



**AMERICAN SAMOA  
COMMUNITY COLLEGE  
OFFICE OF INSTITUTIONAL EFFECTIVENESS**

February 19, 2019

To: Dr. Rosevonne Pato  
*ASCC President*

Fr: Sonny J. Leomiti  
*Accreditation Liaison Officer*

Subject: ASCC Accreditation Organizational Processes and Appointing of Accreditation  
Standard Leads

Talofa ASCC President Dr. Pato,

So much has been clarified in the past few years in regards to Accreditation. Clarifications made by the Commission and ACCJC staff prompted clearer expectations for all community colleges under its purview to include updates to the accreditation manuals and policies, appointing of liaisons for community colleges to support member institutions on approaches to improve the college's definition of its mission and institutional effectiveness, and ACCJC's vision towards strategic planning to ensure continued compliance amongst all community colleges.

These actions provided a better understanding for the American Samoa Community College in its effort to better clarify and improve its practices and definition pertaining to Mission Effectiveness. Given these clarifications, I submit for your review and approval additional clarifications for the American Samoa Community College's Accreditation structure and processes to ensure compliance with the Commission's expectations.<sup>1</sup> Please note that the following recommendations are not new. The clarification is to duly document our practice and to ensure that the clarification of roles and scope is linked to accountability.

Accreditation Steering Committee: I have no recommendations to change the scope for the Accreditation Steering Committee, as its role is pertinent and consistent with its current definition.<sup>2</sup>

However, I propose to document to include in the Participatory Governance Structural Manual or possibly ASCC's Manual on Accreditation, the College's practice undergone

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<sup>1</sup> Guide to Institutional Self-Evaluation, Improvement, and Peer Review (2018). Section 4: Institutional Self-Evaluation Process – 4.1, 4.2, and 4.3.

<sup>2</sup> ASCC Participatory Governance Structural Manual (2015). Governance Group – Accreditation Steering Committee, pp. 16-17.



**AMERICAN SAMOA  
COMMUNITY COLLEGE**

**OFFICE OF INSTITUTIONAL EFFECTIVENESS**

in the past self-evaluations, and during its Show Cause Sanction in 2015, Warning Sanction in 2016, and Midterm Report in 2018.

ASCC's accreditation practice includes the selection of Standard chairpersons for each Accreditation Standard, Sub-leads for each Standard, and committees to include all ASCC necessary internal constituencies (faculty, staff, students, administrators) conducive to the standard dialogue. This practice is not new to the College and has been followed in its past self-evaluation practices. One clarification that may be recommended is the roles of the Standard Chairpersons and the roles of the Standard leads. This will provide better clarity for ASCC's accreditation processes.

Provided below for your review and recommendations is a list of roles and responsibilities to be clarified according to the College's practice:

Accreditation Liaison Officer(s): Serves as the key resource in planning the institutional self-evaluation process.<sup>3</sup>

- Scope:
  - Develops a Calendar for the Institutional Self-Evaluation Reports (ISER), Annual Reports, Follow-up Reports, Midterm Reports, Substantive Change Reports, etc. for the College and assures that the calendars are distributed in a timely manner to all internal constituencies to include the appropriate approval processes.
  - Ensures the College follows its defined timeline and the ACCJC required timelines for submitting reports.

Standard Chairpersons: Serves as the key resource in planning the review of the assigned Accreditation Standard.

- Scope:
  - Recommends or appoints Standard Leads for each Accreditation sub-standard.
  - Develops, organizes, facilitates, and monitors the calendar and action plans for Standard Section Leads/Co-Leads.
  - Develops action plans for the improvement of standard evidence, findings, and future plans.
  - Finalizes Standard drafts in preparation for the review of the Accreditation Steering Committee.

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<sup>3</sup> Guide to Institutional Self-Evaluation, Improvement, and Peer Review (2018). Section 3.1: The Role of the Accreditation Liaison Officer (ALO), p. 12.



**AMERICAN SAMOA  
COMMUNITY COLLEGE**

**OFFICE OF INSTITUTIONAL EFFECTIVENESS**

Standard Leads/Co-Leads: In collaboration with the Standard Chair, serves as the key resource in the review of the College's practice and its application to the Accreditation Standards.

- Scope:
  - Reviews the assigned standards to determine whether the content of the standard refers to a College practice, procedure, or policy.
  - Provides recommendations pertaining to the need of appropriate internal constituencies (administrators, faculty, staff, students, board members) in the review and clarification of the College's practice.
  - Documents evidence for each Standard and determine the quality of the evidence. Documents improvement plans or recommendations as deemed necessary, to improve the quality of evidence. (*Policy manuals, handbooks, SOP manuals, publications, etc.*)
  - Develops and drafts written narratives for each Standard.

Provided is a proposed Timeline for the Accreditation ISER Report. The proposed timeline encompasses the College's overall ISER calendar of important events and the required ACCJC timeline for the submission of the ASCC ISER. This timeline does not include the overall calendar for accreditation and specific Standard Chair calendars.

| Key Events                                                                                           | Due Date              |
|------------------------------------------------------------------------------------------------------|-----------------------|
| ASCC Institutional Self-Evaluation Report (ISER) – 1 <sup>st</sup> Draft                             | November 22, 2019     |
| Accreditation Steering Committee review of ISER – 1 <sup>st</sup> Draft                              | December 03-07, 2019  |
| Quality Focus Improvement Plans                                                                      | May 22, 2020          |
| Development of Quality Focused Essays                                                                | July 24, 2020         |
| ASCC Institutional Self-Evaluation Report 2 <sup>nd</sup> Draft                                      | August 28, 2020       |
| Accreditation Steering Committee review of ISER – 2 <sup>nd</sup> Draft                              | September 02-04, 2020 |
| Culmination of Improvement Plans and Quality Focus Essays                                            | January 29, 2021      |
| ASCC Institutional Self-Evaluation Report 3 <sup>rd</sup> – Final Draft                              | February 12, 2021     |
| Accreditation Steering Committee review of ISER – Final Draft                                        | February 17-19, 2021  |
| Final ISER Report is submitted for the review of the President and the Board of Higher Education     | March 31, 2021        |
| Institutional Self-Evaluation Report submitted to ACCJC (at least 60 days before visit) <sup>4</sup> | August 2021           |
| External Peer Review Team Visit                                                                      | October 2021          |

<sup>4</sup> Guide to Institutional Self-Evaluation, Improvement, and Peer Review (2018). Section 4: 4.3 – Timetable, p. 18.



**AMERICAN SAMOA  
COMMUNITY COLLEGE  
OFFICE OF INSTITUTIONAL EFFECTIVENESS**

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|-------------------------------------------------------------------------|---------------|
| Draft Team Report sent to College CEO for correction of errors and fact | November 2021 |
| Commission meeting and decision on accreditation                        | January 2022  |
| Commission action letter received by College posted to the Website.     | February 2022 |

I also submit for your review and approval the appointment of Standard section leads for Accreditation Standard I and Standard IV:

**Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity**

- I.A Mission
  - Standard Lead – Mrs. Evelyn Fruean
- I.B Assuring Academic Quality and Institutional Effectiveness
  - Standard Lead – Mrs. Virginia M. Filiga
- I.C Institutional Integrity
  - Standard Lead – Mrs. Tanya Atonio
  - Standard Co-Lead – Mr. James Kneubuhl

**Standard IV: Leadership and Governance**

- IV.A Decision-Making Roles and Processes
  - Standard Lead – Mr. Sonny J. Leomiti
- IV.B Chief Executive Officer
  - Standard Lead – Ms. Letupu Moananu
- IV.C Governing Board
  - Standard Lead – Mr. Sonny J. Leomiti

Also attached are the proposed standard leads for Accreditation Standards II and III received by the Standard II Chairwoman – Vice President of Academic and Student Affairs Mrs. Letupu Moananu, and Standard III Chairwoman Vice President of Administration and Finance Dr. Lina Scanlan for your review and approval.

Fa'afetai,



**American Samoa Community College**

Dr. Rosevonne Makaiwi Pato  
ACC President

Mrs. Letupu Tauanuu Moananu  
Vice President of Academic Affairs & Student Services

Dr. Lina Galeai Scanlan  
Vice President of Administration & Finance

**MEMORANDUM**

February 15, 2019

**VICE PRESIDENT OF ACADEMIC AFFAIRS & STUDENT SERVICES MEMO NO. 093002152019**

TO Mr. Sonny J. Leomiti, Director, Office of Institutional Effectiveness and  
ASCC Accreditation Liaison Officer

FROM Mrs. Letupu Tauanuu Moananu, Vice President, *Letupu Moananu*  
Division of Academic Affairs (DOAA) & Division of Student Services (DOSS)

SUBJECT DESIGNATION OF LEADERS AND CO-LEADERS FOR STANDARD II

In preparation of the upcoming ASCC Institutional Self-Evaluation for the Accrediting Commission of Community and Junior Colleges, the following individuals accepted the recommendations to serve as Standard II – Student Learning Programs and Support Services Leads and Co-Leads.

**1. STANDARD A. INSTRUCTIONAL PROGRAMS**

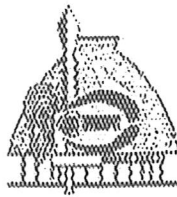
A. Lead: Dr. Siamaua Eliapo Ropeti, Dean of Academic Affairs

**2. STANDARD B. LIBRARY AND LEARNING SUPPORT SERVICES**

A. Lead: Mr. Elvis Pauu Zodiacal, Program Director of Library Services  
B. Co-Lead: Ms. Annie Masele Panama, Program Director of Counseling Services

**3. STANDARD C. STUDENT SUPPORT SERVICES**

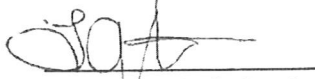
A. Lead: Dr. Emilia Sabado Le'i, Dean of Student Services



AMERICAN SAMOA COMMUNITY COLLEGE  
VICE PRESIDENT OF ADMINISTRATION AND FINANCE  
INTEROFFICE MEMORANDUM

February 13, 2019

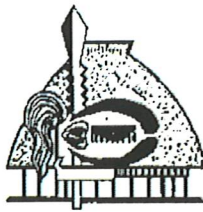
To: Mr. Sonny J. Leomiti  
Director of Institutional Effectiveness  
Accreditation Liaison Officer

From:   
Dr. Lina Galea'i-Scanlan  
Vice President of Administration and Finance

Subject: DESIGNATION OF LEADS AND CO-LEADS FOR STANDARD III

As we begin the process of our Institutional Self-Evaluation for Accrediting Commission for Community and Junior Colleges, our first task is to appoint Standard Leads. I have appointed the following officers as Standard Leads for Standard III Resources along with their co-leads to assist them.

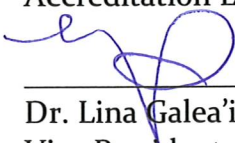
- A. Human Resources
  - 1. Standard Lead: Officer Sereima Asifoa
  - 2. Co-Lead: Ms. Silaulelei Saofaigaali'i
- B. Physical Resources
  - 1. Standard Lead: Officer Lokeni Lokeni
  - 2. Co-Lead: Officer Jessie Suesue
- C. Technology
  - 1. Standard Lead: Officer Don Nelson
  - 2. Co-Lead: Ms. Fuatapu Alaimalo
- D. Financial Resources
  - 1. Standard Lead: Officer Elsie Lesa
  - 2. Co-Lead: Claire Sagapolutele-Toeava



AMERICAN SAMOA COMMUNITY COLLEGE  
VICE PRESIDENT OF ADMINISTRATION AND FINANCE  
INTEROFFICE MEMORANDUM

February 20, 2019

To: Mr. Sonny J. Leomiti  
Director of Institutional Effectiveness  
Accreditation Liaison Officer

From:   
Dr. Lina Galea'i-Scanlan  
Vice President of Administration and Finance

Subject: CHANGE OF LEAD AND CO-LEAD FOR STANDARD III

This memorandum serves as official notification for the change of Lead and Co-Lead for Standard III C: Technology. Mrs. Sifagatogo Tuitasi has been appointed as Standard Lead whereas her Co-Lead will be identified shortly.