	date	<u>7/14/21</u>
President	<u>[Signature]</u>	date	<u>7/14/21</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

Date: 7/12/21

Reason for Change:

Proposed Changes:

To advertise Cataloger position
on ASCC Website.

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:

N/A
Author/Originator

7/12/21
Date

Charles A. Gualdon
Officer, Dean, or Director

7/13/21
Date

N/A
Director of SSI (When Applicable)

Date

[Signature]
Executive Director, Institutional Effectiveness

7.13.21
Date

[Signature] 7/14/21
Information Officer

Date

[Signature]
Vice President, of AF or ACSA

7/14/21
Date

[Signature]
ASCC President

7/14/21
Date

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ASCC Website Form #001