Automotive Technology Certificate (Archive)

Mission Statement: Note: The hard AS & Certificate hard copies Assessment Plans approved on October 27, 2004 indicates the SLOs are identical.

No Outcomes Description were returned for this Assessment Unit based upon the selected parameters.

Automotive Technology Department Courses

No Outcomes Description were returned for this Assessment Unit based upon the selected parameters.

Board of Trustees

Mission Statement: The Board of Trustees upholds the mission of Guam Community College through policy formulation and governance processes that shape, promote and strengthen the college as a premier vocational institution in the Pacific region.

Vision Statement: The BOT envisions a highly-respected, reputable, and community-supported two-year institution that addresses the changing needs of the workforce in Guam and the region through quality educational opportunities that lead to career success and lifelong learning.

Outcome Description: FA09-SP11 Membership Education

AUO #1:
Develop a comprehensive professional development plan that would provide for continuous education for board members.

Start Date: 10/12/2009
End Date: 03/14/2011
Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	**Criterion (Written in %)**	**Activity Schedule**	**Active**
1a. Ensure that new members of the board are provided with training as soon as they take office so that they become familiar with their duties and responsibilities. **Type of Artifact/Instrument/Rubric/Method/Tool:** Workshop/Conference/Training **Related Documents:** BOT Training Schedule Matrix - 2009 thru 2015.pdf Policy 120 - ORIENTATION OF NEW BOT MEMBERS.pdf	1a. 100% of new Board members will attend new board member orientation training.	1a. Immediately after receiving notice of a new board member, orientation is provided as stated in board policy 120.	Yes
1b. Establish more frequent communication between Foundation Board members and the Board of Trustees. **Type of Artifact/Instrument/Rubric/Method/Tool:** Document Review **Related Documents:** GBOT and GFBOG Sub-committee Assignment campaign.pdf GCC Foundation Minutes of October 28, 2009.pdf GCC Foundation Board Minutes of December 9, 2009.pdf	1b. 100% of all members from the GCC Board of Trustees and Foundation Board of Governors will participate actively in the joint retreats as well as their assigned Fundraising Campaign sub-committee.	1b. --Joint retreats between Board of Trustees and Foundation Board of Governors. --Joint participation between Board of Trustees and Foundation Board of Governors in established GCC Foundation Sub-committees Fundraising Campaign.	Yes

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	**Criterion (Written in %)**	**Activity Schedule**	**Active**
1c. Ensure board participation at college and community events. **Type of Artifact/Instrument/Rubric/Method/Tool:** Document Review **Related Documents:** GCC BOT Minutes of October 7, 2009.pdf GCC BOT Minutes of November 4, 2009.pdf GCC BOT Minutes December 2, 2009.pdf GCC BOT Minutes of January 6, 2010.pdf	1c. 85% of board members will continue to attend various college events held both on campus and off as well as attend community events.	1c. Board to report community outreach at monthly meetings.	Yes

Related Activities

- Board Assessment Activities

- Board Retreat

Related Items

ACCJC/WASC

∗ STANDARD IV (Prior to June 2014). Leadership and Governance - The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

Board of Trustees (BOT)

∗ Governing Board Level - The Board of Trustees will further strengthen its partnership with the college's CEO, faculty, staff and students through professional development activities, which covers board education, development and new member orientation.

President/CEO

∗ Division Level - The President (CEO) will initiate, plan, and oversee the continuous development and maintenance of college facilities and infrastructure that impact on student learning environment, as well as employee productivity.

Board of Trustees

∗ Governing Board Level - The Board of Trustees will further strengthen its partnership with the college's CEO, faculty, staff and students through professional development activities, which covers board education, development and new member orientation.

Outcome Description: FA09-SP11 Board Assessment

AUO #2:
Establish and implement systematic assessment processes.

Start Date: 10/12/2009
End Date: 03/14/2011
Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	**Criterion (Written in %)**	**Activity Schedule**	**Active**
2a. Implement a regular schedule for board assessment retreats to increase and deepen members' knowledge of assessment and accreditation for accountability and improvement. **Type of Artifact/Instrument/Rubric/Method/Tool:** Document Review	2a. 100% compliance with the assessment process.	2a. A board retreat(s) will be held with the AIE staff and Standard Chairs to strengthen their understanding of the assessment and accreditation processes.	Yes

Means of Assessment

Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
2b. Include the input and participation of the Faculty Senate in the Governing Board Assessment Questionnaire (GBAQ) process. Tool Used: Governing Board Assessment Questionnaire (GBAQ). **Type of Artifact/Instrument/Rubric/Method/Tool:** Other (indicate the specific tool in the Method field/box)	2b. 80% of questionnaire respondent will indicate agreement or strong agreement with each of the statements contained int he questionnaire.	2b. --The GBAQ will be administered to all regular (internal and external) participants of the Board of Trustees meetings. --Joint retreat(s) will be held between the Board of Trustees, the Faculty Senate and the Council on Postsecondary Student Affairs.	Yes

Related Activities

- Assessment Report

- Board Assessment Activities

- Board Retreat

- Survey Instrument Completion

Related Items

Guam Community College

∗ Institutional Strategic Master Plan (ISMP) - ISMP GOAL#4
Dedicated Planning:
This goal provides a means to measure progress towards attaining the vision of the College each year through a systematic review and evaluation, the results of which are utilized to inform decision making at the College at all levels.

ACCJC/WASC

∗ STANDARD IV (Prior to June 2014). Leadership and Governance - The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

President/CEO

∗ Division Level - The President (CEO) will promote continuous curriculum development and program improvement efforts leading toward improved student learning outcomes.

Board of Trustees

∗ Governing Board Level - The Board of Trustees will provide the necessary resources to support the quality of human and physical work environment that will foster the improvement of student learning outcomes.

Outcome Description: AUO#2-Board Assessment

AUO #2 FA2012-SP2014: Set an example by engaging all stakeholders in the College's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.

Start Date: 11/28/2012
End Date: 11/28/2014
Outcome Status: Completed the Assessment Cycle

Program SLO/AUO Plan reflects/incorporates: Other

Historical Assessment Perspective: See 4A5 Institutional Self Evaluation Report.

Budget Goals: Assessment. Set an example by engaging all stakeholders in the College's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.

Means of Assessment

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	**Criterion (Written in %)**	**Activity Schedule**	**Active**
2a. Implement a regular schedule for board assessment training to increase and deepen members' knowledge of assessment and accreditation for accountability and improvement **Type of Artifact/Instrument/Rubric/Method/Tool:** Training Plan **Related Documents:** BOT Calendar _October 2012-September 2013_for Trac.pdf	100% of all Board members will attend the regular assessment training-in compliance with assessment process.	Semi-Annually: December 2012; August 2013	Yes
2b. Include the input and participation of the Faculty Senate in the Governing Board Assessment Questionnaire (GBAQ) process. **Type of Artifact/Instrument/Rubric/Method/Tool:** Other (indicate the specific tool in the Method field/box)	100% Board participation in survey	Board participates in GBAQ survey to be administered Spring 2013 with final report due July 2013.	Yes

Related Activities

- Assessment Report

- Board Assessment Activities

- Board Retreat

- Review Assessment Plan

- Survey Instrument Completion

Related Tasks

* **Task Name: Schedule training**

    Task Description: Assessment Plan training

Related Items

Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#4
Dedicated Planning:
This goal provides a means to measure progress towards attaining the vision of the College each year through a systematic review and evaluation, the results of which are utilized to inform decision making at the College at all levels.
* Institutional Learning Outcome (ILO) - ILO#5 (Institutional Learning Outcome)
Students will demonstrate civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally.

ACCJC/WASC

* STANDARD IV (Prior to June 2014). Leadership and Governance - The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

Board of Trustees

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#2
Assessment. Set an example by engaging all stakeholders in the College's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.

Outcome Description: AUO#1-Policy Review

AUO #1 FA2012-SP2014: Evaluate and amend periodically Board Policies and the Code of Ethics Policy for all GCC constituents (including the Board) to align processes and procedures, as necessary and appropriate.

Start Date: 11/28/2012
End Date: 11/28/2014
Outcome Status: Completed the Assessment Cycle

Program SLO/AUO Plan ACCJC Standards
reflects/incorporates:

Historical Assessment The role of leadership and the institution's governance and decision-making structures and processes are regularly evaluatated to asure their integrity and
Perspective: effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.
Budget Goals: .

<table>
<tr><th colspan="4">Means of Assessment</th></tr>
<tr><th>Artifact/Instrument/Rubric/Method/Tool Description</th><th>Criterion (Written in %)</th><th>Activity Schedule</th><th>Active</th></tr>
<tr>
<td>Revised BOT policies that separate the procedural portion of the policies into a companion document of administrative procedures in order to consolidate and facilitate administrative changes without unduly taxing the Board to act upon changes that do not affect the integrity of the policy itself.
Type of Artifact/Instrument/Rubric/Method/Tool:
Board of Trustees Policy

Related Documents:
Board Policy listing on Governance Tab.pdf
POLICY REVIEW TOOL-Criteria for AY2012-12(for BOT approval).pdf
BOT Calendar _October 2012-September 2013_for Trac.pdf
Policy Review Report-Series 200
Board of Trustees Meeting-Feb. 6, 2014
1-10-2014 GCC BOT mtg.pdf
1-10-2014.I of II attachments.pdf
1-10-2014.II of II attachments.pdf
January 10, 2014 GCC Board of Trustees Meeting Attendance Sheet.pdf
February 6, 2014 GCC Board of Trustees Meeting Attendance Sheet.pdf
Board of Trustees Policy (Series 100) uploaded on website
POLICY REVIEW TOOL for 2013-2014-Criteria for BOT Policy Review-2013-2014.pdf
July 24, 2014 BOT mtg packet with attachments.pdf</td>
<td>100% BOT policies will reflect a last review date of 3 years or less.
BOT will continuously update BOT policies to maintain currency on a regular basis as deemed necessary and appropriate.
100% BOT policies reviewed will separate the policy and guidelines, as recommended by ACCJC on their 2012 report recommendations.</td>
<td>Regular Board meeting, or dedicated Board retreat within the academic year.
BOT working sessions.</td>
<td>Yes</td>
</tr>
</table>

Related Activities

- Assessment Report

- Board Assessment Activities

- Board Retreat

- BOT Monthly Meetings

- Review Assessment Plan

- Special Meetings

- Survey Instrument Completion

Related Tasks

* **Task Name: BOT Calendar**

    Task Description: Create BOT Calendar of events, i.e., meetings, retreats, public events, campus events, reporting requirements.

Related Items

Guam Community College

∗ Institutional Strategic Master Plan (ISMP) - ISMP GOAL#4
Dedicated Planning:
This goal provides a means to measure progress towards attaining the vision of the College each year through a systematic review and evaluation, the results of which are utilized to inform decision making at the College at all levels.

* Institutional Learning Outcome (ILO) - ILO#5 (Institutional Learning Outcome)
Students will demonstrate civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally.

Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
Review recommendations in the ISER and the ACCJC Evaluation Report to ensure that all actionable improvement plans and recommendations are addressed in a timely manner.

ACCJC/WASC

* STANDARD IV (Prior to June 2014). Leadership and Governance - The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
Policy review. Evaluation and amend periodically Board policies and the code of ethics policy for all GCC constituents (including the Board) to align procedures, as necessary and appropriate.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
Assessment. Set an example by engaging all stakeholders in the college's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
Governance evaluation. Assess the effectiveness of the participatory governance structure as a whole through an integrated campuses survey that builds on previous assessment work.

Board of Trustees

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1
Update board's professional development plan to provide for continuous education for board members.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
Establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3
Update board policies through a systematic review process that reflect changing institutional and community needs and demands.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#1:
To update Board's Professional Development Plan to provide for continuous education for Board members.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#2:
To establish and implement systematic assessment processes.
* Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#3:
To update Board Policies through a systematic review process that reflect changing institutional and community needs and demands.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#1
Policy Review. Evaluate and amend periodically Board Policies and the Code of Ethics Policy for all GCC constituents (including the Board) to align processes and procedures, as necessary and appropriate.

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#2
Assessment. Set an example by engaging all stakeholders in the College's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#3.
Governance Evaluation. Assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.

Outcome Description: FA2015-SP2017 AUO#1-Policy Review - Continued

Continue to evaluate and amend periodically Board Policies and the Code of Ethics Policy for all GCC constituents (including the Board) to align processes and procedures, as necessary and appropriate.

Start Date: 10/31/2015
End Date: 05/31/2017
Outcome Status: Completed the Assessment Cycle

Program SLO/AUO Plan reflects/incorporates: Use and Implementation of Results from the previous cycle
Historical Assessment Perspective: Use and implementation of result from the previous cycle

Budget Goals: Evaluate and amend periodically Board Policies and the Code of Ethics Policy for all GCC constituents (including the Board) to align processes and procedures, as necessary and appropriate.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	**Criterion (Written in %)**	**Activity Schedule**	**Active**
Continue to revise BOT policies that separate the procedural portion of the policies into a companion document of administrative procedures in order to consolidate and facilitate administrative changes without unduly taxing the Board to act upon changes that do not affect the integrity of the policy itself. **Type of Artifact/Instrument/Rubric/Method/Tool:** Board of Trustees Policy **Related Documents:** 2016.POLICY REVIEW TOOL-Criteria for BOT Policy Review.pdf Proposed.AY2015-2017 BOT Assessment Goals, Objectives, Person Responsible, Timeline.pdf Proposed.BOT Fiscal Calendar (October 2015-September 2016).pdf	100% BOT policies will reflect a last review date of 3 years or less. BOT will continuously update BOT policies to maintain currency on a regular basis as deemed necessary and appropriate. 100% BOT policies reviewed will separate the policy and guidelines, as recommended by ACCJC on their 2012 report recommendations.	Regular Board meeting, or dedicated Board retreat within the academic year. BOT working sessions. BOT meetings for approval of policies revised.	Yes
Policy review tool **Type of Artifact/Instrument/Rubric/Method/Tool:** Board of Trustees Policy	Approximately 80% of policies reviewed will be approved by first review by the Board.	Policy review will be conducted per BOT Calendar and as needed.	Yes

Related Activities

- BOT Monthly Meetings

- Special Meetings

Related Tasks

* **Task Name: BOT Calendar**

    Task Description: Create BOT Calendar of events, i.e., meetings, retreats, public events, campus events, reporting requirements.
* **Task Name: Mission Statement update, as needed**

    Task Description: Refer to Mission Statement if due for review
* **Task Name: Proposed BOT Calendar**

    Task Description: BOT Calendar updated
* **Task Name: Update Board of Trustees Membership Handbook**

    Task Description: Update the BOT membership handbook when policies relating to handbook are updated

Related Items

Guam Community College

∗ Institutional Strategic Master Plan (ISMP) - ISMP GOAL#4
Dedicated Planning:
This goal provides a means to measure progress towards attaining the vision of the College each year through a systematic review and evaluation, the results of which are utilized to inform decision making at the College at all levels.
∗ Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #3 Improvement and Accountability
Enhance the existing integrated planning, review, and evaluation processes that provide for the allocation of resources based on assessment results and college-wide priorities, in order to boost improvement and accountability.

Academic Affairs Division (AAD)

∗ Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
Review recommendations in the ISER and the ACCJC Evaluation Report to ensure that all actionable improvement plans and recommendations are addressed in a timely manner.

ACCJC/WASC

∗ STANDARD IV (Prior to June 2014). Leadership and Governance - The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

* STANDARD I: Mission, Academic Quality and Institutional Effectiveness, and Integrity - The institution demonstrates strong commitment to a mission that emphasizes student learning and student achievement. Using analysis of quantitative and qualitative data, the institution continuously and systematically evaluates, plans, implements, and improves the quality of its educational programs and services. The institution demonstrates integrity in all policies, actions, and communication. The administration, faculty, staff, and governing board members act honestly, ethically, and fairly in the performance of their duties.
* STANDARD IV: Leadership and Governance - The institution recognizes and uses the contributions of leadership throughout the organization for promoting student success, sustaining academic quality, integrity, fiscal stability, and continuous improvement of the institution. Governance roles are defined in policy and are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief executive officer. Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution.

Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
Policy review. Evaluation and amend periodically Board policies and the code of ethics policy for all GCC constituents (including the Board) to align procedures, as necessary and appropriate.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
Assessment. Set an example by engaging all stakeholders in the college's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.
* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
Governance evaluation. Assess the effectiveness of the participatory governance structure as a whole through an integrated campuses survey that builds on previous assessment work.
* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #1
Policy Review: Evaluate and amend periodically board policies and the code of ethics policy for all GCC constituents (including the board) to align processes and procedures, as necessary and appropriate.

Board of Trustees

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1 Policy Review
Evaluate and amend periodically Board policies and the Code of Ethics policy for all GCC constituents (including the Board) to align processes and procedures, as necessary and appropriate.

Outcome Description: FA2015-SP2017 AUO#2-Board Assessment - Continued

Continue to set an example by engaging all stakeholders in the College's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.

Start Date: 10/31/2015
End Date: 05/31/2017
Outcome Status: Completed the Assessment Cycle

Program SLO/AUO Plan reflects/incorporates: Use and Implementation of Results from the previous cycle
Historical Assessment Perspective: Use and implementation of results from the previous cycle.
Budget Goals: Assessment. Set an example by engaging all stakeholders in the College's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	**Criterion (Written in %)**	**Activity Schedule**	**Active**
2a. Implement a regular schedule for board assessment training to increase and deepen members' knowledge of assessment and accreditation for accountability and improvement **Type of Artifact/Instrument/Rubric/Method/Tool:** Training Plan **Related Documents:** Proposed.BOT Fiscal Calendar (October 2015-September 2016).pdf Proposed.AY2015-2017 BOT Assessment Goals, Objectives, Person Responsible, Timeline.pdf	100% of all Board members will attend the regular assessment training-in compliance with assessment process.	Semi-Annually: December 2015; August 2016	Yes

Means of Assessment

Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
2b. Include the input and participation of the Faculty Senate in the Governing Board Assessment Questionnaire (GBAQ) process. **Type of Artifact/Instrument/Rubric/Method/Tool:** Other (indicate the specific tool in the Method field/box)	100% Board participation in survey	Board participates in GBAQ survey to be administered Spring 2016 with final report due July 2016.	Yes

Related Activities

- Assessment Report

- Board Retreat

- BOT Monthly Meetings

- Review Assessment Plan

- Special Meetings

- Survey Instrument Completion

Related Tasks

* **Task Name: GBAQ**

      Task Description: Conduct GBAQ

* **Task Name: Schedule training**

      Task Description: Assessment Plan training

Related Items

Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#4
Dedicated Planning:
This goal provides a means to measure progress towards attaining the vision of the College each year through a systematic review and evaluation, the results of which are utilized to inform decision making at the College at all levels.
* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)
Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.
* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #3 Improvement and Accountability
Enhance the existing integrated planning, review, and evaluation processes that provide for the allocation of resources based on assessment results and college-wide priorities, in order to boost improvement and accountability.

ACCJC/WASC

* STANDARD IV (Prior to June 2014). Leadership and Governance - The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.
* STANDARD I: Mission, Academic Quality and Institutional Effectiveness, and Integrity - The institution demonstrates strong commitment to a mission that emphasizes student learning and student achievement. Using analysis of quantitative and qualitative data, the institution continuously and systematically evaluates, plans, implements, and improves the quality of its educational programs and services. The institution demonstrates integrity in all policies, actions, and communication. The administration, faculty, staff, and governing board members act honestly, ethically, and fairly in the performance of their duties.
* STANDARD IV: Leadership and Governance - The institution recognizes and uses the contributions of leadership throughout the organization for promoting student success, sustaining academic quality, integrity, fiscal stability, and continuous improvement of the institution. Governance roles are defined in policy and are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief executive officer. Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution.

Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #2
Assessment: set an example by engaging all stakeholders in the college's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.

Board of Trustees

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#2

  Assessment. Set an example by engaging all stakeholders in the College's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #2 Assessment

  Set an example by engaging all stakeholders in the College's continuous assessmetn and planning processes so that there is a clear understanding of roles and expectations among all constituents.

Outcome Description: FA2015-SP2017 AUO#3-Governance Evaluation-Continued

Continue to assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.

Start Date: 10/31/2015
End Date: 10/17/2017
Outcome Status: Completed the Assessment Cycle

Program SLO/AUO Plan reflects/incorporates: Use and Implementation of Results from the previous cycle

Historical Assessment Perspective: Use and implementation of results from the previous cycle.

Budget Goals: Governance Evaluation. Assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	**Criterion (Written in %)**	**Activity Schedule**	**Active**
Participate actively in campus-wide governance survey **Type of Artifact/Instrument/Rubric/Method/Tool:** Other (indicate the specific tool in the Method field/box) **Related Documents:** Proposed.BOT Fiscal Calendar (October 2015-September 2016).pdf Proposed.AY2015-2017 BOT Assessment Goals, Objectives, Person Responsible, Timeline.pdf	75% Participation from students, 100% from Board members, Faculty and Staff	Timeline: Spring 2016	Yes

Related Activities

- Assessment Report

- BOT Monthly Meetings

- Review Assessment Plan

- Special Meetings

- Survey Instrument Completion

Related Tasks

* Task Name: Participate actively in campus-wide governance survey

   Task Description: Administer survey, collect results with AIER, provide report.

Related Items

Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#4

  Dedicated Planning:

  This goal provides a means to measure progress towards attaining the vision of the College each year through a systematic review and evaluation, the results of which are utilized to inform decision making at the College at all levels.

* Institutional Learning Outcome (ILO) - ILO#4 (Institutional Learning Outcome)

  Students will demonstrate collaborative skills that develop professionalism, integrity, respect, and fairness.

* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #3 Improvement and Accountability

  Enhance the existing integrated planning, review, and evaluation processes that provide for the allocation of resources based on assessment results and college-wide priorities, in order to boost

improvement and accountability.

ACCJC/WASC

∗ STANDARD IV (Prior to June 2014). Leadership and Governance - The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

∗ STANDARD I: Mission, Academic Quality and Institutional Effectiveness, and Integrity - The institution demonstrates strong commitment to a mission that emphasizes student learning and student achievement. Using analysis of quantitative and qualitative data, the institution continuously and systematically evaluates, plans, implements, and improves the quality of its educational programs and services. The institution demonstrates integrity in all policies, actions, and communication. The administration, faculty, staff, and governing board members act honestly, ethically, and fairly in the performance of their duties.

∗ STANDARD IV: Leadership and Governance - The institution recognizes and uses the contributions of leadership throughout the organization for promoting student success, sustaining academic quality, integrity, fiscal stability, and continuous improvement of the institution. Governance roles are defined in policy and are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief executive officer. Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution.

Board of Trustees (BOT)

∗ Program Review Goal (Budget Related Goals & Objectives) - FY2016 #3
Governance Evaluation: assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.

Board of Trustees

∗ Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#2:
To establish and implement systematic assessment processes.

∗ Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#3.
Governance Evaluation. Assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.

∗ Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3 Governance Evaluation
Assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.

Budget & Contracts (Archive)

Mission Statement: The Budget Office is responsible for overseeing and supporting the College's budget development and budget management.

Note: AUO is combined with Business Office group eff. Dec. 2006

Vision Statement: The Budget and Contracts departement will provide budget information, interpretation, and budget analysis for the college and its constituencies and will develop, recommend, communicate, interpret, and implement a budget policy for the college.

No Outcomes Description were returned for this Assessment Unit based upon the selected parameters.

Business Department Courses

No Outcomes Description were returned for this Assessment Unit based upon the selected parameters.

Business Office

Mission Statement: The Business Office maintains the College's financial integrity by supporting the thoughtful allocation and management of institutional resources. The Business Office does this through the accurate recording of financial transactions, through providing timely reports on the College's financial condition, and through implementing, revising and maintaining internal controls for the College's resources.

Vision Statement: The vision of Business Office is to provide the opportunity for all members of the College community to participate in the thoughtful allocation and management of institutional resources.