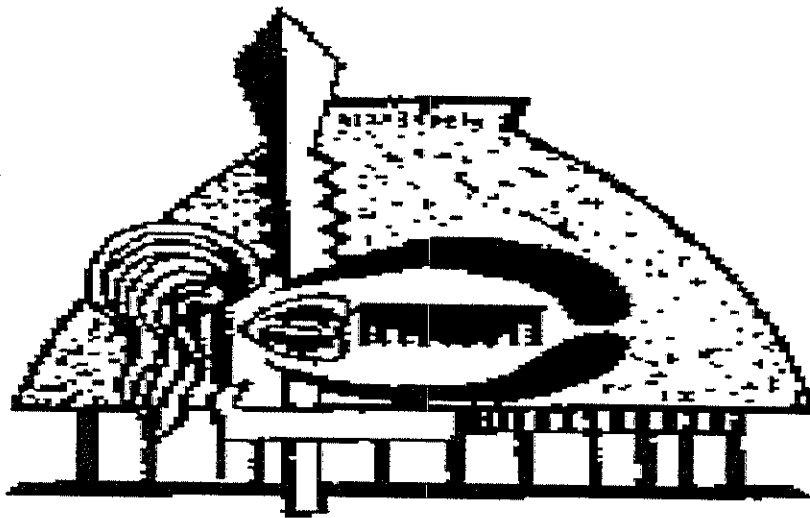


American Samoa Community College



Community Advisory Council Handbook

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ASCC PRESIDENT'S MESSAGE

MISSION

The mission of the American Samoa Community College is to foster successful student learning by providing educational programs and services of high quality that will enable students to achieve their educational goals and to contribute to the social, cultural, political economic, technological and environmental well-being of American Samoa.

To fulfill this mission, the College, as a United States accredited, open-admissions, Land Grant institution, provides access to associate degree and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for

- * transfer to institutions of higher learning
- * successful entry into the workforce
- * research and extension in human and natural resources
- * awareness of Samoa and the Pacific

Manulauti (Samoan Version of the Mission Statement)

'O le manulauti a le Kolisi Tuufaatasi o Amerika Samoa, ia faatupula'ia le sologa maualuga o a'oa'oga a alii ma tamaitai, i le sauniunia ma le faafailelea lelei o polokalama 'a'anoa, faapea ni tautua aoga, o le a mafai ai e tupulaga, ona 'ausia tulaga fa'ale a'oa'oga na o latou moomia, e fesoasoani ai i le soifua fa'ale aganuu, i faiga malo, i le tama'o'aiga i tupe, i tekanalosi, ma le soifua lelei i le si'osi'omia o Amerika Samoa.

'E fa'ataunu'uu lana manulauti, ona o se Kolisi o le malo o Amerika, ua fa'amaonia e isi Kolisi le talia o ona togi, e tatala le ulufale i soo se tagata, ma o se nofoaga a'oga i lalo o Laufanua a le Feterale, ma ua maua ai ma su'e ai fo'i Tikeri ma Tusi Pasi o soo se pokolama. Ma 'o polokalama nei o loo sauniunia ai soo se tama/teine a'oga, ma e aofia ai ma i latou e le o maua gofie avanoa o a'oa'oga, o i latou o loo iai lu'itau, ma i latou e le masani ona:

- * *toe si'itia atu i nofoaga o a'oa'oga maualuga*
- * *faigofie ona ofi atu i fa'alapotopotoga o tagata faigaluega*
- * *sa'ilililiga ma le faalauteleaga o puna'oa fa'anatura fa'apea tagata soifua*
- * *silafia o Samoa ma le Pasefika*

STUDENT LEARNING OUTCOMES

To be successful in the areas articulated in the American Samoa Community College institutional mission, graduates of all degree and certificate programs will achieve the following student learning outcomes:

I. COMMUNICATION SKILLS

Speaking and Writing

- * Speak and write clearly to a variety of audiences
- * Use oral and written skills to organize, deliver and evaluate
- * Use interpretation and evaluation of information received through different media
- * Illustrate, compose, edit and justify sources

Reading

- * Comprehend, interpret and evaluate information received through different media
- * Understand and appreciate the meaning of literary expression

Listening

- * Follow instructions, procedures and guidelines effectively
- * Provide and express meaningful and productive feedback
- * Demonstrate active responsiveness to presenting issues and situations

II. JOB SKILLS

Transferable

- * Apply acquired knowledge and skills to assigned jobs or tasks (computer skills, communication skills, math skills, reading skills, etc.)

Adaptive

- * Demonstrate important work qualities (promptness, dependability, initiative, etc.)
- * Develop insights into human experience and apply to personal, occupational, and social relationships
- * Recognize relevance of career choices to life-long learning

Job Specific

- * Apply specific job skills and abilities to perform given tasks/projects effectively and efficiently
- * Apply acquired knowledge and skills to real work situations
- * Preparation for employment or increased competency in current Occupation

.III. LIFE SKILLS

Personal Responsibility

- * Develop and apply ethical decision making in real life situations
- * Develop a positive self-concept
- * Understand a sense of responsibility
- * Understand and value life-long learning
- * Understand, demonstrate, and promote good health choices and practices

Respect for Diversity

- * Recognize and respect the perspective of others
- * Contribute to the solution of interpersonal problems, issues or concerns
- * Value cooperation/collaboration
- * Develop an awareness of diverse attitudes, values and beliefs
- * Demonstrate responsibility in being an active and contributing citizen of American Samoa, the Pacific Region and the world

Problem Solving

- * Know and apply the importance of persistence, amount of work and time allocated in addressing tasks
- * Identify and assess real or potential problems and formulate effective solutions or options
- * Formulate strategies and ideas and accept and use the ideas of others in solving problems
- * Select, organize, and effectively utilize appropriate resources

Using Technology

- * Utilize electronics media to communicate, locate and retrieve information
- * Apply technology to locate, interpret, organize and present information

ASSOCIATE OF ARTS AND SCIENCES DEGREES

Associate of Arts Degree in Art
Associate of Arts Degree in Education
Associate of Arts Degree in Human Services
Associate of Arts Degree in Liberal Arts
Associate of Arts Degree in Marine Science
Associate of Arts Degree in Music
Associate of Arts Degree in Political Science
Associate of Arts Degree in Pre-Law
Associate of Arts Degree in Samoan Studies

Associate of Science Degree in Accounting
Associate of Science Degree in Agribusiness
Associate of Science Degree in Architectural Drafting
Associate of Science Degree in Automotive Body Repair
Associate of Science Degree in Automotive Mechanics
Associate of Science Degree in Business Management
Associate of Science Degree in Civil Engineering Technology
Associate of Science Degree in Construction
Associate of Science Degree in Criminal Justice
Associate of Science Degree in Electronics
Associate of Science Degree in Family and Consumer Sciences
Associate of Science Degree in Forensic Science
Associate of Science Degree in General Agriculture
Associate of Science Degree in Health Science
Associate of Science Degree in Natural Resources
Associate of Science Degree in Nursing
Associate of Science Degree in Office Administration and Technology
Associate of Science Degree in Welding

CERTIFICATES OF PROFICIENCY

Certificate of Proficiency in Accounting
Certificate of Proficiency in Architectural Drafting
Certificate of Proficiency in Automotive Body Repair
Certificate of Proficiency in Automotive Mechanics
Certificate of Proficiency in Business Management
Certificate of Proficiency in Civil Engineering Technology
Certificate of Proficiency in Construction
Certificate of Proficiency in Criminal Justice
Certificate of Proficiency in Electronics

Certificate of Proficiency in Elementary Education
Certificate of Proficiency in Guidance and Counseling
Certificate of Proficiency in Information and Communications Technology
Certificate of Proficiency in Office Administration and Technology
Certificate of Proficiency in Practical Nursing
Certificate of Proficiency in Samoan Studies
Certificate of Proficiency in Welding

A. ADVISORY COUNCILS AT ASCC

What is an Advisory Council?

Advisory councils are an essential component to the continued success of the College's educational programs. Seeking the advice and cooperation of the community in working toward common goals will provide the best results in meeting the educational needs of the College's community interest.

The student learning outcome of the College's educational programs and needs of its students can be best met by the inclusion of individual members from the community.

What do Advisory Council members do?

Advisory council members have three major roles: to advise, to assist, and to provide support and advocacy for quality education and services. The department or program advisory councils an advice-giving body assisting he program in meeting the needs of the community in a manner consistent with the College mission.

B. ADVISORY/COUNCIL MEMBERS

Who should serve as Advisory Council members?

An advisory council should consist of community members, an ASCC Student, and full-time faculty members (adjunct when appropriate) in the department or program. The committee should be small enough for each member to speak freely and have the opportunity to make contributions, yet large enough for representation of the College constituency in its area.

Generally, the program advisory council consists of a representative group of citizens selected for their knowledge, expertise, and ability to advise the College on the future direction of academic programming.

Who selects Advisory Council members?

Advisory council members are composed mainly of private and public sector members, and a College student who have volunteered their time, talents, and knowledge to help strengthen College programs. Community members and the College student are appointed by recommendations from the full-time faculty members and the department chairperson in the department or program.

In making appointments of members to the council, the department chairperson should seek a balanced representation of citizens in the public and private sectors of the council.

How long is the term for an Advisory Council member?

Membership is generally for two (2) years according to the new ASCC catalog cycle with reappointment by mutual agreement of the department/program. Systemic replacement due to lack of attendance and resignation will serve until the two (2) year catalog cycle is completed. The benefit of having some of the members change is that it provides for new ideas and smooth operation of the committee.

How might Advisory Council members be replaced?

Membership can be replaced on the council based on the lack of attendance at regularly scheduled meetings, and resignation.

What roles and responsibilities do Advisory Council members have?

The Program Advisory Council is strictly an advice-giving body assisting the department or program in meeting the needs of the community in a manner consistent with the College mission. No Advisory Council shall serve in an administrative or policy-making capacity. Since each Advisory Council member serves in a voluntary capacity, there is neither stipend nor monetary reward provided for serving on the council.

General responsibilities of Advisory Council members

- * Attend and participate in all meetings
- * Suggest and develop agenda items prior to meetings
- * Help to determine council goals and objectives and ways to achieve them
- * Become familiar with the College's educational system and how it fits into the overall educational structure
- * Respect the rights and opinions of other Advisory Council members
- * Accept Advisory Council responsibilities
- * Decline participation when a conflict of interest is possible
- * Assist with educational reform activities, including career pathways

The Advisory Council is directed by an annual written work-activity report, which reflects a consensus of the council members on the needs of the department or program and the community.

The Advisory Council work-activity plan can focus on activities that will improve the quality of the educational process and services.

The following focus areas can be used in planning department or program activities for improvement and effectiveness.

Curriculum Activities

- * Identify new technologies to include in the program
- * Compare content of the program with learning outcomes required for entry into the job market, transferability, and cultural relevancy
- * Review and assist in obtaining instructional materials
- * Recommend basic skills curriculum content
- * Recommend safety policies and procedures

Program Review Activities

- * Review program learning outcomes
- * Participate on program evaluation teams
- * Compare program accomplishments with program learning outcomes
- * Compare student performance standards to educational performance indicators
- * Make recommendations for program improvement

Job Placement Activities

- * Organize student/employer opportunities
- * Notify instructors of job openings for students
- * Provide students with cooperative work experiences
- * Promote potential cooperative work experience sites with other employers
- * Conduct occupational surveys
- * Hire graduates

Legislative Activities

- * Talk to legislators (local/national) regarding educational needs
- * Arrange tours of programs for legislators
- * Promote legislative support
- * Involve legislators in College recognition events

Staff Development Activities

- * Provide in-service activities on current methods and processes for instructors
- * Provide instructors with retraining opportunities
- * Recommend professional development actions

Community Relations Activities

- * Increase community awareness of ASCC educational programs through media
- * Present programs to civic and service groups
- * Establish awards programs to recognize outstanding students, faculty and community leaders
- * Obtain contributions to promote activities
- * Obtain media coverage for special events
- * Participate in and promote special College events

Community Resource Activities

- * Identify community resource people
- * Provide tours, field trip experiences, job shadow and internships experiences
- * Provide or be a speaker

Recruitment Activities

- * Assist in recruiting new staff
- * Assist in recruiting potential students

Student Organization Activities

- * Assist in developing competitive skill events
- * Judge competitive skill events
- * Sponsor student organization activities
- * Arrange for display space to promote student organizations and special events

System Advocacy Activities

- * Networking services from public and private sectors
- * Developing collaborative partnerships with community agencies

C. ADVISORY COUNCIL MEETINGS

How often do Advisory Councils meet

Each Advisory Council meets at least two (2) times a year. The actual number of meetings is determined by the scope of the council's program of work.

Advisory Councils normally should have their initial meeting during the Fall semester of the academic year. The Fall meeting provides the opportunity to establish priorities for the academic year. The number of meetings held each year will vary with the type of council. However, the general pattern includes a minimum to two formal meetings each

year. The Advisory Council may meet more often if necessary. The chairperson should receive consensus from the members on frequency and the schedule of meetings to be held during the academic year.

What process should be followed to conduct council meetings?

Guidelines for the Initial Council Meeting

In planning the initial meeting, it is important for the department chairperson to give careful attention to the following points:

1. All members should receive notification of the first meeting including the time and place of the meeting, length of the meeting.
2. Arrangements for a suitable meeting place should be made.
3. All members of the council are welcomed and introduced.
4. The department chairperson will serve as council chairperson, the vice chairperson, and recorder should be elected from the membership.
5. The members should be oriented to the functions and objectives of the Advisory Council by reviewing the Community Advisory Council Handbook.
6. The members should be oriented to the mission and student learning outcomes of the department or program, by reviewing the catalog.
7. Goals and activities for the academic year should be determined.

MINUTES OF MEETINGS

It is the responsibility of the department chairperson to make certain the recorder keeps a written record of all council actions and an attendance (sign-in) form indicating date and time and length of each meeting. The recorder of the department or program Advisory Council should keep written minutes of meetings that document all suggestions of the members along with actions taken.

Minutes should be prepared and distributed in a timely manner to the Vice President and the Dean of Academic Affairs.

APPENDICES

AMERICAN SAMOA COMMUNITY COLLEGE

Pos Office Box 2609
 Pago Pago, American Samoa 96799
 684-699-9155 (phone)/ 699-2062 (fax) / www.ascc.as

Appendix A

ACADEMIC DEPARTMENT CHAIRPERSONS

#	ACADEMIC DEPARTMENT	CHAIRPERSON	TELEPHONE
1.	Agriculture, Community & Natural Resources	Mr. Tavita Elisara	699-1575
2.	Business	Dr. Faofua Faatoafe	319
3.	College and Life Planning	Ms. Annie Panama	362
4.	Criminal Justice	Mr. Matailupe Leupolu	332
5.	Education	Dr. Lina Galeai Scanlan	394
6.	English Language Institute	Mrs. Elisapeta Faalafi Jones	371
7.	Fine Arts	Namulauulu Dr. Paul Pouesi	329
8.	Health and Human Services	Mrs. Rosevonne M. Pato	397
9.	Languages and Literature	Mrs. Debra Keahey	306
10.	Marine Science	<i>Refer to Science Chair</i>	
11.	Mathematics	Mrs. Letupu T. Moananu	355
12.	Nursing	Mrs. Lele Ah Mu Mageo	357
13.	Physical Education	Mr. Ed Imo	699-6080
14.	Reserve Officers Training Corps	Lt. Mary Jane Porter	699-8820
14.	Samoan Studies	Ms. K. Okenaisa Fauolo	346
15.	Science	Mr. Joseph Stanislaus	358
16.	Social Science	Mr. Randall Baker	366
17.	Institute of Trades and Technology	Mr. L. William Emmsley	452

DIVISION AND PROGRAM ADMINISTRATORS

1.	Academic Affairs	Dr. Irene Tafao Helsham, Dean	320
2.	Academic Affairs	Mr. Mikaele Etuale, Assoc. Dean	381
3.	Admissions	Mr. James Sutherland	411
4.	Adult Ed. Literacy & Extended Learning	Dr. Taitaifono Otineru, Director	343
5.	American Samoa Teacher Education	Mrs. P. Tialuga Seloti	334
6.	Institute of Trades and Technology	Mr. L. William Emmsley	452
7.	Registrar	Mrs. Sifagatogo Sua Tuitasi	317
8.	Reserve Officers' Training Corps	SFC Kenneth Thompson	699-8820
9.	Student Services	Dr. Emilia S. Le'i	430
10.	Student Support Services	Dr. Repeka Alaimoana Nuusa	415
11.	University Center of Excellence for the Disabled and Disadvantaged Students	Ms. Tafaimamao Tupuola	429
12.	President	Dr. Seth Galeai	407

Appendix B1
Sample Letter of Invitation

ASCC LOGO
(letterhead)

Month, Day, Year

Name of Council Member
ASCC Advisory Council Member
c/o Address
Pago Pago, American Samoa 96799

Dear *Name of Council Member*,

The information to disseminate such as invitation to become a council member, includes the purpose for the Advisory Council, inviting prospective members in the council also disseminate information on council meetings, date, time, location, who to contact to confirm attendance or excuse absence from meeting and if they have an item or business to be placed on the agenda. Always include a contact name/person telephone number or email address on the letter.

Closing salutation,

Name
Council Title
Community Advisory Council
ASCC Department Name

cc:
Department file

Appendix B2
Sample Agenda Format

Organization Name
Council Name
Department Name
Month/Da/Year
Time/Location of Meeting

AGENDA

* *List in order items to be discussed*

Names of Presenters

Example:

- | | | |
|------|-----------------------------------|-------------------------|
| I. | Welcoming Remarks | John Brown |
| II. | Action Items | |
| | Report on / Topics for Discussion | Jane Doe |
| III. | Other Business | Chairperson facilitates |
| IV. | Next Meeting | |
| V. | Time of Adjournment | |

APPENDIX B3
Sample Format of Meeting Minutes

Description of Meeting Minutes

~~The following sample represents the typical format of a committee meeting minutes.~~
This format should be customized to particular culture and purpose of the organization.
Note: Meeting minutes are very important; they are considered legal documents and represent the actions of the council. Many believe that if it is not in the minutes, it did not happen.

There is no standardized level of content and format for meeting minutes. Therefore, sufficient information should be included to describe how council members reasonably came to reasonable decisions.

Include the name of the organization, date, and time of meeting, who called it to order, who attended and if there was a quorum, all motions made, any conflicts of interest or abstain from voting, when the meeting ends and who developed the minutes.

The secretary of the council usually takes the minutes during the meetings. Written minutes are distributed to council members before each meeting for members' review. Minutes for the previous meeting should be reviewed right away in the next meeting. Any changes should be amended to the minutes and a new version should be reviewed at the next meeting to be accepted. Minutes should be retained in a manual and shared with all council members.

Sample/Format of Council Meeting Minutes
Name of Organization
(Council Meeting Minutes: Month, Day, Year)
Time and Location

Council Members:

Present: (list names)

Absent: (list names)

Quorum present – Yes or No

Others present (list names)

Proceedings:

A. Meeting called to order - time and by whom

Last meeting minutes to review, amend and approve

B. Briefly describe the topics for discussion, and who was involved with discussion, briefly describe major points, if a motion was presented, what was the motion and who presented the motion, who seconded the motion, and the outcome of the vote. *Continue using this format for each of the topics discussed.*

Other business

Announcements

Adjournment time

Minutes submitted by Secretary (*indicate name*)

Parliamentary Procedure

Parliamentary procedure refers to the rules of democracy – that is, the commonly accepted way in which a group of people come together, present and discuss possible courses of action, and make decisions.

Fundamentally, parliamentary procedure defines how groups no matter how formal or informal, can most effectively meet decisions in a fair, consistent manner and make good use of everyone's time. Even a basic background in a parliamentary can help you and your council hold more efficient meetings.

Two essential components of effectively presiding over a meeting is preparing and following an agenda, and handling motions fairly consistently.

Sample Meeting Agenda

(Excerpted from the NAP publication, The Chair's Guide: Ord Business)

- * Call to Order
- * Opening Ceremonies (optional)
- * Reading and Approving of Minutes
- * Reports of Officers and Standing Committees
- * Reports of Special Committees (announced only if such committees are prepared or instructed to report)
- * Special Orders (announced only if there are special orders)
- * Other Business
- * Announcements
- * Adjourn

Procedure for Handling a Main Motion

Obtaining and Assigning the Floor

1. When no one else has the floor a member address chair: "Mr./Madam President", "Mr./Madam Chairman," or by the proper title.
2. The chair recognizes the member in a small assembly, by nodding to him/her.

How the Motion is brought before the assembly

1. A member proposes before the council his/her motion: "I move that (or to)"
2. Another member in agreement, seconds the motion: "I second the motion," or "I second it" or even "Second".

3. The Chair repeats/states the motion again. "It is moved and seconded. Are you ready for discussion or a vote?"

Consideration of the Motion

1. Members's debate/discuss the motion. (See parliamentary basics discussion).
2. The Chair puts the motion to a vote. The Chair asks: "Are you ready for the question/motion?" The Chair proceeds to take the vote. The Chair says: "The question is on the adoption of the motion that... Those who are in favor, say 'Aye'. (Pause for a moment.) "Those opposed, say 'Nay'." (Pause for a moment.)
3. The Chair announces the result of the vote. "The 'Ayes' have it, the motion is adopted, and ..." or "The 'Nays' have it, and the motion is lost."