



AMERICAN SAMOA COMMUNITY COLLEGE

ACADEMIC AFFAIRS DIVISION STANDARD OPERATING PROCEDURES

June 2015



Standard Operating Procedures Manual: A document that lists the step-by-step instructions on how to complete a task, process, cycle or how to handle a specific situation when it arises in the academic department/institution.

Office of Academic Affairs Division

Division Mission:

As the learning outcome centered division, the Academic Affairs Division is in alignment with the ASCC Catalog to provide the highest levels of quality academic services for students through on-going analysis, assessment, and improvement of instructional programs and personnel.

Divisional Learning Outcomes

Academic Affairs Division Mission Statement

As the learning outcome centered division, the Academic Affairs Division is in alignment with the ASCC Catalog to provide the highest levels of quality academic services for students through on-going analysis, assessment, and improvement of instructional programs and personnel.

Academic Affairs Divisional Outcomes

Divisional Outcome 1: Curriculum, Instruction, and Planning

Provide the highest quality programs and courses through on-going review & assessment of student learning outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcome assessments.

Divisional Outcome 2: Highest level of academic services.

Provide opportunities in establishing quality academic and student programs. Accountability in academic integrity for students and faculty.

Divisional Outcome 3: Internal and External Partnerships and Entities

Provide quality academic programs and services to meet transferability requirements and to coordinate programs and activities for workforce development. Provide opportunities and resources for the underserved, challenged, and non-traditional population and promote diversity and global engagement.

Divisional Outcome 4: Manage and allocate institutional resources effectively

Collaboration and teamwork with internal division, programs and departments in achieving student success and promote opportunity, access, and equity professional development for faculty and staff both locally and off-island

Divisional Outcome 5: Recruit, retain, and support faculty and staff in a culture of excellence and innovation

Promote excellence in teaching pedagogy through continuous evaluation of the teaching and learning process, provide professional development to equip instructors with technological skills necessary in the high technological world. Support instructors with appropriate teaching classification and ranks in alignment with hiring process. Demonstrate continuous commitment to student learning by upgrading skills in teaching and learning (*ASCC 2014-2016 Catalog, pg. 12*).



The functions of Academic Affairs as follows:

STANDARDS	TITLE	REVIEW DATE	CREATED
SOP 001-AA	Academic Advising		
SOP 002-AA	Course Syllabus		
SOP 003-AA	Course Scheduling		
SOP 004-AA	Cancellation of Course(s)		
SOP 005-AA	Catalog Review		
SOP 006-AA	Catalog Review for Course/Program Proposal		
SOP 007-AA	Faculty Evaluation		
SOP 008-AA	Department Chairperson Faculty Evaluation		
SOP 010-AA	ASCC Student Waiver Liability		
SOP 011-AA	Curriculum Committee		
SOP 012-AA	Communication Protocols		
SOP 013-AA	Assessment Cycle		
SOP 014-AA	Textbook Orders		
SOP 015-AA	Cross Divisional Requests		
SOP 016-AA	Proposal of Events/Activities		
SOP 017-AA	Additional/Supplemental Equipment and/or Materials Request		
SOP 018-AA	Assessment Planning Core Committee		
SOP 019-AA	Assessment Planning General Committee		
SOP 020-AA	Course/Program Approval/Removal Forms		
SOP 021-AA	Catalog Addendums		
SOP 022-AA	Faculty Scheduling/Course Scheduling	August 2015	Sept. 2015
SOP 023-AA	Exit Forms	May/Nov	August 2015
SOP 024-AA	Grade Sheets	May	August 2015
SOP 025-AA	GEO Calibration	May	Sept. 2015
SOP 026-AA	Instructional Field Trips	May	Sept. 2015



Academic Advising

The entire ASCC faculty is committed to helping each student pursue a course of study to fulfill his/her Individual Education Plan (I.E.P.). Academic advisors are knowledgeable of their academic disciplines, but also have the understanding of the rationale that underlies the curricula of ASCC. Students are strongly encouraged to seek assistance early in their college careers.

Academic advising includes:

- Assisting students in clarifying, articulating, and attaining academic and life goals;
- Facilitating each student's academic adjustment to the campus;
- Educating students to assess academic progress and to develop educational plans;
- Explaining and clarifying college core courses, graduation requirements, and academic rules and regulations;
- Advise students on issues as they relate to academic progress, which may include referral to appropriate College programs and community agencies; and,
- Serving as advocates and mediator for your program and students.

Reference: ASCC Student Handbook 2009-2010, pg. 25.



COURSE SYLLABUS

SOP #	002-AA	Responsibility:	Department Chairperson and Faculty
Title:	Academic/Course Syllabi	Policy:	GM Policy #5104
Scope:	Department/Program Chairperson, New and Adjunct Faculty, Academic Affairs	Review Date:	Every Semester

Description:

All faculty members are required to submit a syllabus for each course they teach with the approved format to the Dean of Academic Affairs or designees at least one week prior to the first faculty workshop of the semester.

Procedures

Course Syllabi (*Policy #5104*)(36-37 Faculty handbook) (Pg. 37, 2014-2016 ASCC Catalog)

Course syllabi are reviewed and up-dated each semester and kept on file in the office of the Dean of Academic Affairs and the respective Department Chairperson. All instructors are required to have their course syllabi submitted to their Department Chairperson one week prior to the first faculty workshops. Department Chairperson submits all syllabi to the Dean of Academic Affairs and/or Associate Dean of Academic Affairs in a timely manner. The following information is required on the course syllabi:

- Course/Alpha Number & Section
- Course Title
- Instructor
- Office Hours & Location
- Email address
- Semester/Year
- Days/Time of class
- Department name
- Classroom location
- Contact phone number
- Required textbook identified
 - Author
 - ISBN number identified
 - Publisher identified & edition
 - Additional supplemental reading or course material (optional)
 - ASCC Disclaimer: Textbook prices are subject to change.
- Course description: *must reflect the same in current catalog*
- Pre-requisite(s)
- Course rationale
- Course objectives:
- Student Learning Outcomes (SLO): *ILO, DLO, GEO, PLO, and CLO*
- Methods of instructions
- Grading/Grading Scale:
- Last day to completely withdraw from the course identified
- Important Dates
- Attendance policy
- Tentative topical course outline
- Rubrics identified

5104 SYLLABUS (*Governance Manual, pg. 87*).

All faculty members are required to submit a syllabus for each course they teach with the approved format to the Dean of Academic Affairs or designees at least one week prior to the first faculty workshop of the semester (in some



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cases it will be submitted with the signed contract). After that time, any additional syllabus is not required for that same course, unless the course changes significantly, than a corrective syllabus shall be submitted with the original submission.

Procedures:	Process of initiating course syllabi on a semester-basis
Step 1	All faculty members are required to draft and submit course syllabi to department chairpersons for review prior to first week of instructions.
Step 2	Each department chairperson will review course syllabi for alignment and consistency of course outcomes, program learning outcomes, and topical outlines. a. Once approved, the department chairperson will then forward the approved course syllabi to the office of Academic Affairs for further review. b. Once approved by the Office Academic Affairs, faculty will then provide students with copies of course syllabi.
Step 3	All course syllabi for MWF classes should be submitted to Office of Academic Affairs no later than Friday of the first week of instruction. All course syllabi for TR classes should be submitted to Office of Academic Affairs no later than Thursday of the first week of instruction. All course syllabi for Daily classes should be submitted to Office of Academic Affairs no later than Friday of the first week of instruction. <i>(Final-Deadline)This clause does not apply to faculty that is off island, medical leave, family personal matters, e.g....)</i>
Step 4	Associate Dean of Academic Affairs/Curriculum Chairperson will review for alignment purposes and to ensure all pertinent information is current and updated. If approved, the final copy will be forwarded to Administrative tech for documentation or to the department chairperson to address recommendations.
Step 5	Associate Dean of Academic Affairs/Curriculum Chairperson approves and forwards to Administrative tech officer for documentation.
Step 6	A list of departments/faculty who has submitted course syllabi will be archived on compliance assist.
Step 7	<u>Consequences:</u> 1. All late submission of Course syllabi's will be noted in the faculty performance evaluation. 2. Faculty Exit forms upon completion of the semester will not be signed if course syllabi are not filed with Office of Academic Affairs.



COURSE(S) SCHEDULING

SOP #	003-AA	Responsibility:	Department chairperson Dean of Academic affairs Dean of Trades and Technology Director of Teacher ED
Title:	Course Scheduling	Policy:	Policy #5107(Faculty time allocation on Campus) Policy #5108(Faculty teaching load)
Scope:	Department/Program/Division Chairperson, Academic Affairs	Review Date:	March 2014

Description:

Scheduling of courses on a semester basis should be made available to all students prior to preregistration. Scheduling of classes is a collaborative effort by all departments, programs, and a division to ensure each faculty member is complies with ASCC teaching policies.

Procedures:	Process for Scheduling Classes and courses on a semester-basis
Step 1	<p>Department/Program/Division chairperson is tasked at the beginning of the semester to draft a “tentative class schedules” for their respective departments/programs or divisions.</p> <p>Each department/program/division schedules are reviewed and approved by department/program/division dean or director before a final submission to the Dean of Academic Affairs. (Edited to reflect new Organizational Chart 09-26-2015)</p> <ol style="list-style-type: none"> Spring and Summer semesters “course schedules” are due to the Dean of Academic Affairs’ office by the end of 2nd month of instructions of the current Fall semester. Departments, programs, and divisions fall semester “course schedules” are due to the Dean of Academic affairs’ office by the end of the 2nd month of instructions of the current Spring semester.
Step 2	<p>Tentative class schedules are submitted to the Dean of Academic Affairs for review. Dean of Academic Affairs would review to ensure compliance with Faculty teaching load policy and Faculty time allocation on campus policy.</p> <ol style="list-style-type: none"> “Teaching load per faculty member is 15 credit hours or 22.5 contact hours per semester. However, loads may vary between 14 and 16 credit hours (or 21 to 24 contact hours) per semester” (policy #5108) “In addition to time spent in classrooms and laboratories, instructors are required to have a minimum of five hours per week in office hours, and minimum of six hours each day on campus” (policy #5107).
Step 3	<ul style="list-style-type: none"> Dean of Academic Affairs provides recommendation for further review if aforementioned policies are not met. Department/program chairperson addresses recommendations before submission



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	to Dean of Academic Affairs for final approval
Step 4	Dean of Academic Affairs approves schedules and submits to Administrative tech officer to be inputted in the system.
Step 5	1 st Draft of the class schedule is disseminated to department, programs and divisions for last minute revisions before routing for final approval.
Step 6	<p>Final approval of class schedule must be in place at least 2 weeks prior to “online priority registration”. <i>(check with AAD admin technician on usual practice)</i></p> <p>Proposal of additional courses (based on a need) to class schedule must be submitted to the Dean of Academic Affairs with a waiting list of at least 10 students no later than the 2nd day of registration. <i>(Check Division of Academic Affairs (DOAA) admin technician and special admin assistant to the dean)</i></p> <p><i>Proposal of additional courses must be routed for approval signatures</i></p> <p><i>Any approved course(s) should be reflected on the final course schedule</i></p>



CANCELATION OF COURSE(S)

SOP #	004-AA	Responsibility:	Department Chairperson Dean of Academic Affairs Dean of TTD Director of TED
Title:	Cancellation of Courses	Policy:	Policy #5109(Instructors Class Size); ER Standard II A & B
Scope:	Department/Program Academic Affairs	Review Date:	March 2014

Description:

Cancellation of course(s) due to:

1. Low enrollment
2. No enrollment
3. Does not meet the minimum class size (10 students)

A list of cancelled course(s) is available to all faculty members, staff, and administration, upon request on the department, program and/or division chairperson.

Procedures:

Review process for Cancelling ASCC classes	
Step 1	Faculty members are not authorized to discontinue a class. Instead, instructors must notify the department chairperson of “low” or “no” enrollment during the add/drop period.
Step 2	Department/programs/division chairperson(s) and Dean/Director of appropriate sector review cases in which enrollment does not meet nine students. The following recommendations may be taken: <ol style="list-style-type: none"> a. Discontinue the class if it is not essential to majors within the subject area; b. Combine the section with another; c. Continue the class if it is essential to a major.
Step 3	Dean/Director(s) of the appropriate department submits a final list to the Dean of Academic Affairs of course(s) to be cancelled.
Step 4	A List of cancelled classes must be approved by VP of Academic & Student Affairs and should be made available to all departments and divisions no later than first week of instructions.((Check AAD admin technician and special admin assistant to the dean))
Step 5	Check policy on not meeting the minimum credit hours, assign separate work???



CATALOG REVIEW

SOP #	005-AA	Responsibility:	Department/program Chairperson Dean Academic Affairs Curriculum Chairperson Curriculum committee Assessment Coordinator
Title:	Course and Program review for Catalog Revision	Policy:	Standard IIA: Instructional Programs
Scope:	Department/Program Chairperson Academic Affairs Curriculum Committee	Review Date:	Biennial Feb 2014-Approved

Description:

Institutional review of the catalog follows a biennial cycle in which departments and divisions submit proposed changes for review and approval.

Procedures:

	Process for Reviewing Courses(approval or removal) and Programs for Catalog Revision
Step 1	<p>.</p> <ol style="list-style-type: none"> 1. Course(s) and/or program(s) proposed changes must be reviewed and approved by the Department/Division chairperson. Any new, removed, or modification to a course and/or program must be a collaborative discussion with in each perspective department/division/program before submission to the Assessment Coordinator. 2. The initiator (faculty member/chairperson) completes the Course Approval Form (CAF), Course Removal Form (CRF), and/or Program Approval Form (PAF) and provides evidence supporting proposed <u>changes and/or modifications</u>. 3. The initiator (faculty member/chairperson) completes the Course Approval Form (CAF), Course Removal Form (CRF), or Program Approval Form (PAF) and provides evidence supporting <u>new/existing</u> course(s) and/or program(s). <p>Evidence:</p> <ul style="list-style-type: none"> • Department/Division’s minutes and agendas • Result of course/program assessment data • Textbook samples, fees, and/or lab fees • Complete topical outline of proposed course • Current Institutional Educational Plan (Advising Sheet)
Step 2	<ol style="list-style-type: none"> 1. CAF, CRF, or PAF are reviewed by the Assessment coordinator for alignment of student learning outcomes at all levels. 2. Course and/or Program Approval Form(s) are submitted to the Assessment Coordinator, for review, approval, and signature.
Step 3	<ol style="list-style-type: none"> 1. Course and/or Program Approval Form(s) are submitted to the Dean of Academic



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	<p>Affairs for review, approval, and signature.</p> <p>2. ...and submitted to the Curriculum Committee chairperson to be scheduled on curriculum committee calendar.</p>
Step 4	<p>1. Curriculum Committee reviews CAF, CRF, and PAF.</p> <p>2. It is required that department faculty/chairperson that initiates a course/program proposal to present their courses/program to the Curriculum Committee and be prepared to address any concerns raised by the committee.</p>
Step 5	<p>Curriculum Committee provides recommendations for further review or approval.</p>
Step 6	<p>All Approved Course Proposal Forms or Program Approval Forms are routed for signature approval.</p> <ul style="list-style-type: none">○ Initiator○ Department Chairperson○ Assessment Planning Coordinator○ Dean of Academic Affairs○ Curriculum Chairperson○ Vice President of Academic/Students Affairs○ President
NOTES	<p style="text-align: center;">APPROVED IN CURRICULUM ON FEB 20, 2014 (SOP#005-AA)</p>



CATALOG REVIEW FOR COURSE AND/OR PROGRAM PROPOSALS

SOP #	006-AA	Responsibility:	Department/Program Chairperson Dean Academic Affairs Curriculum Chairperson Curriculum Committee
Title:	Reviewing recommended changes to the Catalog	Policy:	Standard IIA: Instructional Programs GM Policy # 5101
Scope:	Department/Program Chairperson Academic Affairs Curriculum Committee	Review Date:	Feb 2014

Description:

All proposed changes to the catalog must follow the catalog’s biennial cycle for review and approval.

Procedures:

	Process for reviewing recommended changes to the Catalog
Step 1	All proposed changes to the current catalog are reviewed and approved by Department/Program as a collaborative effort before submission to the Dean of Academic Affairs. Department/Program Chairperson provides a rationale of the necessary change(s) and submits evidence/data to support recommended change(s). Data: <ol style="list-style-type: none"> 1. Department/Division’s minutes and agendas 2. Course/program completion rate
Step 2	<ol style="list-style-type: none"> 1. Proposed changes are submitted to the Dean of Academic Affairs for review.
Step 3	Recommended changes are reviewed by the Dean of Academic Affairs and submitted to the Curriculum Committee chairperson to schedule on curriculum committee calendar.
Step 4	<ul style="list-style-type: none"> • Curriculum Committee reviews proposed changes. It is required that department faculty/chairperson that initiates the changes presents the proposed changes to the Curriculum Committee and be prepared to address any concern raised by the members of the committee.
Step 5	Curriculum Committee provides recommendations for further review or approval.
Step 6	Recommendations for review will be taken back to the Department/Program for further discussion and approval before submission to Curriculum Committee chairperson for 2 nd review.
Step 7	



	All approved changes are reflected on the next subsequent catalog.
NOTES	APPROVED IN CURRICULUM ON FEB 20, 2014 (SOP#006-AA)

New or Revised Course Proposals

When proposing a new or revised course the initiator must provide a proposal that consist of the following information:

- 1. New or revised course:**
 - **Department:** Name of department requesting the new/revised course
 - **Instructor:** Instructor who will teach the course
 - **Course Alpha Number:** The alpha and course number of the proposed course
 - (please refer to the Course Classification System for assistance in numbering).
 - **Course Title:** Course title of the proposed course. This title will be used when advertising the class schedules.
 - **Course Status:** Identify if the proposal is New or Revised course.
 - **Textbooks:** The originator must identify textbook to support the course. In cases where the course use supplemental readings, the originator must provide a binded copy of the supplemental readings to submit to the Curriculum Committee with the proposal.
 - **Credits:** Identify credits for the course.
 - **Prerequisites:** Identify courses that students must complete before taking the proposed course.
 - **Class Size:** Maximum seat capacity for enrollment.
 - **Catalog Description:** Provide a brief detail description of what the course is about. This will be used in the course description section of the general catalog.
 - **Course Rationale:** Provide detail information on the importance of the new/revised course.
 - **Student Learning Outcome:** Please refer to the institutional Student Learning Outcome in this handbook. The course proposal must be in alignment with its department and institutional learning outcome.
 - **Teaching Methodology:** Identify all teaching methods used when delivering the proposed course.
 - **Evaluation:** Grading system when evaluating students.
 - **Topical Course Outline:** Provide information of what topics and/or activities will be covered weekly/daily.

When notified by the curriculum chairperson of scheduled date to present to curriculum committee, a copy of proposals must be provided from the initiator to each member of the curriculum. An electronic copy must be provided to the Dean of Academic Affairs secretary. It is recommended, but not required, for the initiator to do a PowerPoint presentation so any necessary recommendations from the curriculum committee can be modified during the discussion.

5101 NEW FACULTY COURSE APPROVAL

New faculty who has successfully completed the faculty assessment will submit a list of courses that represent the candidates' areas of greatest educational preparation, professional and instructional experience to the Department Chair for their review and submission for consideration and approval by the Curriculum Committee and Deans of each department.

(Faculty Handbook, pg. 52, 2012; Retrieved Feb 28, 2014); (ASCC Governance Manual, pg. 86, nd; Retrieved Feb 28, 2014



FACULTY EVALUATION

SOP #	007-AA	Responsibility:	Dean of Academic Affairs, Dean of TTD, Dean of TED, Department Chairperson
Title:	Faculty Performance Evaluation	Policy:	GM Policy #5112 GM Policy #5113 GM Policy #4300 &4300.1
Scope:	Academic Departments/Programs and Division of Academic Affairs	Review Date:	April 2014

Description:

Faculty evaluation is a systematic assessment of the faculty’s performance in the classroom

Procedures:

Process for Conducting Faculty Evaluation	
Step 1	An annual or (anniversary date) performance evaluation of individual instructor is initiated and conducted by department chairperson/supervisor.
Step 2	The chairperson/supervisor is required to review the faculty evaluation with the instructor before submission of signed evaluation to the next superior.
Step 3	Instructor signs as an indication of his/her approval of faculty evaluation. Chairperson/supervisor signs the faculty evaluation with either approval/non-approval of increment step and submits to Dean of Academic Affairs for review.
Step 4	Dean of Academic Affairs provides recommendations for further review or approval of faculty evaluation. Dean of Academic affairs has the final approval/non-approval of step increment based on instructor’s performance.
Step 5	Faculty evaluation form is routed for signature approval before submission to Human Resource office.



DEPARTMENT CHAIRPERSON FACULTY EVALUATION

SOP #	008-AA	Responsibility:	Dean of Academic Affairs, Dean of TTD, Dean of TED, Department Chairperson
Title:	Department Chairperson Faculty Performance Evaluation	Policy:	GM Policy #5112 GM Policy #5113 GM Policy #4300 &4300.1
Scope:	Academic Departments/Programs, and Division of Academic Affairs	Review Date:	April 2014

Description:

ASCC expects all faculty members to be evaluated under the following conditions:

- During the internship period (if applicable) by their mentors
- The Student End of course Survey provides an ongoing evaluation of the educational process managed by the faculty; (*GM Policy # 5112*).

The College requires supervisors to evaluate each of their staff and faculty members at least annually, using the prescribed performance evaluation methods and documents. Staff evaluations are based on the position description and work goals prevailing during the evaluation period. Faculty members are also evaluated on student learning outcomes. Performance evaluations may occur more often than annually under circumstances of unusually strong or weak job performance or completion of special duties or project work. Supervisors are required to complete annual performance evaluations, to review them with the evaluated employee, and to submit signed evaluation forms to Human Resources. (*GM Policy #4300.1*).

Procedures:

Procedures:	Process for Conducting Faculty Evaluation for Department Chairperson
Step 1	Evaluation of department chairperson is initiated and conducted by Dean of Academic Affairs annually. (check policy of faculty evaluation)
Step 2	The Dean of Academic Affairs discusses the faculty evaluation with the Department chairperson for any recommendation in regards to the performance of the instructor.
Step 3	Department chairperson signs as an indication of his/her approval of faculty evaluation. Dean of Academic Affairs signs the faculty evaluation with either approval/non-approval of increment step and submits to Vice President of Academic and Student Services for review.
Step 4	VP of Academics and Students services provides recommendations for further review or approval of faculty evaluation. VP has the final approval/non-approval of step increment based on chairperson’s performance.
Step 5	Faculty evaluation form is routed for signature approval, and submitted to Human Resource Office (HRO) for final process.



ACCESS TO FACILITIES

SOP #	009-AA	Responsibility:	Faculty, Chairperson, Director of TED, TTD, and C&A, Dean of AA
Title:	Access to Facilities	Policy:	GM #6100
Scope:	Academic Dept/Programs, DOAA	Review Date:	Oct, 2014

Description:

Academic department/programs access to facilities during non-instructional and instructional time is required to follow these procedures to have access to ASCC facilities.

6100 USE OF COLLEGE FACILITIES

The facilities of ASCC are provided for the support and operation of the college’s programs. When not so needed, the facilities may be made available to qualified organizations and groups consistent with the mission of the college. The Board shall determine whether a proposed use of the facilities is consistent with the mission of the College. The College encourages use of its facilities by the public. In support of this policy, the President is authorized to develop guidelines for the public use and rental deposit and cost to use ASCC facilities.

Procedures:

Procedures:	Process for Accessing Facilities during non-instructional/instructional time
Step 1	Instructor fills out a facility request form and submits to the department chairperson for approval. Reasons for accessing facilities is provided and in accordance with ASCC policies and regulations.
Step 2	Chairperson submits the facility request form to the Director of TED, TTD and/or Curriculum & Assessment (depending on which program) for review and approval.
Step 3	The Director of TED, TTD, C&A submits the facility request form to the Dean of Academic Affairs for approval and signature
Step 4	Dean of Academic Affairs reviews the facility request form and submits for approval from the VP of Admin & Finance
Step 5	Final approval comes from the VP of Admin & Finance
Step 6	Dean of Academic Affairs confirms if the facility request has been approved or not approved. Then notifies the appropriate academic department /division if the facility request has been approved or not.
Step 7	



STUDENT WAIVER LIABILITY

SOP #	0010-AA	Responsibility:	Dean of Academics Affairs, Associate Dean of Academic Affairs, VP Academic & Student Affairs, Special Assistant to the Dean of Academic Affairs
Title:	Access to Student Waiver Liability Form	Policy:	
Scope:		Review Date:	

Description:

Procedures:

Procedures	The process of requesting to have
Step 1	Check with Cherie
Step 2	
Step 3	
Step 4	
Step 5	



CURRICULUM COMMITTEE

SOP #	011-AA	Responsibility:	Academic Department Chairperson/faculty/staff
Title:	Department Faculty/Staff Meetings	Policy:	GM #2009,
Scope:	Academic Departments/Programs, Division of Academic Affairs	Review Date:	June 2014

Description:

Each Academic department/program is required to schedule monthly meetings with faculty and staff. The Chairperson of each department is responsible to submit all approved agendas and meeting minutes to the Dean/Associate Dean of Academic Affairs.

Procedures:

1. For all faculty meetings, the department chairperson will:
o solicit agenda items from the faculty at large;
o Publish, via email, to the faculty at large the meeting time, location, and agenda.
2. All members of the faculty, adjunct faculty, and part-time faculty teaching less than six (6) hours per semester, have the right to vote in faculty meetings and faculty elections and in departmental and college committees on which they serve.
3. With respect to quorums, making, seconding, and voting on motions, amendments, proxies, and debate, all meetings will adhere to parliamentary procedure as detailed in the most recent edition of <i>Robert's Rules of Order</i> .
4. Robert Rules of Order: http://www.robertsrules.com/ (please refer to the website for a more explanatory definition of Robert Rules of Order.
5. Also, before submitting your department meeting minutes and agenda, it has to be reviewed by your faculty/staff before submitting a final meeting minutes/agenda to the Dean/Associate Dean of Academic Affairs.
6. Admin Assistants, designated recorder (faculty/staff), or chairperson are required to compile the meeting minutes and then distribute it among the faculty/staff of that department/division for review if anything has been missed or overstated, etc.
7. It can be sent through email (<i>as long as everyone agrees of this practice</i>) or at the next schedule department/division meeting for approval or disapproval.
8. Any department/division meeting minutes that are not reviewed by your department, does not count as approved minutes for that meeting.
9. All meeting minutes need to provide a statement, signature, or confirmation page that the department/division has followed the proper process.
10. Previous practices would not comply with SOP #011-AA of the Academic Affairs Office and the Robert Rules of Order-Parliamentary Procedures (GM #2009) on Department Faculty/Staff meetings .
11. Agendas are created by the chairperson regarding issues that need to be discussed within the department/division. Faculty/Staff can add topics of discussion to the agenda



COMMUNICATION PROTOCOLS

SOP #	012-AA	Responsibility:	ALL
Title:	Communication Protocols	Policy:	GM-#3022 FH- pg.16
Scope:	ALL ASCC faculty, chairperson and admin	Review Date:	

Description:

C. Communication Protocols (*Governance Manual, pg.24, Policy #3022*)

The College’s approved organizational and departmental charts shall be used and implemented as the guide for communication protocols. This will ensure proper chain of command, respectful communications and effective management of the College’s administration. Communication protocols shall abide the major organizational chart as a fundamental rule for college-wide matters, or a departmental organizational chart when an issue requires the attention of a department only. (*ASCC Faculty Handbook, pg. 16, 2012*)

Procedures:

Procedures:	
Step 1	Faculty/Adjunct faculty “TO” Department Chairperson
Step 2	Department Chairperson “TO” the Dean of Academic Affairs, Director of Trades & Technology, Director of Teacher Education, or Director of Curriculum & Assessment
Step 3	Dean of Academic Affairs, Director of Trades & Technology, Director of Teacher Education, or Director of Curriculum & Assessment “TO” Vice President of Academic & Student Affairs
Step 4	Vice President of Academic & Student Affairs “TO” President



ASSESSMENT COMMITTEE

SOP #	013-AA	Responsibility:	Director of Curriculum & Assessment
Title:	Assessment Committee	Policy:	
Scope:	Academic Deans, Director of Curriculum & Assessment Curriculum Chairmen, faculty	Review Date:	2016

Description:

1. **The APCC** consists of members who served on the Assessment Committee for more than 5 years. Each representative which includes academic chairmen-Dr. Fa’atoafe Faofua, Dr. Daniel Chang, Mr. Sal Poloai, Mrs. Letupu Moananu, Mr. Christian Ausage, Dean of Academic Affairs-Dr. Irene Helsham, Director of Institutional Effectiveness Mrs. Rosevonne Pato, and the Vice President of Administration and Finances- Mr. Mikaele Etuale as an advisory council for the Assessment Committee Chairman (Assessment Exit Report 2010, pg. 8)
2. **The APGC** consists of faculty representative from each academic department. The roles and responsibilities of the Assessment Planning General Committee are to: (*Assessment Exit Report 2010, pg. 8*).
 - a. Initiate, direct, document, and strengthen the discussion on assessment as an ongoing process within the individuals department;
 - b. Assist faculty and the department to develop assessment instruments; rubrics, checklist, portfolio, etc.;
 - c. Work collaboratively with faculty and departments to define measurable CLO’s and PLO’s; that align to the ILO’s
 - d. Assist faculty and departments with identifying levels of performances/competencies for CLO’s
 - e. Maintain up-to-date records for all approved and proposed course CLO’s and PLO’s
 - f. Complete assigned tasks and report all required information to the Assessment Planning General Committee;
 - g. Attend and participate in all meetings, workshops, and disseminate the information to their department in a timely manner

APCC Members		APCC Members	
Old		New	
Dr. Fa’atoafe Faofua		Dr. Fa’atoafe Faofua	
Dr. Daniel Chang		Dr. Daniel Chang	
Mr. Sal Poloai		Mr. Michael Leau	
Mrs. Letupu Moananu		Mr. Tunufa’i Leiato	
Mr. Christian Ausage		Mr. Christian Ausage Evile Feleti (8/2015)	
Dean of Academic Affairs		Dean of Academic Affairs	
Dr. Irene Helsham		Mrs. Letupu Moananu	



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Director of Institutional Effectiveness Mrs. Rosevonne Pato	Director of Institutional Effectiveness Mr. Sonny Leomiti
Vice President of Administration and Finances- Mr. Mikaele Etuale	Associate Dean of Academic Affairs (09/2015) Director of Curriculum & Assessment- Evelyn V. Fruean

OLD Assessment Planning General Committee	
Program Level	Course Level
English Language Institute	Physical Education
Business	Social Science
Science	Institute of Trades & Technology
Adult Education	Language & Literature
Fine Arts	Land Grant
Samoan Institute	
Teacher Education	
Nursing	
Math	
Health Sciences	
Student Services (TBA)	Criminal Justice (TBA)

NEW Assessment Planning General Committee	
Program Level	Course Level
Business	Physical Education
Adult Education	Agriculture, Community & Natural Resources
Fine Arts	Trades & Technology Division
Samoan Institute	Language & Literature
Teacher Education	English Language Institute
Nursing	Science
Social Science	Math
Health & Human Services	
Student Services (TBA)	
Criminal Justice (TBA)	

Procedures

Procedures:	
Step 1	The two standing committees meet every month (semester) to discuss assessment and the collection of data.
Step 2	Dir. of C&A will direct the 2 Standing Committees regarding WASC standards and collection of data, dissemination of information regarding the collecting, analyzing and results of data.



TEXTBOOK ORDERS

Description:

Textbooks for courses offered should be available at the bookstore prior to the beginning of each semester. Students are required to purchase textbooks, workbooks, and other instructional materials identified in the current syllabus of

SOP #	014-AA	Responsibility:	Dean of Academic Affairs, Dept Chairperson, Special Administrative Assistant of the Dean of Academic Affairs, Dean of Trades & Technology Division, Dean Of Teacher Education
Title:	Textbook Order/Ordering process	Policy:	Policy #5216 Textbook Policy
Scope:	<i>Department/Program Chairperson Academic Affairs Division</i>	Review Date:	Spring 2015, Spring 2016

courses in which they are officially enrolled in by the end of the first week of instruction. Students' failure to obtain the required textbook for a course may result in dropping from the enrolled classes.

Textbook Policy

Students are required to purchase textbooks, workbooks, and other instructional materials designed for course(s) they are enrolled in. Textbook costs vary from course to course. Every student must have the required materials identified in the current syllabus of the course(s) in which they are officially enrolled in by the end of the first week of instruction. Students' failure to provide their instructors proof of this requirement will result in an immediate recommendation by the instructor to drop the course(s). If the student does not drop the course or purchase the required materials, then the instructor may initiate an administrative drop. (Please refer to the section on Administrative Drop for more details.) (*ASCC 2014-2016 Catalog, pg. 37*)

Textbook Information

Section 133 of the HEA requires ASCC to disclose textbook information such as course schedules, textbook titles, ISBN numbers, and prices. This information is made available to students and to the Le College bookstore. (*ASCC 2014-2016 Catalog, pg. 37*)

5216 Textbook Policy

Students are required to purchase textbooks, workbooks, and other instructional materials designed for course(s) they are enrolled. The student must have the required materials identified in the current syllabus of courses in which they are officially enrolled in by the end of the first week of instruction. Students' failure to provide their instructors proof of this requirement will result in an immediate recommendation by the instructor to drop the course(s). If the student does not drop the course or purchase the required materials, then the instructor may initiate an administrative drop. (*ASCC Governance manual, 2008, pg. 93*).

Procedures

Procedures:	Process for Textbook ordering/orders
Step 1	Department chairpersons check available books at the bookstore to ensure the numbers are sufficient to accommodate the need for course sections that will be offered in the upcoming semester.
Step 2	<ul style="list-style-type: none"> a) Chairpersons must ensure the copyright for all textbooks are current or at least within a five year period. b) Recommendation to review a new edition with the department for approval prior to submission of textbook orders. c) Chairpersons are recommended to submit all new changes of textbooks to Curriculum for approval and to be reflected on approved Course Approval Forms.



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	d) Chairpersons are also responsible to check all ISBN #'s of each textbook, before submitting to the Office of Academic Affairs
Step 3	Department chairpersons obtains a textbook order form from Academic Affairs office
Step 4	<ul style="list-style-type: none"> Textbook order forms must be completed by the chairperson/faculty. Textbooks order forms are to be routed for approval signatures and then filed with the Office of Academic Affairs before forwarding it to the Bookstore for processing. <i>(Referencing; ASCC Department of Finance SOP Le Bookstore Book Orders, SOP #F-033, pg. 105-107)</i> Each chairperson is recommended to scan or have hard copies of all submitted textbook orders for tracking purposes in department files, for documentation purposes.
Step 5	<ul style="list-style-type: none"> All department chairpersons are advised to submit textbook orders at the end of the 5th week of instruction, This will allow the Office of Academic Affairs, Le Bookstore, and Department of Finance ample time to place orders on time prior to beginning of each semester. <i>(Referencing; ASCC Department of Finance SOP Le Bookstore Book Orders, SOP #F-033, pg. 105-107)</i>
Step 6	Chairpersons are recommended to check with Bookstore if textbook orders have arrived and the check for prices of each textbook so that it will be noted on courses syllabi, one week prior to the beginning of the semester.

Reference: ASCC Department of Finance SOP for Textbook Orders (pg. 105-107)

Step 1	Manager receives book order forms from Dean of Academics Office. Manager meets with Bookstore buyer and work through the orders
Step 2	The stockroom tech counts the books in the stockroom and the store. He gives report to Bookstore Manager and we determine what to buy back and what to order for the upcoming semester.
Step 3	Once the Bookstore Manager finalizes the report of the buy backs, it will be forward to the Buyer to request for Pro-forma invoices or quotations from each vendor for the order and that is when the Vendor will let us know the form of payment (i.e. PO or Prepayment). This is a 4 week process.
Step 4	The Bookstore Buyer follow up with invoices, once invoices are received, Buyer will then process the Purchase Requisition (PR) for the approval signatures. When the PR is approved, the Buyer will create a PO for each vendor.
Step 5	Upon completion and approval of PO, Buyer will send over PO with invoice attached via email and fax to each vendor for the book orders.
Step 6	If the vendor accepts our PO they will then process the order and let us know when the order will be shipped. The Buyers will keep following up with vendor until orders arrive.
Step 7	If vendor does not accept our PO, the Buyer will request for pre-payment to the General Accounting manager, Accounts Payable and CFO.
Step 8	The Buyer will continue to follow up with vendors on the status of each order
Step 9	Once the order arrives the Procurement office receivers will conduct their count to ensure that the order is complete, the Bookstore Buyer/Receiver will then count the books for verification that order is complete and signs off on the book order(s).
Step 10	The Bookstore stock person puts the order(s) in the stock room
Step 11	Bookstore Buyer will input the order count on Inventory spreadsheet and calculates the selling price.
Step 12	The following documents are filed away: Copy of PO Invoices The same copies are forwarded to AP specialist.
Step 13	Bookstore Buyer will notify Faculties that their book orders have arrived and are in the bookstore.



CROSS DIVISIONAL REQUESTS

SOP #	015-AA	Responsibility:	Department Chairperson, faculty, and Academic Affairs Divisions
Title:	Cross Divisional Requests	Policy:	
Scope:		Review Date:	09-12-2014

Description:

Also a reminder to please cc me as well when it comes to cross divisional requests so Academic Affairs is aware of recommendation in regards to courses.

Procedures

Procedures:	
Step 1	
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	



PROPOSAL OF EVENTS/ACTIVITIES

SOP #	016-AA	Responsibility:	Department Chairperson, faculty, and Academic Affairs Divisions
Title:	Proposal of Events/Activities	Policy:	
Scope:		Review Date:	09-12-2014

Description:

If you are department or organization are planning an event you must fill out the Proposal of Events/Activity. You will be asked a number of questions about your event in the form. If you are more specific in the details you relate about your event, it will significantly reduce the amount of time required to review your proposal since the Academic Affairs Office may not need to follow up with you for more details. The information submitted will be used by the reviewer(s) to understand the nature and structure of your event. Any information about content (names of speakers, topics to be covered, names of films being screened, types of games, etc.) and logistics (agendas, organizing structures, registration locations, etc.) will speed the process up.

Procedures

Procedures:	
Step 1	Proposal of events form can be picked up from the Academic Affairs Office. There will be an online version on the ASCC website.
Step 2	Fill out the necessary form and answer all the questions that pertain to the event that you are planning.
Step 3	The initiator will sign the proposal and submit 2 weeks prior to the event. No last minute proposals will be accepted. (<i>discretion of the Dean of Academic Affairs, with justification and rationale of why the proposal has been submitted late</i>).
Step 4	Submit completed form to the Division of Academic Affairs.
Step 5	Proposal will be routed to the Dean of Academic Affairs and the Vice President of Academic and Student Affairs for approval or not approved.
Step 6	Initiator will be notified by the Academic Affairs Staff if proposal has been approved or not.
Step 7	If not approved, follow up with the Dean or VP for further instruction.
Step 8	If approved, initiator needs to complete a Facility Request form (if applicable to the event) for further approval of the VP of Administrative Services.
Step 9	If students are going off campus, the initiator needs to follow up with the Academic Affairs Office and request a Student Waiver and or Field Excursion Form to complete.



ADDITIONAL/SUPPLEMENTAL EQUIPMENT and/or MATERIAL's REQUEST (ASEMR)

SOP #	017-AA	Responsibility:	Department Chairperson, faculty, Dean/Associate Dean of Academic Affairs,
Title:	Additional/Supplemental Equipment and/or Materials Request (ASEMR)	Policy:	
Scope:		Review Date:	

Description:

Any additional equipment and or supplemental materials required by the instructor for each course(s) will be specified on the syllabus. Items will be purchased and housed either in the bookstore or in each division depending on where the allocated funds are to purchase these items.

Procedures

Procedures:	
Step 1	Request an ASEMR Form to fill out.
Step 2	Identify what type of materials that is needed for the course, (<i>e.g., paint brush, hammer, paint, buckets, aprons, head gears, etc...</i>)
Step 3	
Step 4	
Step 5	
Step 6	Submit together with the textbook orders for the following semester.



ASSESSMENT PLANNING CORE COMMITTEE

SOP #	018-AA	Responsibility:	Dean and Academic Directors
Title:	Assessment Planning Core Committee Roles and Responsibilities	Policy:	GM #5118
Scope:	Department Chairperson, DOAA Admin, faculty	Review Date:	September 7, 2015

Description:

The Assessment Planning Core Committee (APCC) members serve as Curriculum Committee members and chairpersons of their respected academic departments or programs (*Assessment Exit Report Spring 2013*). Other APCC members consist of Director of Institutional Effectiveness, Dean of Academic Affairs, and the Assessment Coordinator. (*APC & Closing the Assessment Loops Guidelines (Revise) Fall 2014, pg. 2*).

Procedures

Procedures:	
Step 1	Meet 4 times each semester
Step 2	Discuss the improvements and movement of assessment, <i>See roles & Responsibilities of APCC members.</i>

APCC Roles and Responsibilities:

1. Provide leadership in a wide range of activities related to documenting assessment of student learning all across academic departments and programs.
2. Provide meaning, quality and integrity of the degrees offer in this institution inclusion of all types of formative and summative assessment.
3. Facilitate workshops on Assessments and Student Learning Outcomes alignment at all levels.
4. Provide information of WASC / Western Senior College and University Commission (WSCUC) compliancy
5. Provide information of WASC/ACCJC compliancy
6. Attend monthly meetings (*as necessary*)
7. Spearhead the discussion on assessing student learning outcomes,
8. Discuss/review degree learning outcomes and present findings to the Curriculum Committee,
9. Identify strengths and weaknesses of current degree learning outcomes and present findings to the Curriculum Committee,
10. Discuss/review academic learning outcomes,



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11. Identify strengths and weaknesses of assessing course learning outcomes,
12. Review the data from the Academic Program Review on course learning outcomes,
13. From the above discussion , begin the process of developing an appropriate assessment plan for the College,
14. Present assessment plan to Curriculum Committee, to include: time frame, staff development on SLO assessment, development of an appropriate instrument for assessing SLO's , and implementation plan,
15. Monitoring on-going assessment,
16. Discuss/review the ASCC Mission to include academic values as guiding principles of ASCC academic programs, and
17. Integrate WASC Standards and student learning outcomes. (*Referencing: Committee Structure Manual (pg. 8-9).*)



ASSESSMENT PLANNING GENERAL COMMITTEE

SOP #	019-AA	Responsibility:	Dean of AA, & Academic Directors
Title:	Assessment Planning General Committee Roles and Responsibilities	Policy:	GM # 5118
Scope:	Academic Deans, Curriculum Chairmen, faculty	Review Date:	Sept 2015

Description:

Representatives from the Academic Departments and Academic Programs are members of this committee. Roles and responsibilities pertaining to Assessment procedures, practice and policies. Identifying curriculum framework and structure of all degrees and certificates.

Procedures

Procedures:	
Step 1	See roles and responsibilities of the APGC members

1. Initiate, direct, document, and strengthen the discussion on assessment as an ongoing process within the individuals department;
2. Assist faculty and the department to develop assessment instruments; rubrics, checklist, portfolio, etc.;
3. Work collaboratively with faculty and departments to define measurable CLO's and PLO's; that align to the ILO's
4. Assist faculty and departments with identifying levels of performances/competencies for CLO's
5. Maintain up-to-date records for all approved and proposed course CLO's and PLO's
6. Complete assigned tasks and report all required information to the Assessment Planning General Committee;
7. Attend and participate in all meetings, workshops, and disseminate the information to their department in a timely manner.



COURSE/PROGRAM APPROVAL/REMOVAL FORM

SOP #	020-AA	Responsibility:	Curriculum Committee, Director of Curriculum & Assessment, Dean of Academic Affairs
Title:	Course and Program Approval Form/Removal Form	Policy:	
Scope:	DOAA, Academic Departments/Programs/Division	Review Date:	September 7, 2015

Description:

Curriculum Review in Departments/Divisions

- The curriculum review process guarantees that its curriculum stays current and that student learning outcomes are preserved. The curriculum committee has established a calendar whereby each discipline conducts a complete curriculum review at least every two years or catalog year. Each department chairperson and faculty is responsible for conducting and completing its Curriculum Review with each of their discipline area.
- Department Chairperson should plan accordingly for timely submission of materials to the Curriculum Chairperson and Committee. If a department chairperson fails to complete a curriculum review process within their department/division...the Curriculum Committee will not consider any curriculum proposals (new courses, course modification, or course deletions) from that department until the Curriculum review process is completed.
 - Course/Curriculum Review Process within Department/Division consists of
 - Documentation of meeting minutes
 - Notes of Review (*signed by the Chairperson and initiator*)
 - Advisory Council meeting minutes (*optional*)
- Department/Division chairperson and/or initiator should have the Cover sheet (signature page) signed by the initiator, chairperson, Associate Dean of Academic Affairs/Curriculum Chairperson, and the Dean of Academic Affairs before “presenting” any new or modified courses/programs to the curriculum.
- Initiator or department chairperson submits an electronic copy of the program/course proposal (*Cover Sheet, Proposal forms, other attachments as needed*) and the signature page to Curriculum Chairperson. The Curriculum chairperson must have at least one week between proposal submission and discussion of the proposal. Curriculum Chairperson considers the proposal at the next scheduled Curriculum Committee meeting.
- The Department Chairperson or the initiator must be present to introduce any course/program proposals to the Curriculum Committee. If a Department Chairperson or



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initiator is not present, the Curriculum Committee reserves the right to move on to other agenda items or courses and programs that need reviewing. *(Note: DC will need to reschedule with the Curriculum Chairperson for another date to present proposal(s)).*

Curriculum Chairperson Review

- The initiator submits an electronic copy of the proposal to the Curriculum Chairperson to review all new, remove, and modification of courses for any degree and certificate programs before submission and presentation by each department/division for review and approval from the Curriculum Committee members.
- The Curriculum Chairperson must have at least one week between proposal submission and discussion of the proposal. The Curriculum Committee considers the proposal at the next scheduled meeting if possible.

Curriculum Committee Review

- The Committee will approve or disapprove each proposal. The committee may make recommendation or modifications. Initiator should notify their department/division of the Curriculum committee's recommendations.
- Approval of a course by the Committee does not guarantee funding, scheduling or staffing. This is the department/division responsibilities with guidance and counseling from the Curriculum Chairperson and/or Dean of Academic Affairs.
- The Curriculum Committee reserves the right to grant extensions of the deadline, on a case-by-case basis.
 - First Reading: Curriculum Committee holds a first reading and responds to the proposal with written comments, which may include a request for changes or additional information to be submitted before further review if no changes or additional information is requested and the proposal is complete, Curriculum Committee will approve the proposal. If changes or additional information is requested, Curriculum Committee takes no further action until initiator submits the requested information or a revised proposal for consideration.
 - Second Reading: The curriculum committee will hold a second reading when the initiator has submitted the requested information or revised proposal for consideration. At the second reading the Curriculum Committee may approve the proposal, disapprove the proposal with written justification, or again request that changes or additional information be submitted before further review.
 - After a proposal has been either approved or disapproved by the Curriculum Committee, the Curriculum Chairperson:



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***Returns a copy of the signed Cover Sheet to the initiator.

- The initiator or department chairperson will then complete the signature Cover sheet routing to the Vice President of Academic & Student Affairs and ASCC President, before submitting the original document of any new or modified courses to the Academic Affairs office.

Procedures:

Course and Program Review (*Curriculum Committee Policy Manual, pg. 6*).

- Initiator submits an electronic copy of the proposal package (Cover Sheet, proposal forms,
- Any new courses/program is required to be presented to the curriculum committee during a new Academic catalog year. Any new courses/program introduced in a non-academic catalog year should be based on the needs of the community with the documentation and advice from an advisory committee of that program, and not limited to.
- Any new course(s) and/or program being introduced to the Curriculum committee is required to provide a Course Approval Form (CAF) and Course Approval Form-Lab Fee (CLF)(optional) to the Curriculum Chairperson for review, before presenting to the Curriculum Committee. (*Note: Documented evidence of the reason for a new course and/or program is also needed*).
- Any removed course(s) and/or program being presented to the Curriculum committee is required to provide a Program Removal Form (PRF), and/or Course Removal Form (CRF) to the Curriculum Chairperson for review, before presenting to the Curriculum Committee. (*Note: Documented evidence of the reason for removal is also needed*).
- Approval of Curriculum Committee motions shall require “motion to move” and “second” a simple majority “all in favor” by a raise of hands of the voting members present. Motions and seconds shall be recorded in the Curriculum Committee minutes.
- All deletions and modifications to the American Samoa Community College curriculum must be presented to and approved by the Curriculum Committee.
- Blanket Statement- all introductory (100-199) courses will not be able to use English Language Institute (ELI courses) ENG 70, 71, 80, 81, 90, 91 and MAT 80 or 90 as a pre-requisite.



CATALOG ADDENDUMS

SOP #	021-AA	Responsibility:	Department Chairperson, Curriculum Chairperson,
Title:	Catalog Addendums	Policy:	
Scope:	Curriculum Committee	Review Date:	Biannually

Description:

Catalog Addendums occur only if there is a typographical error in the catalog regarding course, program, degree and/or information and not limited to...

Procedures:

Procedures

1. Department Chairperson sends a memo to the Curriculum Chairperson/Associate Dean and cc the Dean of Academic Affairs, regarding an error in the catalogue, course, program...
2. Department Chairperson submits all evidence of the error and documentation of the correction that needs to be made in the catalog.
3. Curriculum Chairperson reviews the proposed addendum. Questions and inquiries will be directed to the department chairperson and/or faculty for immediate response to the proposed addendum.
4. Curriculum Chairperson inserts proposed addendum in the agenda for an upcoming schedule date for the curriculum committee to meet.
5. The department chairperson will be able to present his/her own addendum.
6. If approved or disapproved will be solely upon the decisions made by the curriculum.
7. If approved to edit/insert/omit the approved catalogue, course, program...then changes will be made.
- 8. If Approved:**
 - a. An official letter by the curriculum chairperson will be issued to the following:
 - i. Academic Affairs Division
 - ii. Admissions & Registrars
 - iii. Academic Departments/Divisions/Programs
 - iv. Business Department(if applicable)
- 9. If Not Approved:**
 - a. The department chairperson will take back the proposed addendum to its department/division faculty to revise and/or discuss the Curriculum committees concerns on the proposed addendums.
 - b. When completed the department chairperson reserves the right to reschedule with the curriculum chairperson to reenter the proposed addendum for review by the curriculum committee.



FACULTY SCHEDULING/COURSE SCHEDULING

SOP #	022-AA	Responsibility:	Faculty, Department Chairperson, DOAA Admin Technician, DOAA
Title:	Faculty/Course Scheduling	Policy:	
Scope:	Division of Academic Affairs, Academic Departments/Programs	Review Date:	September 23, 2015

Description:

Faculty/Course Scheduling are the responsibility of the faculty and department chairperson. This schedule is the guideline of all courses that are offered annually. All course offering shall abide by the faculty teaching load policy.

Procedures:

Step 1	DOAA Admin Technician sends out the course schedule template to all department chairperson (if needed)
Step 2:	Department Chairperson is to schedule all courses for Fall, Spring and Summer for their respective Academic department/program faculty/adjunct faculty.
Step 3:	All department chairpersons are to submit faculty/course scheduling 4 weeks prior to spring and summer priority registration.
Step 4:	NED TO COMPLETE 09-23-2015 BY ME



EXIT FORMS

SOP #	023-AA	Responsibility:	DOAA Special Assistant to the Dean, DOAA Admin Technician Specialist, Curriculum Chairperson
Title:	<i>Exit Forms (Log in and out)</i>	Policy:	
Scope:	<i>Division of Academic Affairs, Academic Directors</i>	Review Date:	September 2015

Description:

Exit Forms/Clearance forms are submitted at the end of the semester by faculty. This clears all instructors from library services (*books returned, equipment, video tapes, charges paid, etc.*), Department/Division Chairperson (*syllabus, loaned textbooks, etc.*), Registrar (*grades/gradesheets*), Curriculum Chairperson (*syllabus, Course Approval Forms & Assessment Data: ex: GEO, Co and Core courses*), Dean of Academic Affairs (*Faculty, Adjunct faculty & Part Time faculty require completion of Performance evaluation*), Chief Financial Officer (*Travel Expense Report, reconcile accounts to ASCC, etc.*), Vice President of Academic & Student Affairs), and ASCC President.

Procedures:

1. DOAA Admin Special Technician/Special Admin to the Dean prepares the Exit/Clearance Form during the 16 th week of instruction (final examination week).
2. DOAA Admin Technician/Special Admin to the Dean distributes all Exit/Clearance Form on the 16th week-(FRIDAY) attached with instructors grade sheets.
3. Graduate grades are due on the first day of the 17th week (MONDAY) , which is Monday.
4. Faculty follows the process to acquire all signatures from: <ul style="list-style-type: none"> a. Library Services b. Department/Division Chairperson c. Registrar
5. Faculty submits Exit Clearance Form to DOAA Admin Technician drop off box in the DOAA office.
6. DOAA Admin Tech will LOG IN (ledger) all Exit/Clearance Forms by the end of the day.
7. DOAA Special Admin Tech will submit all Exit/Clearance Forms to the Curriculum Chairperson/Director of Curriculum & Assessment for further review of submission of GEO, Co, Core, Developmental and 300/400 level course(s) data.
8. Curriculum Chairperson/Director of Curriculum & Assessment will submit signed and approved exit/clearance forms to the Dean of Academic Affairs for review of semester/annual performance evaluation of faculty/adjunct faculty.
9. Dean of Academic Affairs will submit signed and approved exit/clearance forms to the Special Admin to the Dean to LOG OUT (ledger) all exit/clearance forms from the DOAA office.



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| 10. DOAA Special Admin to the Dean and/or DOAA Admin Technician will deliver all Exit/Clearance forms to the Chief Financial Officer. |
| 11. When all Exit/Clearance Forms are returned by the Chief Financial Officer (CFO), then DOAA staff will submit to the VP of Academic & Student Affairs and to the ASCC President for approved signatures. |
| 12. Special Admin to the President will follow interoffice protocol on the final step(s) of delivering the original copy to the Human Resources Office (HRO) for the final steps and procedures of processing compensation for instructors. |



GRADE SHEETS

SOP #	024-AA	Responsibility:	Academics Officer, Registrar's Office, DOAA Staff & Admin
Title:	Grade Sheets	Policy:	
Scope:	Admission's Office, DOAA, and Registrar's Office	Review Date:	May 2015

Description:

Each semester gradesheets are disbursed to department chairperson and faculty for documenting student grades. Process and procedures are as follow.

Procedures:

REGULAR SESSION (16 weeks)

Procedures:	
Step 1	Admission and Registrar's office dispenses gradesheets to the DOAA on the 16 th week of instruction.
Step 2	DOAA dispenses all gradesheets to the Department chairperson and faculty on the 16 th week (Friday) on the last day of final examination with the Faculty Exit/Clearance Forms.
Step 3	All graduate grades are due on the first day of the 17 th week (Monday).
Step 4	All final grades for are due the following week.

CAPP SESSION (7 weeks)

Step 1	Admission and Registrar's office dispenses gradesheets to the DOAA on the 6 th week (Monday).
Step 2	DOAA dispenses all gradesheets to the Department chairperson and faculty on the 6 th week (Friday) with the Faculty Exit/Clearance Forms.
Step 3	All CAPP grades are due on the 7 th week (Friday) with Exit/Clearance Forms

TED SESSION (10 weeks)

Step 1	Admission and Registrar's office dispenses gradesheets to the DOAA on the 10 th week (Monday).
Step 2	DOAA dispenses all gradesheets to the Department chairperson and faculty on the 11 th week (Friday) with the Faculty Exit/Clearance Forms.
Step 3	All TED grades are due on the 11 th week (Friday) with Exit/Clearance Forms

1. Discretion of Dean of Academic Affairs

- a. Request for early release of grade sheets is initiated by the instructors and approved by the Chairperson of specific department, Dean of Academic Affairs or Associate Dean of Academic Affairs and Vice President of Academic & Students Affairs.
 - i. Stipulations of Early Release of grade sheets
 - 1. Medical Reasons
 - 2. Funerals (immediate family only)



General Education Outcomes (GEO) CALIBRATION

SOP #	025-AA	Responsibility:	Faculty, DOAA
Title:	GEO CALIBRATION	Policy:	
Scope:	GEO Faculty and Adjunct	Review Date:	May 2015

Description:

General Education Outcome calibration reflects data, process and refining of outcomes to improve General Education courses, competencies and scheduling, etc...

Procedures:

Step 1	GEO Faculty submits end of semester data to the Director of Assessment & Curriculum
Step 2	Director of C&A compiles all data and shares with the GEO Faculty the following results in a powerpoint in the following semester: <ul style="list-style-type: none"> • The level of competency of students that are exiting the course by the end of the semester. • Including notes, recommendations, and comments shared by GEO faculty and adjunct.
Step 3	GEO Data is given back to the GEO faculty for review and to report on GEO outcomes, competencies, assessment instruments, alignment, etc...
Step 4	Each GEO Department Head (Chairperson) submits an GEO Report to the Director of C&A of their findings and results.
Step 5	GEO reports arer then compiled by the Director of C&A and presented to the GEO faculty to discuss if all reports are correct and precise to what has been reported by each GEO department
Step 6	GEO faculty and adjunct approve the GEO Report
Step 7	The approved GEO report for the GEO faculty is then disseminated and presented to the APGC/APCC for a complete GEO Analysis of that semester.
	NEED TO COMPLETE THIS SOP for Calibration
	9/17/2015



FIELD TRIPS

SOP #	<i>026-AA</i>	Responsibility:	Chairperson, faculty, DOAA
Title:	<i>Instructional Field Trips</i>	Policy:	
Scope:	<i>Academic Departments/Programs and DOAA</i>	Review Date:	09-17-2015

Description:

Procedures:

Step 1	For classes requesting field excursions or off campus ASCC activities
Step 2	Field trips or excursions or off campus ASCC instructional activities must be included in the respective course topical outline;
Step 3	The form must be completed by the instructor with his/her endorsement on the form.
Step 4	Attach one copy of the course roster to the original form and submit documents to the respective Chairperson for approval.
Step 5	After acquiring the Chairperson written approval the form is then routed through the appropriate director (such as Director of Teacher Education or Director of Trades and Technology for their signature of approval)and lastly to the Dean of Academic Affairs or designee for her signature of approval.
Step 6	Submit the form to Academic Affairs Office.
Step 7	The ASCC Notary Public will prepare official ASCC Student Liability and Waiver Form for each of the students participating in the field trip.
Step 8	Along with the form each student is required to produce an official/valid identification (a valid passport, American Samoa Voter's Identification card, or American Samoa Driver's License, etc.) and endorse the student waiver before the ASCC Notary Public. In return, the Notary Public will present the approved waiver and a copy of the waiver to student -- the original is returned to the instructor and a copy for the student's file.
Step 9	The student waiver form must indicate the time frame of the off campus activity.
Step 10	If the activity exceeds the normal class time students are responsible to inform their instructors so to alleviate any penalties due to being tardy or absent from their classes because of the field trip activity. Via the approval of the Dean of Academic Affairs,...Special Admin to the Dean will notify the ASCC General Faculty via email transmission informing the faculty of students' approved excuses.
Step 11	Students on the other hand will be solely responsible for any and all missed assignments for courses they did not meet due to the overlap of the field trip.
	Created on 09-17-2015 need to be reviewed by Ms. Cherie.



AMERICAN SAMOA COMMUNITY COLLEGE

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