GUAM COMMUNITY COLLEGE ACADEMIC AFFAIRS

MEMORANDUM

TO:

President

FROM:

AVP

DATE:

June 29, 2010

SUBJECT:

2nd Quarterly Reports, April- June 2010

Attached are five reports from the Academic Affairs Division:

- Dean's report from the School of Technology & Student Services
- Dean's report from the School of Trades & Professional Services
- Continuing Education & Workforce Development
- Assessment & Institutional Effectiveness
- Admissions & Registration

Also included here are Advisory Committee meeting minutes for Fall 2009 and Spring 2010, as part of AIE's year-end report.

These reports are informational, requiring no action.

Please transmit these reports to the Board so they remain informed of the college's activities relevant to our institutional goal of promoting workforce development through high quality education and training for our students.

Respectfully submitted by:

Dr. R. Ray D. Somera

Vice President for Academic Affairs

Guam Community College

PO Box 23069 GMF Barrigada, GU 96921 1.3.

GUAM COMMUNITY COLLEGE TECHNOLOGY & STUDENT SERVICES OFFICE OF THE DEAN

Board of Trustees Quarterly Report for April - June 2010

- Accommodative Services -The vacancy for the Program Specialist still remains but the position
 has been announced and the applications are being evaluated. It is hoped interviews will occur
 before the end of June. In the meantime, the Dean is reviewing all requests for accommodations
 and streamlining functions to serve students.
- Assessment and Counseling The department has requested and provided sufficient evidence to
 fill the vacancy at Simon Sanchez High School and has demonstrated a need for a CTE counselor
 at Okkodo. In addition to the regular duties on campus, several counselors participated in training
 our students at multiple events.
- 3. Business Department The Department has been divided beginning Fall 2010. Office Technology will join the Technology Department and Accounting and Supervision and Management will join Marketing and Visual Communications. The vacancy left by Julie Cruz-Jones will be filled in June to begin Fall '10. Our student accounting intern at Shell was awarded at \$500 stipend for their work.
- 4. Center for Student Involvement —The spring fling was held in April and there was a great turnout for voting. The student trustee is Paling and there is a complete group for student officers of COPSA. Induction and leadership training for the officers was held in May and June. The Program Specialist will be leaving on June 20 for Skills USA.
- 5. Civic Engagement The Center for Civic Engagement and student success have been working to keep our Americorps volunteer tutors busy meeting the needs of students seeking assistance. In addition they continue to do presentations of service learning and assist faculty with culminating activities that allow students to share their reflections. The Vista Student Volunteer attended training in Hawaii with the Hawaii Islands Pacific Islands Campus Compact (HIPICC).
- 6. College Access Challenge Grant The CACGP currently has a waiting list for students in the summer bridge they have 33 middle school students and 27 high school. The energy of this department is contagious and they have successfully recruited over 700 participants. There is great communication with the schools and great tutor participation.
- 7. English The name of the Department is officially changed from ELI to English. Judy Salas will be retiring and completed her last semester this Spring. Lisa Baza-Cruz will be the incoming Department Chairperson. The department is focusing on moving out of classrooms they currently occupy in the F Bldg in order to prepare for Fall semester.
- Enrollment Services This office chaired the College Fair held on April 2nd where over 100 high school seniors were introduced to GCC and were able to talk about college with faculty, financial aid, counselors and the admissions and registration personnel.
- 9. Health Services Clinic Visits based on the center's sign-in sheets: 1,756 students, 228 employees and 1 visitor for a Total: 1,985. Health Clearances --Tuberculosis(TB) Clearance and Immunizations: Majority of the visits were for clearances. Immunization audit and counseling were conducted in conjunction with TB clearance (MMR vaccines were also provided). Nurse

GUAM COMMUNITY COLLEGE TECHNOLOGY & STUDENT SERVICES

Cecilia also provided an article for Chachalani on Mumps and both nurses presented for new employee orientation.

OFFICE OF THE DEAN

- 10. Library The furniture requirements have been submitted to Procurement for bid preparation so the furniture can be here in time for the opening of the new LRC. The committee meets weekly to review the progress on construction. The library has some concerns about their collection and is trying to find new ways to increase it.
- 11. Math, Science, Cosmetology-Cosmetology will be moving to the Education Department to align with the Career Cluster on Human Services (Early Childhood Education is considered a human services). The Department has written a chemistry course guide and a microbiology course guide. Interviews will be held for both math and science.
- 12. Student Support Services William Melendez Jr. passed away at the end of May. He really was the anchor for that office and the staff have been taking the loss hard. Mr. John Payne has really been stepping up and managing all of the services and is really supported by his staff. There have been a few recent incidences of theft or vandalism and the office is reevaluating the security guard needs.
- 13. Technology Multiple course guides were submitted to revamp the computer science course offerings. In addition, all course guides for the Microsoft IT program were completed and approved through the curriculum committee. Course offerings were to begin this summer but will start in Fall.
- 14. Trio Programs- Year-end activities were held at the Hilton and the event was quite successful with about 10 graduates. Upon completion of that event, focus switched to recruiting for a summer bridge program that introduces high school graduates to college life. The office has been working hard to fill the available slots.

Submitted by: Manufacture Dr. Michelle Santos, Dean

Quarterly Report

2nd Quarter, 2010

School of Trades and Professional Services

Adult Education – A total of 25 students passed the GED during April and May. A total of 182 students took post tests in ABE classes.

Allied Health – Practical Nursing Program Director Louise Foster was chosen by the NCLEX committee to attend meetings in Chicago to help write questions for upcoming NCLEX examinations. Instructor Dee Manglona attended a nursing conference in Palau. A medical assisting student, Ken Banico, is attending the SkillsUSA competition in Kansas City.

Apprenticeship – There are currently 348 apprentices working for 54 different employers. Standards for three more employers are in the works.

Automotive – The computer-trainer lab has been reconfigured so that it can also serve as a classroom to accommodate the diesel program. Diesel equipment has been ordered and is on the way. A post secondary student, Ray dela Peret, is attending the SkillsUSA competition in Kansas City.

Construction Trades – More Earmark boot camps were held successfully with a graduation held in early June.

Criminal Justice and Social Science – A summer supplemental police cycle is underway with 31 students enrolled. Public Health ARRA funding is going to pay for most of them.

Education –. The new secondary early childhood program for GW had a successful first semester. Educational methods classes were run this summer for incoming GCC faculty.

Marketing/VisCom – Department realignments have added supervision and management as well as accounting to the Marketing and Visual Communications department. Long time GCC Marketing faculty member Rick Skipper has retired.

Tourlsm & Hospitality – Six students, both secondary and post secondary, are attending the Skills USA competition in Kansas City in the areas of culinary, commercial baking, and food and beverage service. They are Ruel Abastas, Kanani Abe, Catina Hansen, Reymart Manaois, Bertina Mendiola, and Kennylyn Miranda.

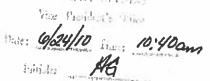
Respectfully submitted:

Reilly Ridgell, Dear

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CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

BOARD OF TRUSTEE QUARTERLY REPORT APRIL 2010 – JUNE 2010 Fiscal Year 2009 - 2010



CLASSES OFFERED THROUGH THE UNIVERSITY OF GUAM:

- Career & Technical Education Philosophy: 24 students completed the course and earned 3 graduate credits.
- Career & Technical Education Methods 1: 4 students completed the course and earned 3 graduate credits.
- Career & Technical Education Methods 2: 4 students completed the course and earned 3 graduate credits.

CLASSES OFFERED THROUGH CONTINUING EDUCATION:

- GED Battery Test: 37 students completed the non-credit course.
- GED Battery Retake: 18 students completed the non-credit course.
- GED Official Practice Test (OPT): 18 students completed the non-credit course.
- ABE High Intermediate: 3 students completed the non-credit course.
- Community First Aid & Safety/CPR: 65 students completed the non-credit course.
- 50th Tour Guide Training Part 1: 13 students completed the non-credit course.
- 50th Tour Guide Training Part 2: 13 students completed the non-credit course.
- Work Readiness Training: 250 students completed the non-credit course.
- Basic Financial Management: 23 students completed the non-credit course.
- Microsoft Excel 2007: 7 students completed the non-credit course.
- CASAS Testing for Guam Transportation Training Program: 27 students completed the non-credit course.
- Birth and Beginning Years 1 (DPHSS Contract): 112 students registered and earned 1 CEU, 39 out of the 112 earned 2 CEU's.
- Ethics in Government Training: 5 students completed the training and earned 1 CEU.
- Earmark Congressional Grant Construction Training Sessions Industrial Safety, Cycle 1: 16 students registered and earned 3 credits.
- Earmark Congressional Grant Construction Training Sessions Industrial Safety, Cycle 2: 20 students registered and earned 3 credits.
- Earmark Congressional Grant Construction Training Sessions Intro to Construction Trades, Cycle 2: 20 students registered and earned 5 credits.
- Earmark Congressional Grant Construction Training Sessions AutoCAD, Cycle 2: 20 students registered and earned 2 CEUs.
- Earmark Congressional Grant Construction Training Sessions Intro to Construction Trades,
 Cycle 3: 16 students registered and will earn 5 credits.
- Earmark Congressional Grant Construction Training Sessions AutoCAD, Cycle 3: 16 students registered and will earn 2 CEUs.
- Earmark Congressional Grant Construction Training Sessions Industrial Safety, Cycle 3: 33 students registered and will earn 3 credits.
- Earmark Congressional Grant Construction Practicum Construction Cycle 3: 16 students registered and will earn 3 credits.
- Earmark Congressional Grant Electrical Training Sessions Principles of Voice & Data, Cycle
 1: 12 students registered and earned 2 credits.

- Earmark Congressional Grant Electrical Training Sessions Principles of Voice & Data, Cycle
 12 students registered and earned 2 credits.
- Earmark Congressional Grant Electrical Training Sessions Fiber Optic Installation, Cycle 1: 12 students registered and earned 3 credits.
- Earmark Congressional Grant Electrical Training Sessions Fiber Optic Installation, Cycle 2: 12 students registered and earned 3 credits.
- Earmark Congressional Grant Electrical Training Sessions Electrical Wiring, Cycle 2: 12 students registered and earned 3 credits.
- Earmark Congressional Grant Electrical Training Sessions National Electrical Code, Cycle 2:
 12 students registered and earned 3 credits.
- Early Experience in Language Arts (DPHSS Contract): 19 students registered and earned 3 credits.
- Early Childhood Education Orientation (DPHSS Contract): 7 students registered and earned 3 credits
- Week of the Young Children Conference (DPHSS Contract): 85 students registered and earned 1 credit.
- ECE Orientation (DPHSS Contract): 7 students registered and earned 3 credits.
- Environments for Young Children (DPHSS Contract): 20 students registered and earned 3 credits.
- Child Care Management (DPHSS Contract): 19 students registered and earned 3 credits.
- Child Growth & Development (DPHSS Contract): 20 students registered and earned 3 credits.
- EN100 Fundamentals of English Reading (DPHSS Contract): 8 students registered and will earn 3 credits.
- Praxis Prep –Mathematics: 4 students registered and earned 3 credits.
- Praxis Prep Reading: 3 students registered and earned 3 credits.
- Career/Technical Education Methods I: 1 student registered and earned 3 credits.
- Career/Technical Education Methods II: 2 students registered and earned 3 credits.
- American Sign Language III: 6 students registered and will earn 4 credits.
- American Sign Language IV: 5 students registered and will earn 4 credits.
- Computer Networking IV Section 01: 8 students registered and earned 4 credits.
- Computer Networking IV Section 02: 5 students registered and earned 4 credits.
- Computer Networking IV (GTA Apprentices): Section 03: 10 GTA apprentices registered and earned 4 credits.
- Fiber Optics and Principles of Voice (GTA Apprentices): 11 GTA apprentices registered and earned 3 credits.
- Principles of Voice & Data Cabling (GTA Apprentices): 10 GTA apprentices registered and earned 2 credits.
- CJ Supplemental Academy Cycle Intro to Criminal Justice, Cycle 8: 27 students registered and will earn 3 credits.
- CJ Supplemental Academy Cycle First Responder, Cycle 8: 26 students registered and will earn 3 credits.
- CJ Supplemental Academy Cycle Physical Development, Cycle 8: 26 students registered and will earn 3 credits.
- CJ Supplemental Academy Cycle Criminal Investigation, Cycle 8: 25 students registered and will earn 3 credits.
- CJ Supplemental Academy Cycle EVOC, Cycle 8: 25 students registered and will earn 3 credits.
- Culinary Practicum Cycle 5: 8 students registered and earned 3 credits.
- Buffet & Catering Cycle 6: 25 students registered and earned 3 credits.
- Principles of European Cuisine Cycle 7: 42 students registered and earned 3 credits.
- Culinary Practicum Cycle 7: 20 students registered and will earn 1.50 credits.

- Culinary Practicum Cycle 6: 8 students registered and will earn 1.50 credits.
- Intro to Criminal Justice: 27 students registered and will earn 3 credits.
- Physical Development: 26 students registered and will earn 3 credits.

Tourism & Hospitality Department (for Assessment Reporting)

Number of Instructors involved: 2

Health Certification Workshops for the General Public

Month	Total Number of Students Registered	Number of successful completion	Non-Completers (Percent)	Rescheduled	
April 2010	465	353	42%	112	
May 2010	467	279	36%	131	
June 2010	354	272	43%	82	
Total Served	1286	904		325	

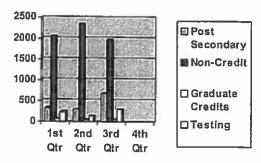
Testing Center

Month	Pan # of Participants	HOST # of Participants	Prometric # of Participants	WGU # of Participants	Optometry # of Participants	AMP # of Participants	Pearson Vue # of Participants
April 2010	25	0	0	0	0	O O	x at ticipants
May 2010	41	0	5	0	0	0	22
June 2010	186	0	3	0	0	0	22
Total Served	252	0	(8)	0	0	Ö	31

Online Courses

Month	ed2go # of Participants	JER Group, Inc. # of Participants	Gatlin Ed. Services # of Participants
April 2010	1	0	0
May 2010	2	0	0
June 2010	2	0	0
Total Served	5	Ó	0

ENROLLMENT COUNTS (OCTOBER '09 – SEPTEMBER '10) CE: 2,668



ENROLLMENT COUNTS (April '10 – June '10)	CE	Cumulative (April '10 – June '10)		
Post secondary credit courses:	674	674		
Non-Credit courses:	1,957	1,957		
Graduate Credits:	32	32		
Testing Center:	291	291		
Total Number	2,954	2,954		

Respectfully Submitted By,

Victor Rodgers Assistant Director

Quarterly Report

2nd Quarter, 2010

Office of Assessment and Institutional Effectiveness

Faces of the Future Fourth Survey Report on GCC Students (AY 2009-2010) - completed the report. Sent the draft to the AVP, Deans, Adjunct Associate Dean, and the Faculty Senate President for feedback.

9th Annual Institutional Assessment Report (AY2008-2009)-completed the report. Received feedback from the AVP, Deans, Adjunct Associate Dean, and the Faculty Senate President. Revised draft based on feedback received and forwarded revised document to AVP.

ACCJC Annual Report- compiled information to be included in the report

Fact Book Vol. IV- compiled information for the Fact Book and submitted the information to the Program Specialist assigned to the Office of Communications and Promotions for layout and design

Fall 2009/Spring 2010 IDEA Student Survey Report- currently being written.

Second Institutional Effectiveness Survey Report-. currently being written.

10th Annual Institutional Assessment Report- currently being written

Program Review Booklet- forwarded the information for inclusion in the booklet to the Adjunct Associate Dean.

AIE Website- continuously being updated

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GCC Data Repository- compiling data to be included in the repository.

ODS Reports- continuously being developed

Data Requests- continuously responding to data requests

Nuventive Users Conference- Program Specialist for assessment attended the conference in Pittsburgh, Pennsylvania on 06/14/10 and 06/15/10

TracDat Training- Program Specialist for assessment conducted TracDat Training for the Allied Health, ELI and Adult High School program personnel

GCC and COM-FSM Articulation-Planner IV completed the articulation matrix and finalized the articulation document between GCC and COM-FSM

Self-Study Accreditation Timeline- completed by Planner IV

Banner Core Team- Institutional Researcher is continuing to work with the Banner Core Team

Advisory Committee Meetings AY09-10- Fall 2009 (TPS-40%; TSS-100%) and Spring 2010 (TPS-42%; TSS-71%)—See attached Advisory Committee Meeting Minutes Matrix and meeting minutes.

Respect fully submitted:

Dr. Gilla Charfauros Tudela, Assistant Director



ADVISORY COMMITTEE MEETINGS HELD BY PROGRAM, AY 2009-2010 MEETING MINUTES MATRIX

	MEETING MINUTES M Fall 2009 (Aug 2009 – Dec 2009)		
	Department/Program	School	Meeting/Minutes Dated
1.	Adult Education Department	TPS	Not required to provide Advisory
	 Adult High School Program 		Committee Minutes (not included in
	GED Program	}	the compliance report)
2.	Allied Health Department	TPS	Medical Assisting 10/2/2009
	 Medical Assisting AS/Certificate Programs 		Nursing Assisting Secondary
	 Nursing Assisting Secondary Program 		10/2/2009
	 Practical Nursing Certificate Program 		Practical Nursing Certificate
			10/2/2009
3.	Business Department	TSS	Accounting AS Program
	 Accounting AS Program 		11/12/2009
	 Office Technology AS & Certificate Programs 	1	Office Technology AS &
	 Supervision & Management AS & Certificate Programs 		Certificate Programs 11/12/2009
	_	1	Supervision & Management AS &
			Certificate Programs 11/12/2009
4.	Construction Trades Department	TPS	
	Construction Technology Certificate Program		
	Construction Trades Secondary Program		
5.	Surveying Technology Certificate Program		
٥.	Criminal Justice & Social Science Department	TPS	Criminal Justice 12/15/2009
	Extracted Management A3 & Certificate Programs]	
6.	Fire Science Technology Certificate Program Education Department		
u.		TPS	Early Childhood Education
	Early Childhood Education AS & Certificate Programs Education AA & Continue Programs		10/5/2009
7.	Education AA & Certificate Programs English Language Institute Department		• Education 10/5/2009
*1	Liberal Arts AA Program	TSS	Not required to provide Advisory
	- Single VIP VV LIORISM	ļ	Committee Minutes (not included in
8.	Marketing Department	TPS	the compliance report)
	Marketing AS & Secondary Programs	1	
	Visual Communications AS & Secondary Programs		
9.	Math, Science & Cosmetology Department	TSS	Cosmetology 11/9/2009
	Cosmetology Certificate Program		Cosmetology 11/9/2009
10.	Technology Department	TSS	
	 Computer Networking AS Program 		Computer Science 10/9/2009
	 Computer Science AS & Certificate Programs 		Computer Networking
	 Electronics & Computer Networking Secondary Program 		12/4/2009
			Electronics & Computer
1.1	Total and the second		Networking 12/4/2009
11.	Tourism & Hospitality Department	TPS	
	Culinary AA Program	i	
	 Hospitality Industry Management AS Program 		1
	 Lodging Management Secondary Program 		
12	ProStart Secondary Program The secondar		
14.	Transportation Department	TPS	Auto Body 12/14/2009
	Auto Body Secondary Program		Automotive Services 12/14/2009
	Automotive Service Technology AS/Certificate & Secondary Programmer		
	Secondary Programs		
	Medium/Heavy Truck Diesel Associate & Degree Programs		
	Number of TPS programs	8/20	40%
	Number of TSS programs	7/7	100%

Updated: 14-May-2010



ADVISORY COMMITTEE MEETINGS HELD BY PROGRAM, AY 2009-2010 MEETING MINUTES MATRIX

	Spring 2010 (Jan 2010 – May 201	0)	
	Department/Program	School	Meeting/Minutes Dated
1.	Adult Education Department Adult High School Program GED Program	TPS	Not required to provide Advisory Committee Minutes (not included in the compliance report)
2.	Allied Health Department Medical Assisting AS/Certificate Program Nursing Assisting Secondary Program Practical Nursing Certificate Program	TPS	
3.	Business Department Accounting AS Program Office Technology AS & Certificate Programs Supervision & Management AS & Certificate Programs	TSS	Accounting 4/8/2010
4.	Construction Trades Department Construction Technology Certificate Construction Trades Secondary Program	TPS	
5.	Criminal Justice & Social Science Department	TPS	Criminal Justice 4/26/2010
6.	Early Childhood Education AS & Certificate Programs Education AA & Certificate Programs	TPS	Early Childhood Education 3/5/2010 Education 3/5/2010
7.	English Language Institute Department Liberal Arts AA Program	TSS	Not required to provide Advisory Committee Minutes (not included in the compliance report)
8.	Marketing Department Marketing AS & Secondary Programs Visual Communications As & Certificate Programs	TPS	Marketing 1/15/2010 Visual Communications 1/15/2010
9.	Math, Science & Cosmetology Department Cosmetology Certificate Program	TSS	• May 3, 2010
	Technology Department	TSS	Computer Science 3/12/2010 Computer Networking 4/16/2010 Electronics 4/16/2010
	Tourism & Hospitality Department Culinary AA Program Hospitality Industry Management AS Program Lodging Management Secondary Program ProStart Secondary Programs	TPS	
12.	Transportation Department Auto Body Secondary Program Automotive Technology AS/Certificate & Secondary Programs Medium/Heavy Truck Diesel Associate & Certificate Programs	TPS	Auto Body Secondary Program 5/13/2010 Automotive Technology AS/Certificate & Secondary Program 5/13/2010 Medium/Heavy Truck Diesel Associate & Certificate Programs 5/13/2010
	Number of TPS programs	3/19	42%
	Number of TSS programs	5/7	71%

Updated: 14-May-2010



Board of Trustees Report July 28, 2010 Admissions and Registration Office

Summer Enrollment Count

		STUDENT COUNT		TOTAL CR	<u>EDITS</u>	COURSE COUNT	
DEG	REE	2009	<u>2010</u>	2009	2010	2009	2010
Associ	ate of Arts	76	79	370	323	151	132
Associate	of Science	164	176	987	1,226	421	493
(Certificate	66	101	627	830	314	370
CI	Academy	2	0	41	0	15	0
Adult H	igh School	9	7	27	21	11	8
Appro	enticeship	2	2	6	10	2	4
Eı	rrichment	1	0	3	0	2	0
U	ndeclared	158	149	611	634	221	233
	TOTALS:	478	514	2,672	3,044	1,137	1,240

Note: The total count of all categories above is based on a student's primary program. For example, if a student is declared in a GCC program other than Apprenticeship and it is his/her primary program, then they will be counted only once in their primary program. This will present different enrollment counts among this report and counts provided by the Assistant Director of Apprenticeship.

Prepared by: Source: Patrick L. Clymer, Registrar (GCC Operational Data Store production database:



Board of Trustees Report June 28, 2010 Admissions and Registration Office

Spring Enrollment Count

<u>Degree</u>	Studen <u>2009</u> Spring	t Count <u>2010</u> <u>Spring</u>	Credit <u>2009</u> Spring	Sum <u>2010</u> Spring	Course <u>2009</u> Spring	Sum <u>2010</u> Spring
Associate of Arts	260	330	2,844	3,432	1,074	1,277
Associate of Science	727	871	7,339	8,660	2,792	3,337
Certificate	204	276	2,321	2,705	874	909
Oriminal Justice Academy	1	1	3	5	1	2
Adult High School	86	74	867	805	319	300
Industry Certification	0	0	0	0	0	0
Apprenticeship	149	165	753	985	234	292
Enrichment	4	1	17	4	5	1
Undeclared Student	448	523	3,258	3,234	1,225	1,294
TOTAL	1,879	2,241	17,402	19,830	6,524	7,412

Note:

The total count of all categories above is based on a student's primary program. For example, if a student is declared in a GCC program other than Apprenticeship and it is his/her primary program, then they will be counted only once in their primary program. This will present different enrollment counts among this report and counts provided by the Assistant Director of Apprenticeship.

Prepared by: Source:

Patrick L. Clymer, Registrar (L) GCC Operational Data Store production database.