

GUAM COMMUNITY COLLEGE
Board of Trustees Assessment Activities & Timeline
AY 2007-2008

GOAL #1 Membership Education	OBJECTIVES	PERSON RESPONSIBLE	TIMELINE
Develop a comprehensive professional development plan that would provide for continuous education for board members	<p>Ia. Ensure that members receive and read the Membership Handbook for a better understanding of the board's duties and responsibilities.</p> <p><u>Outcome:</u> signed new member orientation form</p> <p>Ib. Research and plan for the attendance of board members for local, inter-island or national board governance conferences.</p> <p><u>Outcome:</u> 3 or 5 year matrix outlining name/nature of conference, venue, who to send, etc.</p> <p>Ic. Formalize board training for new members via a boardmanship retreat led by the sitting board.</p> <p><u>Outcome:</u> Matrix detailing plan – documents to be handed out, signed member orientation form, including evaluation instrument that assesses learning of board duties and responsibilities; New Board Member Orientation and/or Recruitment Booklet.</p>	<p><u>Board of Trustees:</u></p> <ul style="list-style-type: none"> Student Trustee <p><u>Staff:</u></p> <p>Board's Administrative Secretary</p>	<p><u>First Submission:</u></p> <ul style="list-style-type: none"> End of February 2008 <p><u>Board of Trustees Approval:</u></p> <ul style="list-style-type: none"> March 2008 Monthly Meeting

CONCUR: x _____
 DO NOT CONCUR: _____

/s/ _____
 Chairperson, Board of Trustees

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GOAL #2 Board Assessment	OBJECTIVES	PERSON RESPONSIBLE	TIMELINE
Establish and implement systematic assessment processes	2a. Systematize and coordinate the collection of data for all board goals and analyze and interpret such data for board assessment purposes.	<ul style="list-style-type: none"> Board of Trustees: Board Chairperson 	<ul style="list-style-type: none"> First Submission: End of February 2008
	2b. Regularize BOT assessment processes through the systematic input of the board's assessment plan and report in TracDat (the college's assessment data management software). (Assistance of the board's administrative/ recording secretary will be solicited in this regard)	<ul style="list-style-type: none"> Staff: Assistant Director, Office of Assessment & Institutional Effectiveness (AIE) Program Specialist, Office of Assessment & Institutional Effectiveness (AIE) 	<ul style="list-style-type: none"> Board of Trustees Approval: March 2008 Monthly Meeting
	2c. Conduct an assessment retreat for the Board as necessary and appropriate, in order to increase and deepen members' knowledge of accreditation and assessment for purposes accountability and improvement		

CONCUR: x _____
 DO NOT CONCUR: _____

/s/ _____
 Chairperson, Board of Trustees

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GOAL #3 Review of Board Policies	OBJECTIVES	PERSON RESPONSIBLE	TIMELINE
Update board policies on <i>general, finance, curriculum, faculty/employees, students, foundation, and apprenticeship</i> through a systematic review process that reflect changing institutional and community needs and demands.	3a. Develop a measurement tool that will determine usefulness and effectiveness of existing policies. <u>Outcome:</u> Policy Evaluation Instrument.	<u>Board of Trustees:</u> <ul style="list-style-type: none"> Board Treasurer BOT Foundation Member <u>Staff:</u> <ul style="list-style-type: none"> Divisional departments and Board's Administrative Secretary 	<u>Review dates for Curriculum, Student & Apprenticeship Policies:</u> <ul style="list-style-type: none"> January 17, 2008 March 27, 2008
	3b. Establish a timeline and persons responsible for the review process to occur. <u>Outcome:</u> Timeline and Responsibility Matrix.	<u>Academic Affairs Vice President:</u> <u>Review of:</u> <ul style="list-style-type: none"> Curriculum Policies, Students Policies, Apprenticeship Policies. 	<u>Review dates for Financial & Foundation Policies:</u> <ul style="list-style-type: none"> January 24, 2008 February 14, 2008 April 10, 2008
	3c. Engage in discussion and dialogue with college and community stakeholders to develop the next steps regarding policies reviewed. <u>Outcome:</u> Minutes of meetings.	<u>Business & Finance Vice President:</u> <u>Review of:</u> <ul style="list-style-type: none"> Finance Policies Foundation Policies 	<u>Review dates for General & Employee Policies:</u> <ul style="list-style-type: none"> February 28, 2008 March 13, 2008 April 24, 2008 May 8, 2008
	3d. Publish an updated policy manual for board. <u>Outcome:</u> Published manual, both in print and electronic.	<u>Administrative Services Vice President:</u> <u>Review of:</u> <ul style="list-style-type: none"> General Policies Employee Policies 	<u>Board of Trustees Approval on all Policies:</u> <ul style="list-style-type: none"> June and/or July 2008 Monthly Meetings

CONCUR: x
DO NOT CONCUR: _____

/s/ _____
Chairperson, Board of Trustees

